



## CITY OF URBANA COMMITTEE OF THE WHOLE RESECHEDULED MEETING

**DATE:** Monday, September 09, 2024  
**TIME:** 7:00 PM  
**PLACE:** 400 South Vine Street, Urbana, IL 61801

### AGENDA

*Chair: James Quisenberry, Ward 7*

**A. Call to Order and Roll Call**

**B. Approval of Minutes of Previous Meeting**

1. 08-26-2024 City Council Minutes

**C. Additions to the Agenda**

**D. Presentations and Public Input**

**E. Closed Session per 5 ILCS 120/2(c)(1) – Regarding Personnel**

**F. Staff Report**

**G. New Business**

1. **Resolution No. 2024-08-058R:** A Resolution Approving Standardized Employment Agreement Templates for City Appointees – HRF/Exec
2. **Resolution No. 2024-09-060R:** A Resolution Approving a Collective Bargaining Agreement with the American Federation of State, County and Municipal Employees, AFL-CIO, Council 31, Local 1331 – HRF
3. **Resolution No. 2024-09-061R:** A Resolution Authorizing an Interfund Loan from the Retained Risk Fund to the Motor Fuel Tax Fund – HRF/PW
4. **Resolution No. 2024-09-062R:** A Resolution Approving an Increase in the Number of Liquor Licenses in the Class R&T-1 Designation for Cochran & Heller INC d/b/a Black Dog Smoke & Ale House, 201 North Broadway Avenue, Urbana, Ill. – Exec

**H. Council Input and Communications**

**I. Adjournment**

All City meetings are broadcast on Urbana Public Television and live-streamed on the web. Details on how to watch are found on the UPTV webpage located at <https://urbanaillinois.us/upTV>

## **PUBLIC INPUT**

The City of Urbana welcomes Public Input during open meetings of the City Council, the City Council's Committee of the Whole, City Boards and Commissions, and other City-sponsored meetings. Our goal is to foster respect for the meeting process, and respect for all people participating as members of the public body, city staff, and the general public. The City is required to conduct all business during public meetings. The presiding officer is responsible for conducting those meetings in an orderly and efficient manner. Public Input will be taken in the following ways:

### **Email Input**

Public comments must be received prior to the closing of the meeting record (at the time of adjournment unless otherwise noted) at the following: [citycouncil@urbanaininois.us](mailto:citycouncil@urbanaininois.us). The subject line of the email must include the words "PUBLIC INPUT" and the meeting date. Your email will be sent to all City Council members, the Mayor, City Administrator, and City Clerk. Emailed public comments labeled as such will be incorporated into the public meeting record, with personal identifying information redacted. Copies of emails will be posted after the meeting minutes have been approved.

### **Written Input**

Any member of the public may submit their comments addressed to the members of the public body in writing. If a person wishes their written comments to be included in the record of Public Input for the meeting, the writing should so state. Written comments must be received prior to the closing of the meeting record (at the time of adjournment unless otherwise noted).

### **Verbal Input**

Protocol for Public Input is one of respect for the process of addressing the business of the City. Obscene or profane language, or other conduct that threatens to impede the orderly progress of the business conducted at the meeting is unacceptable.

Public comment shall be limited to no more than five (5) minutes per person. The Public Input portion of the meeting shall total no more than two (2) hours, unless otherwise shortened or extended by majority vote of the public body members present. The presiding officer or the city clerk or their designee, shall monitor each speaker's use of time and shall notify the speaker when the allotted time has expired. A person may participate and provide Public Input once during a meeting and may not cede time to another person, or split their time if Public Input is held at two (2) or more different times during a meeting. The presiding officer may give priority to those persons who indicate they wish to speak on an agenda item upon which a vote will be taken.

The presiding officer or public body members shall not enter into a dialogue with citizens. Questions from the public body members shall be for clarification purposes only. Public Input shall not be used as a time for problem solving or reacting to comments made but, rather, for hearing citizens for informational purposes only.

In order to maintain the efficient and orderly conduct and progress of the public meeting, the presiding officer of the meeting shall have the authority to raise a point of order and provide a verbal warning to a speaker who engages in the conduct or behavior proscribed under "Verbal Input". Any member of the public body participating in the meeting may also raise a point of order with the presiding officer and request that they provide a verbal warning to a speaker. If the speaker refuses to cease such conduct or

behavior after being warned by the presiding officer, the presiding officer shall have the authority to mute the speaker's microphone and/or video presence at the meeting. The presiding officer will inform the speaker that they may send the remainder of their remarks via e-mail to the public body for inclusion in the meeting record.

**Accommodation**

If an accommodation is needed to participate in a City meeting, please contact the City Clerk's Office at least 48 hours in advance so that special arrangements can be made using one of the following methods:

- Phone: 217.384.2366
- Email: [CityClerk@urbanillinois.us](mailto:CityClerk@urbanillinois.us)



**City of Urbana**  
 400 S. Vine Street, Urbana, IL 61801  
[www.urbanailinois.us](http://www.urbanailinois.us)

## MEMORANDUM TO THE MAYOR AND CITY COUNCIL

**Meeting:** August 19, 2024 Committee of the Whole Meeting  
**Subject:** Employee Agreement Templates for Appointed Employees

### Summary

#### *Action Requested*

The City Council is being asked to approved standardized employment agreement templates for the City Administrator and Department Heads, and other appointed employees.

#### *Brief Background*

The proposed agreements articulate and memorialize the proposed terms and conditions of employment for the City's appointees as well as articulate the obligations and expectations between the City and its appointees. If approved, the templates will be utilized by City Administration and Human Resources when negotiating and entering into employment agreements with the City's appointees.

### Relationship to City Services and Priorities

#### *Impact on Core Services*

The City's ability to recruit and retain highly qualified staff for these executive-level positions is critical to the organization's ability to serve the community. Without consistent, effective leadership, the City's work may suffer. Turnover, particularly in the City Administrator or department head positions, can be very disruptive.

#### *Strategic Goals & Plans* [N/A]

#### *Previous Council Actions*

In 2021, Council approved changes to the City Code that reduced the number of appointed positions. ([2021-08-038](#))

### Discussion

#### *Additional Background Information*

The appointment process has, at times, been a barrier to recruiting or retaining highly qualified individuals to serve in the organization. The fact that the Mayor, who is the City's Chief Executive Officer, may change as often as every four years, creates a situation where appointed employees may



be concerned about job security. (Some current employees have already expressed such concerns to us.) Given the nature of their positions, appointed employees do not have an entitlement to an appeals process of adverse employment decisions, such as those provided to other employees by the Civil Service system or Collective Bargaining Agreements. Staff believes the proposed standard agreements would provide increased stability and predictability among leadership in the organization, a general consistency amongst the appointees in the terms and conditions of employment, and additional stability for appointed employees in terms of providing some mechanism that provides for a period of transition for appointees in the event the City elects not to continue their appointments for reasons other than malfeasance by the appointee. Accordingly, staff believes that implementation of these agreements will improve staff's ability to retain and recruit qualified employees in appointed positions.

There are two templates before the Council for its consideration. Items memorialized within both of the contract templates include the term of employment, recognizing that Urbana appointees are subject to annual or bi-annual reappointment votes. Additionally, given those employees appointed by the Mayor and Council do not enjoy any of the employment protections of the City's employees who are members of unions and/or Civil Service, these agreements define scenarios and processes by which the City and appointees might sever the employment relationship. Some of the other terms discussed in the agreements include duties and responsibilities of the employee and compensation. Where there may be some variation between different appointee agreements based upon variation in job responsibilities or appointee specific circumstances, these agreement endeavor to set reasonable parameters in which the City and appointee can settle. For instance, not all appointees will be compensated at the same rate. As such, please note that in Section 3, there is standard language but specific terms will be written into the contract on a case specific basis. Other sections may be applicable to certain appointees and not others. For example, it is standard that the Chiefs of the Fire and Police Departments be issued take home vehicles with which to respond to after hours emergencies. Other department heads may not be issued City vehicles. Additionally, the template for the Department Head/City Administrator agreements contains a provision related to a residency incentive. Both agreement templates have provisions related to indemnification as provided to the City's elected officials and employees under the City Code, as well as standard contract clauses such as breach, governing law, venue, etc. A summary of significant terms of each of the agreements is attached.

Although any appointed employee, other than an employee in a limited term position, would potentially be eligible to have an agreement, the Mayor would have authority to execute standard employment agreements at their discretion. Any employment agreement not conforming to the essential parameters of the standard agreement would require approval by the City Council.

#### *Fiscal and Budget Impact*

This action would have no fiscal impact, since it is not expected to affect the amount of compensation offered to appointed employees.

*Recommendation*

Staff recommends that the Committee of the Whole advance the Resolution and agreement templates to the August 26 City Council meeting with a recommendation for approval.

*Next Steps*

If approved, City Administration and Human Resources will utilize these templates when entering into employment agreements with its appointed officials.

**Attachments**

1. A Resolution Approving Standardized Employment Agreement Templates for City Appointees
2. Summary of Proposed Terms

Originated by: Michelle Brooks, Labor and Employee Relations Manager

Reviewed: Elizabeth Hannan, Human Resources and Finance Director  
Matthew Roeschley, City Attorney

Approved: Carol Mitten, City Administrator

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION APPROVING STANDARDIZED EMPLOYMENT AGREEMENT  
TEMPLATES FOR CITY APPOINTEES**

**WHEREAS**, the terms and conditions of employment for the City's appointed employees are not governed by a collective bargaining agreement nor the Civil Service Rules; and

**WHEREAS**, it is in the best interests of both the City and its appointed employees that the terms and conditions of employment be memorialized; and

**WHEREAS**, the City endeavors to ensure uniformity and consistency across the employment agreements for its appointees;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council, of the City of Urbana, Illinois, as follows:

Section 1. Council approves as to form the attached template for employment agreements between the City and its Department Heads and City Administrator, and the attached templates between the City and its other appointed employees.

Section 2. Council authorizes the Mayor as designee to negotiate specific terms of, enter into, and execute such contracts with City appointees on behalf of the City of Urbana.

**PASSED BY THE CITY COUNCIL** this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

AYES:

NAYS:

ABSTENTIONS:

\_\_\_\_\_  
Darcy E. Sandefur, City Clerk

**APPROVED BY THE MAYOR** this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Diane Wolfe Marlin, Mayor

**Summary of Proposed Terms**  
**Standard Employment Agreements for Appointed Employees**

Item G1.

	City Administrator & Department Heads	Other Appointed Employees
<b>Term</b>	Automatic renewal upon reappointment by Mayor and Council.	
<b>Salary Increases</b>	Cost of living increases commensurate with other non-union employees, including opportunity to receive additional increases based on performance.	
<b>Health Insurance, Dental, Vision, Flex Spending</b>	Consistent with other City employees.	
<b>Sick Leave</b>	96 hours advanced on first day; after 1 year, 8 hours accrued monthly.	
<b>Vacation Days</b>	Start of year 1 – 20 days, Start of year 3 – 25 days. 40 hours may be carried over.	Start of year 1 – 20 days, Start of Year 4 – 25 days. 40 hours may be carried over.
<b>Holidays</b>	12 paid holidays, including one floating holiday, consistent with other non-union employees.	
<b>Take-home Vehicle or Stipend for Personal Vehicle for City Business</b>	Specific positions only – for take-home vehicles, when permitted, allowed within Champaign County only. Stipend or reimbursement for personal vehicle used for City business.	
<b>Residency, Moving Expenses, Temporary Housing</b>	Residency incentive \$10K to locate within City of Urbana corporate limits, or for employees who live in Urbana City limits at time of hire. Reasonable relocation expenses for moving into Champaign County.	N/A
<b>Severance Pay and Benefits</b>	Eight (8) weeks initially, plus an additional four (4) weeks at end of year one, then two (2) weeks for each additional year of service as an appointee, to a maximum of 20 weeks; continuation of health insurance for same period.	Eight (8) weeks initially, plus an additional two (2) weeks at end of year one, then one (1) week for each additional year of service as an appointee, to a maximum of 20 weeks; continuation of health insurance for same period.
<b>Severance Pay Applies When</b>	Employee is separated before end of appointment period, not recommended for reappointment, or appointment is not confirmed by City Council, employee resigns at request of City; unless termination is a result of unethical, grossly negligent, willful, wanton, intentionally wrongful, discriminatory, harassing, or unlawful conduct.	
<b>Indemnification</b>	City defends and holds employee harmless against claims related to performance of employee's job. City retains right to compromise or settle claims. City has no obligation if the claim arises from employee's grossly negligent, willful, wanton, or intentional misconduct.	
<b>Pension</b>	Police, Fire, or IMRF pension, based on position and applicable State law.	
<b>Notice Incentive</b>	Incentive to provide notice of more than 30 days.	No incentive.



## **EMPLOYMENT AGREEMENT (APPOINTED EMPLOYEES)**

This Employment Agreement (hereinafter, “Agreement”) is entered into by and between the CITY OF URBANA, ILLINOIS (hereinafter, the “City”) and *[INSERT NAME]* (hereinafter, “Employee” or “they/them”) (the City and Employee sometimes referred to, generally, as a “Party” or collectively as the “Parties”).

**WHEREAS**, the City is a home rule unit of local government pursuant to Article VII, Section 6, of the Illinois Constitution, 1970, and may exercise any power, whether legislative or administrative, and perform any function pertaining to its government and affairs not otherwise expressly reserved to the State of Illinois by legislation; and

**WHEREAS**, the City seeks to employ/retain Employee and the City Council has appointed *[INSERT NAME]* to the position of *[POSITION]* pursuant to Illinois Municipal Code and the Urbana City Code (65 ILCS 5/3.1-30-5; UCC 2042, 24-3).

**NOW, THEREFORE**, in consideration of the promises and other good valuable consideration, as specified in the mutual terms, conditions, and covenants contained herein, the Parties agree as follows:

### **SECTION 1. TERM AND SCOPE OF AGREEMENT.**

Pursuant to the Illinois Municipal Code and the Urbana City Code, Employee is subject to appointment and confirmation by the Mayor and Urbana City Council, respectively (65 ILCS 5/3.1-30-5; UCC 2-42, 2-43). This Agreement speaks to the terms and conditions of Employee’s employment for so long as the City, through its Mayor and Council, appoints and appropriates for Employee to remain in the position of *[POSITION]*, the Employee chooses to accept and continue in that appointment, and is not separated from employment as described in Section 12 of this Agreement.

## **SECTION 2. DUTIES AND AUTHORITY OF EMPLOYEE.**

The City shall employ Employee and provide them with a job description for the position of [POSITION]. Employee shall perform and carryout the duties and responsibilities specified in the job description, appended hereto as Exhibit A. Employee shall also be given such authority as is reasonably necessary in order to perform the said duties and responsibilities. Employee shall perform their duties and responsibilities in a highly ethical and professional manner consistent with federal and state law, the Urbana City Code, City policies and procedures, and consistent with the ethics of their profession, all of which may, from time to time, be amended.

## **SECTION 3. COMPENSATION.**

**A. Salary.** Employee compensation as [POSITION] shall be a gross annual salary of \$ [AMOUNT IN NUMBERS (AMOUNT WRITTEN)]. Employee's annual salary shall be subject to withholding as required by state and federal law and such other deductions for Employee's contribution, if any, for participating in the benefits offered to Employee in the same manner as required of the Department Heads. The City shall pay Employee with the same frequency and on the same dates when the City's department heads are paid and consistent with the City's payroll policies and practices.

**B. Non-Salary Compensatory Benefits.** Excepted as provided for herein in this Section 3, the City agrees to provide the benefit package equivalent to that which is provided to the City's non-bargaining unit, full-time, exempt employees:

**1. Vacation Days:** Upon employment, Employee shall receive twenty (20) vacation days. Thereafter, beginning upon the start of the Employee's fourth year of employment, Employee shall accrue twenty-five (25) days of vacation annually on the anniversary of employment. [NOTE: if Employee is already employed with the City and is already receiving 25 days yearly accrual, just state, "*Employee shall continue to receive 25 days of vacation annually upon the anniversary of employment.*"]

**2. Sick Leave:** Upon employment, Employee shall be advanced ninety-six (96) hours of sick leave. Upon completion of the first year of employment, Employee shall accrue eight (8) hours of sick leave per month.

**3. Holidays:** Employee shall receive eight (8) hours of Holiday Pay for those holidays observed by the City consistent with the non-bargaining unit holiday schedule, and an additional floating holiday.

**4. Pension:** Should they elect, and consistent with all applicable State, Federal, and local laws and regulations and City and pension plan policies, Employee will be enrolled in [IMRF, FIREFIGHTERS PENSION FUND, or POLICE PENSION FUND].

**C. Adjustments.** This Agreement shall be automatically amended to reflect any changes that are made to the City's salary and/or benefits and which are applied to the City's department heads as a whole including, but not necessarily limited to, cost of living adjustments. Employee will also be eligible for pay increases consistent with compensation for other non-bargaining unit City employees.

#### **SECTION 4. GENERAL BUSINESS EXPENSES, ALLOWANCES, AND STIPENDS.**

Employee shall be reimbursed for business-related expenses in accordance with the provisions set forth in 820 ILCS 115/9.5 and relevant City policies. *[IF APPLICABLE, insert here provisions such as, "Employee shall be given one standard initial issue of uniforms, body armor, duty weapon and badge(s) and an annual uniform allowance of AMOUNT (subject to taxation and withholding). Employee will also be issued a laptop computer or tablet, which shall be maintained at the City's expense. Employee will either be issued a cell-phone by the City, which the City shall maintain at the City's expense, or shall be provided a cell-phone stipend for use of their private cell-phone for conducting business related to their job responsibilities. Laptops or cell-phones issued by the City shall remain City property and shall be returned upon Employee's separation from the City."]*

#### **SECTION 5. WORK ENVIRONMENT.**

The City shall provide workspace, furnishings, equipment, supplies, and administrative support as Employee may reasonably require in order for them to professionally, efficiently, and effectively undertake, perform, and discharge the duties and responsibilities provided for in Section 2 of this Agreement.

#### **SECTION 6. AUTOMOBILE. [optional if applicable]**

Employee will be issued a take-home vehicle for transportation needs related to their job duties for the duration of their tenure as *[POSITION]*. Employee may use the vehicle for personal travel within Champaign County limits and subject to IRS rules. Employee is not to allow other persons who are not designated by the City as authorized drivers to operate the automobile at any point in time. Employee acknowledges that personal use of this vehicle may be taxable, and employee may be required to report personal use to Finance staff. *[OR]* Should Employee utilize

their personal vehicle for City business, Employee shall either be reimbursed or provided a stipend for all reasonable costs associated with such use.

## **SECTION 7. HOURS OF WORK; OUTSIDE ACTIVITIES.**

**A. Outside Employment.** The employment provided by this Agreement shall be Employee's primary employment. The Employee may elect to accept limited teaching, consulting, or other business opportunities with the understanding that such arrangements must constitute neither interference with nor a conflict of interest with Employee's responsibilities under this Agreement.

**B. Normal Working Hours.** Employee recognizes that the City's normal business hours are from 8:00 a.m. to 5:00 p.m. Central Time, Monday through Friday, except holidays, less one hour for lunch per workday. Notwithstanding the immediate foregoing, the City recognizes that Employee will be required to devote a considerable amount of time outside the City's normal business hours and, to that end, Employee shall be allowed to establish an appropriate work schedule. The schedule shall be appropriate to the needs of the City and shall permit Employee to faithfully perform the duties and responsibilities required by this Agreement and Exhibit A appended hereto and made a part hereof.

## **SECTION 8. INDEMNIFICATION.**

Consistent with, and subject to the limitations of, Article IX of the Urbana City Code, the City shall provide legal defense services and indemnity for Employee if Employee is sued or threatened with suit for damages allegedly caused by their actions in the performance of their duties as [POSITION] to the fullest extent permitted by law.

## **SECTION 9. BONDING.**

The City shall bear the full cost of any fidelity or other bonds required of Employee under any federal or state law or City ordinance or policy.



## **SECTION 10. EMPLOYEE DEVELOPMENT, LICENSES, AND MEMBERSHIPS.**

To the extent that the City requires Employee to be licensed or certified to undertake and perform their duties and responsibilities, the City shall pay the full cost for obtaining and maintaining all such licenses or certifications specific to Employee's position as [POSITION]. Employee shall be eligible for reimbursement for other licenses, continuing education, and certification fees as the City Administrator or their designee may approve and which relate to Employee's performance of their duties and responsibilities. Within [TIME-FRAME] of commencement of employment, Employee must obtain (and thereafter maintain) [REQUIRED CERTIFICATION/LICENSES]. Employee shall maintain in full force and effect during the period of their employment with the City all licenses and certification which they are required to obtain as provided in Exhibit A appended hereto and made a part hereof.

**A. Professional Organization Memberships.** The City shall pay for or reimburse Employee for the cost(s) of membership in one or more job-related professional organizations that the City Administrator, or their designee, deems beneficial to Employee's performance of their duties and responsibilities.

**B. Conferences and Training.** The City shall pay for or reimburse Employee for the cost(s) they incur in connection with attendance of professional conferences, seminars, training, workshops, and development in connection with the performance of their duties and responsibilities, subject to budgetary constraints and prior authorization by the City Administrator or their designee. The City shall also pay for or reimburse Employee for cost(s) incurred in connection with such attendance per City travel policy.

## **SECTION 11. SEPARATION.**

For purposes of this Agreement, separation shall mean and occur in any of the following circumstances:

- A.** The Mayor, subject to Illinois Municipal Code Section 3.1-35-10 (65 ILCS 5/3.1-35-10), elects to either separate the Employee prior to the end of their existing appointment, elects not to reappoint Employee, or if the City Council declines to confirm Employee's re-appointment when put forth by the Mayor.
- B.** The City, residents or legislature amends any provision of the Urbana City Code pertaining to the role, powers, duties, authority, and/or responsibilities of Employee's position that substantially changes the form of government, Employee shall have the right to declare that such amendments constitute termination.

- C. The City reduces the salary, compensation, or any other benefit of Employee in an amount or in value that is greater than the average reduction of all Department Heads' salary, compensation, or other benefits.
- D. The Employee resigns following the City's offer to accept their resignation, whether formal or informal. In such case, Employee may declare a termination as of the date of the City's offer to accept their resignation.

## **SECTION 12. SEVERANCE.**

Except as provided in Subsection F of this Section 12, the City shall pay severance to Employee when Employee's employment is separated as defined in Section 11.

- A. **Severance Payment.** If Employee is separated within the first year of employment as an appointed officer of the City as provided in Section 11 of this Agreement, the City shall provide a severance payment of eight (8) weeks of pay at Employee's then-current rate of pay. Upon the start of their second year of Employment as an appointed officer of the City, Employee shall receive an additional two (2) weeks of severance upon separation, with an additional one (1) week of severance for each additional full year of service, to a maximum of twenty (20) weeks of severance.
- B. **Timing of Severance Payment.** This severance shall be paid in between thirty-one (31) and sixty (60) days of separation. All severance payments shall be subject to withholding as required by state and federal law and such other deductions for Employee's contribution, if any, for Employee's continuing participation in those benefits to which Employee contributed during their employment.
- C. **Final Payout.** Employee shall also be compensated for all accrued and unused vacation leave, and as much of their accrued and unused sick leave as they otherwise would be allowed consistent with City policies in place at the time of Employee's separation. All payments under this Section 12 shall be subject to withholding as required by state and federal law.
- D. **COBRA.** Employee shall be entitled to their rights under the Consolidated Omnibus Budget Reconciliation Act ("COBRA") commencing upon the expiration of the group health insurance coverage provided in this Section 12.

**E. Exception to Payment of Severance.** Notwithstanding anything to the contrary contained in this Section 12, Employee shall not be entitled to any form of severance if Employee is removed from office pursuant 65 ILCS 5/3.1-35-10, or is terminated as a direct or proximate result of their unethical, grossly negligent, willful, wanton, intentionally wrongful, discriminatory, harassing, or unlawful conduct. In the event that the City seeks to secure Employee's termination under this Subsection E of Section 12 through a mutually negotiated settlement, pursuant to the Illinois Government Severance Act, 5 ILCS 415/10, the terms of such settlement shall provide no greater than twenty (20) weeks of severance pay.

**F. Entirety of Consideration.** Except as otherwise set forth in this Agreement, Employee is not entitled to any further compensation, monies, or other benefits from the City, including coverage under any benefit plans or programs sponsored by the City, except for those explicitly stated in Section 12 of this document.

### **SECTION 13. EMPLOYEE INITIATED VOLUNTARY RESIGNATION.**

In the event Employee voluntarily resigns from their position as [*POSITION*], without having first received an offer from the City for their resignation (as contemplated in Section 12(D) of this Agreement), Employee shall not be entitled to severance as provided in Section 13 of this Agreement. In the event of voluntary resignation, Employee agrees to provide a minimum of thirty (30) days' advance written notice to the Mayor. Employee may not take vacation time in excess of forty (40) hours within the last thirty (30) days of employment.

### **SECTION 14. TRANSITION OF DUTIES AND RESPONSIBILITIES.**

During the Term of Appointment, Employee agrees to cooperate with the City and assist in matters of transition, with all matters handled by Employee, and with all matters that Employee customarily handled during the course of Employee's employment with the City.

### **SECTION 15. MISCELLANEOUS TERMS.**

**A. Notices.** Any notice required to be given shall be deemed effective if given as follows:

1. A notice which is hand delivered to the intended recipient of such notice shall be deemed effective on the day given if delivery directly to the intended recipient is made prior to 4:00 p.m. Central Time and, if not delivered prior to such time, then such notice shall be deemed effective the following business day. A hand-delivered notice shall be placed in an envelope bearing the name of the intended recipient.

2. A notice which is placed in a properly addressed envelope (based upon the most recent address provided by Employee to the City) bearing proper postage shall be deemed effective three (3) days following placement of such envelope with the United States Postal Service, First Class U.S. Mail delivery.
3. A notice which is placed with a private courier service for delivery shall be deemed effective on the day of delivery if the intended recipient receives the notice prior to 4:00 p.m. Central Time and, if not delivered prior to such time, then such notice shall be deemed effective the following business day.

All other forms of notice shall not be deemed effective. All notices shall bear a legend on the envelope that reads "CONFIDENTIAL."

**B. Integration.** This Agreement shall be deemed and construed as the sole and mutual understanding of the Parties and shall supersede and render null and void any prior understanding by and between the Parties whether such understanding is oral or in writing.

**C. Amendment.** Notwithstanding anything to the contrary contained in this Agreement, the Parties, by a duly executed writing, may amend, modify, change, or rescind this Agreement.

**D. Binding Effect.** This Agreement shall be binding on and enforceable against the Parties, respectively, as well as their executors, administrators, heirs, legatees, successors, assigns, and representatives in interest.

**E. Effective Date.** This Agreement shall become effective on the latest date of execution appearing below. Unless agreed to in writing otherwise, Employee's annual salary and benefits provided in this Agreement and Exhibit B appended hereto and made apart hereof shall commence with the first day Employee commences performance of *[POSITION]*. [NOTE: For employees who are already employed by the City when they enter into this Employment Agreement, adjust language of this subsection to reflect their actual longevity and timing of provisions herein]

**F. Severability.** In the event that any court of competent jurisdiction declares any portion but not all of this Agreement to be null, void, and of no effect, the Parties shall negotiate in good faith to agree upon such lawful terms as they may agree in order to carry out the intent in spirit of the provision so declared null, void, and of no effect. If a court declares an essential term of this Agreement to be null, void, and of no effect, and the Parties are unable to renegotiate such term so as to comply with any such declaration by such court, this Agreement shall be deemed terminated effective as of the date of such court's declaration.

For purposes of this Subsection F of this Section 16, “essential term” shall mean and be construed as including the duties and responsibilities provided for in Section 2 of this Agreement and Exhibit B appended hereto and made a part hereof and the compensation provided in Section 3 of this Agreement and Exhibit A appended to and made a part of this Agreement.

**G. Governing Law and Venue.** This Agreement shall be construed, interpreted, and enforced pursuant to the laws of the State of Illinois. Any action which may arise to enforce, construe, interpret, or for breach of this Agreement shall be filed and maintained in the Circuit Court for the Sixth Judicial Circuit, Champaign County, Illinois, or the United States District Court for the Central District of Illinois and in no other jurisdiction or venue.

**H. Section and Subsection Headings.** Section and Subsection headings are provided for convenience in navigating this Agreement and are not intended to aid in the interpretation or construction of any term, condition, or covenant contained herein.

**I. Assignment.** Neither Party shall assign or otherwise transfer any right or obligation which that Party may have as provided in this Agreement without the written consent of the Parties.

**J. Counterparts.** The Parties may execute more than one conformed copy of this Agreement and each duly executed conformed copy shall be deemed an original.

**K. Construction of Agreement.** This Agreement has been jointly negotiated by the Parties and shall not be construed against a Party because that Party may have primarily assumed responsibility for preparation of this Agreement.

**L. Employee Allowed to Consult with an Attorney.** Employee acknowledges that they have been given sufficient opportunity and time to consult with an attorney of their choosing before signing this agreement.

**M. Default and Cure.** In the event either Party defaults on any of that Party’s obligation as set forth in this Agreement (“Defaulting Party”), the other Party (“Non-Defaulting Party”) shall have the right to send a written Notice of Default to the Defaulting Party which (i) describes the nature of the default in sufficient detail so as to put the Defaulting Party on notice of the nature of the default; (ii) identifies the Paragraph or Sub-Paragraph of this Agreement, as the case may be, that the Non-Defaulting Party believes is in default; and (iii) provides a reasonable date by which the Defaulting Party must cure the default. Within seven (7) calendar days after the effective date of the Notice of Default, the Defaulting Party shall (i) cure the default within the date specified in the Non-Defaulting Party’s Notice of Default; (ii) provide evidence to the Non-Defaulting Party that

demonstrates that the Defaulting Party is not in fact in default; or (iii) provide another reasonable date by which the Defaulting Party shall cure the default. In the event that the Defaulting Party responds to the Notice of Default by advising the Non-Defaulting Party the Defaulting Party is not in fact in default or proposes another date by which the default shall be cured, the Parties shall meet in an effort to resolve the dispute or set a date by when the default shall be cured, as the case may be. If the Parties are unable to resolve the dispute, then either Party may initiate litigation to enforce this Agreement.

**N. Attorneys' Fees and Costs.** If either Party is found by a court of competent jurisdiction to be in breach of this Agreement, to the extent not otherwise prohibited by Illinois law, the non-breaching Party shall be entitled to recover from the breaching Party any and all costs and expenses, including but not necessarily limited to reasonable attorneys' fees, incurred by the non-breaching party in seeking to enforce this Agreement.

**O. Complete Agreement.** This Agreement, together with any documents incorporated herein by reference and all related exhibits, constitutes the Parties' sole and entire agreement with respect to the subject matter contained herein and cancels, supersedes, and replaces any and all prior and contemporaneous proposals, understandings, representations, warranties, and agreements (written, oral, or implied) regarding all matters addressed herein. This Agreement is the result of full negotiations and final agreement between the Parties as to all relevant terms and conditions of employment, including, but not limited to, Employee's salary and benefits. Unless otherwise initiated by the City and pursuant to and consistent with City policies, practices, and procedures, adjustments to the conditions of employment including, but not limited to, salary or other benefits will only occur if agreed to by both Parties, memorialized, and added to this Agreement. Employee acknowledges that Employee has not relied on any representations, promises, or agreements of any kind made to Employee in connection with Employee's decision to accept this Agreement, except for those set forth in this Agreement.

---



---

**EMPLOYEE ACKNOWLEDGES THEY HAVE READ THE AGREEMENT, ITS [INSERT NUMBER OF PAGES] PAGES AND [INSERT NUMBER OF SECTIONS] SECTIONS CONTAINED THEREIN. EMPLOYEE ACKNOWLEDGES THAT THE ONLY CONSIDERATION FOR EMPLOYEE SIGNING THE AGREEMENT ARE THE TERMS STATED HEREIN, THAT NO OTHER PROMISE OR AGREEMENT OF ANY KIND HAS BEEN MADE TO EMPLOYEE BY ANY PERSON OR ENTITY WHATSOEVER TO CAUSE EMPLOYEE TO SIGN THE AGREEMENT, THAT THEY ARE COMPETENT TO EXECUTE THE AGREEMENT, THAT THEY FULLY UNDERSTAND THE MEANING AND INTENT OF THE AGREEMENT, THAT THEY**

**HAVE HAD AMPLE OPPORTUNITY TO REVIEW THE AGREEMENT WITH  
EMPLOYEE'S ATTORNEY, AND THAT THEY ARE VOLUNTARILY EXECUTING IT  
OF EMPLOYEE'S OWN FREE WILL.**

**[END OF AGREEMENT, SIGNATURES FOLLOW]**

**For the City of Urbana, Illinois**

**Employee**

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
*[INSERT NAME]*

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

Exhibits: A. Job Description  
B. Offer Letter



## **EMPLOYMENT AGREEMENT (DEPARTMENT HEADS AND CITY ADMINISTRATOR)**

This Employment Agreement (hereinafter, “Agreement”) is entered into by and between the CITY OF URBANA, ILLINOIS (hereinafter, the “City”) and *[INSERT NAME]* (hereinafter, “Employee” or “they/them”) (the City and Employee sometimes referred to, generally, as a “Party” or collectively as the “Parties”).

**WHEREAS**, the City is a home rule unit of local government pursuant to Article VII, Section 6, of the Illinois Constitution, 1970, and may exercise any power, whether legislative or administrative, and perform any function pertaining to its government and affairs not otherwise expressly reserved to the State of Illinois by legislation; and

**WHEREAS**, the City seeks to employ/retain Employee and the City Council has appointed *[INSERT NAME]* to the position of *[POSITION]* pursuant to Illinois Municipal Code and the Urbana City Code (65 ILCS 5/3.1-30-5; UCC 2-42, 2-43).

**NOW, THEREFORE**, in consideration of the promises and other good valuable consideration, as specified in the mutual terms, conditions, and covenants contained herein, the Parties agree as follows:

### **SECTION 1. TERM AND SCOPE OF AGREEMENT.**

Pursuant to the Illinois Municipal Code and the Urbana City Code, Employee is subject to appointment and confirmation by the Mayor and Urbana City Council, respectively (65 ILCS 5/3.1-30-5; UCC 2-42, 2-43). This Agreement speaks to the terms and conditions of Employee’s employment for so long as the City, through its Mayor and Council, appoints and appropriates for Employee to remain in the position of *[POSITION]*, the Employee chooses to accept and continue in that appointment, and is not separated from employment as described in Section 12 of this Agreement.



## **SECTION 2. DUTIES AND AUTHORITY OF EMPLOYEE.**

The City shall employ Employee and provide them with a job description for the position of [POSITION]. Employee shall perform and carryout the duties and responsibilities specified in the job description, appended hereto as Exhibit A. Employee shall also be given such authority as is reasonably necessary in order to perform the said duties and responsibilities. Employee shall perform their duties and responsibilities in a highly ethical and professional manner consistent with federal and state law, the Urbana City Code, City policies and procedures, and consistent with the ethics of their profession, all of which may, from time to time, be amended.

## **SECTION 3. COMPENSATION.**

**A. Salary.** Employee compensation as [POSITION] shall be a gross annual salary of \$ [AMOUNT IN NUMBERS (AMOUNT WRITTEN)]. Employee's annual salary shall be subject to withholding as required by state and federal law and such other deductions for Employee's contribution, if any, for participating in the benefits offered to Employee in the same manner as required of the Department Heads. The City shall pay Employee with the same frequency and on the same dates when the City's department heads are paid and consistent with the City's payroll policies and practices.

**B. Non-Salary Compensatory Benefits.** Excepted as provided for herein in this Section 3, the City agrees to provide the benefit package equivalent to that which is provided to the City's non-bargaining unit, full-time, exempt employees:

**1. Vacation Days:** Upon employment, Employee shall receive twenty (20) vacation days. Thereafter, beginning upon the start of the Employee's third year of employment, Employee shall accrue twenty-five (25) days of vacation annually on the anniversary of employment. [NOTE: if Employee is already employed with the City and is already receiving 25 days yearly accrual, just state, "*Employee shall continue to receive 25 days of vacation annually upon the anniversary of employment.*"]

**2. Sick Leave:** Upon employment, Employee shall be advanced ninety-six (96)) hours of sick leave. Upon completion of the first year of employment, Employee shall accrue eight (8) hours of sick leave per month.

**3. Holidays:** Employee shall receive eight (8) hours of Holiday Pay for those holidays observed by the City consistent with the non-bargaining unit holiday schedule, and an additional floating holiday.

**4. Pension:** Should they elect, and consistent with all applicable state, federal, and local laws and regulations and City and pension plan policies, Employee will be enrolled in [IMRF, FIREFIGHTERS PENSION FUND, or POLICE PENSION FUND].

**C. Adjustments.** This Agreement shall be automatically amended to reflect any changes that are made to the City's salary and/or benefits and which are applied to the City's department heads as a whole, including but not limited to cost-of-living adjustments. Employee will also be eligible for pay increases consistent with compensation for other non-bargaining unit City employees.

#### **SECTION 4. GENERAL BUSINESS EXPENSES, ALLOWANCES, AND STIPENDS.**

Employee shall be reimbursed for business-related expenses in accordance with the provisions set forth in 820 ILCS 115/9.5 and relevant City policies. *[IF APPLICABLE, insert here provisions such as, "Employee shall be given one standard initial issue of uniforms, body armor, duty weapon and badge(s) and an annual uniform allowance of AMOUNT (subject to taxation and withholding). Employee will also be issued a laptop computer or tablet, which shall be maintained at the City's expense. Employee will either be issued a cell-phone by the City, which the City shall maintain at the City's expense, or shall be provided a cell-phone stipend for use of their private cell-phone for conducting business related to their job responsibilities. Laptops or cell-phones issued by the City shall remain City property and shall be returned upon Employee's separation from the City."]*

#### **SECTION 5. WORK ENVIRONMENT.**

The City shall provide an office and such workspace, furnishings, equipment, supplies, and administrative support as Employee may reasonably require in order for them to professionally, efficiently, and effectively undertake, perform, and discharge the duties and responsibilities provided for in Section 2 of this Agreement.

#### **SECTION 6. AUTOMOBILE. [optional if applicable]**

Employee will be issued a take-home vehicle for transportation needs related to their job duties for the duration of their tenure as *[POSITION]*. Employee may use the vehicle for personal travel within Champaign County limits and subject to IRS rules. Employee is not to allow other persons who are not designated by the City as authorized drivers to operate the automobile at any point in time. Employee acknowledges that personal use of this vehicle may be taxable, and employee may be required to report personal use to Finance staff. *[OR]* Should Employee utilize their personal vehicle for City business, Employee shall either be reimbursed or provided a stipend for all reasonable costs associated with such use.

## **SECTION 7. HOURS OF WORK; OUTSIDE ACTIVITIES.**

**A. Outside Employment.** The employment provided by this Agreement shall be Employee's primary employment. The Employee may elect to accept limited teaching, consulting, or other business opportunities with the understanding that such arrangements must constitute neither interference with nor a conflict of interest with Employee's responsibilities under this Agreement.

**B. Normal Working Hours.** Employee recognizes that the City's normal business hours are from 8:00 a.m. to 5:00 p.m. Central Time, Monday through Friday, except holidays, less one hour for lunch per workday. Notwithstanding the immediate foregoing, the City recognizes that Employee will be required to devote a considerable amount of time outside the City's normal business hours and, to that end, Employee shall be allowed to establish an appropriate work schedule. The schedule shall be appropriate to the needs of the City and shall permit Employee to faithfully perform the duties and responsibilities required by this Agreement and Exhibit A appended hereto and made a part hereof.

## **SECTION 8. INDEMNIFICATION.**

Consistent with, and subject to the limitations of, Article IX of the Urbana City Code, the City shall provide legal defense services and indemnity for Employee if Employee is sued or threatened with suit for damages allegedly caused by their actions in the performance of their duties as [POSITION] to the fullest extent permitted by law.

## **SECTION 9. BONDING.**

The City shall bear the full cost of any fidelity or other bonds required of Employee under any federal or state law or City ordinance or policy.

## **SECTION 10. RESIDENCY INCENTIVE AND MOVING EXPENSES.**

Employee shall be issued a residency incentive of ten-thousand dollars (\$10,000) in two installments if Employee resides within Urbana city limits at the time of hire, or relocates their primary residence within Urbana city limits within one-year of date of hire for the position of [POSITION]. In such case, Employee shall be reimbursed for reasonable costs associated with relocation of their primary residence, provided Employee is moving from outside Champaign County. If Employee resides in Urbana at the time of hire, Employee shall receive five-thousand dollars (\$5,000) upon commencement of employment in the position of [POSITION], and an additional five-thousand dollars (\$5,000) at the start of Employee's third year in the position of [POSITION] provided Employee has lived continuously in Urbana during that time. If Employee

relocates to Urbana within one-year of date of hire in the position of [POSITION], Employee shall receive five-thousand dollars (\$5,000) upon establishing primary residence in Urbana, and an additional five-thousand dollars (\$5,000) at the start of Employee's third year in the position of [POSITION] provided Employee has lived continuously in Urbana during that time.

If Employee resides outside of Champaign County prior to hire date, and relocates their primary residence to within Champaign County, but outside of the City of Urbana, within one year of date hire for the position of [POSITION], Employee shall be reimbursed for reasonable costs associated with relocation of their primary residence.

## **SECTION 11. EMPLOYEE DEVELOPMENT, LICENSES, AND MEMBERSHIPS.**

To the extent that the City requires Employee to be licensed or certified to undertake and perform their duties and responsibilities, the City shall pay the full cost for obtaining and maintaining all such licenses or certifications specific to Employee's position as [POSITION]. Employee shall be eligible for reimbursement for other licenses, continuing education, and certification fees as the Mayor or their designee may approve and which relate to Employee's performance of their duties and responsibilities. Within [TIME-FRAME] of commencement of employment, Employee must obtain (and thereafter maintain) [REQUIRED CERTIFICATION/LICENSURES]. Employee shall maintain in full force and effect during the period of their employment with the City all licenses and certifications which they are required to obtain as provided in Exhibit A appended hereto and made a part hereof.

- A. **Professional Organization Memberships.** The City shall pay for or reimburse Employee for the cost(s) of membership in one or more job-related professional organizations that the Mayor or their designee, deems beneficial to Employee's performance of their duties and responsibilities.
- B. **Conferences and Training.** The City shall pay for or reimburse Employee for the cost(s) they incur in connection with attendance of professional conferences, seminars, training, workshops, and development in connection with the performance of their duties and responsibilities, subject to budgetary constraints and prior authorization by the City Administrator or their designee. The City shall also pay for or reimburse Employee for cost(s) incurred in connection with such attendance per City travel policy.

## **SECTION 12. SEPARATION.**

For purposes of this Agreement, separation shall mean and occur in any of the following

circumstances:

- A. The Mayor, subject to Illinois Municipal Code Section 3.1-35-10 (65 ILCS 5/3.1-35-10), elects to either separate the Employee prior to the end of their existing appointment, elects not to reappoint Employee, or if the City Council declines to confirm Employee's re-appointment when put forth by the Mayor.
- B. The City, its residents, or legislature amends any provision of the Urbana City Code pertaining to the role, powers, duties, authority, and/or responsibilities of Employee's position that substantially changes the form of government, Employee shall have the right to declare that such amendments constitute termination.
- C. The City reduces the salary, compensation, or any other benefit of Employee in an amount or in value that is greater than the average reduction of all Department Heads' salary, compensation, or other benefits.
- D. The Employee resigns following the City's offer to accept their resignation, whether formal or informal. In such case, Employee may declare a termination as of the date of the City's offer to accept their resignation.

### **SECTION 13. SEVERANCE.**

Except as provided in Subsection F of this Section 13, the City shall pay severance to Employee when Employee's employment is separated as defined in Section 12.

**A. Severance Payment.** If Employee is separated within the first year of employment as an appointed officer of the City provided in Section 12 of this Agreement, the City shall provide a severance payment of eight (8) weeks of pay at Employee's then-current rate of pay. Upon the start of their second year of Employment as an appointed officer of the City, Employee shall receive an additional four (4) weeks of severance upon separation, with an additional two (2) weeks of severance for each additional full year of service, to a maximum of twenty (20) weeks of severance.

**B. Timing of Severance Payment.** This severance shall be paid in between thirty-one (31) and sixty (60) days of separation. All severance payments shall be subject to withholding as required by state and federal law and such other deductions for Employee's contribution, if any, for Employee's continuing participation in those benefits to which Employee contributed during their employment.

**C. Final Payout.** Employee shall also be compensated for all accrued and unused vacation

leave, and as much of their accrued and unused sick leave as they otherwise would be allowed consistent with City policies in place at the time of Employee's separation. All payments under this Section 13 shall be subject to withholding as required by state and federal law.

**D. COBRA.** Employee shall be entitled to their rights under the Consolidated Omnibus Budget Reconciliation Act ("COBRA") commencing upon the expiration of the group health insurance coverage provided in this Section 13.

**E. Exception to Payment of Severance.** Notwithstanding anything to the contrary contained in this Section 13, Employee shall not be entitled to any form of severance if Employee is removed from office pursuant 65 ILCS 5/3.1-35-10, or is terminated as a direct or proximate result of their unethical, grossly negligent, willful, wanton, intentionally wrongful, discriminatory, harassing, or unlawful conduct. In the event that the City seeks to secure Employee's termination under this Subsection F of Section 13 through a mutually negotiated settlement, pursuant to the Illinois Government Severance Act, 5 ILCS 415/10, the terms of such settlement shall provide no greater than twenty (20) weeks of severance pay.

**F. Entirety of Consideration.** In the case of separation as described in Section 12 of this document, except as otherwise set forth in this Agreement, Employee is not entitled to any further compensation, monies, or other benefits from the City, including coverage under any benefit plans or programs sponsored by the City, except for those explicitly stated in Section 13 of this document.

## **SECTION 14. EMPLOYEE INITIATED VOLUNTARY RESIGNATION.**

In the event Employee voluntarily resigns from their position as [POSITION], without having first received an offer from the City for their resignation (as contemplated in Section 12(D) of this Agreement), Employee shall not be entitled to severance as provided in Section 13 of this Agreement. In the event of voluntary resignation, Employee agrees to provide a minimum of thirty (30) days' advance written notice to the Mayor. A failure by Employee to provide thirty (30) days' advance written notice of a resignation initiated by the Employee will be noted in Employee's personnel file for purposes of reference inquiries made by prospective employers. Employee may not take vacation time in excess of forty (40) hours within the last thirty (30) days of employment. If the Employee is willing to provide notice in excess of sixty (60) days, and the Parties agree upon a date of separation, Employee may be eligible for a Notice Incentive. Such Notice Incentive shall be in an amount negotiated between the Parties, in an amount not to exceed six (6) weeks' salary at Employee's final rate of pay. The date agreed upon between the Mayor and Employee shall be

deemed a final and irrevocable notice of separation.

## **SECTION 15. TRANSITION OF DUTIES AND RESPONSIBILITIES.**

During the Term of Appointment, Employee agrees to cooperate with the City and assist in matters of transition, with all matters handled by Employee, and with all matters that Employee customarily handled during the course of Employee's employment with the City.

## **SECTION 16. MISCELLANEOUS TERMS.**

**A. Notices.** Any notice required to be given shall be deemed effective if given as follows:

1. A notice which is hand delivered to the intended recipient of such notice shall be deemed effective on the day given if delivery directly to the intended recipient is made prior to 4:00 p.m. Central Time and, if not delivered prior to such time, then such notice shall be deemed effective the following business day. A hand-delivered notice shall be placed in an envelope bearing the name of the intended recipient.
2. A notice which is placed in a properly addressed envelope (based upon the most recent address provided by Employee to the City) bearing proper postage shall be deemed effective three (3) days following placement of such envelope with the United States Postal Service, First Class U.S. Mail delivery.
3. A notice which is placed with a private courier service for delivery shall be deemed effective on the day of delivery if the intended recipient receives the notice prior to 4:00 p.m. Central Time and, if not delivered prior to such time, then such notice shall be deemed effective the following business day.

All other forms of notice shall not be deemed effective. All notices shall bear a legend on the envelope that reads "CONFIDENTIAL."

**B. Integration.** This Agreement shall be deemed and construed as the sole and mutual understanding of the Parties and shall supersede and render null and void any prior understanding by and between the Parties whether such understanding is oral or in writing.

**C. Amendment.** Notwithstanding anything to the contrary contained in this Agreement, the Parties, by a duly executed writing, may amend, modify, change, or rescind this Agreement.

**D. Binding Effect.** This Agreement shall be binding on and enforceable against the Parties, respectively, as well as their executors, administrators, heirs, legatees, successors, assigns, and representatives in interest.

**E. Effective Date.** This Agreement shall become effective on the latest date of execution appearing below. Unless agreed to in writing otherwise, Employee's annual salary and benefits provided in this Agreement and Exhibit B appended hereto and made a part hereof shall commence with the first day Employee commences performance of *[POSITION]*. [NOTE: For employees who are already employed by the City when they enter into this Employment Agreement, adjust language of this subsection to reflect their actual longevity and timing of provisions herein]

**F. Severability.** In the event that any court of competent jurisdiction declares any portion but not all of this Agreement to be null, void, and of no effect, the Parties shall negotiate in good faith to agree upon such lawful terms as they may agree in order to carry out the intent in spirit of the provision so declared null, void, and of no effect. If a court declares an essential term of this Agreement to be null, void, and of no effect, and the Parties are unable to renegotiate such term so as to comply with any such declaration by such court, this Agreement shall be deemed terminated effective as of the date of such court's declaration.

For purposes of this Subsection F of this Section 16, "essential term" shall mean and be construed as including the duties and responsibilities provided for in Section 2 of this Agreement and Exhibit B appended hereto and made a part hereof and the compensation provided in Section 3 of this Agreement and Exhibit A appended to and made a part of this Agreement.

**G. Governing Law and Venue.** This Agreement shall be construed, interpreted, and enforced pursuant to the laws of the State of Illinois. Any action which may arise to enforce, construe, interpret, or for breach of this Agreement shall be filed and maintained in the Circuit Court for the Sixth Judicial Circuit, Champaign County, Illinois, or the United States District Court for the Central District of Illinois and in no other jurisdiction or venue.

**H. Section and Subsection Headings.** Section and Subsection headings are provided for convenience in navigating this Agreement and are not intended to aid in the interpretation or construction of any term, condition, or covenant contained herein.

**I. Assignment.** Neither Party shall assign or otherwise transfer any right or obligation which that Party may have as provided in this Agreement without the written consent of



the Parties.

**J. Counterparts.** The Parties may execute more than one conformed copy of this Agreement and each duly executed conformed copy shall be deemed an original.

**K. Construction of Agreement.** This Agreement has been jointly negotiated by the Parties and shall not be construed against a Party because that Party may have primarily assumed responsibility for preparation of this Agreement.

**L. Employee Allowed to Consult with an Attorney.** Employee acknowledges that they have been given sufficient opportunity and time to consult with an attorney of their choosing before signing this agreement.

**M. Default and Cure.** In the event either Party defaults on any of that Party's obligation as set forth in this Agreement ("Defaulting Party"), the other Party ("Non-Defaulting Party") shall have the right to send a written Notice of Default to the Defaulting Party which (i) describes the nature of the default in sufficient detail so as to put the Defaulting Party on notice of the nature of the default; (ii) identifies the Paragraph or Sub-Paragraph of this Agreement, as the case may be, that the Non-Defaulting Party believes is in default; and (iii) provides a reasonable date by which the Defaulting Party must cure the default. Within seven (7) calendar days after the effective date of the Notice of Default, the Defaulting Party shall (i) cure the default within the date specified in the Non-Defaulting Party's Notice of Default; (ii) provide evidence to the Non-Defaulting Party that demonstrates that the Defaulting Party is not in fact in default; or (iii) provide another reasonable date by which the Defaulting Party shall cure the default. In the event that the Defaulting Party responds to the Notice of Default by advising the Non-Defaulting Party the Defaulting Party is not in fact in default or proposes another date by which the default shall be cured, the Parties shall meet in an effort to resolve the dispute or set a date by when the default shall be cured, as the case may be. If the Parties are unable to resolve the dispute, then either Party may initiate litigation to enforce this Agreement.

**N. Attorneys' Fees and Costs.** If either Party is found by a court of competent jurisdiction to be in breach of this Agreement, to the extent not otherwise prohibited by Illinois law, the non-breaching Party shall be entitled to recover from the breaching Party any and all costs and expenses, including but not necessarily limited to reasonable attorneys' fees, incurred by the non-breaching party in seeking to enforce this Agreement.

**O. Complete Agreement.** This Agreement, together with any documents incorporated herein by reference and all related exhibits, constitutes the Parties' sole and entire agreement with respect to the subject matter contained herein and cancels, supersedes, and

replaces any and all prior and contemporaneous proposals, understandings, representations, warranties, and agreements (written, oral, or implied) regarding all matters addressed herein. This Agreement is the result of full negotiations and final agreement between the Parties as to all relevant terms and conditions of employment, including, but not limited to, Employee's salary and benefits. Unless otherwise initiated by the City and pursuant to and consistent with City policies, practices, and procedures, adjustments to the conditions of employment including, but not limited to, salary or other benefits will only occur if agreed to by both Parties, memorialized, and addended to this Agreement. Employee acknowledges that Employee has not relied on any representations, promises, or agreements of any kind made to Employee in connection with Employee's decision to accept this Agreement, except for those set forth in this Agreement.

---

**EMPLOYEE ACKNOWLEDGES THEY HAVE READ THE AGREEMENT, ITS [INSERT NUMBER OF PAGES] PAGES AND [INSERT NUMBER OF SECTIONS] SECTIONS CONTAINED THEREIN. EMPLOYEE ACKNOWLEDGES THAT THE ONLY CONSIDERATION FOR EMPLOYEE SIGNING THE AGREEMENT ARE THE TERMS STATED HEREIN, THAT NO OTHER PROMISE OR AGREEMENT OF ANY KIND HAS BEEN MADE TO EMPLOYEE BY ANY PERSON OR ENTITY WHATSOEVER TO CAUSE EMPLOYEE TO SIGN THE AGREEMENT, THAT THEY ARE COMPETENT TO EXECUTE THE AGREEMENT, THAT THEY FULLY UNDERSTAND THE MEANING AND INTENT OF THE AGREEMENT, THAT THEY HAVE HAD AMPLE OPPORTUNITY TO REVIEW THE AGREEMENT WITH EMPLOYEE'S ATTORNEY, AND THAT THEY ARE VOLUNTARILY EXECUTING IT OF EMPLOYEE'S OWN FREE WILL.**

**[END OF AGREEMENT, SIGNATURES FOLLOW]**

**For the City of Urbana, Illinois**

**Employee**

---

Mayor

---

[INSERT NAME]

---

Date

---

Date

Exhibits: A. Job Description  
B. Offer Letter



**City of Urbana**  
 400 S. Vine Street, Urbana, IL 61801  
[www.urbanailinois.us](http://www.urbanailinois.us)

## MEMORANDUM TO THE MAYOR AND CITY COUNCIL

**Meeting:** September 3, 2024 Committee of the Whole Meeting  
**Subject:** A Collective Bargaining Agreement with the American Federation of State, County and Municipal Employees, AFL-CIO, Council 31, Local 1331 for the term of July 1, 2024 through June 30, 2027

### Summary

#### *Action Requested*

The City Council is being asked to approve a resolution which authorizes the Mayor to execute a new collective bargaining agreement with the City's employees who are members of the American Federation of State, County and Municipal Employees, AFL-CIO, Council 31, Local 1331 (AFSCME) for the period of July 1, 2024 through June 30, 2027.

#### *Brief Background*

Between March 5 and July 24, 2024, the City and Union bargaining teams met eight times to negotiate a successor to the collective bargaining agreement that expired on June 30, 2024. Over the course of those sessions, the parties successfully arrived at an agreed upon proposed 2024-2027 collective bargaining agreement. In addition to time spent in bargaining, both the Union and the management teams also spent many hours preparing for negotiations to maximize the effectiveness of time spent at the table.

### Relationship to City Services and Priorities

#### *Impact on Core Services*

The City's AFSCME employees support a wide variety of core government services including maintenance of City infrastructure, and other services in the Public Works, Police, and Human Resources & Finance Departments.

#### *Strategic Goals & Plans* [N/A]

#### *Previous Council Actions*

In 2022, Council approved a resolution authorizing the Mayor to execute a collective bargaining agreement with AFSCME for the term of July 1, 2021 through June 30, 2024 ([2022-01-001R](#)).

## Discussion

### *Additional Background Information*

The law requires both parties to meet and bargain in good faith. Certain topics are considered mandatory and the parties must bargain over them. Mandatory topics include, among others, wages and benefits. Unlike unions comprised of public safety “first responders” (i.e., firefighters and police officers), AFSCME does not have a right to seek binding arbitration if the parties cannot agree on terms that are mandatory topics. The recourse for the Union and the City in the event of an impasse would be to jointly agree to mediation with an outside, uninterested, and trained professional mediator or to strike or lockout. However, staff and the Union worked very hard to reach consensus on all mandatory topics, and have found a common ground on many discretionary topics without ever reaching impasse.

The new collective bargaining agreement sets out the obligations and expectations of the employer-employee relationship between the City and its AFSCME members. Among other things, the agreement addresses wages, hours of operation and schedules, and other provisions which govern the terms and conditions of employment.

The Union’s bargaining team included:

Christina De Angelo, AFSCME Staff Representative/Union Agent (lead negotiator)  
 Dave McDonough, Equipment Operator, AFSCME President  
 Christopher Gatsche, Equipment Operator, AFSCME Vice President  
 Chris Likens, Certified Mechanic, AFSCME Steward  
 Paul Williams, Arbor Technician, AFSCME Steward  
 Doug Logue, Traffic Signal Technician/Electrician, AFSCME Steward  
 Tina Meneely, Police Services Representative, AFSCME Steward

Management’s bargaining team included:

Michelle Brooks, Labor & Employee Relations Manager (lead negotiator)  
 Vince Gustafson, Deputy Public Works Director  
 Zachary Mikalik, Interim Police Lieutenant  
 Femi Fletcher, Human Resources Manager  
 Kris Francisco, Financial Services Manager

Through a collaborative process, the teams reached a tentative agreement for a three-year contract beginning on July 1, 2024, and ending June 30, 2027. The agreement was ratified by AFSCME Local

1331 members on August 2, 2024. A markup version of the agreement is attached to this memo, and a clean copy is attached to the resolution.

### *Fiscal and Budget Impact*

The total cost of increase to the current labor agreement for the three-year life of the proposed new contract is approximately \$957,809. The following is a brief summary of key economic provisions of the agreement:

1. The contract provides across the board wage increases of 3.75% effective July 1, 2024, 3.75% effective July 1, 2025, and a 4.00% increase effective July 1, 2026. (Appendix B)
2. Stand-by pay for Public Works employees assigned to stand-by duty is increased from the current rate of \$220 per week to \$400 per week effective July 1, 2024; \$450 per week effective July 1, 2025, and \$500 per week effective July 1, 2026. (Section 13.6)
3. The supplemental pay for the first eight hours for Public Works employees who are called-out after hours for twelve-hour emergency shifts (e.g., snow removal and/or salting, tornado clean up, flooding) was raised from \$1.50/hr. to \$2.25/hr. (Section 6.5)
4. A section was added regarding bilingual pay for Police Services Representatives who assist members of the public utilizing translation or interpretation will receive an additional \$2/hr. for those hours specifically worked actively translating or interpreting. (Section 8.5)

### *Recommendation*

Staff recommends the Committee of the Whole advance this Resolution to the September 9 City Council meeting with a recommendation for approval.

### *Next Steps*

If approved, the Mayor will execute the new collective bargaining agreement between the City and the AFSCME.

### **Attachments**

1. Markup of proposed 2024-2027 Collective Bargaining Agreement with AFSCME.
2. A Resolution Approving a Collective Bargaining Agreement with the American Federation of State, County and Municipal Employees, AFL-CIO, Council 31, Local 1331.

Originated by: Michelle Brooks, Labor and Employee Relations Manager

Reviewed: Elizabeth Hannan, Human Resources & Finance Director

Matthew Roeschley, City Attorney

Approved: Carol Mitten, City Administrator

AGREEMENT BETWEEN  
THE CITY OF URBANA, ILLINOIS  
AND  
AMERICAN FEDERATION OF STATE,  
COUNTY AND MUNICIPAL EMPLOYEES,  
AFL-CIO, COUNCIL 31, LOCAL 1331  
FOR THE TERM:  
BEGINNING JULY  
1, 202~~4~~<sup>1</sup> THROUGH  
JUNE 30, 202~~4~~<sup>7</sup>

# Contents

<del>AGREEMENT</del>	<del>5</del>	<del>AGREEMENT</del>	<del>4</del>
PREAMBLE			54
ARTICLE I - RECOGNITION AND REPRESENTATION			54
Section 1.1			54
Section 1.2 Non-Discrimination			54
ARTICLE II - DEDUCTION OF UNION DUES			65
Section 2.1 Deductions			65
Section 2.2 Administration of Payroll Deductions			65
Section 2.3 Indemnification			65
Section 2.4 Availability of Cards			65
ARTICLE III - MANAGEMENT RIGHTS			65
Section 3.1 Management Rights			65
ARTICLE IV - NO STRIKE AND NO LOCKOUT			76
Section 4.1 No Strike			76
Section 4.2 No Lockout			76
ARTICLE V - GRIEVANCE PROCEDURE			76
Section 5.1 Definitions			76
Section 5.2 Time Limit for Filing			76
Section 5.3 Procedure			87
Section 5.4 Arbitration			87
Section 5.5 Exclusivity of the Grievance Procedure	10	Section 5.5 Exclusivity of the Grievance Procedure	190
ARTICLE VI - HOURS OF WORK			109
Section 6.1 Application of this Article			109
Section 6.2 Normal Workweek			109
Section 6.3 Normal Workday			109
Section 6.4 Shifts			109
Section 6.5 Work Schedule	14	Section 6.5 Work Schedule	140
Section 6.6 Overtime Pay	12	Section 6.6 Overtime Pay	121
Section 6.7 Distribution of Overtime Work Public Works	12	Section 6.7 Distribution of Overtime Work-Public Works	121
Section 6.7.1 Overtime Distribution-Police Service Representatives and PSR Coordinator			143
Section 6.7.2 Short Term Building Closure Pay	14	Section 6.7.2 Short Term Building Closure Pay	143
Section 6.8 Voluntary Overtime	14	Section 6.8 Voluntary Overtime	143
Section 6.9 Compensatory Option	14	Section 6.9 Compensatory Option	143
Section 6.10 No Pyramiding			153
ARTICLE VII - SENIORITY	15	ARTICLE VII	154
Section 7.1 Definition	15	Section 7.1 Definition	154
Section 7.2 Probationary Period	15	Section 7.2 Probationary Period	154
Section 7.3 Seniority Principle	15	Section 7.3 Seniority Principle	154
Section 7.4 Promotions and Vacancies	15	Section 7.4 Promotions and Vacancies	154
Section 7.5 Consolidation or Elimination of Jobs	16	Section 7.5 Consolidation or Elimination of Jobs	165
Section 7.6 Layoff and Recall Procedure	16	Section 7.6 Layoff and Recall Procedure	166
Section 7.6A Effect of Layoff			176
Section 7.7 Temporary Transfer	17	Section 7.7 Temporary Transfer	176
Section 7.8 Non-Application of Seniority Rights Within Classifications	17	Section 7.8 Non-Application of Seniority Rights Within Classifications	176
Section 7.9 Termination of Seniority	17	Section 7.9 Termination of Seniority	176

Section 7.10 Seniority List .....	18	Section 7.10 Seniority List .....	187
Section 7.11 Police Services Representative Scheduling .....	18	Section 7.11 Police Services Representative Scheduling .....	187
ARTICLE VIII — WAGES AND BENEFITS.....	18	ARTICLE VIII - WAGES AND BENEFITS .....	187
Section 8.1 Salaries.....	18	Section 8.1 Salaries.....	187
Section 8.2 Longevity Provisions.....	19	Section 8.2 Longevity Provisions .....	198
Section 8.3 Bonuses.....	19	Section 8.3 Bonuses .....	18
Section 8.4 Training Pay.....	19	Section 8.4 Training Pay.....	19
Section 8.4 Training Pay.....	19	Section 8.45 Bilingual Training Pay .....	198
ARTICLE IX — HOLIDAYS.....	19	ARTICLE IX - HOLIDAYS .....	198
Section 9.1 Holidays.....	19	Section 9.1 Holidays .....	198
Section 9.2 Holiday Pay.....	19	Section 9.2 Holiday Pay .....	19
Section 9.3 Eligibility Requirements .....	20	Section 9.3 Eligibility Requirements .....	20
Section 9.4 Holiday During Vacation.....	20	Section 9.4 Holiday During Vacation.....	20
ARTICLE X — VACATIONS.....	20	ARTICLE X - VACATIONS .....	19
Section 10.1 Paid Vacations.....	20	Section 10.1 Paid Vacations.....	20
Section 10.2 Eligibility Requirements.....	21	Section 10.2 Eligibility Requirements .....	240
Section 10.3 Vacation Scheduling .....	22	Section 10.3 Vacation Scheduling .....	240
Section 10.4 Vacation Accumulation.....	22	Section 10.4 Vacation Accumulation .....	221
ARTICLE XI — LEAVES OF ABSENCE.....	23	ARTICLE XI - LEAVES OF ABSENCE.....	23
Section 11.1 General Leave .....	23	Section 11.1 General Leave .....	23
Section 11.2 Sick Leave .....	23	Section 11.2 Sick Leave .....	23
Section 11.3 Bereavement Leave .....	25	Section 11.3 Bereavement Leave .....	25
Section 11.4 Jury Leave .....	25	Section 11.4 Jury Leave .....	25
Section 11.5 Military Leave .....	26	Section 11.5 Military Leave .....	26
Section 11.6 Miscellaneous Leave .....	26	Section 11.6 Miscellaneous Leave .....	26
Section 11.7 Return from Leave in Excess of One Year .....	27	Section 11.7 Return from Leave in Excess of One Year .....	27
Section 11.8 Effect of Leave on Seniority .....	27	Section 11.8 Effect of Leave on Seniority .....	27
Section 11.9 Exhaustion of Sick Leave .....	27	Section 11.9 Exhaustion of Sick Leave .....	27
ARTICLE XII — INSURANCE.....	28	ARTICLE XII.....	-
Section 12.1 Insurance Committee .....	28	Section 12.1 Insurance Committee .....	28
Section 12.2 Right to Select Carriers .....	28	Section 12.2 Right to Select Carriers .....	28



tion 12.2 Right to Select Carriers.....	28Sec
Section 12.3 Employee Group Health Insurance.....	287
tion 12.3 Employee Group Health Insurance.....	28Sec
Section 12.4 Dental Plan & Indemnification.....	28
tion 12.4 Dental Plan & Indemnification.....	28Sec
Section 12.5 Disputes Concerning Individual Claims.....	28
tion 12.5 Disputes Concerning Individual Claims.....	29Sec
Section 12.6 Dependent Coverage.....	298
tion 12.6 Dependent Coverage.....	29Sec
Section 12.7 Health Insurance Waiver Incentive.....	298
tion 12.7 Health Insurance Waiver Incentive.....	29Sec
ARTICLE XIII — GENERAL PROVISIONS.....	29AR
TICLE XIII - GENERAL PROVISIONS.....	29
Section 13.1 Gender.....	29
Section 13.2 Uniforms.....	29Sec
tion 13.2 Uniforms.....	29
Section 13.3 Rules and Regulations.....	30Sec
tion 13.3 Rules and Regulations.....	30
Section 13.4 Bulletin Boards.....	30Sec
tion 13.4 Bulletin Boards.....	30
Section 13.5 Call Back Pay.....	30Sec
tion 13.5 Call-Back Pay.....	30
Section 13.6 Stand By Pay.....	31Sec
tion 13.6 Stand-By Pay.....	340
Section 13.7 Break Time.....	31Sec
tion 13.7 Break Time.....	31
Section 13.8 Control of Absenteeism or Sick Leave Abuse.....	31Se
ction 13.8 Control of Absenteeism or Sick Leave Abuse.....	31
Section 13.9 Job Descriptions.....	32Sec
tion 13.9 Job Descriptions.....	321
Section 13.10 Personnel Files.....	32Sec
tion 13.10 Personnel Files.....	321
Section 13.11 Damage to Personal Property.....	32S
ection 13.11 Damage to Personal Property.....	32
Section 13.12 Discipline.....	33Se
ction 13.12 Discipline.....	342
Section 13.13 Union Rights.....	33Se
ction 13.13 Union Rights.....	33
Section 13.14 Labor Management Committees.....	34Se
ction 13.14 Labor-Management Committees.....	345
Section 13.15 Precedence of Agreement.....	35Se
ction 13.15 Precedence of Agreement.....	35
Section 13.16 Drivers License.....	35Se
ction 13.16 Drivers License.....	35
Section 13.17 Legislative Action.....	

ction 13.17 Legislative Action.....	35Se
ARTICLE XIV — CONFORMANCE WITH LAW.....	35
TICLE XIV - CONFORMANCE WITH LAW.....	35AR
Section 14.1 Conformance With Law.....	356
ARTICLE XV — FAMILY LEAVE.....	36
TICLE XV - FAMILY LEAVE.....	36AR
Section 15.1 Family and Medical Leave.....	36
ARTICLE XVI — ENTIRE AGREEMENT.....	36A
RTICLE XVI - ENTIRE AGREEMENT.....	36
ARTICLE XVII — TERMINATION.....	36AR
TICLE XVII - TERMINATION.....	367
APPENDIX "A" – [RESERVED].....	38
APPENDIX "B" - SALARIES FY2018-FY2021.....	39
APPENDIX "C" – LONGEVITY PAY.....	45
APPENDIX "D" Side Letters.....	46
Memorandum of Understanding (Seniority Dates).....	46
Memorandum of Understanding (Work Rules).....	47
Memorandum of Understanding (Compensation during absence due to job-related injury or illness).....	48
Memorandum of Understanding (Supplemental procedure for handling overtime distribution for Public Works bargaining unit employees).....	49
Memorandum of Understanding (Scheduled Approved Leave Procedure).....	51
Memorandum of Understanding (Returns to Former Positions Pursuant AFSCME Contract Section 7.4).....	53
APPENDIX "E" - AGREEMENT ON PRODUCTIVITY INCENTIVE PLAN.....	54
APPENDIX "F" – [RESERVED].....	55APPENDIX "F" – [RESERVED]
APPENDIX "G" — INSURANCE COMMITTEE AGREEMENT.....	56APPENDIX "G" - INSURANCE COMMITTEE AGREEMENT
APPENDIX "H" - MEMORANDUM OF UNDERSTANDING (Public Works Career Ladder).....	62

## **AGREEMENT**

This Agreement has been made and entered into by and between the City of Urbana, Illinois (hereinafter referred to as the "City"), and the American Federation of State, County and Municipal Employees, council 31, AFL-CIO, for and on behalf of Local 1331, (hereinafter referred to as the "Union").

## **PREAMBLE**

The City has endorsed the practices and procedures of collective negotiations as a fair and orderly way of conducting its relations with its full-time employees insofar as such practices and procedures are appropriate to the functions and obligations of the City to retain the right to operate the City effectively in a responsible and efficient manner and insofar as such practices and procedures are consonant with the paramount interests of the City and its residents; it being the intent of the parties to promote fair relations between the City and the Union, and to establish a procedure for the peaceful resolution of grievances, rates of pay, and other terms and conditions of employment; the Union being the recognized representative for the unit set forth in Article I of this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein contained, the parties do mutually covenant and agree as follows:

## **ARTICLE I - RECOGNITION AND REPRESENTATION**

### **Section 1.1**

The City recognizes the Union as the sole and exclusive bargaining representative for all permanent, full-time employees and all non-uniformed permanent, full-time, non-supervisory employees in the Police Department. Excluded from recognition are all management, supervisory, and appointed personnel together with all probationary personnel during the first three months in those departments, including but not limited to the Director and Deputy Director of Public Works, the City Arborist, Operations Supervisors, Supervisors of the Public Works Department, and other Public Works Division Supervisors, Police Department Services Supervisor, employees of the City Clerk's Office, Administrative Coordinators, Administrative Assistants, Customer Service and Account Clerks, City Engineer, Engineering Technicians, and all employees included in other recognized bargaining units.

### **Section 1.2 Non-Discrimination.**

#### **(a) Prohibition Against Discrimination**

Neither the City nor the Union shall discriminate against any employee on the basis of race, gender, sexual orientation, religion, color, creed, class, marital status, age, national origin, veteran status, physical or mental disability, genetic information, political affiliation and/or

beliefs, gender identity or expression, personal appearance, family responsibilities, matriculation or any other state or federally protected class.

**(b) Union Membership and Activity**

No employee shall be discriminated against, intimidated, restrained or coerced in the exercise of any rights granted by law or by this Agreement, or on account of Union membership or non-membership, or activities on behalf of the Union.

**ARTICLE II - DEDUCTION OF UNION DUES**

**Section 2.1 Deductions.**

Upon notification by Union, the Employer shall make such deductions in the amounts certified by the Union for union dues, assessments, or fees; and PEOPLE contributions. Authorized deductions shall be irrevocable except in accordance with the terms under which an employee voluntarily authorized said deductions and applicable laws.

**Section 2.2 Administration of Payroll Deductions.**

The aggregate deductions of all employees and a list of their names, addresses and unique employer identification numbers shall be remitted monthly to the Union, in Excel format, to the email address or addresses provided to the Employer by the Union. The Union shall advise the Employer of any increase in dues or other approved deductions in writing at least thirty (30) days prior to its effective date.

**Section 2.3 Indemnification.**

The Union shall indemnify the City and hold it harmless against any and all claims, demands, suits or other forms of liability that may arise out of, or by reason of, any action taken by the City for the purpose of complying with the provisions of this Article.

**Section 2.4 Availability of Cards.**

All inquiries about union membership shall be referred to the Union. The employer may communicate with employees regarding payroll procedures.

**ARTICLE III - MANAGEMENT RIGHTS**

**Section 3.1 Management Rights.**

It is recognized that the City has and will continue to retain the rights and responsibilities to direct the affairs of the City in all of its various aspects. Among the rights retained by the City are the City's right to direct the working forces; to establish the qualifications of employment and to employ employees; to plan, direct and control all the operations and services of the City; to schedule and assign work; to establish work and productivity standards and to, from time to time, change those standards; to assign overtime; to determine the methods, means, organization, and the number of personnel by which such operations and services shall be made or purchased; to make and enforce reasonable rules and regulations; to change or eliminate

existing methods, equipment or facilities; provided, however, that the exercise of any of the above rights shall not conflict with any of the express written provisions of this Agreement.

#### **ARTICLE IV - NO STRIKE AND NO LOCKOUT**

##### **Section 4.1 No Strike.**

Neither the Union nor any officers, agents, or employees will instigate, promote, sponsor, engage in, or condone any strike, slowdown, concerted stoppage of work, concerted refusal to perform overtime, or any other intentional interruption of the operations of the City, regardless of the reason for so doing. Any or all employees who violate any of the provisions of this Article may be discharged or otherwise disciplined by the City.

##### **Section 4.2 No Lockout.**

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

#### **ARTICLE V - GRIEVANCE PROCEDURE**

##### **Section 5.1 Definitions.**

(a) A grievance is defined as any difference, complaint or dispute between the City and the Union or any employee covered by this Agreement regarding the application, meaning, or interpretation of this Agreement or arising out of other circumstances or conditions of employment.

(b) Disputes Not Subject to Arbitration. Disputes or differences of opinion raised by the Union or by an employee which involve matters other than the meaning, interpretation or application of the express provisions of this Agreement may be processed in Accordance with Section 5.2 and 5.3 below. Such disputes shall not, however, be subject to arbitration (Section 5.4).

##### **Section 5.2 Time Limit for Filing.**

(a) No grievance shall be entertained or processed unless it is submitted within ten (10) business days after the Union or the employee, through the use of reasonable diligence should have obtained knowledge of the occurrence of the event giving rise to the grievance; or within ten (10) business days after the City's action in the case of a disciplinary suspension, discharge, or layoff from work.

If a grievance is not presented within the time limits set forth above, it shall be considered "waived". If a grievance is not appealed to the next Step within the specified time limit or any agreed extension thereof, it shall be considered withdrawn.

If the City does not answer a grievance or an appeal thereof within the specified time limits, the aggrieved employee and/or the Union may elect to treat the grievance as denied at that Step and immediately appeal the grievance to the next Step. The time limit in each Step may be extended by mutual written agreement of the City and Union

representatives involved in each Step. The term "business days" as used in [this](#) Article shall mean the days Mondays through Fridays inclusive, excluding holidays, when employees covered by this Agreement are scheduled to work.

(b) Grievances may be withdrawn at any Step of the Grievance Procedure without prejudice. Grievances not appealed within the designated time limits will be treated as withdrawn grievances.

(c) The time limits at any Step or for any hearing may be extended by mutual agreement of the parties involved at that particular Step.

### **Section 5.3 Procedure.**

A grievance shall be processed in the following manner:

Step 1. An employee, with or without their steward (or in the steward's absence, their designated alternate), who has a grievance shall submit it to their immediate non-union supervisor, in writing on the approved grievance form. No adjustment shall be reached without the steward that may be inconsistent with this Agreement. The supervisor shall give their written answer in the appropriate place on the form within five (5) business days after such presentation.

Step 2. If the grievance is not settled in Step 1 and the employee wishes to appeal the grievance to Step 2 of the Grievance Procedure, it shall be referred in writing to the employee's Department Head or their designated representative within five (5) business days after the City's answer in Step 1, and shall be signed on the same approved grievance form used in Step 1, by both the employee and the Union Steward. The appropriate Department Head or their representative shall discuss the grievance within five (5) business days with the Union Steward at a time mutually agreeable to the parties. The appropriate Department Head or their representative shall give the City's written answer to the Union within three (3) business days following their meeting.

Step 3. If the grievance is not settled in Step 2, and the Union desires to appeal, it shall be referred by the Union in writing on the same approved form submitted at Step 1 with all answers attached, to the Administrative Officer or their representative within five (5) business days after the City's answer in Step 2. A meeting between the Administrative Officer or their representative and the Chairperson of the Union Grievance Committee shall be scheduled for the purpose of attempting to adjust the grievance at a time mutually agreeable to the parties within five (5) business days of receipt of the grievance. The Administrative Officer or their designee shall give the City's written answer to the Union within five (5) business days following the meeting.

### **Section 5.4 Arbitration.**

(a) If the grievance is not settled in accordance with the foregoing procedures the Union may refer the grievance to arbitration within ten (10) business days after receipt of the City's answer in Step 3. The parties shall attempt to agree upon an arbitrator within five (5)

business days after receipt of notice of referral and in the event the parties are unable to agree upon an arbitrator within said five (5) day period, the parties shall immediately jointly request the Federal Mediation and Conciliation Service (FMCS) to submit a panel of seven (7) arbitrators. Both the City and the Union shall have the right to strike three (3) names from the panel. The Union shall strike the first name. The City shall then strike a second name, and the parties shall then continue to alternatively strike names from the panel until only one name remains and the remaining person shall be the arbitrator. The arbitrator shall be notified of such selection by a joint letter from the City and Union representatives, requesting that they set a time and place, subject to the availability of the City and Union representative. All arbitration hearings shall be held in Urbana, Illinois (unless the parties mutually agree otherwise).

If any grievance pertains to an employee's termination, then absent mutual written agreement between the City and Union, the arbitration hearing shall commence within sixty (60) days after the arbitrator accepts appointment. Absent an agreed upon extension, if the hearing does not begin within such sixty (60) day period, the City shall be relieved of any back pay liability occasioned by the delay. If the arbitration is delayed solely because of the arbitrator's or City's schedule the liability relief provision shall not apply.

(b) The arbitrator shall have no right to amend, modify, ignore, add to, or subtract from the provisions of this Agreement. They shall only consider and make a recommendation with respect to the specific issue submitted to them in writing by the City and the Union, and shall have no authority to make a recommendation on any other issue not so submitted to them. In the event the arbitrator finds a violation of the terms of this Agreement, they shall be empowered to fashion an appropriate remedy. The arbitrator shall be without power to make a recommendation contrary to or inconsistent with or modifying or varying in any way the application of laws and rules and regulations having the force and effect of law. No liability shall accrue against the City for a date prior to the date the grievance was presented in writing, or in disciplinary cases, to the date of the discipline (and taking into consideration interim compensation and efforts to mitigate damages). The arbitrator shall submit in writing their decision within thirty (30) days following close of the hearing or the submission of briefs by the parties, whichever is later, unless the parties agree to an extension thereof. The decision shall be based solely upon their interpretation of the meaning or application of the express terms of this Agreement to the facts of the grievance presented. The decision of the arbitrator shall be final and binding.

(c) The fees and expenses of the arbitrator, if any, and the cost of a written transcript, where jointly requested, for the arbitrator, if any, shall be borne equally by the City and the Union. When only one party requests a written transcript of the hearing, the requesting party shall be responsible for the cost. Each party shall be responsible for compensating its own representatives and witnesses, and purchasing its own copy of the written transcript.

### **Section 5.5 Exclusivity of the Grievance Procedure.**

The procedure set forth in this Article shall be the sole and exclusive procedures for resolving any grievance or dispute in Section 5.1, which was or could have been raised by an employee covered in this Agreement. It is expressly understood that the procedures set forth in this Article completely replace (and are not in addition to) any appeal process of the Civil Service Commission or of any other Board, Commission, or agency of the City, and further, that employees covered in this Agreement shall not have recourse to any such set procedures. Grievances involving disciplinary suspensions of more than five (5) days and terminations may be initially filed at Step 2 of the Grievance Procedures.

## **ARTICLE VI - HOURS OF WORK**

### **Section 6.1 Application of this Article.**

This Article is intended to define the normal hours of work per day or per week and provide the basis for the calculation of, and payment of, overtime and shall not be construed as a guarantee of hours of work per day or per week, or a guarantee of days of work per week.

**Section 6.2 Normal Workweek.** The normal workweek shall consist of forty (40) hours per week and five (5) consecutive workdays within a calendar week (Saturday 12:00 a.m. - Friday 11:59 p.m.). Two (2) work weeks constitute a single pay period.

**Section 6.3 Normal Workday.** The normal workday shall consist of eight (8) consecutive hours of work which may be interrupted by a lunch period. For some Police Services Representatives, the normal workday shall consist of ten (10) consecutive hours of work which may be interrupted by a lunch period.

### **Section 6.4 Shifts.**

(a) Normal shift times in effect at the execution of this Agreement are:

1) For account clerks, 8:00 a.m. to 5:00 p.m.

2) For Police Services Representatives (PSRs), shifts may be established from time to time pursuant to [Section 6.5](#). The shifts starting times in effect at the execution of this agreement will be between 9:00 to 11:00 p.m., 5:00 to 7:00 a.m. and 1:00 to 3:00 p.m. The PSR Coordinator position will start at 8:00 a.m., however, such starting time shall be subject to change with proper notice in accordance with Section 6.5, below.

PSRs and the PSR Coordinator shall be paid an additional one dollar (\$1.00)/hour for all hours worked between 5pm and 11:30pm.

3) For all non-LRC Public Works employees:

7a.m. - 3p.m. with a 20-minute paid lunch

4) For LRC Public Works employees: 7:45a.m. - 4:15p.m. with a 30-minute unpaid lunch.



5) For all Parking Enforcement Officers the current scheduling practices will apply and the following will be considered regular shifts:

- a. Monday - Friday, 5a.m. - 2p.m.
- b. Monday - Friday, 7a.m. - 4p.m.
- c. Monday - Friday, 8a.m. - 5p.m.
- d. Monday - Friday, 9a.m. - 6p.m.

The two (2) Parking Enforcement Officers with the least seniority shall alternate between the schedule set forth in Section 6.4 ~~(+a)~~ (5) and a Tuesday - Saturday schedule, with Saturday hours from 7:00 a.m. to 4:00 p.m.

(b) An employee whose shift extends from one (1) calendar day to another (for example, from Monday into Tuesday or from the day before a holiday into the holiday) shall be considered as working on the calendar day on which they started to work. However, for purposes of calculating overtime, when employees are scheduled for a twelve (12) hour shift commencing at 11:00 p.m., that shift shall be considered as having commenced on the next calendar day, though employees will be paid for all hours worked during that shift regardless of when it commences.

#### **Section 6.5 Work Schedule.**

Work schedules showing the employee's shifts, workdays, and hours shall be posted on all department bulletin boards at all times.

Should it be necessary, in the interest of efficient operations, to establish daily or weekly work schedules departing from the regular workday or the regular workweek, and which are intended to last more than thirty (30) days, the City shall provide a notice of the change to the Union at least thirty (30) days in advance of the change, whenever practicable, but no less than ten (10) days in advance of the date the change is to take effect.

However, the parties agree and acknowledge that there may arise a temporary, extraordinary, unforeseeable, or emergency event in which management may not anticipate a need for change in shift ten (10) days prior. In those circumstances, management will advise the Union as soon as possible, and the parties commit to meet and discuss the change in good faith.

If new shifts, workdays, or hours are permanently established, the City shall give consideration to assignment requests of employees. When a Police Services Representative vacancy in the Police Department occurs, it shall first be offered to incumbents and be filled on the basis of employment seniority. While preference will normally be given to the requests of employees with the most seniority, it is expressly recognized that there must be experienced employees on all shifts, workdays and hours.

New shifts, workdays or hours shall not be temporarily established for the purpose of avoiding the payment of overtime.

If the City temporarily establishes twelve-hour shifts for

emergencies, AFSCME employees who work the twelve-hour shifts or longer shall be paid at the rate of hourly wage PLUS \$2.25 and longevity earned per hour.~~following rates:~~

<del>First 8 hours (Monday through Friday)</del>	<del>Hourly wage PLUS \$1.50 and percent of longevity earned per hour</del>
<del>4 or more hours after the first 8 hours (Monday through Friday)</del>	<del>Hourly overtime rate PLUS \$2.25 and percent of longevity earned per hour</del>
<del>12-hour shift on weekends and holidays</del>	<del>Hourly overtime rate PLUS \$2.25 and percent of longevity earned per hour.</del>

Shift differential will be paid for emergency 12-hour shifts and not for scheduled 12-hour shifts.

Examples of unscheduled 12-hour shifts would include, but are not limited to:

Snow removal  
~~Tornado cleanup~~  
Ice storm cleanup  
Flooding

Examples of scheduled 12-hour shifts would include, but are not limited to:

Leaf collection  
Street/parking lot painting  
Sweetcorn Festival  
Fourth of July parade  
~~Street sweeping~~  
Landscape Recycling Center work

The City agrees that in the event employees are working after midnight during the last shift of snow storm overtime that the effected employee(s) will be given eight (8) hours off without loss of pay, from the time they clock out after midnight until eight (8) hours later when they clock back in to assume the remainder of their shift on that same working day. The twelve (12) hour snow shifts will run from 11:00 a.m. - 11:00 p.m., and from 11:00 p.m. - 11:00 a.m.

#### **Section 6.6 Overtime Pay.**

Employees shall be paid one and one-half (1 1/2) times their regular straight time hourly rate of pay for all hours in paid status ~~worked~~ in excess of forty

~~(40)~~ (40) hours per week or eight (8) hours per day, except that if an employee begins overtime work during one (1) calendar day and continues working into the next calendar day, the employee shall be required to work eight (8) hours in the second calendar day at the straight-time rate of pay before being eligible for pay at the overtime rate of pay.

**Section 6.7 Distribution of Overtime Work-Public Works.**

(a) So far as practicable and without reducing efficiency of work performance, opportunities to work overtime shall be distributed among

those employees covered by this Agreement who are qualified to perform the specified overtime work required.

City shall make every effort to enlarge the pool of qualified employees to perform scheduled overtime duties via voluntary cross-~~tr~~training. The Union recognizes that exclusive overtime will remain for those duties in specialized areas, including but not limited to lighting, fleet maintenance, parking, and the Landscape Recycling Operations. This provision does not limit the rights of the City to make efficient utilization of the work force.

(b) The opportunity to work overtime shall first be offered to the employee so qualified who has the least number of overtime hours to their credit. If this employee declines or is otherwise unable to work overtime, the employee with the next fewest number of overtime hours to their credit shall be offered the assignment. The procedure shall be followed until the required number of employees have been selected for the overtime work. Overtime offered to an employee which the employee either declines to perform or is otherwise unavailable to work the assignment shall be counted as 1.25 overtime hours actually worked with a minimum of two (2) hours' credit, in computing overtime balancing. For the purposes of computing overtime credit, any new employee covered by this Agreement shall automatically be credited with such overtime pay hours as are equal to those credit overtime hours of the employee with the highest number of accumulated overtime credit.

For the purposes of providing a list of employees for overtime call-out duty, wishing to be called, and willing to work during weekends, evenings and holidays, Employees will utilize the overtime board by marking themselves "in" or "out", signifying their willingness to accept overtime assignments or right of the first refusal. Employees marked "out" will not receive non-mandatory calls for overtime, and will be credited overtime hours as outlined in the previous paragraph unless the employee is unavailable for the overtime call-out duty as a result of a duty-related injury or illness.

On the first Monday of December of each year all AFSCME Public Work employees, shall be set back to zero hours of overtime worked for the purposes of overtime distribution, and the subsequent initial offering shall be by employment seniority among those qualified employees covered by this Agreement. The list will be reset in order of seniority. Subsequently, as overtime is offered and charged, employees who have been charged the fewest hours of overtime will be moved to the top of the list. In the event that two or more employees have been charged with the same number of hours, they shall be listed in order of seniority with the most senior being placed at the top.

(c) A record of the overtime hours worked by each employee shall be posted on the department bulletin board weekly, if possible, but on at least a monthly basis. The City shall not be required to break in on work in progress or change as employee's shift in assigning overtime. It is recognized that conditions such as vacations, qualification to perform the overtime in question and other circumstances will cause imbalances to occur at any particular time, however, the City will attempt to equalize overtime to the extent practicable, and errors will

be corrected as soon as possible.

(d) The City shall be free during overtime hours, as during straight-time hours, to make efficient utilization of available manpower and to transfer employees as required to complete the work to be done; nothing herein shall derogate from this right, and this clause shall not be interpreted to create jurisdiction over particular work in particular job classifications.

#### **Section 6.7.1 Overtime Distribution-Police Services Representatives and PSR Coordinator**

So far as practicable and without reducing efficiency of work performance, opportunities to work voluntary overtime shall be distributed to Police Services Representatives and the PSR Coordinator as follows. The opportunity to work overtime shall be offered to Police Services Representatives and the PSR Coordinator in the same order as they are listed on the overtime distribution roster. The roster initially listed names of all Police Services Representatives and the PSR Coordinator in order of seniority from most senior to least senior. On the first day of each subsequent month, the top ranked employee's name moves to the bottom of the roster. New employees shall be placed at the bottom of the roster when they are released to solo duty. An employee's name shall be removed from the roster and shall be returned to the bottom of the roster upon receipt of an employee's written request for either.

#### **Section 6.7.2 Short Term Building Closure Pay.**

In the event that the City Administration closes the Urbana City Building for weather conditions or other emergencies of a duration of 48 hours or less, Police Services Representatives and Police Services Coordinators who are scheduled to work during the building closure will receive one and a half (1 ½) times their regular rate of pay for all hours worked.

#### **Section 6.8 Voluntary Overtime.**

There shall be no discrimination against any employee who declines to work overtime. If, however, all employees who normally perform and are qualified to do the work decline to work overtime or are unavailable (cannot be contacted), the City may assign overtime to any employee starting with the least senior of such employees.

#### **Section 6.9 Compensatory Option.**

(a) Subject to applicable Federal law, including federal rules and regulations, employees covered by this Agreement shall have the option of receiving overtime pay or compensatory time off. Compensatory time shall be accrued at the same rate as overtime pay and shall accumulate to a maximum of ~~sixty (60)~~ eighty (80) hours, provided that no employee may earn more than a total of one hundred and twenty (120) hours of compensatory time during any calendar year. Compensatory time off may be utilized in increments of one (1) hour or more, subject to approval by the appropriate Department Head or their designee in order to provide for the effective operation of the department.

(b) No more than one hundred and twenty (120) hours of compensatory time may be used in any calendar year. Compensatory time shall be considered "used" when it is cashed out or taken as time off. For purposes of this Section, the calendar year shall be considered to be December 1 through November 30.

**Section 6.10 No Pyramiding.**

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

**ARTICLE VII - SENIORITY**

**Section 7.1 Definition.**

Seniority is an employee's length of continuous service since their last date of hire.

**Section 7.2 Probationary Period.**

Each employee shall be considered a probationary employee for their first twelve (12) months of continuous service, after which their seniority shall date back to their date of hire. There shall be no seniority among probationary employees, and they shall be laid off, discharged, or otherwise disciplined at the sole discretion of the City. However, after the first three (3) months of the probationary period, probationary employees shall be included in the bargaining unit and be entitled to file grievances with respect to matters listed in Section 5.1, excepting layoff, discipline, or discharge.

**Section 7.3 Seniority Principle.**

In all cases of promotions, demotions, layoffs when forces are being decreased, and recalls when working forces are increased, where employees are substantially equal in ability, which includes physical fitness, seniority shall be the determining factor.

**Section 7.4 Promotions and Vacancies.**

Prior to hiring a regular fulltime employee in an AFSCME bargaining unit position, the job will be posted through the City's email system and in locations designated by the City for a minimum of ten (10) days, exclusive of Saturdays, Sundays and holidays. During this period, any qualified AFSCME employee, who does not currently occupy the position being filled, shall be permitted to apply for the position. If a fully qualified candidate applies, they will be selected. In accordance with Civil Service, if more than one (1) fully qualified candidate applies, the best qualified candidate will be selected. Any employee who accepts a new position in accordance with the provisions of this Section shall be provided an opportunity to demonstrate satisfactory performance.

Section 13.12 remains applicable during this period. If, after being given written notice of a performance deficiency, an employee fails to demonstrate their ability to perform the work involved, the employee

shall be returned to the vacant job classification which they vacated within six (6) months of appointment without loss of seniority, providing that a job offer has not been accepted for that vacancy.

If no opening exists in the former classification, the employee shall be placed on a preferential rehire/placement list for a period of two years and shall be given preference for selection for any position for which they apply and are qualified. Nothing herein shall prohibit discipline or discharge for misconduct or require the rehire or placement of an employee who engages in misconduct. Nothing contained in this Section shall prevent the City from temporarily filling a posted vacancy until it is determined whether there are applicants with the ability to perform satisfactorily the work involved, or from offering the posted vacancy to a qualified employee who did not apply for the job, and where no qualified employee has bid on the job, as provided above, or from hiring a new qualified employee for the vacancy if there are no fully qualified applicants during the period of posting or if none of the applicants has the ability to perform satisfactorily the work involved. Employees shall not be permitted to make more than one (1) successful bid in any one (1)~~two (2)~~ year period. In addition, an employee who successfully bids a position shall have thirty (30) calendar days in which to return to the former position. Also, any employee may move to a lower or equal paying position at any time by mutual agreement between the employee and the Department Head.

#### **Section 7.5 Consolidation or Elimination of Jobs.**

(a) Non-probationary employees displaced by the elimination of jobs through jobs consolidation (combining the duties of two (2) or more jobs), the installation of new equipment or machinery, the curtailing or displacement of new equipment or machinery, the development of new facilities or for any other reason, shall be assigned to an opening or vacancy in an equal or lower-rated job classification in accordance with the seniority principle set forth in Section 7.3 of this Article. If no opening or vacancy exists, employees shall be placed on a preferential recall list.

(b) Before the City subcontracts work which is (and always has been) exclusively performed by employees in the bargaining unit or which would result in the layoff of any non-probationary employee, it shall notify the Union and, upon prompt written request, shall meet to discuss the matter. This Section shall not be construed as restricting the City's right to subcontract for assistance with snow removal or for the performance of any service or function as an emergency measure.

#### **Section 7.6 Layoff and Recall Procedure.**

In the event of a reduction in the working force of a job classification, employees shall be laid off in accordance with the seniority principle set forth in Section 7.3 of this Article. In the event of an increase in the working force in a job classification following a reduction, employees will be recalled in the reverse order of their removal or displacement as the need for additional employees presents itself, provided they are qualified to perform the work available.



### **Section 7.6A Effect of Layoff.**

During the term of this Agreement, an employee who is on layoff with recall rights shall have the right to maintain insurance coverage provided by the City at the time of the layoff by paying, in advance, the full applicable monthly premium for their individual coverage. The City shall, however, continue to pay its share of insurance costs under Section 12.1 (~~Group Insurance~~)for Insurance for the first thirty (30) days an employee is on layoff. Except as otherwise provided herein, the City shall have no obligation to make any payment whatsoever on behalf of an employee for insurance coverage while that employee is laid off.

### **Section 7.7 Temporary Transfer.**

(a) For the efficient and economical operation of the City, the City may transfer any employee temporarily from any classification to any other job classification to fill a temporarily existing opening. The Department Head, with the concurrence of the Personnel Director, may select and make a temporary written appointment to that position. Any employee so temporarily appointed for more than ten (10) days shall receive, as minimum compensation for the entire term of that temporary appointment, a prorated annual salary equal to one-half (1/2) the total of both the annual salary for the employee's current position and the annual salary established for the temporarily appointed position. —  
Such salary shall be increased to the established base salary for the position after the upgrade has lasted six (6) months.

(b) When there are five (5) days or more of a temporary vacancy in the position of Equipment Operator due to a scheduled vacation, or when there is approved leave due to a prolonged medical absence of five days or more, and when the operator vacancy results in a work crew operating without an operator when one is otherwise provided and when such remaining crew members are not combined with another crew with an operator, then the City shall appoint a qualified employee to fill a temporary vacancy at the rate of pay for the operator position.

### **Section 7.8 Non-Application of Seniority Rights Within Classifications.**

Seniority does not give employees any preference for particular types of work within their job classifications or to places of work, machines, or equipment.

### **Section 7.9 Termination of Seniority.**

Seniority and the employment relationship shall be terminated when an employee:

- (a) quits; or
- (b) is discharged; or
- (c) is absent for three (3) consecutive days without notifying the City; or
- (d) is laid off and fails to report for work within three (3) days after

having been recalled; however, in the event the employee appears

before the expiration of three (3) days, the City may grant an extension of time to report if the employee has a justifiable reason for delay, provided such extension shall not arbitrarily be denied; or

- (e) does not report for work within forty-eight (48) hours after the termination of an authorized leave of absence. Service broken under this Section shall be reestablished if the employee can show that extraordinary circumstances prevented their timely return; or
- (f) retires or is retired.

#### **Section 7.10 Seniority List.**

Once each six (6) months, the City will furnish the Union with an up-to-date seniority list. The Union shall be given, or the City shall otherwise post, the name of each bargaining unit employee hired or terminated within five (5) business days of the action in question.

#### **Section 7.11 Police Services Representative Scheduling.**

Police Services Representatives in the Police Department that normally cover the front office desk shall be assigned to shifts and days off based upon their employment seniority, as defined by this Article, in accordance with the following procedure:

- a) The City shall post a shift/days off sign-up list twice a year, one list to be posted during April to be effective June 1, and one list to be posted during October, to be effective December 1.
- b) The shift sign-up list shall be for those bargaining unit positions that normally work the front office desk.
- c) The Criminal Investigation Section Police Services Representative shall be considered an assigned position and shall not be subject to this seniority sign-up provision.
- d) The shift sign-up shall be in order of seniority, as defined by this Article.
- e) The shift sign-up shall include only those employees that have satisfactorily completed their probationary period.

The City retains the right to temporarily assign the least senior employee on each shift if operating conditions, as determined by the City, so warrant. If the City exercises its right to temporarily assign such an employee, the employee shall be paid at their straight time hourly rate, unless eligible for overtime pay pursuant to ~~Section 6.6~~ 6.6 of this Agreement.

### **ARTICLE VIII - WAGES AND BENEFITS**

#### **Section 8.1 Salaries.**

Salaries for the period July 1, 202~~4~~1, through June 30, 202~~4~~7 shall be

paid according to Appendix B attached hereto and made a part of this Agreement.

### **Section 8.2 Longevity Provisions.**

Longevity pay shall be paid according to Appendix C attached hereto and made a part of this Agreement.

### **Section 8.3 Bonuses.**

Effective July 1, 1993, the City shall award bonuses to individual bargaining unit members in accordance with the terms of the Agreement on Productivity Incentive Plan, identified as Appendix E attached hereto and made a part of this Agreement.

### **Section 8.4 Training Pay.**

All Police Services Representatives who are required to train another employee shall have their straight base hourly rate of pay increased by an additional \$3.00/hour for all hours actually worked training another employee.

### **Section 8.5 Bilingual Pay.**

Any Police Services Representatives who are directed by their supervisor to assist communications between Police Department employees and citizens requesting the services of the Police Services Division by utilizing language skills for a language other than English (including ASL), shall receive their straight base hourly rate of pay increased by an additional \$2.00/hour for all hours actually working providing such authorized translation and/or interpretation. Time spent translating and/or interpreting shall be tracked and the total cumulative amount of time spent translating and/or interpreting during a shift shall be rounded up to the nearest hour for purposes of calculating bilingual pay.

## **ARTICLE IX - HOLIDAYS**

### **Section 9.1 Holidays.**

The following are paid holidays for eligible employees:

- New Year's Day
- Martin Luther King Day
- Spring Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Day After Thanksgiving
- Christmas Eve
- Christmas Day

The City shall determine the actual day on which paid holidays are to be celebrated.

### **Section 9.2 Holiday Pay.**

Except as provided below, for each such holiday, when not worked, an eligible employee shall receive eight (8) hours' pay at their regular straight-time hourly rate (except for those Police Service Representatives who regularly work 10-hour shifts, who shall receive ten (10) hours' pay at regular straight-time hourly rate). For each hour worked on a holiday, except as provided below, an

employee shall receive one and one-half (1 1/2) times their regular straight-time hourly rate of pay (plus the holiday pay for which they may otherwise be eligible).

### **Section 9.3 Eligibility Requirements.**

(a) In order to be eligible for holiday pay, the employee must work the full scheduled working day immediately preceding and immediately following the holiday, unless the employee is excused by their supervisor from compliance with this requirement. Excuses shall be granted for the failure to work either the day before and/or the day after due to jury duty, death in the immediate family, hospitalization of the employee or illness of the employee, which is substantiated by a physician's statement. Reasonable tardiness up to one (1) hour shall not affect holiday pay under this Section.

(b) An employee whose shift extends from one (1) calendar day into another (for example, from Monday into Tuesday or from the day before a holiday into the holiday) shall be considered as working on the calendar day on which they started to work.

### **Section 9.4 Holiday During Vacation.**

When a holiday falls within an eligible employee's approved vacation, they shall receive an additional day of vacation.

## **ARTICLE X - VACATIONS**

### **Section 10.1 Paid Vacations.**

(a) Employees covered by this Agreement whose normal workday shall consist of eight (8) consecutive hours of work which may be interrupted by a lunch period, and whose normal workweek shall consist of forty (40) hours per week, and who have been employed by the City for a period of at least one (1) year shall receive paid vacations during each year, calculated as follows:

<u>Years of Continuous Service</u>	<u>Amount of Vacation Pay</u>	<u>Length of Vacation</u>
<u>1 year through 5 years</u>	<u>96 hours'</u>	<u>pay 12 workdays</u>
<u>6 years through 9 years</u>	<u>120 hours'</u>	<u>Pay</u>
<u>10 years through 15 years</u>	<u>160 hours'</u>	<u>pay 20</u>

16 years and more      200 hours' pay    25

Upon Completion of Years	Amount of Vacation Pay	Length of Vacation
1-5	96 hours' pay	12 workdays
6-9	120 hours' pay	15 workdays
10-15	160 hours' pay	20 workdays
16 and more	200 hours' pay	25 workdays

**~~Section 10.1 Paid Vacations.~~**

~~(a) Employees covered by this Agreement whose normal workday shall consist of eight (8) consecutive hours of work which may be interrupted by a lunch period, and whose normal workweek shall consist of forty (40) hours per week, and who have been employed by the City for a period of at least one (1) year shall receive paid vacations during each year, calculated as follows:~~

<del>Years of Continuous Service</del>	<del>Amount of Vacation Pay</del>	<del>Length of Vacation</del>
<del>1 year through 5</del>	<del>96 hours' pay</del>	<del>12 workdays</del>
<del>6 years through 9 years</del>	<del>120 hours' pay</del>	<del>15 workdays</del>
<del>10 years through 15 years</del>	<del>160 hours' pay</del>	<del>20 workdays</del>
<del>16 years and more</del>	<del>200 hours' pay</del>	<del>25 workdays</del>

(b) Employees who are included in (a) above who have been

employed by the City for less than one (1) year shall accrue one (1) day paid vacation for each month of employment to a maximum of ten (10) days.

### **Section 10.2 Eligibility Requirements.**

(a) In order to be eligible for vacation pay, an employee must have worked a minimum of 1,080 hours during the twelve (12) calendar months preceding their anniversary date of employment. For purposes of vacation eligibility, absence from work due to a bona fide job-related injury, or time charged as vacation time or legitimate paid sick leave (i.e., legitimate incapacitation or illness of the employee for which sick leave is paid) shall be included in determining eligibility requirements.

(b) Employees with more than one year's seniority who fail to meet the 1,080 hour minimum due to legitimate illness which exceeds their accumulated sick leave or an approved unpaid leave of absence shall receive pro rata vacation pay.

(c) For employees with less than one (1) year of seniority, vacation shall accumulate at the rate of eight (8) hours per month to a maximum of eighty (80) hours. Employees with less than one (1) year of seniority shall be entitled to take vacation as accrued.

### **Section 10.3 Vacation Scheduling.**

Vacations shall be scheduled insofar as practicable at times most desired by each employee with consideration being given to the wishes of the employee in accordance with their relative length of continuous service. If the orderly performance of the services provided by the City makes it necessary to limit the number of employees from taking vacation at a particular time, the employee with the greater seniority shall be given their choice of vacation period.

(a) In order to ensure the orderly scheduling of work in the Public Works Department, all vacation requests of five (5) days or more must be submitted to an employee's division head at least thirty (30) days in advance of the requested date.

All requests must be made on an "Employee Leave Request" form.

In accordance with Section 10.3 (above), when the City finds it necessary to limit the number of employees taking vacation at one time, the City may:

1) limit the number of crew members that may be on leave at any one time;

~~2)~~ limit the number of individuals per job classification within a particular division to be on leave at any one time.



2)

3) any combination of the above limitations.

(b) Employees in the Public Works Department who request vacations in increments of five (5) days or more and do not do such at least thirty (30) days in advance of the requested date shall be scheduled on the basis of the operating needs of the appropriate division.

(c) Once an employee's vacation request has been granted, it shall not be revoked by the City other than in an emergency.

(d) Employees in Parking Enforcement shall follow the same vacation schedule listed above in Section 10.3, unless the Union and division head both agree to modifications.

Police Services Representatives (including PSR Coordinator) vacation scheduling shall be done in accordance with Police Department policy. If vacation time is taken surrounding a holiday, only the day AFTER may be canceled without affecting Mandatory Times. If a PSR cancels vacation time BEFORE the holiday in question, the mandatory list may need to be adjusted. Using vacation time and then canceling that time MAY NOT be used as a way to avoid a mandatory situation for a holiday.

#### **Section 10.4 Vacation Accumulation.**

Normally, vacation shall be taken during the year allowed which is the twelve (12) months following the employee's anniversary date. Upon an employee's anniversary, all but 40 hours of unused vacation time will be automatically dropped from the payroll records. A request for carry-over in excess of 40 hours may be granted if:

1) It is determined by the Department Head that, due to the limitations set forth in Section 10.3, an employee cannot be allowed their vacation time within the twelve (12) month period; or,

2) A written request has been submitted to the Department Head at least thirty (30) days before the end of the year in which the vacation is to be taken, citing circumstances and a desire by the employee to accumulate vacation time. Such request will be granted, if at all possible; however, the final determination is exclusively reserved for the Department Head.

~~3)~~ — Accumulated vacation shall be taken within the first twelve (12) ~~six~~ (6) ~~3)~~ months following the year in which it was originally allowed. If the vacation was held over in accordance with Paragraph 2 of this Section, remuneration will be paid at the rate which the

employee would have been paid, had the employee taken their vacation during the year in which it would originally have been allowed.

## ARTICLE XI - LEAVES OF ABSENCE

### Section 11.1 General Leave.

(a) Employees covered by this Agreement may request in writing a leave of absence from their Department Head, who may grant a leave of absence to an employee who has been in the bargaining unit for not less than three (3) months, for such a period as they see fit, not to exceed one (1) year, except if it is to enable an employee to accept an appointive position with the City of Urbana, in which case the leaves of absence may be indefinite. Leaves of absence shall not be granted to employees to accept remunerative employment elsewhere.

(b) As a condition to such leave being granted, the employee may be required to waive all rights to immediate reinstatement in their position upon termination of the leave to retain only the right to be appointed to the first vacancy for the position in which they have been employed.

### Section 11.2 Sick Leave.

Employees covered by this Agreement whose normal workday shall consist of eight (8) consecutive hours of work, which may be interrupted by a lunch period, and whose normal workweek shall consist of forty (40) hours per week, shall be credited with sixty-nine

(69) hours sick leave on their starting anniversary date. —After completion of one (1) calendar year of full-time employment, an employee shall accumulate eight (8) hours of sick leave per month. Sick leave may be accumulated with no maximum. The City reserves the right to require medical certification as a condition of sick leave approval and to investigate the legitimacy of any use of sick leave. However, when sick leave is used for an employee's personal medical condition, such certification shall only be required if there is a pattern of abuse or the City suspects abuse.

Sick leave shall not be charged for any absence due to job-related injuries. Pregnancy, miscarriages, abortion, childbirth, and recovery therefrom, will be considered by the City as "temporary disabilities" for the period in which an employee cannot or should not on medical advice perform their job. Sick leave benefits as are herein provided maybe applied to any such period of "temporary disability". Except as otherwise provided herein, accumulated sick leave may be charged for non-duty illness and off-the-job incurred injury and disability.

The City may require an employee to undertake a physical examination by a reputable physician at the City's expense to determine whether they are fit to return or continue work. If

the reputable physician determines that the employee cannot perform the work required, the employee may not continue or resume work but must, if eligible, take sick leave. If the reputable physician certifies the employee is able to perform the duties of their employment, said certificate shall constitute termination of any leave of absence for sickness.

Sick leave is designed to protect an employee during their own illness or injury. However, the City shall permit the following limited use of sick leave to care for a family member, subject to the provisions of Section 11.2. Within this Section, a family member refers to a spouse, declared domestic partner, son, daughter, or parent (terms defined by the City's FML policy). Sick leave shall be requested a reasonable period in advance of its use or as soon as the employee is aware of the need. Sick leave shall be limited to the period of time that the employee's care is required. Up to a total of forty (40) hours of sick leave may be approved by a supervisor in a calendar year in order for an employee to care for family members who require the employee's care due to a serious illness or injury. In addition, if an employee has a balance of two hundred forty (240) or more hours of unused sick leave (at the time sick leave use is requested), the Department Head will permit the employee to use up to forty (40) additional hours of sick leave in a calendar year to attend to a hospitalized family member or to provide required care to a family member suffering from a serious health condition (City FML definition) who is unable to care for their own basic medical or personal needs (bathing, feeding, \_\_\_\_\_ etc.) or safety. Employees with less than two hundred forty (240) hours of sick leave may use eight (8) hours of sick leave for each eight (8)-hours of vacation or compensatory leave used under these circumstances, up to a maximum of forty (40)-additional hours of sick leave per year. No additional use of sick leave to care for a family member shall be authorized without approval of the Department Head and the Personnel Manager.

Any employee covered by this Agreement who separates in good standing and who, has completed the following years of service shall receive payment for accumulated sick leave in an amount indicated here: Completion of ten (10) years of service with the City - ten percent (10%) of the accrual; completion of fifteen (15) years of service - fifteen percent (15%) of the accrual; Completion of twenty (20) years of service with the City - twenty-five percent (25%) of the accrual; Completion of twenty-five (25) years of service with the City - thirty percent (30%) of the accrual; Completion of thirty (30) years of service - forty (40%) percent of the accrual; or Completion of thirty-five (~~35~~)years35) years of service - fifty (50%) percent of the accrual. An employee who has been retired as a result of a disability, shall, upon retirement or resignation from the City, receive payment for accumulated sick leave in an amount equal to twenty-five percent (25%) of the accrual, such payment to be

|      made on

the basis of the employee's hourly rate of pay at the time of such honorable separation.

Eligible employees shall earn bonus vacation time at the rate of two (2) hours per quarter year for each quarter that the employee does not use any sick time. The quarters shall be December through February; March through May; June through August, and September through November. The bonus vacation shall be awarded at the beginning of each December to each employee who has maintained a minimum balance of sixty-nine (69) hours of unused sick leave throughout the year that ended November 30. An employee who receives a bonus for all four quarters will receive an extra bonus of eight (8) hours of vacation for a total award of (16) sixteen hours of vacation. In addition, each employee with a minimum sick leave balance of four-hundred (400) hours as of November 30 may convert, at a fifty percent (-50%) rate, up to thirty-two (32) hours of sickleave to up to sixteen (16) hours of vacation.

The employee shall submit a written request for conversion to the Department Head no later than December 15. All employees who are absent as a result of this leave will be eligible for emergency call-back.

### **Section 11.3 Bereavement Leave.**

For purposes of this section, an "immediate family member" shall be defined as spouse, domestic partner, mother, step-mother, father, step-father, brother, sister, step-sibling, child, step-child, grandparent, step-grandparent, grandchild, step-grandchild, persons for whom the employee has legal custody or guardianship, or other relative living at employee's permanent residence on a permanent basis. When a death occurs in an employee's or employee's spouse's or domestic partner's immediate family, ~~When a death occurs in an employee's immediate family (i.e., employee's or spouse's mother, father, brother, sister, child, grandparents or spouse of employee)~~ an employee covered by this Agreement, upon request, will be excused with pay for up to three

(3) days for the purpose of attending the funeral, making necessary arrangements, and bereavement time. An employee may be excused with pay for up to two (2) additional days in the case of a funeral that involves unusual travel difficulties. Such additional leave will not be unreasonably denied, following receipt of a written request setting forth the nature of the difficulty. At the sole discretion of the City, leave for the purpose of attending the funeral of persons other than those set forth above may be granted.

### **Section 11.4 Jury Leave.**

Any regular, full-time employee who is called for jury service shall be excused from work for the days on which they serve and they shall receive for each day of jury service on which they otherwise would have worked, the difference between the normal daily rate of pay they would be entitled to during such period and the payment they received for jury service. The eligible

employee will present proof of service and of the amount of pay received therefore.

**Section 11.5 Military Leave.**

~~(a)~~ (a) Any employee who is recalled, enlists, or who is inducted into the Armed Forces of the United States shall be

granted a leave of absence without pay for the term of their training and service and shall be entitled to reemployment rights under applicable law, provided such employee shall make application for reemployment within the period prescribed by law after being relieved from such training and service.

~~(b)~~ (b) Any employee who is required as part of their military obligation to attend two (2) weeks of annual training shall be excused from work for the days on which they serve and they shall receive, for each day of annual training service on which they otherwise would have worked, the difference between the normal daily rate of pay they would be entitled to during such period and the payment they received for annual training service. The eligible employee will present proof of services and the amount of pay received therefor.

#### **Section 11.6 Miscellaneous Leave.**

(a) Civic Leave. Employees required to appear before a court or other public body on any matter not related to their work in which they are not personally involved (as a plaintiff or defendant) and employee selected or appointed to any political or legislative position who request a leave of absence to perform their civic duty shall be granted a leave of absence without pay for the period to fulfill their civic responsibilities.

#### **(b) Educational Leave.**

(1) Employees may be granted, upon request, a leave of absence not to exceed one (1) year, for educational purposes, without pay. Thereafter, such educational leave may be renewed, in writing, by the City.

As a condition to such leave being granted, the employee may be required to waive all rights to immediate reinstatement in their position upon termination of the leave and retain only the right to be appointed in the first vacancy in the position in which they have been employed.

~~(2)~~ (2) Any employee who has completed their probationary period may apply for leave to take one (1) course during their regular workweek to improve or upgrade the individual's job-related skill or ability. Such course must be approved by the employee's Department Head and the Personnel Director, who may approve same only if the completion of such course can be reasonably expected to help the employee in the performance of their job. Such approval is to be made on an individual basis before the employee can begin the course. A course shall be interpreted as three (3) semester hours (or the quarterly hour



equivalent) of a specific subject. Any such leave shall automatically expire with the end of the term of the particular course.

~~(3)~~ (3) In addition to the leave as provide in part (2) above, the City will provide funds to reimburse the employee for one-half (1/2) the cost of tuition and books directly related to the course, provided that the employee successfully completed such approved course. In the event an employee takes an approved course during other than regular working hours, the employee will still be eligible for reimbursement as determined above, provided prior approval has been received in accordance with the provisions of part (2) above.

~~(e)~~ (c) Union Leave. Leaves of absence without pay may be granted to the extent that there is no interference with the City operations, to employees who are selected, delegated, or appointed to attend conventions or educational conferences with the Union, for a maximum of one hundred thirty-six (136) hours for the bargaining unit per fiscal year. Any request for such leave shall be submitted by the Union to the employee's immediate supervisor and shall be answered in writing no later than ten ~~(10)~~ working days following the request.

**Section 11.7 Return from Leave in Excess of One Year.** Unless otherwise specifically provided for in this Agreement, an employee returning from a leave of absence in excess of one (1) year shall, to the extent possible, be permitted to return to the position they occupied when they began their leave. The City shall not, however, be required to displace any employee, but in the event their position has been filled, they shall be placed on a preferential hiring list.

**Section 11.8 Effect of Leave on Seniority.**

An approved leave shall not be considered a break in continuous service; provided, however, that seniority shall continue to accrue only during

(a) paid leaves, and (b) unpaid leaves of less than two (2) weeks' duration (except legitimate unpaid sick leave).

**Section 11.9 Exhaustion of Sick Leave.**

Employees who are eligible for sick leave as provided in Section 11.2 ~~11.2~~ of the Agreement, but who have exhausted all of their accumulated sick leave, shall be granted an unpaid sick leave for the duration of their illness or injury. Any such unpaid sick leave must be requested in writing by the employee at the time sick leave is exhausted. The employee may be required to waive any right to immediate reinstatement. During such unpaid sick leave, the City may also order a physical examination as provided in Section 11.2(b) above. Any employee's right to unpaid sick leave shall be terminated if they accept remunerative

employment elsewhere during such leave. The provisions of Section 11.7 and 11.8 shall likewise be applicable to unpaid sick leave granted pursuant to this Section.

## **ARTICLE XII - INSURANCE**

### **Section 12.1 Insurance Committee**

The parties agree to participate in the insurance committee as outlined in Appendix "G", which upon implementation will have authority to modify and take precedence over some of the terms below.

### **Section 12.2 Right to Select Carriers.**

(a) The benefits provided for herein shall be provided through a self-insured plan, a hospital plan, or under group insurance policy or policies issued by an insurance company or insurance companies selected by the City. "Insurance companies" include regular line insurance companies and non-profit organizations providing hospital, surgical or medical benefits. If these benefits are insured by an insurance company, all benefits are subject to the provisions of the policies between the City and the insurance companies.

### **Section 12.3 Employee Group Health Insurance.**

The City shall pay the full cost of the employee only premium for the City's standard health insurance plan. The "standard health insurance plan" shall be defined as the same standard insurance plan or plans provided to non-bargaining unit employees.

### **Section 12.4 Dental Plan & Indemnification**

a) AFSCME Dental Plan. Upon receipt of a signed authorization from an employee on a standard form acceptable to the City, the City agrees to deduct from such employee's pay the uniform individual or family plan premium for the AFSCME sponsored dental insurance plan. The Union will notify the City annually in writing of the amount of the uniform individual or family plan premium to be deducted. Deduction shall be made on each payday and shall be remitted, together with an itemized statement, to the Treasurer of the Union or their authorized designee by the 15th day of the month following the month in which the deductions made.

~~b)~~ b) Indemnification. The Union shall indemnify the City and hold it harmless against any and all claims, demands, suits, or other forms of liability that may arise out of, or by reason of, any action taken by the City for the purpose of complying with the provisions of this Article.

### **Section 12.5 Disputes Concerning Individual Claims.**

Disputes arising from an individual claim shall be resolved in accordance with the terms and conditions of the applicable insurance policy or plan and shall not be subject to the grievance procedure set forth in this Agreement.

### **Section 12.6 Dependent Coverage.**

Effective for coverage beginning in January 1, 2012, the employee shall pay \$580.00 of the cost of dependent insurance coverage, and the city shall pay \$269.00. The City and the employee shall split (50/50) any increases in premiums for dependent coverage.

### **Section 12.7 Health Insurance Waiver Incentive.**

Employees who waive their health insurance for a full insurance year will receive a cash payment equal to twenty-percent (20%) of the cost of the preceding year's premium for single coverage, provided that such payment is permissible under the City's health insurance contracts and applicable laws. The employee must provide proof of acceptable alternative health coverage and apply for payment in accordance with the written procedures provided by the Personnel Manager. Payments for waivers of less than twelve (12) months will be prorated.

## **ARTICLE XIII - GENERAL PROVISIONS**

### **Section 13.1 Gender.**

Wherever any personal pronoun is used in this Agreement, it shall be construed to include all employees, regardless of gender, gender identity, or gender expression.

### **Section 13.2 Uniforms.**

(a) The City shall provide initial uniforms to employees presently required to wear them. Thereafter, the City shall provide a uniform allowance as follows:

1. All Public Works employees subject to this Agreement will receive an annual uniform allowance in the amount of six-hundred and seventy dollars (\$670) per year beginning July 1, 2022 and six-hundred ninety dollars (\$690) beginning on July 1, 2023. Such amount shall be subject to taxation. The City will also continue to provide five (5) T-shirts (Carhartt reflective or comparable) of appropriate size bearing the approved City of Urbana logo each fiscal year.

~~2.~~ 2. All Parking Enforcement Officers, Evidence Technicians, and Animal Control Officers will receive an annual uniform allowance in the amount of six-hundred and seventy dollars (\$670) per year beginning July 1, 2022 and six-hundred ninety dollars (\$690) beginning on July 1, 2023. Such

amount shall be subject to taxation.

~~3.~~ 3. All Police Services Representatives and the Police Services Coordinator will receive an annual uniform allowance in the amount of six-hundred and seventy dollars (\$670) per year beginning July 1, 2022 and six-hundred ninety dollars (\$690) beginning on July 1, 2023. Such amount shall be subject to taxation.

~~4.~~ 4. The City shall, consistent with current practice, continue to provide mechanics with uniforms through a service provider of its choosing and beginning July 1, 2022 provide a three-hundred and sixty-one dollars (\$361) per year hard toed work shoe allowance, which shall be subject to taxation. Effective July 1, 2023 this amount will be three-hundred seventy-two dollars (\$372).   

(b) Effective thirty (30) days after the distribution of the uniform allowance for FY2019, Public Works employees shall be required to wear hard toed work boots at all times while on duty.

(c) Proration: Employees who have been employed by the City for less than one year shall receive a prorated uniform allowance of 1/12 the amounts prescribed above to be calculated from the first day of the month following the employee's date of hire through the following June 30. Prorated uniform allowances shall be paid on the first pay period following the employee's date of hire.

### **Section 13.3 Rules and Regulations.**

Prior to implementation of any proposed changes and/or additions of rules and regulations, the City agrees to notify the Union of the change and, upon request, shall meet for discussion of the same. The City agrees that an allegation of arbitrary, capricious, or discriminatory application of its rules and regulations shall be subject to the grievance procedure. The City shall not discipline or discharge any employee without just cause.

### **Section 13.4 Bulletin Boards.**

The City agrees to furnish and maintain suitable bulletin boards in convenient places in work areas to be used by the Union for official Union business. A copy of all posted material shall be provided to the Personnel Director and signed by the appropriate Union officer. Any such material, the copies of which have not been so provided to the Personnel Director, may be removed by the City at its discretion.

### **Section 13.5 Call-Back Pay.**

An employee called back to work after having gone home shall receive a minimum of two (2) hours of work at their straight-time hourly ~~rate~~rate (subject to Section 6.6) unless the time extends into

their regular shift. An employee called back to work under this Section shall be compensated from the time they clock in their regularly assigned work location. In the event that an employee is instructed by management to report directly to an alternative work location due to an exigent circumstance, the employee shall be compensated from the time they arrive at the alternative work location.

### **Section 13.6 Stand-By Pay.**

Effective upon ratification of this Agreement, whenever any employee is assigned to stand-by duty, the City shall pay any such employee so assigned to stand-by duty the sum of four-hundred dollars (\$400) ~~two-hundred dollars (\$200)~~ for each full one (1) week period of such assigned stand-by duty. Effective July 1, 202~~5~~<sup>2</sup>, stand-by pay, as defined above, will increase to four-hundred and fifty (\$450) ~~two-hundred ten dollars (\$210)~~ for each full one (1) week assignment. Effective July 1, 202~~6~~<sup>3</sup>, stand-by pay, as defined above, will increase to five-hundred (\$500) ~~two-hundred twenty (\$220)~~ for each full one (1) week assignment. Effective July 1, 2024, Electricians and Traffic Signal Technicians shall be paid five-hundred (\$500) for each full one (1) week period of assigned stand-by duty. Effective July 1, 2025, stand-by pay will increase to five-hundred and fifty dollars (\$550) for each full one (1) week period of assigned stand-by duty. Effective July 1, 2026, stand-by pay will increase to six-hundred (\$600) for each full one (1) week period of assigned stand-by duty. For the purpose of this Section, stand-by duty is defined as the ability of the City to contact an employee either by phone or otherwise, for the purpose of immediately responding to and performing any required task. When the employee is contacted by the City to perform work under this Section, the employee shall be compensated from the time that the employee acknowledges receipt of the assignment.

Employees are eligible for stand-by duty upon completion of a probationary period of one (1) year of service. Electricians and Traffic Signal Technicians are eligible after three (3) months of service.

### **Section 13.7 Break Time.**

There shall be provided to employees covered by this Agreement two ~~(2)fifteen~~<sup>2</sup> fifteen (15) minute breaks for each full eight (8) hour shift of scheduled work, the terms and conditions of which said breaks shall be governed and controlled by such rules and regulations as may, from time to time, be duly promulgated by the City.

### **Section 13.8 Control of Absenteeism or Sick Leave Abuse.**

It is understood that unreasonable absenteeism, or the abuse of sick leave constitutes just cause for discipline and it is the intent of the City to take corrective action. If any employee is disciplined for unreasonable absenteeism or the abuse of

sick leave, the discipline shall not be set aside unless it is arbitrary, capricious, or discriminatory. Nothing contained in this Agreement shall be construed as prohibiting the City from taking any reasonable measure to control unreasonable absenteeism or the abuse of sick leave.

**Section 13.9 Job Descriptions.**

The City shall maintain job descriptions describing the duties of

each classification. Upon request, an employee shall be furnished a copy of their job description; the Union shall also be furnished a copy of any job description upon request. In the event the City changes a description, a copy of the new description shall be provided to the Union and, upon written request, the City shall meet with the Union to discuss any changes.

#### **Section 13.10 Personnel Files.**

##### **(1) Personnel Files.**

The City shall keep a central personnel file for each employee. Supervisors may keep working files, but material not maintained in the central personnel file may not provide the basis for discipline against an employee.

(2) Inspection. Upon appropriate request, an employee may inspect their central personnel file subject to the following:

(a) Inspection shall occur during non-working hours, including lunch and break periods, at a time and in a manner mutually acceptable to the employee and the City. Upon request, an employee who has a written grievance on file who is inspecting their personnel file with respect to such grievance may have a representative of the Union present during such inspection.

(b) Copies of materials in an employee's personnel file shall be provided the employee upon request if such materials are to be used in conjunction with the processing of a grievance filed by the employee. The employee shall bear the cost of duplication.

(d) Pre-employment information; e.g., reference checks and responses, or information provided the City with the specific request that it remain confidential, shall not be subject to inspection or copying.

(d) A copy of any disciplinary action or material related to an employee's performance which is placed in the personnel file shall be served upon the employee, the employee so noting receipt.

#### **Section 13.11 Damage to Personal Property.**

Eyeglasses and false teeth which are damaged or destroyed while an employee is in the line of duty and not merely the result of negligence shall be repaired or replaced by the City, subject to the maximum dollar limitations as set forth below, and provided that such repair or replacement is not covered by applicable insurance policies:

~~a)~~ (a) Upon ratification of this agreement, in the event of damage or destruction of eyeglasses frames and/or lenses, the City will pay up to a maximum of three hundred and twenty-five

dollars (\$325) for replacement or repair of such eyeglasses frames and/or lenses. On July 1, 2015, the above amount shall increase to three hundred and fifty dollars (\$350).

~~b)~~ (b) If false teeth are damaged or destroyed the City will pay the full value of their replacement or repair.

### **Section 13.12 Discipline.**

The City agrees with the tenets of progressive and corrective discipline, where appropriate, and that it shall not discipline or discharge any employee without just cause. No employee shall be demoted for disciplinary reasons, but only for inability to perform the work required by their position and classification. Discipline shall be imposed as soon as possible after the City becomes aware of the event or action giving rise to the discipline and has a reasonable period to investigate and consider the matter.

Discipline shall be imposed in a manner which will avoid embarrassing an employee before other employees or the public.

Oral reprimands may be noted in an employee's personnel file provided the employee is notified to that effect. In the event of disciplinary action, other than an oral reprimand, is taken against an employee, the employee and the Union shall be provided with a copy of any statement of the facts and reasons supporting the disciplinary action which is to be placed in the employee's personnel file. In the event suspension or discharge of a non-probationary employee is contemplated, in addition to all other requirements of this section, a pre-disciplinary meeting shall be held with the employee and, if requested by the employee, an appropriate representative of the Union, at which time the opportunity shall be granted to the employee and/or the Union representative to clarify and/or rebut the reasons given for the contemplated suspension or discharge before the City makes a final determination of the measure of discipline to be imposed. In any event, a Union representative may attend as an observer in such meetings. Once the measure of discipline is determined and imposed, the City shall not increase it for the particular act of misconduct unless new facts or circumstances subsequently become known.

### **Section 13.13 Union Rights.**

~~(a)~~ (a) Union Activity During Working Hours. Employees shall, after giving reasonable notice to their supervisors, be allowed reasonable time off with pay during working hours to attend grievance meetings or other meetings called or agreed to by the City, if such employees are entitled or required to attend such meetings by virtue of being union representatives or grievants and if such attendance will not unreasonably or substantially disrupt or interfere with the City's operations.



~~(b)~~ (b) Union Orientations for New Hires - The Union shall conduct union orientation for each new bargaining unit employee [and bargaining unit employees transferring to a new department] during the employee's first or second day of employment in the bargaining unit [or new department] (unless the Union chooses another date) at a time mutually agreeable to the parties. Alternatively, the Union may choose to conduct less frequent group orientations, including orientations conducted in conjunction with new employee orientations conducted by the Employer. The Union orientation period shall be one

(1) hour and shall take place during employees' regular working hours with no loss of pay to the employees involved.

~~(c)~~ (c) Employee Development and Training - The Employer and the Union are committed to ensuring that employees receive training that will help to maximize the productivity and quality of their work.

To facilitate this goal, the Parties agree that providing annual training to employees is important and that Departments and the Union should, therefor, endeavor to provide such annual training.

Annual training provided by the Union, including updating employees on new agreements and policies, and on the coordination of these policies and agreements with policies and procedures set forth in the collective bargaining agreement, can help to facilitate the maximization of both quality and productivity.

The Union may schedule up to one (1) hour per year of such training. Where a Department has scheduled such training, the union training may, by mutual agreement, be scheduled in conjunction with such sessions. Training provided for herein shall be without loss of pay.

(d) Access to Premises. The City agrees that non-employee officers and representatives of the Union shall have reasonable access to the premises of the City during working hours with advance notice to the appropriate City representative.

Such visitations shall be for the reasons of the administration of this Agreement. The Union agrees that such activities shall not interfere with the normal work duties of employees. The City reserves the right to designate a meeting place and/or to provide a representative to accompany such officer or representative where operational requirements do not permit unlimited access.

(e) Union Steward Training Leave. Each year up to two (2) Union representatives shall be granted leave without the loss of pay or benefits to attend certified steward training. Each of the two (2) employees shall be allowed up to sixteen (16) hours of Union Steward Training Leave per year, for a total allotment of thirty-two (32) hours of Union Steward Training Leave per year. The Union Steward Training Leave will not carry-over past the end of a calendar year. Union Steward Training Leave is not subject to pay-out at separation and is not "accrued" by a particular employee. The Union shall select

and notify Management which members it would like to use the Union Steward Training Leave. Upon at least two (2) weeks' notice to their supervisor, a Union representative shall be allowed to take Union Training Leave. Proper verification of attendance at certified union steward training will be provided by the employee to their supervisor. Attendance to stewards training shall not substantially disrupt or interfere with the City's operations.

~~(d)~~

---

**Section 13.14 Labor-Management Committees.**

For the purposes of monitoring communications between labor and management and in order to cooperatively discuss and solve problems of mutual concern, there may be established departmental Labor-Management Committees. These committees shall each be composed of a maximum membership of three (3) representatives each for both the Union and the City with these representatives to be selected and designated by the Union and the respective Department Heads.

The above Labor-Management Committee shall be scheduled at a time, place and date mutually agreed upon by the Union and the City. Such meetings shall be held during the regular workweek and employees shall not be docked for attendance.

#### **Section 13.15 Precedence of Agreement.**

In the event of a conflict between a provision of this Agreement and any regulation, ordinance or rule of the City or any of its boards or commissions (insofar as said regulation, ordinance or rule affects employees covered by this Agreement), the provisions of this Agreement shall control. The City shall take any legal action necessary to accomplish the foregoing.

#### **Section 13.16 Drivers License.**

1) Employees who operate City-owned vehicles shall maintain a valid driver's license or, if required, commercial driver's license.

2) The City will schedule the use of City vehicles to allow employees to practice for the examination to acquire a State of Illinois CDL, with air brake endorsement.

3) The City will provide training to assist employees in obtaining a State of Illinois CDL, with air brake endorsement.

4) The City will pay the difference between the State fee to renew a regular driver's license and the State fee to renew a City required Commercial Driver's License with required endorsements.

5) Employees who are required to maintain a valid driver's license / CDL whose driver's license/ CDL is suspended or revoked, and not reinstated within fifteen (15) months, shall be terminated.

#### **Section 13.17 Legislative Action.**

During the term of this Agreement, if the Illinois General Assembly enacts new legislation benefiting employees covered by this Agreement and the effects of such new legislation is to increase cost to the City beyond those which exist at the time this Agreement is executed, the Union agrees to meet with the City to negotiate the distribution of such increased cost between the City and employees. However, legislated changes in pensions, disability and workers' compensation shall not be subject to negotiations.

### **ARTICLE XIV - CONFORMANCE WITH LAW**

#### **Section 14.1 Conformance With Law.**

In the event any provision of this Agreement is found by a court

or administrative body with jurisdiction over the parties and subject matter to be in conflict with a state or federal statute, such law shall supersede the conflicting provisions without affecting the remainder of the provisions of this Agreement.

## **ARTICLE XV - FAMILY LEAVE**

### **Section 15.1 Family and Medical Leave.**

The City shall adopt and maintain a Family and Medical Leave Policy that complies with the requirements of the Family and Medical Leave Act of 1993 as now or hereafter amended.

Prior to altering the existing policy, the City agrees to provide the Union with thirty (30) days advance notice of any change. Upon request from the Union, the City agrees to meet and discuss the proposed changes with the Union in an effort to work out any areas of disagreement prior to implementation. This Section shall not be construed to limit the ability of the City to make changes to the policy without agreement by the union, so long as the policy meets the requirements of the Act.

## **ARTICLE XVI - ENTIRE 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, the City 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 not specifically referred to or covered in this Agreement, even though such subjects or matters may not have been within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement.

## **ARTICLE XVII - TERMINATION**

This Agreement shall be effective as of the first day of July, 2021, and shall remain in full force and effect until June 30, 2024. It shall be automatically renewed from year to year thereafter unless either party shall notify the other in writing at least ninety (90) days prior to the anniversary date that it desires to modify this Agreement. In the event that such notice is given, negotiations shall begin no later than sixty (60)

days prior to the anniversary date. This Agreement shall remain in full force and be effective during the period of negotiations and until notice of termination of this Agreement is provided to the other party in the manner set forth in the following paragraph.

In the event that either party desires to terminate this Agreement, written notice must be given to the other party not less than ten (10) days prior to the desired termination which shall not be before the anniversary date set forth in the preceding paragraph.

IN WITNESS THEREOF, the parties hereto have affixed their signatures this

24<sup>th</sup> day of January, 2022.

CITY OF URBANA

AFSCME Council Local #1331

Deane Wolfe Markin  
Mayor

[Signature]  
Local #1331 President

ATTEST:

[Signature]  
Local #1331 Bargaining Comm

Shyllis D. Clark  
City Clerk

[Signature]  
Local #1331 Bargaining Comm

[Signature]  
Local #1331 Bargaining Comm

[Signature]  
Local #1331 Bargaining Comm

Local #1331 Bargaining Comm

[Signature]  
AFSCME Council 31  
Staff Representative

In Witness Whereof, the parties hereto have affixed their signatures this  
\_\_\_\_\_ day of \_\_\_\_\_, 2024.

CITY OF URBANA

AFSCME Council Local #1331

Mayor

Local #1331 President

Local #1331 Bargaining Comm.

ATTEST:

Local #1331 Bargaining Comm.

City Clerk

Local #1331 Bargaining Comm.

Local #1331 Bargaining Comm.

Local #1331 Bargaining Comm.

AFSCME Council 31

### Staff Representative

APPENDIX "A" [RESERVED]



Appendix <sup>11</sup> ~~B8~~ Salaries FY2025-FY2024FY2027Appendix B—Salaries  
FY2022 – FY2024

Effective July 1, 2024 through and including June 30, 2027, the salary for employees covered by this Agreement determined herein and represented in both annual and hourly rates (based upon 2,080 hours per year for all employees) shall be as described below.

Traffic Signal Technician II w/ Urbana License		7/1/2024 - 6/30/2025		7/1/2025 - 6/30/2026		7/1/2026 - 7/1/2027	
		40 Hour Week		40 Hour Week		40 Hour Week	
Years of	Longevity	Hourly	Annual	Hourly	Annual	Hourly	Annual
Probationary		43.0271	89,496.41	44.6140	92,797.02	46.3700	96,449.70
Base		43.3156	90,096.41	44.9024	93,397.02	46.6585	97,049.70
After 4	3.0%	44.6150	92,799.30	46.2495	96,198.93	48.0583	99,961.19
After 6	5.0%	45.4814	94,601.23	47.1475	98,066.87	48.9914	101,902.19
After 8	6.0%	45.9145	95,502.19	47.5965	99,000.84	49.4580	102,872.68
After 10	7.0%	46.3476	96,403.15	48.0456	99,934.81	49.9246	103,843.18
After 13	9.0%	47.2140	98,205.08	48.9436	101,802.75	50.8578	105,784.18
After 15	11.0%	48.0803	100,007.01	49.8416	103,670.69	51.7910	107,725.17
After 20	15.0%	49.8129	103,610.87	51.6378	107,406.57	53.6573	111,607.16
After 25	17.0%	50.6793	105,412.79	52.5359	109,274.51	54.5905	113,548.15

The base rate for the Traffic Signal Technician II with Urbana Licensure is \$1 per hour higher than the Traffic Signal Technician II. Longevity pay will be calculated per Appendix "C" - Longevity Pay (reflected in chart above)

Traffic Signal Technician II		7/1/2024 - 6/30/2025		7/1/2025 - 6/30/2026		7/1/2026 - 7/1/2027	
		40 Hour Week		40 Hour Week		40 Hour Week	
Years of	Longevity	Hourly	Annual	Hourly	Annual	Hourly	Annual
Probationary		42.0271	87,416.41	43.6140	90,717.02	45.3700	94,369.70
Base		42.3156	88,016.41	43.9024	91,317.02	45.6585	94,969.70
After 4	3.0%	43.5850	90,656.90	45.2195	94,056.53	47.0283	97,818.79
After 6	5.0%	44.4314	92,417.23	46.0975	95,882.87	47.9414	99,718.19
After 8	6.0%	44.8545	93,297.39	46.5365	96,796.04	48.3980	100,667.88
After 10	7.0%	45.2776	94,177.55	46.9756	97,709.21	48.8546	101,617.58
After 13	9.0%	46.1240	95,937.88	47.8536	99,535.55	49.7678	103,516.98
After 15	11.0%	46.9703	97,698.21	48.7316	101,361.89	50.6810	105,416.37
After 20	15.0%	48.6629	101,218.87	50.4878	105,014.57	52.5073	109,215.16
After 25	17.0%	49.5093	102,979.19	51.3659	106,840.91	53.4205	111,114.55

Probationary		30.5053	63,450.80	31.1980	64,891.94	32.0639	66,692.97
Base		30.7936	64,050.80	31.4865	65,491.94	32.3524	67,292.97
After 4	3.0%	31.7175	65,972.33	32.4311	67,456.70	33.3230	69,311.76
After 6	5.0%	32.3334	67,253.34	33.0609	68,766.54	33.9700	70,657.62
After 8	6.0%	32.6413	67,893.85	33.3758	69,421.46	34.2935	71,330.55
After 10	7.0%	32.9493	68,534.36	33.6906	70,076.38	34.6170	72,003.48
After 13	9.0%	33.5651	69,815.37	34.3203	71,386.22	35.2641	73,349.34
After 15	11.0%	34.1810	71,096.39	34.9500	72,696.06	35.9111	74,695.20
After 20	15.0%	35.4128	73,658.42	36.2095	75,315.74	37.2053	77,386.92
After 25	17.0%	36.0286	74,939.44	36.8393	76,625.58	37.8523	78,732.78

Probationary		29.9686	62,334.67	30.6269	63,703.90	31.4495	65,415.06
Base		30.2570	62,934.67	30.9154	64,303.90	31.7380	66,015.06
After 4	3.0%	31.1648	64,822.71	31.8428	66,233.02	32.6901	67,995.51
After 6	5.0%	31.7699	66,081.40	32.4611	67,519.10	33.3249	69,315.81
After 8	6.0%	32.0725	66,710.75	32.7703	68,162.13	33.6423	69,975.96
After 10	7.0%	32.3750	67,340.10	33.0794	68,805.17	33.9596	70,636.11
After 13	9.0%	32.9803	68,598.79	33.6978	70,091.25	34.5944	71,956.41
After 15	11.0%	33.5854	69,857.48	34.3160	71,377.33	35.2293	73,276.71
After 20	15.0%	34.7956	72,374.87	35.5526	73,949.49	36.4988	75,917.32
After 25	17.0%	35.4008	73,633.56	36.1710	75,235.56	37.1335	77,237.62

~~The base rate for the Certified Mechanic with EVT Certification is \$1 per hour higher than the Certified Mechanic. Longevity pay will be calculated per Appendix "C" Longevity Pay (reflected in chart above)~~

Probationary		29.1385	60,608.10	29.8006	61,985.28	30.6281	63,706.38
Base		29.4270	61,208.10	30.0891	62,585.28	30.9165	64,306.38
After 4	3.0%	30.3098	63,044.34	30.9918	64,462.84	31.8440	66,235.57
After 6	5.0%	30.8984	64,268.51	31.5935	65,714.55	32.4624	67,521.70
After 8	6.0%	31.1926	64,880.59	31.8944	66,340.40	32.7715	68,164.76
After 10	7.0%	31.4869	65,492.67	32.1954	66,966.25	33.0806	68,807.82
After 13	9.0%	32.0754	66,716.83	32.7971	68,217.96	33.6990	70,093.95
After 15	11.0%	32.6640	67,940.99	33.3989	69,469.66	34.3174	71,380.08
After 20	15.0%	33.8410	70,389.32	34.6025	71,973.07	35.5540	73,952.33
After 25	17.0%	34.4295	71,613.48	35.2043	73,224.78	36.1724	75,238.46

Electrician II w/Urbana License		7/1/2024 - 6/30/2025		7/1/2025 - 6/30/2026		7/1/2026 - 7/1/2027	
		40 Hour Week		40 Hour Week		40 Hour Week	
Years of	Longevity	Hourly	Annual	Hourly	Annual	Hourly	Annual
Probationary		37.7898	78,602.60	39.1801	81,494.70	40.7189	84,695.29
Base		38.0781	79,202.60	39.4686	82,094.70	41.0074	85,295.29
After 4	3.0%	39.2205	81,578.68	40.6526	84,557.54	42.2376	87,854.15
After 6	5.0%	39.9821	83,162.73	41.4420	86,199.44	43.0578	89,560.05
After 8	6.0%	40.3629	83,954.76	41.8368	87,020.38	43.4678	90,413.01
After 10	7.0%	40.7436	84,746.79	42.2314	87,841.33	43.8779	91,265.96
After 13	9.0%	41.5053	86,330.84	43.0208	89,483.22	44.6980	92,971.87
After 15	11.0%	42.2668	87,914.89	43.8101	91,125.12	45.5181	94,677.77
After 20	15.0%	43.7899	91,082.99	45.3889	94,408.91	47.1585	98,089.58
After 25	17.0%	44.5515	92,667.05	46.1783	96,050.80	47.9786	99,795.49

The base rate for the Electrician II with Urbana Licensure is \$1 per hour higher than the Electrician II. Longevity pay will be calculated per Appendix "C" - Longevity Pay (reflected in chart above)

Traffic Signal Technician I		7/1/2024 - 6/30/2025		7/1/2025 - 6/30/2026		7/1/2026 - 7/1/2027	
		40 Hour Week		40 Hour Week		40 Hour Week	
Years of	Longevity	Hourly	Annual	Hourly	Annual	Hourly	Annual
Probationary		36.8396	76,626.41	38.2319	79,522.40	39.7728	82,727.29
Base		37.1281	77,226.41	38.5204	80,122.40	40.0613	83,327.29
After 4	3.0%	38.2419	79,543.20	39.6760	82,526.07	41.2630	85,827.11
After 6	5.0%	38.9845	81,087.73	40.4464	84,128.52	42.0643	87,493.66
After 8	6.0%	39.3558	81,859.99	40.8316	84,929.74	42.4649	88,326.93
After 10	7.0%	39.7270	82,632.25	41.2168	85,730.96	42.8655	89,160.20
After 13	9.0%	40.4696	84,176.78	41.9873	87,333.41	43.6668	90,826.75
After 15	11.0%	41.2121	85,721.31	42.7576	88,935.86	44.4679	92,493.29
After 20	15.0%	42.6973	88,810.37	44.2985	92,140.76	46.0704	95,826.39
After 25	17.0%	43.4399	90,354.89	45.0689	93,743.20	46.8716	97,492.93

Electrician II		7/1/2024 - 6/30/2025		7/1/2025 - 6/30/2026		7/1/2026 - 7/1/2027	
		40 Hour Week		40 Hour Week		40 Hour Week	
Years of	Longevity	Hourly	Annual	Hourly	Annual	Hourly	Annual
Probationary		36.7898	76,522.60	38.1801	79,414.70	39.7189	82,615.29
Base		37.0781	77,122.60	38.4686	80,014.70	40.0074	83,215.29
After 4	3.0%	38.1905	79,436.28	39.6226	82,415.14	41.2076	85,711.75
After 6	5.0%	38.9321	80,978.73	40.3920	84,015.44	42.0078	87,376.05
After 8	6.0%	39.3029	81,749.96	40.7768	84,815.58	42.4078	88,208.21
After 10	7.0%	39.6736	82,521.19	41.1614	85,615.73	42.8079	89,040.36
After 13	9.0%	40.4153	84,063.64	41.9308	87,216.02	43.6080	90,704.67
After 15	11.0%	41.1568	85,606.09	42.7001	88,816.32	44.4081	92,368.97
After 20	15.0%	42.6399	88,690.99	44.2389	92,016.91	46.0085	95,697.58
After 25	17.0%	43.3815	90,233.45	45.0083	93,617.20	46.8086	97,361.89

Probationary		28.9686	60,254.67	29.6269	61,623.90	30.4495	63,335.06
Base		29.2570	60,854.67	29.9154	62,223.90	30.7380	63,935.06
After 4	3.0%	30.1348	62,680.31	30.8128	64,090.62	31.6601	65,853.11
After 6	5.0%	30.7199	63,897.40	31.4111	65,335.10	32.2749	67,131.81

After 8	6.0%	31.0125	64,505.95	31.7103	65,957.33	32.5823	67,771.16
After 10	7.0%	31.3050	65,114.50	32.0094	66,579.57	32.8896	68,410.51
After 13	9.0%	31.8903	66,331.59	32.6078	67,824.05	33.5044	69,689.21
After 15	11.0%	32.4754	67,548.68	33.2060	69,068.53	34.1193	70,967.91
After 20	15.0%	33.6456	69,982.87	34.4026	71,557.49	35.3488	73,525.32
After 25	17.0%	34.2308	71,199.96	35.0010	72,801.96	35.9635	74,804.02

Probationary		27.7355	57,689.95	28.3661	59,001.47	29.1541	60,640.51
Base		28.0240	58,289.98	28.6545	59,601.47	29.4425	61,240.51
After 4	3.0%	28.8648	60,038.65	29.5143	61,389.52	30.3259	63,077.73
After 6	5.0%	29.4253	61,204.45	30.0873	62,581.55	30.9146	64,302.54
After 8	6.0%	29.7055	61,787.35	30.3739	63,177.56	31.2091	64,914.95
After 10	7.0%	29.9858	62,370.25	30.6604	63,773.58	31.5035	65,527.35
After 13	9.0%	30.5461	63,536.05	31.2335	64,965.61	32.0924	66,752.16
After 15	11.0%	31.1066	64,701.84	31.8065	66,157.64	32.6813	67,976.97
After 20	15.0%	32.2276	67,033.44	32.9528	68,541.69	33.8590	70,426.59
After 25	17.0%	32.7881	68,199.24	33.5259	69,733.72	34.4478	71,651.40

\*Also includes Evidence Technician



Certified Mechanic with EVT Certification		7/1/2024 - 6/30/2025		7/1/2025 - 6/30/2026		7/1/2026 - 7/1/2027	
		40 Hour Week		40 Hour Week		40 Hour Week	
Years of Service	Longevity	Hourly	Annual	Hourly	Annual	Hourly	Annual
Probationary		32.6023	67,812.62	33.7981	70,300.10	35.1216	73,052.90
Base		32.8906	68,412.62	34.0866	70,900.10	35.4100	73,652.90
After 4	3.0%	33.8774	70,465.00	35.1091	73,027.10	36.4724	75,862.49
After 6	5.0%	34.5353	71,833.25	35.7909	74,445.10	37.1805	77,335.54
After 8	6.0%	34.8641	72,517.38	36.1318	75,154.10	37.5346	78,072.07
After 10	7.0%	35.1930	73,201.51	36.4726	75,863.10	37.8888	78,808.60
After 13	9.0%	35.8509	74,569.76	37.1544	77,281.10	38.5970	80,281.66
After 15	11.0%	36.5086	75,938.01	37.8361	78,699.11	39.3051	81,754.72
After 20	15.0%	37.8243	78,674.52	39.1996	81,535.11	40.7215	84,700.83
After 25	17.0%	38.4821	80,042.77	39.8813	82,953.11	41.4298	86,173.89

The base rate for the Certified Mechanic with EVT Certification is \$1 per hour higher than the Certified Mechanic. Longevity pay will be calculated per Appendix "C" - Longevity Pay (reflected in chart above)

Operations Crew Leader and Landscaping/Arbor Crew		7/1/2024 - 6/30/2025		7/1/2025 - 6/30/2026		7/1/2026 - 7/1/2027	
		40 Hour Week		40 Hour Week		40 Hour Week	
Years of Service	Longevity	Hourly	Annual	Hourly	Annual	Hourly	Annual
Probationary		31.7875	66,117.87	32.9903	68,619.79	34.3214	71,388.58
Base		32.0759	66,717.87	33.2788	69,219.79	34.6099	71,988.58
After 4	3.0%	33.0381	68,719.40	34.2771	71,296.38	35.6483	74,148.24
After 6	5.0%	33.6798	70,053.76	34.9426	72,680.78	36.3404	75,588.01
After 8	6.0%	34.0005	70,720.94	35.2755	73,372.97	36.6865	76,307.89
After 10	7.0%	34.3213	71,388.12	35.6083	74,065.17	37.0326	77,027.78
After 13	9.0%	34.9628	72,722.47	36.2739	75,449.57	37.7248	78,467.55
After 15	11.0%	35.6043	74,056.83	36.9394	76,833.96	38.4170	79,907.32
After 20	15.0%	36.8873	76,725.55	38.2705	79,602.75	39.8014	82,786.86
After 25	17.0%	37.5288	78,059.90	38.9361	80,987.15	40.4936	84,226.64

Certified Mechanic and others listed below [*]		7/1/2024 - 6/30/2025		7/1/2025 - 6/30/2026		7/1/2026 - 7/1/2027	
		40 Hour Week		40 Hour Week		40 Hour Week	
Years of Service	Longevity	Hourly	Annual	Hourly	Annual	Hourly	Annual
Probationary		31.6023	65,732.62	32.7981	68,220.10	34.1216	70,972.90
Base		31.8906	66,332.62	33.0866	68,820.10	34.4100	71,572.90
After 4	3.0%	32.8474	68,322.60	34.0791	70,884.70	35.4424	73,720.09
After 6	5.0%	33.4853	69,649.25	34.7409	72,261.10	36.1305	75,151.54
After 8	6.0%	33.8041	70,312.58	35.0718	72,949.30	36.4746	75,867.27
After 10	7.0%	34.1230	70,975.91	35.4026	73,637.50	36.8188	76,583.00
After 13	9.0%	34.7609	72,302.56	36.0644	75,013.90	37.5070	78,014.46
After 15	11.0%	35.3986	73,629.21	36.7261	76,390.31	38.1951	79,445.92
After 20	15.0%	36.6743	76,282.52	38.0496	79,143.11	39.5715	82,308.83
After 25	17.0%	37.3121	77,609.17	38.7113	80,519.51	40.2598	83,740.29

\* Also includes Electrician I

Probationary	25.7021	53,460.29	26.2869	54,676.65	27.0176	56,196.75
Base	25.9905	54,060.29	26.5754	55,276.65	27.3061	56,796.75

After 4	3.0%	26,770.3	55,682.10	27,372.6	56,934.95	28,125.4	58,500.66
After 6	5.0%	27,290.0	56,763.30	27,904.1	58,040.48	28,671.5	59,636.59
After 8	6.0%	27,550.0	57,303.91	28,169.9	58,593.25	28,944.5	60,204.56
After 10	7.0%	27,809.9	57,844.51	28,435.6	59,146.01	29,217.5	60,772.53
After 13	9.0%	28,329.6	58,925.72	28,967.1	60,251.54	29,763.6	61,908.46
After 15	11.0%	28,849.5	60,006.92	29,498.6	61,357.08	30,309.8	63,044.40
After 20	15.0%	29,889.1	62,169.33	30,561.6	63,568.14	31,402.0	65,316.27
After 25	17.0%	30,408.9	63,250.54	31,093.1	64,673.68	31,948.1	66,452.20

\* Also includes Electrician I, Auto Service Person, Arbor Technician, Landscape Technician, Building Maintenance Worker Person, Meter Maintenance Technician II

Probationary		24,634.0	51,238.66	25,194.8	52,405.03	25,895.5	53,862.67
Base		24,922.4	51,838.66	25,483.3	53,005.03	26,184.0	54,462.67
After 4	3.0%	25,670.1	53,393.82	26,247.6	54,595.18	26,969.5	56,096.55
After 6	5.0%	26,168.5	54,430.59	26,757.4	55,655.28	27,493.1	57,185.80
After 8	6.0%	26,417.8	54,948.98	27,012.1	56,185.33	27,755.0	57,730.43
After 10	7.0%	26,667.0	55,467.37	27,267.0	56,715.38	28,016.9	58,275.05
After 13	9.0%	27,165.5	56,504.14	27,776.6	57,775.48	28,540.5	59,364.31
After 15	11.0%	27,663.9	57,540.91	28,286.4	58,835.58	29,064.3	60,453.56
After 20	15.0%	28,660.8	59,614.46	29,305.6	60,955.78	30,111.6	62,632.07
After 25	17.0%	29,159.3	60,651.23	29,815.4	62,015.88	30,635.3	63,721.32

Probationary		24,240.5	50,420.23	24,792.4	51,568.19	25,482.1	53,002.81
Base		24,529.0	51,020.23	25,080.9	52,168.19	25,770.6	53,602.81
After 4	3.0%	25,264.9	52,550.84	25,833.3	53,733.23	26,543.8	55,210.89
After 6	5.0%	25,755.4	53,571.24	26,334.9	54,776.59	27,059.1	56,282.95
After 8	6.0%	26,000.8	54,081.44	26,585.8	55,298.28	27,316.9	56,818.98
After 10	7.0%	26,246.0	54,591.65	26,836.5	55,819.96	27,574.5	57,355.01
After 13	9.0%	26,736.6	55,612.05	27,338.1	56,863.32	28,089.9	58,427.06
After 15	11.0%	27,227.1	56,632.46	27,839.8	57,906.69	28,605.4	59,499.12
After 20	15.0%	28,208.3	58,673.26	28,843.0	59,993.41	29,636.1	61,643.23
After 25	17.0%	28,698.9	59,693.67	29,344.6	61,036.78	30,151.6	62,715.29

\*\* Also includes Landscape/Arbor Maintenance Worker, Landscape Maintenance Worker, Arbor Maintenance Worker, Landscape Recycling Center Aide, Materials Collector and Meter Maintenance Person

Probationary		24.1929	50,321.24	24.7438	51,466.97	25.4321	52,898.81
Base		24.4814	50,921.24	25.0323	52,066.97	25.7206	53,498.81
After 4	3.0%	25.2158	52,448.88	25.7831	53,628.98	26.4923	55,103.77
After 6	5.0%	25.7054	53,467.30	26.2838	54,670.32	27.0066	56,173.75
After 8	6.0%	25.9503	53,976.51	26.5341	55,190.99	27.2639	56,708.74
After 10	7.0%	26.1950	54,485.73	26.7845	55,711.66	27.5210	57,243.73
After 13	9.0%	26.6848	55,504.15	27.2851	56,753.00	28.0354	58,313.70
After 15	11.0%	27.1744	56,522.58	27.7858	57,794.33	28.5499	59,383.68
After 20	15.0%	28.1536	58,559.43	28.7870	59,877.01	29.5786	61,523.63
After 25	17.0%	28.6433	59,577.85	29.2876	60,918.35	30.0931	62,593.61

Probationary		22.6775	47,169.19	23.1943	48,244.00	23.8400	49,587.21
Base		22.9660	47,769.19	23.4828	48,844.00	24.1285	50,187.21
After 4	3.0%	23.6549	49,202.27	24.1871	50,309.32	24.8524	51,692.82
After 6	5.0%	24.1143	50,157.65	24.6569	51,286.20	25.3349	52,696.57
After 8	6.0%	24.3439	50,635.34	24.8916	51,774.64	25.5761	53,198.44
After 10	7.0%	24.5736	51,113.03	25.1265	52,263.08	25.8175	53,700.31
After 13	9.0%	25.0329	52,068.42	25.5961	53,239.96	26.3000	54,704.06
After 15	11.0%	25.4923	53,023.80	26.0658	54,216.84	26.7826	55,707.80
After 20	15.0%	26.4109	54,934.57	27.0051	56,170.60	27.7478	57,715.29
After 25	17.0%	26.8701	55,889.95	27.4748	57,147.48	28.2303	58,719.03



Mechanic and others listed below [*]		7/1/2024 - 6/30/2025		7/1/2025 - 6/30/2026		7/1/2026 - 7/1/2027	
		40 Hour Week		40 Hour Week		40 Hour Week	
Years of Service	Longevity	Hourly	Annual	Hourly	Annual	Hourly	Annual
Probationary		30.2583	62,937.03	31.4038	65,319.67	32.6714	67,956.46
Base		30.5466	63,537.03	31.6921	65,919.67	32.9599	68,556.46
After 4	3.0%	31.4630	65,443.14	32.6429	67,897.26	33.9486	70,613.15
After 6	5.0%	32.0740	66,713.89	33.2768	69,215.66	34.6079	71,984.28
After 8	6.0%	32.3795	67,349.26	33.5936	69,874.85	34.9374	72,669.85
After 10	7.0%	32.6849	67,984.63	33.9106	70,534.05	35.2670	73,355.41
After 13	9.0%	33.2959	69,255.37	34.5445	71,852.44	35.9263	74,726.54
After 15	11.0%	33.9068	70,526.11	35.1783	73,170.84	36.5854	76,097.67
After 20	15.0%	35.1286	73,067.59	36.4460	75,807.62	37.9038	78,839.93
After 25	17.0%	35.7396	74,338.33	37.0799	77,126.02	38.5630	80,211.06

\*Also includes Evidence Technician

Equipment Operator & Others Listed Below (*)		7/1/2024 - 6/30/2025		7/1/2025 - 6/30/2026		7/1/2026 - 7/1/2027	
		40 Hour Week		40 Hour Week		40 Hour Week	
Years of Service	Longevity	Hourly	Annual	Hourly	Annual	Hourly	Annual
Probationary		28.0416	58,326.63	29.1040	60,536.38	30.2798	62,981.84
Base		28.3301	58,926.63	29.3925	61,136.38	30.5683	63,581.84
After 4	3.0%	29.1800	60,694.43	30.2743	62,970.47	31.4853	65,489.29
After 6	5.0%	29.7466	61,872.96	30.8621	64,193.20	32.0966	66,760.93
After 8	6.0%	30.0299	62,462.23	31.1560	64,804.56	32.4023	67,396.75
After 10	7.0%	30.3133	63,051.50	31.4500	65,415.93	32.7080	68,032.57
After 13	9.0%	30.8799	64,230.03	32.0379	66,638.66	33.3194	69,304.20
After 15	11.0%	31.4464	65,408.56	32.6256	67,861.38	33.9308	70,575.84
After 20	15.0%	32.5796	67,765.63	33.8014	70,306.84	35.1534	73,119.11
After 25	17.0%	33.1463	68,944.16	34.3893	71,529.57	35.7648	74,390.75

\* Also includes Auto Service Person, Arbor Technician, Landscape Technician, Building Maintenance

Police Services Representative Coordinator		7/1/2024 - 6/30/2025		7/1/2025 - 6/30/2026		7/1/2026 - 7/1/2027	
		40 Hour Week		40 Hour Week		40 Hour Week	
Years of Service	Longevity	Hourly	Annual	Hourly	Annual	Hourly	Annual
Probationary		26.8774	55,905.02	27.8961	58,023.96	29.0235	60,368.91
Base		27.1659	56,505.02	28.1846	58,623.96	29.3120	60,968.91
After 4	3.0%	27.9809	58,200.17	29.0301	60,382.68	30.1914	62,797.98
After 6	5.0%	28.5241	59,330.27	29.5939	61,555.15	30.7776	64,017.36
After 8	6.0%	28.7959	59,895.32	29.8756	62,141.39	31.0708	64,627.05
After 10	7.0%	29.0675	60,460.37	30.1575	62,727.63	31.3639	65,236.74
After 13	9.0%	29.6108	61,590.47	30.7213	63,900.11	31.9500	66,456.12
After 15	11.0%	30.1541	62,720.57	31.2849	65,072.59	32.5363	67,675.50
After 20	15.0%	31.2408	64,980.77	32.4123	67,417.55	33.7088	70,114.25
After 25	17.0%	31.7841	66,110.87	32.9760	68,590.03	34.2950	71,333.63

Public Works Clerk	7/1/2021 - 6/30/2022	7/1/2022 - 6/30/2023	7/1/2023 - 7/1/2024
	40 Hour Week	40 Hour Week	40 Hour Week

Years of Service — Longevity		Hourly — Annual		Hourly — Annual		Hourly — Annual	
Probationary		21.0253	43,732.59	21.5049	44,730.07	22.1041	45,976.65
Base		21.3138	44,332.59	21.7933	45,330.07	22.3926	46,576.65
After 4	3.0%	21.9531	45,662.57	22.4471	46,689.98	23.0644	47,973.95
After 6	5.0%	22.3794	46,549.22	22.8830	47,596.58	23.5123	48,905.48
After 8	6.0%	22.5926	46,992.55	23.1009	48,049.88	23.7361	49,371.25
After 10	7.0%	22.8058	47,435.87	23.3189	48,503.18	23.9601	49,837.02
After 13	9.0%	23.2320	48,322.52	23.7548	49,409.78	24.4080	50,768.55
After 15	11.0%	23.6583	49,209.17	24.1906	50,316.38	24.8558	51,700.08
After 20	15.0%	24.5108	50,982.48	25.0623	52,129.58	25.7515	53,563.15
After 25	17.0%	24.9371	51,869.13	25.4981	53,036.19	26.1994	54,494.68

Maintenance Worker and Other Listed Below (*)		7/1/2024 - 6/30/2025		7/1/2025 - 6/30/2026		7/1/2026 - 7/1/2027	
		40 Hour Week		40 Hour Week		40 Hour Week	
Years of Service	Longevity	Hourly	Annual	Hourly	Annual	Hourly	Annual
Probationary		26.4485	55,012.92	27.4511	57,098.40	28.5608	59,406.34
Base		26.7370	55,612.92	27.7396	57,698.40	28.8493	60,006.34
After 4	3.0%	27.5391	57,281.30	28.5718	59,429.35	29.7146	61,806.53
After 6	5.0%	28.0739	58,393.56	29.1266	60,583.32	30.2916	63,006.65
After 8	6.0%	28.3413	58,949.69	29.4040	61,160.30	30.5801	63,606.72
After 10	7.0%	28.6086	59,505.82	29.6814	61,737.29	30.8686	64,206.78
After 13	9.0%	29.1433	60,618.08	30.2361	62,891.26	31.4456	65,406.91
After 15	11.0%	29.6780	61,730.34	30.7910	64,045.22	32.0226	66,607.03
After 20	15.0%	30.7475	63,954.85	31.9005	66,353.16	33.1766	69,007.29
After 25	17.0%	31.2823	65,067.11	32.4554	67,507.13	33.7536	70,207.41

\* Also includes Landscape Maintenance Worker, Arbor Maintenance Worker, Landscape Recycling Center Aide, Materials Collector and Meter Maintenance Person

Animal Control Warden		7/1/2024 - 6/30/2025		7/1/2025 - 6/30/2026		7/1/2026 - 7/1/2027	
		40 Hour Week		40 Hour Week		40 Hour Week	
Years of Service	Longevity	Hourly	Annual	Hourly	Annual	Hourly	Annual
Probationary		26.3966	54,905.01	27.3974	56,986.45	28.5048	59,289.91
Base		26.6851	55,505.01	27.6858	57,586.45	28.7933	59,889.91
After 4	3.0%	27.4856	57,170.17	28.5164	59,314.05	29.6570	61,686.61
After 6	5.0%	28.0194	58,280.27	29.0701	60,465.78	30.2329	62,884.41
After 8	6.0%	28.2863	58,835.32	29.3470	61,041.64	30.5209	63,483.31
After 10	7.0%	28.5530	59,390.37	29.6238	61,617.50	30.8088	64,082.20
After 13	9.0%	29.0868	60,500.47	30.1775	62,769.23	31.3846	65,280.00
After 15	11.0%	29.6205	61,610.57	30.7313	63,920.96	31.9605	66,477.80
After 20	15.0%	30.6879	63,830.77	31.8386	66,224.42	33.1123	68,873.40
After 25	17.0%	31.2216	64,940.87	32.3924	67,376.15	33.6881	70,071.20

Police Services Representative		7/1/2024 - 6/30/2025		7/1/2025 - 6/30/2026		7/1/2026 - 7/1/2027	
		40 Hour Week		40 Hour Week		40 Hour Week	
Years of Service	Longevity	Hourly	Annual	Hourly	Annual	Hourly	Annual
Probationary		24.7449	51,469.23	25.6836	53,421.82	26.7225	55,582.70
Base		25.0333	52,069.23	25.9720	54,021.82	27.0109	56,182.70
After 4	3.0%	25.7843	53,631.30	26.7513	55,642.48	27.8213	57,868.18
After 6	5.0%	26.2850	54,672.69	27.2706	56,722.91	28.3615	58,991.83
After 8	6.0%	26.5353	55,193.38	27.5304	57,263.13	28.6316	59,553.66
After 10	7.0%	26.7856	55,714.07	27.7901	57,803.35	28.9016	60,115.48
After 13	9.0%	27.2863	56,755.46	28.3095	58,883.79	29.4419	61,239.14
After 15	11.0%	27.7870	57,796.84	28.8290	59,964.22	29.9821	62,362.79
After 20	15.0%	28.7883	59,879.61	29.8679	62,125.10	31.0625	64,610.10
After 25	17.0%	29.2890	60,921.00	30.3873	63,205.53	31.6028	65,733.75

Probationary		20.5580	42,760.54	21.0270	43,736.15	21.6131	44,955.40
Base		20.8464	43,360.54	21.3155	44,336.15	21.9016	45,555.40
After 4	3.0%	21.4718	44,661.36	21.9549	45,666.24	22.5586	46,922.06
After 6	5.0%	21.8888	45,528.57	22.3813	46,552.96	22.9968	47,833.17
After 8	6.0%	22.0973	45,962.17	22.5944	46,996.32	23.2158	48,288.72

After 10	7.0%	22,3056	46,395.78	22,8075	47,439.68	23,4348	48,744.27
After 13	9.0%	22,7226	47,262.99	23,2339	48,326.41	23,8728	49,655.38
After 15	11.0%	23,1395	48,130.20	23,6601	49,213.13	24,3108	50,566.49
After 20	15.0%	23,9734	49,864.62	24,5128	50,986.57	25,1869	52,388.71
After 25	17.0%	24,3903	50,731.83	24,9391	51,873.30	25,6249	53,299.81

\* Effective July 1, 2021 PEO Hs shall increase by \$1.00, effective upon signing PEO Hs shall increase by an additional \$1.50 (reflected in chart above)

Custodian		<del>7/1/2021 – 6/30/2022</del>		<del>7/1/2022 – 6/30/2023</del>		<del>7/1/2023 – 7/1/2024</del>	
		40 Hour Week		40 Hour Week		40 Hour Week	
Years of Service	Longevity	Hourly	Annual	Hourly	Annual	Hourly	Annual
Probationary		20.4534	42,542.99	20.9200	43,513.71	21.5033	44,726.83
Base		20.7419	43,142.99	21.2085	44,113.71	21.7918	45,326.83
After 4	3.0%	21.3641	44,437.28	21.8448	45,437.12	22.4455	46,686.64
After 6	5.0%	21.7789	45,300.14	22.2690	46,319.39	22.8814	47,593.18
After 8	6.0%	21.9864	45,731.57	22.4810	46,760.53	23.0993	48,046.44
After 10	7.0%	22.1938	46,163.00	22.6931	47,201.67	23.3171	48,499.71
After 13	9.0%	22.6086	47,025.86	23.1173	48,083.94	23.7530	49,406.25
After 15	11.0%	23.0234	47,888.72	23.5415	48,966.22	24.1889	50,312.79
After 20	15.0%	23.8531	49,614.44	24.3898	50,730.76	25.0605	52,125.86
After 25	17.0%	24.2679	50,477.30	24.8140	51,613.04	25.4964	53,032.40



Public Works Clerk		7/1/2024 - 6/30/2025		7/1/2025 - 6/30/2026		7/1/2026 - 7/1/2027	
		40 Hour Week		40 Hour Week		40 Hour Week	
Years of Service	Longevity	Hourly	Annual	Hourly	Annual	Hourly	Annual
Probationary		22.9439	47,723.27	23.8151	49,535.40	24.7793	51,540.81
Base		23.2324	48,323.27	24.1035	50,135.40	25.0678	52,140.81
After 4	3.0%	23.9294	49,772.97	24.8266	51,639.46	25.8198	53,705.04
After 6	5.0%	24.3940	50,739.44	25.3088	52,642.17	26.3211	54,747.85
After 8	6.0%	24.6263	51,222.67	25.5498	53,143.52	26.5718	55,269.26
After 10	7.0%	24.8586	51,705.90	25.7908	53,644.88	26.8225	55,790.67
After 13	9.0%	25.3233	52,672.37	26.2729	54,647.58	27.3238	56,833.49
After 15	11.0%	25.7879	53,638.83	26.7550	55,650.29	27.8251	57,876.30
After 20	15.0%	26.7173	55,571.77	27.7191	57,655.71	28.8279	59,961.94
After 25	17.0%	27.1819	56,538.23	28.2011	58,658.42	29.3293	61,004.75

Parking Enforcement Officer II		7/1/2024 - 6/30/2025		7/1/2025 - 6/30/2026		7/1/2026 - 7/1/2027	
		40 Hour Week		40 Hour Week		40 Hour Week	
Years of Service	Longevity	Hourly	Annual	Hourly	Annual	Hourly	Annual
Probationary		22.4345	46,663.72	23.2866	48,436.11	24.2296	50,397.56
Base		22.7230	47,263.72	23.5750	49,036.11	24.5180	50,997.56
After 4	3.0%	23.4046	48,681.64	24.2823	50,507.20	25.2536	52,527.48
After 6	5.0%	23.8591	49,626.91	24.7538	51,487.92	25.7440	53,547.44
After 8	6.0%	24.0864	50,099.55	24.9895	51,978.28	25.9891	54,057.41
After 10	7.0%	24.3135	50,572.18	25.2253	52,468.64	26.2344	54,567.39
After 13	9.0%	24.7680	51,517.46	25.6968	53,449.36	26.7246	55,587.34
After 15	11.0%	25.2225	52,462.73	26.1683	54,430.09	27.2150	56,607.29
After 20	15.0%	26.1314	54,353.28	27.1114	56,391.53	28.1958	58,647.19
After 25	17.0%	26.5859	55,298.56	27.5829	57,372.25	28.6861	59,667.14

Custodian		7/1/2024 - 6/30/2025		7/1/2025 - 6/30/2026		7/1/2026 - 7/1/2027	
		40 Hour Week		40 Hour Week		40 Hour Week	
Years of Service	Longevity	Hourly	Annual	Hourly	Annual	Hourly	Annual
Probationary		22.3205	46,426.59	23.1684	48,190.09	24.1066	50,141.69
Base		22.6090	47,026.59	23.4568	48,790.09	24.3950	50,741.69
After 4	3.0%	23.2873	48,437.39	24.1605	50,253.79	25.1269	52,263.94
After 6	5.0%	23.7394	49,377.92	24.6296	51,229.59	25.6148	53,278.78
After 8	6.0%	23.9655	49,848.19	24.8641	51,717.49	25.8588	53,786.19
After 10	7.0%	24.1916	50,318.45	25.0988	52,205.39	26.1028	54,293.61
After 13	9.0%	24.6438	51,258.98	25.5679	53,181.20	26.5906	55,308.44
After 15	11.0%	25.0959	52,199.52	26.0370	54,157.00	27.0785	56,323.28
After 20	15.0%	26.0003	54,080.58	26.9753	56,108.60	28.0543	58,352.94
After 25	17.0%	26.4525	55,021.11	27.4444	57,084.40	28.5423	59,367.78

Parking Enforcement Officer I		7/1/2024 - 6/30/2025		7/1/2025 - 6/30/2026		7/1/2026 - 7/1/2027	
		40 Hour Week		40 Hour Week		40 Hour Week	
Years of Service	Longevity	Hourly	Annual	Hourly	Annual	Hourly	Annual
Probationary		21.9850	45,728.77	22.8203	47,466.10	23.7446	49,388.75
Base		22.2735	46,328.77	23.1088	48,066.10	24.0330	49,988.75
After 4	3.0%	22.9416	47,718.64	23.8020	49,508.08	24.7540	51,488.41
After 6	5.0%	23.3871	48,645.21	24.2641	50,469.41	25.2348	52,488.18
After 8	6.0%	23.6099	49,108.50	24.4953	50,950.07	25.4750	52,988.07
After 10	7.0%	23.8326	49,571.79	24.7263	51,430.73	25.7154	53,487.96
After 13	9.0%	24.2780	50,498.36	25.1885	52,392.05	26.1960	54,487.73
After 15	11.0%	24.7235	51,424.94	25.6506	53,353.37	26.6766	55,487.51
After 20	15.0%	25.6145	53,278.09	26.5750	55,276.02	27.6380	57,487.06
After 25	17.0%	26.0599	54,204.66	27.0371	56,237.34	28.1186	58,486.83

This table reflects a 3.75% increase effective 7/1/2024, a 3.75% increase effective 7/1/2025, a 4% increase effective 7/1/2026. For the increases which are effective before ratification of this agreement, pay shall be retroactive. This table shall not be used to reduce the rate of any current employees.

Any Certified Mechanic in the Fleet Division who maintains a valid certification as an Emergency Vehicle Technician (EVT) will receive a pay differential of one dollar (\$1.00) per hour. Such differential will be effective upon receipt of documentation and confirmation of certification by the Fleet Manager or designee. Failure to maintain such certification shall disqualify the employee unless/until (s)he is recertified.

The base salary for a probationary employee as defined in Section 7.2 of this Agreement shall be \$600 less than the annual salary as herein established for permanent, full-time positions.

Probationary		20.1466	41,902.80	20.6054	42,859.11	21.1799	44,054.24
Base		20.4340	42,502.80	20.8938	43,459.11	21.4684	44,654.24
After 4	3.0%	21.0470	43,777.88	21.5206	44,762.89	22.1124	45,993.87
After 6	5.0%	21.4558	44,627.94	21.9385	45,632.07	22.5418	46,886.95
After 8	6.0%	21.6601	45,052.97	22.1474	46,066.66	22.7565	47,333.49
After 10	7.0%	21.8644	45,478.00	22.3564	46,501.25	22.9711	47,780.04
After 13	9.0%	22.2731	46,328.05	22.7743	47,370.43	23.4005	48,673.12
After 15	11.0%	22.6818	47,178.11	23.1921	48,239.62	23.8299	49,566.20
After 20	15.0%	23.4991	48,878.22	24.0279	49,977.98	24.6886	51,352.37
After 25	17.0%	23.9079	49,728.28	24.4458	50,847.16	25.1180	52,245.46

\*- Effective July 1, 2021 PEO-Is shall increase by \$1.00, effective upon signing PEO-Is shall increase by an additional \$1.50 (reflected in chart above)

This table reflects a ~~3.752%~~ increase effective 7/1/2024, a ~~3.752.25%~~ increase effective 7/1/2025, a ~~4.002.75%~~ increase effective 7/1/2027 unless otherwise specified in the ~~wage~~ tables in Appendix B. For the increases which are effective before ratification of this agreement, pay shall be retroactive. This table shall not be used to reduce the rate of any current employees.

Any Certified Mechanic in the Fleet Division who maintains a valid certification as an Emergency Vehicle Technician (EVT) will receive a pay differential of one dollar (\$1.00) per hour. Such differential will be effective upon receipt of documentation and confirmation of certification by the Fleet Manager or designee. Failure to maintain such certification shall disqualify the employee unless/until they are (s)he is recertified.

The base salary for a probationary employee as defined in Section 7.2 of this Agreement shall be \$600 less than the annual

| salary as herein established for permanent, full-time positions.

## APPENDIX "C" - LONGEVITY PAY

The total maximum annual salary for employees covered by this Agreement shall be the annual base salary plus longevity pay, as established in Appendix "B" of this Agreement.

Longevity pay shall be based on an employee's years of continuous full-time service, and shall accumulate according to the following schedule, effective July 1, 2008:

Years of Employment	Total Increase Above Base Pay
4	3%
6	5%
8	6%
10	7%
13	9%
15	11%
20	15%
25	17%

Longevity pay shall be considered part of an employee's total maximum salary for all purposes including the computation of payment of overtime.



**Appendix "D" Side Letters  
Memorandum of Understanding (Seniority Dates)**

**APPENDIX "D"  
SIDE LETTERS**

**Memorandum of Understanding (Seniority Dates)**

Confirming certain understandings reached in negotiations, the City of Urbana (hereinafter called the "Employer") and the American Federation of State, County and Municipal Employees, AFL-CIO, Council 31, Local 1331 (hereinafter called the "Union") agree as follows:

1. Prior to approval of the collective bargaining agreement by the parties, the Employer shall provide the Union with the name and seniority date of each bargaining unit employee. This list will be reviewed by the Union and signed by each employee indicating that his seniority date is correctly noted. Once accepted by the Employer, this seniority list shall stand approved as signed and the facts set forth in the seniority list shall not be subject to subsequent challenge.
2. Upon hire, an employee shall sign a form which shall be included in his personnel file noting his correct most recent date of hire. Upon completion of his probationary period, this shall be the employee's official seniority date which shall not be subject to subsequent challenge.
3. It is recognized that an adjustment in an employee's seniority date may be made from time to time in accordance with the terms of the collective bargaining agreement. Such an adjusted seniority date shall be noted in the personnel file and signed by the employee in question.

By William R. May  
Accepted on behalf of  
the Employer

By Douglas H. Buchanan  
Accepted on behalf of  
the Union

## Memorandum of Understanding (Work Rules)

### Memorandum of Understanding (Work Rules)

Confirming certain understandings reached in negotiations, the City of Urbana and the American Federation of State, County and Municipal Employees, AFL-CIO, Council 31, Local 1331 agree as follows:

- 1) The City will continue to provide notice of work rule changes to the Union pursuant to Section 13.3 of the contract.
- 2) The City will conduct a Department of Public Works employee meeting within one year of the execution of this agreement to review with all affected employees the then current work rules.
- 3) The Union may request additional such departmental meetings to review work rules at any time during the term of this agreement.
- 4) A copy of the current work rules will be maintained by the City in a central location to be made available to employees during working hours.

Accepted on behalf of the Union

Accepted on Behalf of the City

by Douglas H. Buchanan

by William R. Gray

Dated: 7/28/99

Dated: JULY 28, 1999

Memorandum of Understanding (Compensation during absence due  
to job-related injury or illness)

MEMORANDUM OF UNDERSTANDING  
BETWEEN  
CITY OF URBANA AND AFSCME LOCAL 1331

Re: Compensation during absence due to job-related injury  
or illness

In the event of a duty-related injury or illness which results in an employee being unable to work, the City will maintain regular gross compensation (based on a 40-hour work week) for the first ten (10) work days following the accident or injury. If after this period the employee remains on a job-related disability leave, the City will maintain the regular net pay (based on a 40-hour work week) after taxes, SSI, and required pension contributions, for nine (9) months by supplementing the amount received from the City's insurance carrier. Net pay includes any deduction for savings or other authorized deductions, which shall continue unless employee revokes authorization. The City may revoke this supplement, as well as take any other steps available to it, only if there is medically approved alternate work available, workers' compensation benefits are denied, the employee is earning income through secondary employment, or the City has reason to believe the employee is able to return to work as determined by the state laws governing workers' compensation.

Following the nine (9) months, if the employee still has not recovered, he or she will be directly compensated by the insurance company holding the City's workers' compensation policy and City payments will cease.

City payments of employee health and life insurance premiums will be maintained for the year, if applicable. Sick leave shall accrue as long as an employee is receiving workers' compensation for the same injury or illness. Employees will maintain their vacation balance while on leave, but will not earn or carry over any additional vacation credit beyond what is assigned on their anniversary date. Assignment of vacation leave on the employee's anniversary date shall continue unaffected.

The intent of this agreement is to help the employee by providing more than the law requires, and to protect the City by providing flexibility to respond to situations where such practice may be a dis-incentive to return to work. The agreement may be renegotiated without precedent when the contract is open, if in the opinion of the Chief Administrative Officer it is becoming such a dis-incentive. This does not preclude the union from also renegotiating this agreement when the contract has expired. This agreement shall be made a part of the next collective bargaining agreement between the parties.

Accepted on behalf of the Union

Accepted on behalf of the City

By: Douglas H. Buchanan  
Date: 7/28/99

By: William H. Gray  
Date: July 28, 1999

Memorandum of Understanding (Supplemental procedure for handling  
overtime distribution for Public Works bargaining unit  
employees)

LETTER OF AGREEMENT  
BETWEEN  
CITY OF URBANA AND AFSCME LOCAL 1331

Supplemental procedure for handling overtime distribution for  
Public Works bargaining unit employees:

Recognizing that errors may occasionally occur which would create  
an imbalance in overtime distribution, the following steps shall  
be taken when an employee is inadvertently passed over for an  
overtime opportunity.

1. The passed over employee will remain at the top of the call  
back list, thereby being afforded the next overtime  
opportunities until the error is corrected.
2. If for any one employee, such error(s) total more than  
sixteen (16) hours in a calendar year, that employee who is  
passed over shall be provided with an opportunity to work an  
equivalent number of hours as the missed opportunity in  
excess of the sixteen (16) hours, at the overtime rate; such  
work shall not be a substitute for another potential  
overtime assignment and shall be scheduled by mutual  
agreement between the employee in question and the Public  
Works Director or his designee; except that if the parties  
are unable to mutually agree to scheduling such an  
opportunity to occur within sixty (60) calendar days, then  
the Director or his designee shall schedule the opportunity  
and if that is turned down, the opportunity shall be lost.  
Disputes involving the supervisor's determination of who is  
qualified and who normally performs the work shall not count  
as errors in the application of this paragraph.
3. Upon the third occurrence in a calendar year (not limited to  
just one employee), an employee who is passed over shall be  
provided with an opportunity to work an equivalent number of  
hours as the missed opportunity at the overtime rate; such  
work shall not be a substitute for another potential  
overtime assignment and shall be scheduled by mutual  
agreement between the employee in question and the Public  
Works Director or his designee; except that if the parties  
are unable to mutually agree to scheduling such an  
opportunity to occur within sixty (60) calendar days, then  
the Director or his designee shall schedule the opportunity  
and if that is turned down, the opportunity shall be lost.  
Disputes involving the supervisor's determination of who is  
qualified and who normally performs the work shall not count  
as errors in the application of this paragraph. Occurrences  
as used herein is defined as an error or errors during an  
overtime call out for a singular and independent event;  
occurrences arising out of paragraph #2 above shall count as

D-5

occurrences for purposes of this paragraph regardless of duration.

4. Within thirty (30) calendar days of signing this agreement, there will be a labor-management meeting to review the nature of overtime during available to bargaining unit employees with the goal of creating a list of those persons or classifications qualified to perform each type of duty. The Union shall have four (4) representatives at the meeting. It is understood that as the nature/type of overtime during change that either party can request a meeting to review the list. It is further understood that nothing in this paragraph shall be construed in any way to infringe upon management rights as set forth in Article III, Article VI, or any other section of the collective bargaining agreement between the parties.

This Agreement concerning the distribution of overtime for Public Works bargaining unit employees has been reached and verified by the signature of the parties' representatives on the dates shown below.

William R. Gray  
The City of Urbana  
By its authorized representative

July 28, 1999  
Date

Douglas H. Buckner  
AFSCME  
By its authorized representative

7/28/99  
Date

## Memorandum of Understanding (Scheduled Approved Leave Procedure)

### Memorandum of Understanding (Scheduled Approved Leave Procedure)

Confirming certain understandings reached in negotiations, the City of Urbana and the American Federation of State, County and Municipal Employees, AFL-CIO, Council 31, Local 1331 agree as follows:

Scheduled approved leave consists of vacation and compensatory time for public works employees covered by the Labor Contract with AFSCME Local 1331. The following procedure will be followed for leave requests of one (1) working day or more:

1. a) There are two (2) selection periods during which personnel can request scheduled approved leave. They are:
 

<u>SELECTION PERIOD</u>	<u>VACATION PERIOD</u>
February 1 to February 28	April 1 to September 30
August 1 to August 31	October 1 to March 31
- b) During the selection period, a notice will be posted within each division of Public Works and the selection shall be made by Division.
- c) Preference for particular time off shall be given to the employee within the Division with the greatest seniority. Employees will sign up in order by seniority.
- d) For each selection period, the Division head may impose scheduling restrictions consistent with this agreement which shall be posted at the beginning of the selection period.
- e) All accepted requests shall be approved on the last day of the selection period.
2. a) Any request for leave of five (5) days received after the selection period will be awarded on a first-come first-served basis as scheduling permits. Any such requests for five (5) days must be made at least thirty (30) consecutive days in advance of the first day requested on leave.
- b) Any request for leave of four (4) days or less received after the selection period will be awarded on a first-come first-served basis if scheduling permits. Any such requests must be made at least four (4) working days in advance of the first day requested on leave.
- c) Leave time will not be approved for a particular vacation period prior to the last day of the respective

selection period.

- d) After the expiration of a particular sign-up period the City will attempt to use temporary transfers to accommodate subsequent leave requests. Supervisory staff will make every effort to return employee leave request forms as soon as possible to the requesting employee.
- e) In the case of emergencies or because of special circumstances, at the discretion of an employee's Division Head, the five (5) day limit and/or the advance notice periods may be waived.

Accepted on behalf of the Union

by Douglas H. Buchanan  
Dated: 7/28/99

Accepted on Behalf of the City

by William R. Gray  
Dated: JUL 28, 1999

D-6

Memorandum of Understanding (Returns to Former Positions  
Pursuant AFSCME Contract Section 7.4)

MEMORANDUM OF UNDERSTANDING REGARDING RETURNS TO FORMER  
POSITIONS PURSUANT TO AFSCME CONTRACT SECTION 7.4

Returns to Former Positions pursuant to Section 7.4 after a  
successful job bid shall be governed by the following:

The notice from the employee to return to the former  
position must be in writing and must be delivered to the  
employee's current division head on or before 4:00 o'clock  
p.m. on the 30<sup>th</sup> calendar day from the date the employee  
started the new position, including the first day the  
employee was in that position. If the 30<sup>th</sup> day falls on a  
Saturday or Sunday, or official City holiday, the deadline  
is 4:00 o'clock p.m. on the first subsequent day that is  
not a Saturday, Sunday, or official City holiday."

A.F.S.C.M.E. Council 31, Local #1331      CITY OF URBANA, ILLINOIS

By: Jim Dail

By: William R. Gray

D-8



# **APPENDIX "E" AGREEMENT ON PRODUCTIVITY INCENTIVE PLAN**

It is the intent of the City to recognize the significant cost-saving ideas of the employees. A cost-saving idea is when someone:

1. achieves results that provide greater revenue for the City,
2. implements a new system or procedure that enhances productivity or improves the quality of the service provided, or
3. performs a task outside one's duties and responsibilities that results in less cost to the City than if it were contracted out or performed by someone else.

Recognition for a significant cost-saving idea would be made by the Division Manager with approval of the Department Head. Paid time off would be the reward for a significant cost saving idea.

For the City of Urbana

For the Union

\_\_\_\_\_

\_\_\_\_\_

Dated \_\_\_\_\_

**APPENDIX "F" [RESERVED]**

## APPENDIX "G" – INSURANCE COMMITTEE AGREEMENT

### Joint Labor / Management Insured Benefit Committee Agreement

#### I. Introduction

The parties to this Agreement have agreed to participate in negotiations as members of the Joint Labor / Management Insurance Committee (the "Committee") for the purposes of negotiating the plan provisions and funding of the City's medical, dental, and vision insurance plans ("insured benefits"). The parties understand and agree that Committee participation represents the most effective means to develop and implement cost containment approaches for the management of the City's insured benefits, while providing quality benefits to employees and their covered dependents.

The City and each signatory Union agree to the format for funding and negotiating plan provisions to meet the budgetary constraints imposed by anticipated costs associated with providing insured benefits to both represented and unrepresented, benefits-eligible City employees. The Committee, comprised of the City's employees represented by an exclusive representative, the City's unrepresented employees, and the City's administrative staff, agrees to develop, maintain, and make periodic changes to the City's insured benefit plan(s) in a collaborative fashion as outlined under this Agreement.

Having bargained in good faith, the signatory parties agree as follows:

#### II. General Terms

A. *Scope of Agreement*: This Agreement shall apply to all unrepresented City employees and all employees whose exclusive bargaining representative is a signatory to this Agreement. B. *Insured Benefits Upon Adoption of Agreement*:

1. Each of the Parties agrees to the terms and conditions of the insured benefits outlined in Exhibit 1, attached hereto. Exhibit 1 reflects all current insured benefits. This agreement supersedes any conflicting provisions of any collective bargaining agreement between any of the signatory unions and the City.
2. The insured benefits set forth in Exhibit 1 will continue unless and until the Committee modifies the insured benefit plan(s) under the procedures in this Agreement. Notwithstanding the terms of this Agreement, any provision of any insured benefit plan that is prohibited, subject to mandatory modification, or otherwise subject to revision as a matter of law, all necessary revisions to the insured benefit plans shall be made as required by applicable law.
3. The provisions of the insured benefits outlined in Exhibit 1 may be modified upon a two thirds (2/3) vote of the total number of members of the Committee and approval by the City and, if necessary (*i.e.*, budget and/or contract approval), by the City Council. Each party shall have the right to

discuss all proposed changes with its respective constituent members and seek their input prior to any final vote.

C. *Scope of Each Signatory Party's Authority:* Each party has the full authority of its governing board, membership, local union, international union, and or whatever group or subgroup within its structure that would have the ultimate authority to enter into this Agreement. Each of the signatory parties represents and warrants to each other as an inducement to enter into this Agreement that it has such authority and that it intends to and does bind itself and each of its members to the terms of the Agreement.

1. For the term of this Agreement, this Committee shall be the exclusive forum for dealing with non-work related health care issues arising under or relating to the insured benefit plans including, but not limited to:

- i. Health plan design and benefit levels;
- ii. Deductibles;
- iii. Co-pays and out-of-pocket costs;
- iv. Premium levels;
- v. Premium sharing;
- vi. Participant eligibility and general coverage.

2. Until dissolved, this Committee shall serve as the sole and exclusive venue for the City and each signatory union to collectively bargain insured employee medical benefits. Any disputes regarding the benefit programs negotiated through this Committee shall be subject to the dispute resolution process provided for herein.

D. *Scope of Committee's Authority:* The Committee, at least sixty (60) days in advance of the annual insured benefits enrollment deadline, shall:

1. Investigate, analyze, develop, and thereafter, make a formal recommendation to the City regarding the procurement and administration of fiscally responsible insured benefit plan(s);
2. Facilitate the development of educational programs and participant communication regarding the City's insured benefit plans and any changes applied upon annual renewal; and
3. Investigate, analyze, develop, and thereafter, make a formal recommendation to the City regarding other initiatives intended to incentivize insured benefit plan participants to live healthier lifestyles and to choose healthcare options that are more effective and produce better results (*e.g.*, wellness programs/initiatives, process changes, plan design changes, cost sharing changes, etc.). The parties agree that a strong program to promote wellness of insured benefit plan participants is important to both improve quality of life for plan participants and control the cost of providing insured benefits. The

Committee agrees any recommendation will include a pro-active wellness program.

- E. *Compliance with State, Federal, and Local Law:* It is agreed and understood that the City, being a unit of local government, that this Agreement and all actions, procedures, and processes under this Agreement are subject to all of the statutes and ordinances governing the conduct of units of local government including, but not limited to, requirements for bidding and contracting for the provision of goods and the rendition of services, compliance with equal employment opportunity and affirmative action requirements applicable to the City or any other party.
  
- F. *Committee Composition:* The Committee shall be composed of eleven (11) regular and five (5) alternate members appointed by the parties as follows
  - 1. Each signatory Union shall each select two (2) regular Committee members and one (1) alternate as representatives of each Union;
  
  - 2. The Benefit Coordinator, Human Resources Manager, and Assistant Human Resources Manager shall constitute the three (3) regular members of the Committee and these individuals can select one (1) alternate representative if one of them is unable to attend a; and
  
  - 3. The City shall select two (2) non-union employees to serve as members of the Committee and one (1) alternate as representatives of the City's non-union employees.
  
  - 4. The City's Human Resources Manager shall serve as the Committee's chair.
  
- G. *Term of Appointment:* Committee members and alternates shall serve for a three (3) year term, unless replaced at the discretion of the appointing party. Recognizing the need for stability, each of the parties and participating groups agree, to the extent practicable, to maintain the same representatives and alternates for the term of this Agreement.
  - 1. Recognizing the importance of the Committee's business, meeting attendance is mandatory. Committee members shall not be absent from more than two (2) scheduled meetings per calendar year, excluding emergencies. The City shall schedule such meetings during business hours and will pay overtime to others, if necessary, so that the regular members of the Committee can attend the scheduled meeting.
  
  - 2. If it becomes necessary to permanently replace a designated representative, the affected party will notify the Committee's chair in writing as soon as practicable and not less than five (5) days prior to any regular Committee meeting.

- H. *Internal Governance*: The Committee shall determine its own internal structure, including arrangements for subcommittees and chairpersonship of the Committee and any designated subcommittees. Both labor and management shall be represented by co-chairs and within the membership of all subcommittees.
- I. *Meetings*: The Committee shall meet on a bi-monthly basis or more frequently as needs require. A special meeting of the Committee shall be called upon the demand of any three (3) of the regular members submitted in writing to the Committee's chairs.
1. Meetings shall be called with a minimum of five (5) working days written notice to the members.
  2. A quorum for any meeting shall exist when all regular committee members are in attendance.
3. A designated committee member or the designated alternate (if attending due to the absence of a designated committee member) to the Committee who are employees and who are on duty or scheduled to work during the time of any Scheduled
3. Committee meeting shall be granted time off with pay to attend Committee and subcommittee meetings, but shall provide his/her immediate supervisor with notice of his/her need to be absent from work at least forty-eight (48) hours in advance of each meeting.
- J. *Reports of Committee Business*: The Committee's chairs shall report the activities of the Committee to the City on a monthly basis in either closed or open session, depending on the nature of the report. *Recommendation to the City*: No later than the second Monday of September each year, the Committee's chairs shall present the Committee's recommendation to the City regarding the insured benefit plan or plans for adoption with respect to the ensuing insured benefit plan year.
1. If the City declines to adopt the Committee's recommendation, the City shall provide the Committee with a specific list of reasons why the plan or plans recommended by the Committee were not acceptable. Thereafter, the Committee shall meet to address the issues underlying the decision to decline to adopt the Committee's recommendation.
  2. In the event that, after reasonable effort, the Committee is unable to reach agreement on recommended insured benefit plan(s), the Committee may be dissolved upon a majority of regular voting Committee members providing written notice of intent to withdraw from participation to the Committee's chairs.
    - i. If a less than a majority of Committee members seek to dissolve the Committee, the Committee shall continue to function in accordance with this Agreement.

- ii. In the event the Committee is dissolved, any party to this Agreement may demand to bargain over the issue of health insurance. Until the outcome of such negotiations is determined, the insured benefit plans in place at the time of dissolution shall remain unchanged.

K. *Resolution of Disputes Arising under the Agreement.* The parties agree that should any dispute concerning the interpretation or application of this Agreement arise between any two or more of them that cannot be resolved after good faith conciliation efforts, it shall be submitted to binding arbitration under the Illinois Uniform Arbitration Act. This dispute resolution procedure shall not be applicable to disputes arising from the decisions of the City regarding the adoption of the Committee's recommendation(s). Disputes relating to the operation of any insured benefit plan, any individual claims under an insured benefit plan, or any other disputes arising under any insured benefit plan shall continue to be resolved under the dispute resolution mechanisms provided under the terms of the plan(s) at issue. For the purpose of this Section the parties will be one (1) representative of the signatory Unions and a representative of the City.

1. To select an arbitrator, the parties to the dispute shall jointly request a statewide panel list of seven (7) arbitrators from the Federal Mediation and Conciliation Service. In addition, each party shall receive the right to strike one (1) entire list. Within thirty (30) days of receiving the panel list, the parties to the dispute shall use an alternating strike process until only one (1) arbitrator's name remains. A coin toss shall be used to determine which party shall strike from the list first. The parties will then jointly notify the arbitrator regarding his or her selection. A hearing will be scheduled for a date, time, and location mutually agreeable to the parties.
2. The parties agree to attempt to arrive at a joint stipulation of facts and issues submitted to the arbitrator. The parties have the right to request that the arbitrator require the presence of witnesses and the production of reasonable and necessary documents under subpoena. City employees called to testify at the arbitration shall be released from work without loss of pay or benefits. All arbitration hearings shall be recorded by a stenographer and a copy of the stenographic transcript shall be provided to the parties and the arbitrator as soon as practicable after the hearing.
3. The arbitrator shall have no authority to amend, modify, nullify, ignore, add to or subtract from the provisions of this Agreement.
4. The arbitrator's award shall be reduced to writing and circulated to the parties within thirty (30) days of the close of the hearing or the submission of post-hearing briefs, whichever is later.
5. Fees and expenses of the arbitrator and the stenographer shall be shared equally by the parties. Each party shall be responsible for the cost of

purchasing its own copy of the transcript, but shall share the cost of providing a copy of the transcript to the arbitrator.

- L. *Termination and Renewal:* This Agreement shall remain in full force and effect for a period of three (3) years of the date of execution. This Agreement shall remain in effect from year to year after the expiration date unless one or more of the parties serves written notice of their wish to modify or terminate this Agreement on each other party not more than sixty (60) but not less than thirty (30) days prior to the expiration date.
1. In the event such notice is served, all parties to this Agreement agree to meet within sixty (60) days to begin good faith negotiations for a successor agreement. If no agreement can be reached within one hundred and twenty (120) days after the parties begin good faith negotiations, the parties agree to request the services of a mediator through the Federal Mediation and Conciliation Services (FMCS) in an attempt to reach resolution of the dispute. If the parties fail to negotiate a successor to this Agreement with the assistance of a FMCS mediator, the parties may then pursue interest arbitration to resolve any matters upon which genuine impasse has been reached. Until such resolution procedure is complete and final, this Agreement shall remain in full force and effect, and the Committee shall continue with the full participation from all parties.
  2. If the Committee is ever dissolved, any union that is a signatory to this Agreement may demand to bargain over the issue of insured benefits. Until the outcome of such negotiations is determined and until any applicable impasse resolution procedure is complete, the insured benefits shall remain unchanged as of the date of the Committee's dissolution.



**APPENDIX "H"**  
**MEMORANDUM OF UNDERSTANDING**  
**Between**  
**The City of Urbana and AFSCME Local 1331**

**Public Works Career Ladder**

The Parties agree to form a joint committee at the conclusion of bargaining to develop and negotiate job descriptions for all new Public Work promotional titles including:

- Arbor Technician II
- Electrician II
- Landscape Technician II
- LRC Operator II
- Mechanic III and IV
- Operator II
- Traffic Signal Technician II
- Crew Leader of Operations
- Crew Leader of Landscaping/Arbor

Once the job descriptions for the above positions have been established, budgeted, and approved by the Civil Service Commission, hiring for all above positions will follow the procedure laid out in Article VII Section 7.4. If two or more candidates are equally qualified, the most senior candidate shall be hired. Determination of the most qualified candidate is a matter of management discretion. The Wages and Benefits shall be in conformity with Article VIII, and Appendix B of the Collective Bargaining Agreement between AFSCME Local 1331 and the City of Urbana.

**RESOLUTION NO. \_\_\_\_\_**

**A RESOLUTION APPROVING A COLLECTIVE BARGAINING AGREEMENT  
WITH THE AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL  
EMPLOYEES, AFL-CIO, COUNCIL 31, LOCAL 1331**

**WHEREAS**, the duly authorized representatives of the City of Urbana in good faith have negotiated a three-year collective bargaining agreement (“Agreement”) with the American Federation of State, County and Municipal Employees, AFL-CIO, Council 31, Local 1331 (AFSCME), concerning wages, hours, terms, and other conditions of employment for the term of July 1, 2024, through June 30, 2027; and

**WHEREAS**, the Agreement has been lawfully and properly ratified by the membership of AFSCME, Local #1331; and

**WHEREAS**, the City Council finds that the best interests of the City are served by executing the Agreement;

**NOW, THEREFORE, BE IT RESOLVED** by the City Council, of the City of Urbana, Illinois, as follows:

Section 1.

The collective bargaining agreement between the City of Urbana and the AFSCME Local #1331, in substantially the form of the copy of said Agreement attached hereto and hereby incorporated by reference, be and the same is hereby authorized and approved.

Section 2.

The Mayor of the City of Urbana, Illinois, be and the same is hereby authorized to execute and deliver, and the City Clerk of the City of Urbana, Illinois, be and the same is authorized to attest to

said execution of said Agreement as so authorized and approved for and on behalf of the City of Urbana, Illinois.

**PASSED BY THE CITY COUNCIL** this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

AYES:

NAYS:

ABSTENTIONS:

\_\_\_\_\_  
Darcy E. Sandefur, City Clerk

**APPROVED BY THE MAYOR** this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

\_\_\_\_\_  
Diane Wolfe Marlin, Mayor

AGREEMENT BETWEEN  
THE CITY OF URBANA, ILLINOIS  
AND  
AMERICAN FEDERATION OF STATE,  
COUNTY AND MUNICIPAL EMPLOYEES,  
AFL-CIO, COUNCIL 31, LOCAL 1331  
FOR THE TERM BEGINNING  
JULY 1, 2024  
THROUGH  
JUNE 30, 2027

## Contents

AGREEMENT.....	4
PREAMBLE.....	4
ARTICLE I - RECOGNITION AND REPRESENTATION .....	4
Section 1.1.....	4
Section 1.2 Non-Discrimination.....	4
ARTICLE II - DEDUCTION OF UNION DUES.....	5
Section 2.1 Deductions.....	5
Section 2.2 Administration of Payroll Deductions .....	5
Section 2.3 Indemnification.....	5
Section 2.4 Availability of Cards.....	5
ARTICLE III - MANAGEMENT RIGHTS .....	5
Section 3.1 Management Rights.....	5
ARTICLE IV - NO STRIKE AND NO LOCKOUT.....	6
Section 4.1 No Strike.....	6
Section 4.2 No Lockout.....	6
ARTICLE V - GRIEVANCE PROCEDURE.....	6
Section 5.1 Definitions.....	6
Section 5.2 Time Limit for Filing .....	6
Section 5.3 Procedure.....	7
Section 5.4 Arbitration.....	7
Section 5.5 Exclusivity of the Grievance Procedure.....	9
ARTICLE VI - HOURS OF WORK.....	9
Section 6.1 Application of this Article .....	9
Section 6.2 Normal Workweek .....	9
Section 6.3 Normal Workday.....	9
Section 6.4 Shifts.....	9
Section 6.5 Work Schedule .....	10
Section 6.6 Overtime Pay.....	11
Section 6.7 Distribution of Overtime Work-Public Works.....	11
Section 6.7.1 Overtime Distribution-Police Service Representatives and PSR Coordinator.....	13
Section 6.7.2 Short Term Building Closure Pay .....	13
Section 6.8 Voluntary Overtime.....	13
Section 6.9 Compensatory Option .....	13
Section 6.10 No Pyramiding .....	13
ARTICLE VII - SENIORITY.....	14
Section 7.1 Definition .....	14
Section 7.2 Probationary Period .....	14
Section 7.3 Seniority Principle.....	14
Section 7.4 Promotions and Vacancies.....	14
Section 7.5 Consolidation or Elimination of Jobs.....	15
Section 7.6 Layoff and Recall Procedure.....	16
Section 7.6A Effect of Layoff .....	16
Section 7.7 Temporary Transfer.....	16
Section 7.8 Non-Application of Seniority Rights Within Classifications .....	16
Section 7.9 Termination of Seniority.....	16
Section 7.10 Seniority List .....	17
Section 7.11 Police Services Representative Scheduling.....	17
ARTICLE VIII - WAGES AND BENEFITS .....	17
Section 8.1 Salaries.....	17
Section 8.2 Longevity Provisions .....	18
Section 8.3 Bonuses .....	18
Section 8.4 Training Pay.....	18
Section 8.5 Bilingual Pay .....	18
ARTICLE IX - HOLIDAYS.....	18
Section 9.1 Holidays .....	18
Section 9.2 Holiday Pay.....	19
Section 9.3 Eligibility Requirements.....	19
Section 9.4 Holiday During Vacation .....	19
ARTICLE X - VACATIONS .....	19
Section 10.1 Paid Vacations.....	19
Section 10.2 Eligibility Requirements .....	20
Section 10.3 Vacation Scheduling .....	20

Section 10.4 Vacation Accumulation.....	21
ARTICLE XI - LEAVES OF ABSENCE .....	22
Section 11.1 General Leave.....	22
Section 11.2 Sick Leave .....	22
Section 11.3 Bereavement Leave .....	24
Section 11.4 Jury Leave .....	25
Section 11.5 Military Leave .....	25
Section 11.6 Miscellaneous Leave.....	25
Section 11.7 Return from Leave in Excess of One Year .....	27
Section 11.8 Effect of Leave on Seniority.....	27
Section 11.9 Exhaustion of Sick Leave.....	27
ARTICLE XII - INSURANCE .....	27
Section 12.1 Insurance Committee.....	27
Section 12.2 Right to Select Carriers .....	27
Section 12.3 Employee Group Health Insurance .....	28
Section 12.4 Dental Plan & Indemnification .....	28
Section 12.5 Disputes Concerning Individual Claims .....	28
Section 12.6 Dependent Coverage .....	28
Section 12.7 Health Insurance Waiver Incentive.....	28
ARTICLE XIII - GENERAL PROVISIONS .....	29
Section 13.1 Gender.....	29
Section 13.2 Uniforms.....	29
Section 13.3 Rules and Regulations .....	30
Section 13.4 Bulletin Boards .....	30
Section 13.5 Call-Back Pay .....	30
Section 13.6 Stand-By Pay. ....	30
Section 13.7 Break Time.....	31
Section 13.8 Control of Absenteeism or Sick Leave Abuse.....	31
Section 13.9 Job Descriptions.....	31
Section 13.10 Personnel Files .....	31
Section 13.11 Damage to Personal Property .....	32
Section 13.12 Discipline .....	32
Section 13.13 Union Rights .....	33
Section 13.14 Labor-Management Committees.....	35
Section 13.15 Precedence of Agreement .....	35
Section 13.16 Drivers License .....	35
Section 13.17 Legislative Action.....	35
ARTICLE XIV - CONFORMANCE WITH LAW.....	36
Section 14.1 Conformance With Law .....	36
ARTICLE XV - FAMILY LEAVE .....	36
Section 15.1 Family and Medical Leave .....	36
ARTICLE XVI - ENTIRE AGREEMENT .....	36
ARTICLE XVII - TERMINATION .....	37
APPENDIX "A" – [RESERVED].....	38
APPENDIX "B" - SALARIES FY2018-FY2021 .....	39
APPENDIX "C" – LONGEVITY PAY .....	45
APPENDIX "D" Side Letters .....	46
Memorandum of Understanding (Seniority Dates).....	46
Memorandum of Understanding (Work Rules).....	47
Memorandum of Understanding (Compensation during absence due to job-related injury or illness).....	48
Memorandum of Understanding (Supplemental procedure for handling overtime distribution for Public Works bargaining unit employees).....	49
Memorandum of Understanding (Scheduled Approved Leave Procedure).....	51
Memorandum of Understanding (Returns to Former Positions Pursuant AFSCME Contract Section 7.4) .....	53
APPENDIX "E" - AGREEMENT ON PRODUCTIVITY INCENTIVE PLAN .....	54
APPENDIX "F" – [RESERVED].....	55
APPENDIX "G" - INSURANCE COMMITTEE AGREEMENT .....	56
APPENDIX "H" - MEMORANDUM OF UNDERSTANDING (Public Works Career Ladder) .....	62

## **AGREEMENT**

This Agreement has been made and entered into by and between the City of Urbana, Illinois (hereinafter referred to as the "City"), and the American Federation of State, County and Municipal Employees, council 31, AFL-CIO, for and on behalf of Local 1331, (hereinafter referred to as the "Union").

## **PREAMBLE**

The City has endorsed the practices and procedures of collective negotiations as a fair and orderly way of conducting its relations with its full-time employees insofar as such practices and procedures are appropriate to the functions and obligations of the City to retain the right to operate the City effectively in a responsible and efficient manner and insofar as such practices and procedures are consonant with the paramount interests of the City and its residents; it being the intent of the parties to promote fair relations between the City and the Union, and to establish a procedure for the peaceful resolution of grievances, rates of pay, and other terms and conditions of employment; the Union being the recognized representative for the unit set forth in Article I of this Agreement.

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein contained, the parties do mutually covenant and agree as follows:

## **ARTICLE I - RECOGNITION AND REPRESENTATION**

### **Section 1.1**

The City recognizes the Union as the sole and exclusive bargaining representative for all permanent, full-time employees and all non-uniformed permanent, full-time, non-supervisory employees in the Police Department. Excluded from recognition are all management, supervisory, and appointed personnel together with all probationary personnel during the first three months in those departments, including but not limited to the Director and Deputy Director of Public Works, the City Arborist, Operations Supervisors, Supervisors of the Public Works Department, and other Public Works Division Supervisors, Police Department Services Supervisor, employees of the City Clerk's Office, Administrative Coordinators, Administrative Assistants, Customer Service and Account Clerks, City Engineer, Engineering Technicians, and all employees included in other recognized bargaining units.

### **Section 1.2 Non-Discrimination.**

#### **(a) Prohibition Against Discrimination**

Neither the City nor the Union shall discriminate against any employee on the basis of race, gender, sexual orientation, religion, color, creed, class, marital status, age, national origin, veteran status, physical or mental disability, genetic information, political affiliation and/or

beliefs, gender identity or expression, personal appearance, family responsibilities, matriculation or any other state or federally protected class.

**(b) Union Membership and Activity**

No employee shall be discriminated against, intimidated, restrained or coerced in the exercise of any rights granted by law or by this Agreement, or on account of Union membership or non-membership, or activities on behalf of the Union.

**ARTICLE II - DEDUCTION OF UNION DUES**

**Section 2.1 Deductions.**

Upon notification by Union, the Employer shall make such deductions in the amounts certified by the Union for union dues, assessments, or fees; and PEOPLE contributions. Authorized deductions shall be irrevocable except in accordance with the terms under which an employee voluntarily authorized said deductions and applicable laws.

**Section 2.2 Administration of Payroll Deductions.**

The aggregate deductions of all employees and a list of their names, addresses and unique employer identification numbers shall be remitted monthly to the Union, in Excel format, to the email address or addresses provided to the Employer by the Union. The Union shall advise the Employer of any increase in dues or other approved deductions in writing at least thirty (30) days prior to its effective date.

**Section 2.3 Indemnification.**

The Union shall indemnify the City and hold it harmless against any and all claims, demands, suits or other forms of liability that may arise out of, or by reason of, any action taken by the City for the purpose of complying with the provisions of this Article.

**Section 2.4 Availability of Cards.**

All inquiries about union membership shall be referred to the Union. The employer may communicate with employees regarding payroll procedures.

**ARTICLE III - MANAGEMENT RIGHTS**

**Section 3.1 Management Rights.**

It is recognized that the City has and will continue to retain the rights and responsibilities to direct the affairs of the City in all of its various aspects. Among the rights retained by the City are the City's right to direct the working forces; to establish the qualifications of employment and to employ employees; to plan, direct and control all the operations and services of the City; to schedule and assign work; to establish work and productivity standards and to, from time to time, change those standards; to assign overtime; to determine the methods, means, organization, and the number of personnel by which such operations and services shall be made or purchased; to make and enforce reasonable rules and regulations; to change or eliminate



existing methods, equipment or facilities; provided, however, that the exercise of any of the above rights shall not conflict with any of the express written provisions of this Agreement.

#### **ARTICLE IV - NO STRIKE AND NO LOCKOUT**

##### **Section 4.1 No Strike.**

Neither the Union nor any officers, agents, or employees will instigate, promote, sponsor, engage in, or condone any strike, slowdown, concerted stoppage of work, concerted refusal to perform overtime, or any other intentional interruption of the operations of the City, regardless of the reason for so doing. Any or all employees who violate any of the provisions of this Article may be discharged or otherwise disciplined by the City.

##### **Section 4.2 No Lockout.**

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

#### **ARTICLE V - GRIEVANCE PROCEDURE**

##### **Section 5.1 Definitions.**

(a) A grievance is defined as any difference, complaint or dispute between the City and the Union or any employee covered by this Agreement regarding the application, meaning, or interpretation of this Agreement or arising out of other circumstances or conditions of employment.

(b) Disputes Not Subject to Arbitration. Disputes or differences of opinion raised by the Union or by an employee which involve matters other than the meaning, interpretation or application of the express provisions of this Agreement may be processed in Accordance with Section 5.2 and 5.3 below. Such disputes shall not, however, be subject to arbitration (Section 5.4).

##### **Section 5.2 Time Limit for Filing.**

(a) No grievance shall be entertained or processed unless it is submitted within ten (10) business days after the Union or the employee, through the use of reasonable diligence should have obtained knowledge of the occurrence of the event giving rise to the grievance; or within ten (10) business days after the City's action in the case of a disciplinary suspension, discharge, or layoff from work.

If a grievance is not presented within the time limits set forth above, it shall be considered "waived". If a grievance is not appealed to the next Step within the specified time limit or any agreed extension thereof, it shall be considered withdrawn.

If the City does not answer a grievance or an appeal thereof within the specified time limits, the aggrieved employee and/or the Union may elect to treat the grievance as denied at that Step and immediately appeal the grievance to the next Step. The time limit in each Step may be extended by mutual written agreement of the City and Union

representatives involved in each Step. The term "business days" as used in this Article shall mean the days Mondays through Fridays inclusive, excluding holidays, when employees covered by this Agreement are scheduled to work.

(b) Grievances may be withdrawn at any Step of the Grievance Procedure without prejudice. Grievances not appealed within the designated time limits will be treated as withdrawn grievances.

(c) The time limits at any Step or for any hearing may be extended by mutual agreement of the parties involved at that particular Step.

### **Section 5.3 Procedure.**

A grievance shall be processed in the following manner:

Step 1. An employee, with or without their steward (or in the steward's absence, their designated alternate), who has a grievance shall submit it to their immediate non-union supervisor, in writing on the approved grievance form. No adjustment shall be reached without the steward that may be inconsistent with this Agreement. The supervisor shall give their written answer in the appropriate place on the form within five (5) business days after such presentation.

Step 2. If the grievance is not settled in Step 1 and the employee wishes to appeal the grievance to Step 2 of the Grievance Procedure, it shall be referred in writing to the employee's Department Head or their designated representative within five (5) business days after the City's answer in Step 1, and shall be signed on the same approved grievance form used in Step 1, by both the employee and the Union Steward. The appropriate Department Head or their representative shall discuss the grievance within five (5) business days with the Union Steward at a time mutually agreeable to the parties. The appropriate Department Head or their representative shall give the City's written answer to the Union within three (3) business days following their meeting.

Step 3. If the grievance is not settled in Step 2, and the Union desires to appeal, it shall be referred by the Union in writing on the same approved form submitted at Step 1 with all answers attached, to the Administrative Officer or their representative within five (5) business days after the City's answer in Step 2. A meeting between the Administrative Officer or their representative and the Chairperson of the Union Grievance Committee shall be scheduled for the purpose of attempting to adjust the grievance at a time mutually agreeable to the parties within five (5) business days of receipt of the grievance. The Administrative Officer or their designee shall give the City's written answer to the Union within five (5) business days following the meeting.

### **Section 5.4 Arbitration.**

(a) If the grievance is not settled in accordance with the foregoing procedures the Union may refer the grievance to arbitration within ten (10) business days after receipt of the City's answer in Step 3. The parties shall attempt to agree upon an arbitrator within five (5)

business days after receipt of notice of referral and in the event the parties are unable to agree upon an arbitrator within said five (5) day period, the parties shall immediately jointly request the Federal Mediation and Conciliation Service (FMCS) to submit a panel of seven (7) arbitrators. Both the City and the Union shall have the right to strike three (3) names from the panel. The Union shall strike the first name. The City shall then strike a second name, and the parties shall then continue to alternatively strike names from the panel until only one name remains and the remaining person shall be the arbitrator. The arbitrator shall be notified of such selection by a joint letter from the City and Union representatives, requesting that they set a time and place, subject to the availability of the City and Union representative. All arbitration hearings shall be held in Urbana, Illinois (unless the parties mutually agree otherwise).

If any grievance pertains to an employee's termination, then absent mutual written agreement between the City and Union, the arbitration hearing shall commence within sixty (60) days after the arbitrator accepts appointment. Absent an agreed upon extension, if the hearing does not begin within such sixty (60) day period, the City shall be relieved of any back pay liability occasioned by the delay. If the arbitration is delayed solely because of the arbitrator's or City's schedule the liability relief provision shall not apply.

(b) The arbitrator shall have no right to amend, modify, ignore, add to, or subtract from the provisions of this Agreement. They shall only consider and make a recommendation with respect to the specific issue submitted to them in writing by the City and the Union, and shall have no authority to make a recommendation on any other issue not so submitted to them. In the event the arbitrator finds a violation of the terms of this Agreement, they shall be empowered to fashion an appropriate remedy. The arbitrator shall be without power to make a recommendation contrary to or inconsistent with or modifying or varying in any way the application of laws and rules and regulations having the force and effect of law. No liability shall accrue against the City for a date prior to the date the grievance was presented in writing, or in disciplinary cases, to the date of the discipline (and taking into consideration interim compensation and efforts to mitigate damages). The arbitrator shall submit in writing their decision within thirty (30) days following close of the hearing or the submission of briefs by the parties, whichever is later, unless the parties agree to an extension thereof. The decision shall be based solely upon their interpretation of the meaning or application of the express terms of this Agreement to the facts of the grievance presented. The decision of the arbitrator shall be final and binding.

(c) The fees and expenses of the arbitrator, if any, and the cost of a written transcript, where jointly requested, for the arbitrator, if any, shall be borne equally by the City and the Union. When only one party requests a written transcript of the hearing, the requesting party shall be responsible for the cost. Each party shall be responsible for compensating its own representatives and witnesses, and purchasing its own copy of the written transcript.

### **Section 5.5 Exclusivity of the Grievance Procedure.**

The procedure set forth in this Article shall be the sole and exclusive procedures for resolving any grievance or dispute in Section 5.1, which was or could have been raised by an employee covered in this Agreement. It is expressly understood that the procedures set forth in this Article completely replace (and are not in addition to) any appeal process of the Civil Service Commission or of any other Board, Commission, or agency of the City, and further, that employees covered in this Agreement shall not have recourse to any such set procedures. Grievances involving disciplinary suspensions of more than five (5) days and terminations may be initially filed at Step 2 of the Grievance Procedures.

## **ARTICLE VI - HOURS OF WORK**

### **Section 6.1 Application of this Article.**

This Article is intended to define the normal hours of work per day or per week and provide the basis for the calculation of, and payment of, overtime and shall not be construed as a guarantee of hours of work per day or per week, or a guarantee of days of work per week.

**Section 6.2 Normal Workweek.** The normal workweek shall consist of forty (40) hours per week and five (5) consecutive workdays within a calendar week (Saturday 12:00 a.m. - Friday 11:59 p.m.). Two (2) work weeks constitute a single pay period.

**Section 6.3 Normal Workday.** The normal workday shall consist of eight (8) consecutive hours of work which may be interrupted by a lunch period. For some Police Services Representatives, the normal workday shall consist of ten (10) consecutive hours of work which may be interrupted by a lunch period.

### **Section 6.4 Shifts.**

(a) Normal shift times in effect at the execution of this Agreement are:

1) For account clerks, 8:00 a.m. to 5:00 p.m.

2) For Police Services Representatives (PSRs), shifts may be established from time to time pursuant to Section 6.5. The shifts starting times in effect at the execution of this agreement will be between 9:00 to 11:00 p.m., 5:00 to 7:00 a.m. and 1:00 to 3:00 p.m. The PSR Coordinator position will start at 8:00 a.m., however, such starting time shall be subject to change with proper notice in accordance with Section 6.5, below.

PSRs and the PSR Coordinator shall be paid an additional one dollar (\$1.00)/hour for all hours worked between 5pm and 11:30pm.

3) For all non-LRC Public Works employees:

7a.m. - 3p.m. with a 20-minute paid lunch

4) For LRC Public Works employees: 7:45a.m. - 4:15p.m. with a 30-minute unpaid lunch.

5) For all Parking Enforcement Officers the current scheduling practices will apply and the following will be considered regular shifts:

- a. Monday - Friday, 5a.m. - 2p.m.
- b. Monday - Friday, 7a.m. - 4p.m.
- c. Monday - Friday, 8a.m. - 5p.m.
- d. Monday - Friday, 9a.m. - 6p.m.

The two (2) Parking Enforcement Officers with the least seniority shall alternate between the schedule set forth in Section 6.4(a) (5) and a Tuesday - Saturday schedule, with Saturday hours from 7:00 a.m. to 4:00 p.m.

(b) An employee whose shift extends from one (1) calendar day to another (for example, from Monday into Tuesday or from the day before a holiday into the holiday) shall be considered as working on the calendar day on which they started to work. However, for purposes of calculating overtime, when employees are scheduled for a twelve (12) hour shift commencing at 11:00 p.m., that shift shall be considered as having commenced on the next calendar day, though employees will be paid for all hours worked during that shift regardless of when it commences.

#### **Section 6.5 Work Schedule.**

Work schedules showing the employee's shifts, workdays, and hours shall be posted on all department bulletin boards at all times.

Should it be necessary, in the interest of efficient operations, to establish daily or weekly work schedules departing from the regular workday or the regular workweek, and which are intended to last more than thirty (30) days, the City shall provide a notice of the change to the Union at least thirty (30) days in advance of the change, whenever practicable, but no less than ten (10) days in advance of the date the change is to take effect.

However, the parties agree and acknowledge that there may arise a temporary, extraordinary, unforeseeable, or emergency event in which management may not anticipate a need for change in shift ten (10) days prior. In those circumstances, management will advise the Union as soon as possible, and the parties commit to meet and discuss the change in good faith.

If new shifts, workdays, or hours are permanently established, the City shall give consideration to assignment requests of employees. When a Police Services Representative vacancy in the Police Department occurs, it shall first be offered to incumbents and be filled on the basis of employment seniority. While preference will normally be given to the requests of employees with the most seniority, it is expressly recognized that there must be experienced employees on all shifts, workdays and hours.

New shifts, workdays or hours shall not be temporarily established for the purpose of avoiding the payment of overtime.

If the City temporarily establishes twelve-hour shifts for emergencies, AFSCME employees who work the twelve-hour shifts or longer shall be paid at the rate of hourly wage PLUS \$2.25 and longevity earned per hour.

Shift differential will be paid for emergency 12-hour shifts and not for scheduled 12-hour shifts.

Examples of unscheduled 12-hour shifts would include, but are not limited to:

Snow removal  
Tornado cleanup  
Ice storm cleanup  
Flooding

Examples of scheduled 12-hour shifts would include, but are not limited to:

Leaf collection  
Street/parking lot painting  
Sweetcorn Festival  
Fourth of July parade  
Street sweeping  
Landscape Recycling Center work

The City agrees that in the event employees are working after midnight during the last shift of snow storm overtime that the effected employee(s) will be given eight (8) hours off without loss of pay, from the time they clock out after midnight until eight (8) hours later when they clock back in to assume the remainder of their shift on that same working day. The twelve (12) hour snow shifts will run from 11:00 a.m. - 11:00 p.m., and from 11:00 p.m. - 11:00 a.m.

#### **Section 6.6 Overtime Pay.**

Employees shall be paid one and one-half (1 1/2) times their regular straight time hourly rate of pay for all hours in paid status in excess of forty (40) hours per week or eight (8) hours per day, except that if an employee begins overtime work during one (1) calendar day and continues working into the next calendar day, the employee shall be required to work eight (8) hours in the second calendar day at the straight-time rate of pay before being eligible for pay at the overtime rate of pay.

#### **Section 6.7 Distribution of Overtime Work-Public Works.**

(a) So far as practicable and without reducing efficiency of work performance, opportunities to work overtime shall be distributed among

those employees covered by this Agreement who are qualified to perform the specified overtime work required.

City shall make every effort to enlarge the pool of qualified employees to perform scheduled overtime duties via voluntary cross-training. The Union recognizes that exclusive overtime will remain for those duties in specialized areas, including but not limited to lighting, fleet maintenance, parking, and the Landscape Recycling Operations. This provision does not limit the rights of the City to make efficient utilization of the work force.

(b) The opportunity to work overtime shall first be offered to the employee so qualified who has the least number of overtime hours to their credit. If this employee declines or is otherwise unable to work overtime, the employee with the next fewest number of overtime hours to their credit shall be offered the assignment. The procedure shall be followed until the required number of employees have been selected for the overtime work. Overtime offered to an employee which the employee either declines to perform or is otherwise unavailable to work the assignment shall be counted as 1.25 overtime hours actually worked with a minimum of two (2) hours' credit, in computing overtime balancing. For the purposes of computing overtime credit, any new employee covered by this Agreement shall automatically be credited with such overtime pay hours as are equal to those credit overtime hours of the employee with the highest number of accumulated overtime credit.

For the purposes of providing a list of employees for overtime call-out duty, wishing to be called, and willing to work during weekends, evenings and holidays, Employees will utilize the overtime board by marking themselves "in" or "out", signifying their willingness to accept overtime assignments or right of the first refusal. Employees marked "out" will not receive non-mandatory calls for overtime, and will be credited overtime hours as outlined in the previous paragraph unless the employee is unavailable for the overtime call-out duty as a result of a duty-related injury or illness.

On the first Monday of December of each year all AFSCME Public Work employees, shall be set back to zero hours of overtime worked for the purposes of overtime distribution, and the subsequent initial offering shall be by employment seniority among those qualified employees covered by this Agreement. The list will be reset in order of seniority. Subsequently, as overtime is offered and charged, employees who have been charged the fewest hours of overtime will be moved to the top of the list. In the event that two or more employees have been charged with the same number of hours, they shall be listed in order of seniority with the most senior being placed at the top.

(c) A record of the overtime hours worked by each employee shall be posted on the department bulletin board weekly, if possible, but on at least a monthly basis. The City shall not be required to break in on work in progress or change as employee's shift in assigning overtime. It is recognized that conditions such as vacations, qualification to perform the overtime in question and other circumstances will cause imbalances to occur at any particular time, however, the City will attempt to equalize overtime to the extent practicable, and errors will

be corrected as soon as possible.

(d) The City shall be free during overtime hours, as during straight-time hours, to make efficient utilization of available manpower and to transfer employees as required to complete the work to be done; nothing herein shall derogate from this right, and this clause shall not be interpreted to create jurisdiction over particular work in particular job classifications.

#### **Section 6.7.1 Overtime Distribution-Police Services Representatives and PSR Coordinator**

So far as practicable and without reducing efficiency of work performance, opportunities to work voluntary overtime shall be distributed to Police Services Representatives and the PSR Coordinator as follows. The opportunity to work overtime shall be offered to Police Services Representatives and the PSR Coordinator in the same order as they are listed on the overtime distribution roster. The roster initially listed names of all Police Services Representatives and the PSR Coordinator in order of seniority from most senior to least senior. On the first day of each subsequent month, the top ranked employee's name moves to the bottom of the roster. New employees shall be placed at the bottom of the roster when they are released to solo duty. An employee's name shall be removed from the roster and shall be returned to the bottom of the roster upon receipt of an employee's written request for either.

#### **Section 6.7.2 Short Term Building Closure Pay.**

In the event that the City Administration closes the Urbana City Building for weather conditions or other emergencies of a duration of 48 hours or less, Police Services Representatives and Police Services Coordinators who are scheduled to work during the building closure will receive one and a half (1 ½) times their regular rate of pay for all hours worked.

#### **Section 6.8 Voluntary Overtime.**

There shall be no discrimination against any employee who declines to work overtime. If, however, all employees who normally perform and are qualified to do the work decline to work overtime or are unavailable (cannot be contacted), the City may assign overtime to any employee starting with the least senior of such employees.

#### **Section 6.9 Compensatory Option.**

(a) Subject to applicable Federal law, including federal rules and regulations, employees covered by this Agreement shall have the option of receiving overtime pay or compensatory time off. Compensatory time shall be accrued at the same rate as overtime pay and shall accumulate to a maximum of eighty (80) hours, provided that no employee may earn more than a total of one hundred and twenty (120) hours of compensatory time during any calendar year. Compensatory time off may be utilized in increments of one (1) hour or more, subject to approval by the appropriate Department Head or their designee in order to provide for the effective operation of the department.



(b) No more than one hundred and twenty (120) hours of compensatory time may be used in any calendar year. Compensatory time shall be considered "used" when it is cashed out or taken as time off. For purposes of this Section, the calendar year shall be considered to be December 1 through November 30.

**Section 6.10 No Pyramiding.**

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

**ARTICLE VII - SENIORITY**

**Section 7.1 Definition.**

Seniority is an employee's length of continuous service since their last date of hire.

**Section 7.2 Probationary Period.**

Each employee shall be considered a probationary employee for their first twelve (12) months of continuous service, after which their seniority shall date back to their date of hire. There shall be no seniority among probationary employees, and they shall be laid off, discharged, or otherwise disciplined at the sole discretion of the City. However, after the first three (3) months of the probationary period, probationary employees shall be included in the bargaining unit and be entitled to file grievances with respect to matters listed in Section 5.1, excepting layoff, discipline, or discharge.

**Section 7.3 Seniority Principle.**

In all cases of promotions, demotions, layoffs when forces are being decreased, and recalls when working forces are increased, where employees are substantially equal in ability, which includes physical fitness, seniority shall be the determining factor.

**Section 7.4 Promotions and Vacancies.**

Prior to hiring a regular fulltime employee in an AFSCME bargaining unit position, the job will be posted through the City's email system and in locations designated by the City for a minimum of ten (10) days, exclusive of Saturdays, Sundays and holidays. During this period, any qualified AFSCME employee, who does not currently occupy the position being filled, shall be permitted to apply for the position. If a fully qualified candidate applies, they will be selected. In accordance with Civil Service, if more than one (1) fully qualified candidate applies, the best qualified candidate will be selected. Any employee who accepts a new position in accordance with the provisions of this Section shall be provided an opportunity to demonstrate satisfactory performance.

Section 13.12 remains applicable during this period. If, after being given written notice of a performance deficiency, an employee fails to demonstrate their ability to perform the work involved, the employee

shall be returned to the vacant job classification which they vacated within six (6) months of appointment without loss of seniority, providing that a job offer has not been accepted for that vacancy.

If no opening exists in the former classification, the employee shall be placed on a preferential rehire/placement list for a period of two years and shall be given preference for selection for any position for which they apply and are qualified. Nothing herein shall prohibit discipline or discharge for misconduct or require the rehire or placement of an employee who engages in misconduct. Nothing contained in this Section shall prevent the City from temporarily filling a posted vacancy until it is determined whether there are applicants with the ability to perform satisfactorily the work involved, or from offering the posted vacancy to a qualified employee who did not apply for the job, and where no qualified employee has bid on the job, as provided above, or from hiring a new qualified employee for the vacancy if there are no fully qualified applicants during the period of posting or if none of the applicants has the ability to perform satisfactorily the work involved. Employees shall not be permitted to make more than one (1) successful bid in any one (1) year period. In addition, an employee who successfully bids a position shall have thirty (30) calendar days in which to return to the former position. Also, any employee may move to a lower or equal paying position at any time by mutual agreement between the employee and the Department Head.

#### **Section 7.5 Consolidation or Elimination of Jobs.**

(a) Non-probationary employees displaced by the elimination of jobs through jobs consolidation (combining the duties of two (2) or more jobs), the installation of new equipment or machinery, the curtailing or displacement of new equipment or machinery, the development of new facilities or for any other reason, shall be assigned to an opening or vacancy in an equal or lower-rated job classification in accordance with the seniority principle set forth in Section 7.3 of this Article. If no opening or vacancy exists, employees shall be placed on a preferential recall list.

(b) Before the City subcontracts work which is (and always has been) exclusively performed by employees in the bargaining unit or which would result in the layoff of any non-probationary employee, it shall notify the Union and, upon prompt written request, shall meet to discuss the matter. This Section shall not be construed as restricting the City's right to subcontract for assistance with snow removal or for the performance of any service or function as an emergency measure.

#### **Section 7.6 Layoff and Recall Procedure.**

In the event of a reduction in the working force of a job classification, employees shall be laid off in accordance with the seniority principle set forth in Section 7.3 of this Article. In the event of an increase in the working force in a job classification following a reduction, employees will be recalled in the reverse order of their removal or displacement as the need for additional employees presents itself, provided they are qualified to perform the work available.

### **Section 7.6A Effect of Layoff.**

During the term of this Agreement, an employee who is on layoff with recall rights shall have the right to maintain insurance coverage provided by the City at the time of the layoff by paying, in advance, the full applicable monthly premium for their individual coverage. The City shall, however, continue to pay its share of insurance costs under Section 12.1 (Group Insurance) for the first thirty (30) days an employee is on layoff. Except as otherwise provided herein, the City shall have no obligation to make any payment whatsoever on behalf of an employee for insurance coverage while that employee is laid off.

### **Section 7.7 Temporary Transfer.**

(a) For the efficient and economical operation of the City, the City may transfer any employee temporarily from any classification to any other job classification to fill a temporarily existing opening. The Department Head, with the concurrence of the Personnel Director, may select and make a temporary written appointment to that position. Any employee so temporarily appointed for more than ten (10) days shall receive, as minimum compensation for the entire term of that temporary appointment, a prorated annual salary equal to one-half (1/2) the total of both the annual salary for the employee's current position and the annual salary established for the temporarily appointed position. Such salary shall be increased to the established base salary for the position after the upgrade has lasted six (6) months.

(b) When there are five (5) days or more of a temporary vacancy in the position of Equipment Operator due to a scheduled vacation, or when there is approved leave due to a prolonged medical absence of five days or more, and when the operator vacancy results in a work crew operating without an operator when one is otherwise provided and when such remaining crew members are not combined with another crew with an operator, then the City shall appoint a qualified employee to fill a temporary vacancy at the rate of pay for the operator position.

### **Section 7.8 Non-Application of Seniority Rights Within Classifications.**

Seniority does not give employees any preference for particular types of work within their job classifications or to places of work, machines, or equipment.

### **Section 7.9 Termination of Seniority.**

Seniority and the employment relationship shall be terminated when an employee:

- (a) quits; or
- (b) is discharged; or
- (c) is absent for three (3) consecutive days without notifying the City; or
- (d) is laid off and fails to report for work within three (3) days after having been recalled; however, in the event the employee appears

before the expiration of three (3) days, the City may grant an extension of time to report if the employee has a justifiable reason for delay, provided such extension shall not arbitrarily be denied; or

- (e) does not report for work within forty-eight (48) hours after the termination of an authorized leave of absence. Service broken under this Section shall be reestablished if the employee can show that extraordinary circumstances prevented their timely return; or
- (f) retires or is retired.

#### **Section 7.10 Seniority List.**

Once each six (6) months, the City will furnish the Union with an up-to-date seniority list. The Union shall be given, or the City shall otherwise post, the name of each bargaining unit employee hired or terminated within five (5) business days of the action in question.

#### **Section 7.11 Police Services Representative Scheduling.**

Police Services Representatives in the Police Department that normally cover the front office desk shall be assigned to shifts and days off based upon their employment seniority, as defined by this Article, in accordance with the following procedure:

- a) The City shall post a shift/days off sign-up list twice a year, one list to be posted during April to be effective June 1, and one list to be posted during October, to be effective December 1.
- b) The shift sign-up list shall be for those bargaining unit positions that normally work the front office desk.
- c) The Criminal Investigation Section Police Services Representative shall be considered an assigned position and shall not be subject to this seniority sign-up provision.
- d) The shift sign-up shall be in order of seniority, as defined by this Article.
- e) The shift sign-up shall include only those employees that have satisfactorily completed their probationary period.

The City retains the right to temporarily assign the least senior employee on each shift if operating conditions, as determined by the City, so warrant. If the City exercises its right to temporarily assign such an employee, the employee shall be paid at their straight time hourly rate, unless eligible for overtime pay pursuant to Section 6.6 of this Agreement.

### **ARTICLE VIII - WAGES AND BENEFITS**

#### **Section 8.1 Salaries.**

Salaries for the period July 1, 2024, through June 30, 2027 shall be

paid according to Appendix B attached hereto and made a part of this Agreement.

**Section 8.2 Longevity Provisions.**

Longevity pay shall be paid according to Appendix C attached hereto and made a part of this Agreement.

**Section 8.3 Bonuses.**

Effective July 1, 1993, the City shall award bonuses to individual bargaining unit members in accordance with the terms of the Agreement on Productivity Incentive Plan, identified as Appendix E attached hereto and made a part of this Agreement.

**Section 8.4 Training Pay.**

All Police Services Representatives who are required to train another employee shall have their straight base hourly rate of pay increased by an additional \$3.00/hour for all hours actually worked training another employee.

**Section 8.5 Bilingual Pay.**

Any Police Services Representatives who are directed by their supervisor to assist communications between Police Department employees and citizens requesting the services of the Police Services Division by utilizing language skills for a language other than English (including ASL), shall receive their straight base hourly rate of pay increased by an additional \$2.00/hour for all hours actually working providing such authorized translation and/or interpretation. Time spent translating and/or interpreting shall be tracked and the total cumulative amount of time spent translating and/or interpreting during a shift shall be rounded up to the nearest hour for purposes of calculating bilingual pay.

**ARTICLE IX - HOLIDAYS**

**Section 9.1 Holidays.**

The following are paid holidays for eligible employees:

- New Year's Day
- Martin Luther King Day
- Spring Day
- Memorial Day
- Juneteenth
- Independence Day
- Labor Day
- Veteran's Day
- Thanksgiving Day
- Day After Thanksgiving

Christmas Eve  
Christmas Day

The City shall determine the actual day on which paid holidays are to be celebrated.

### **Section 9.2 Holiday Pay.**

Except as provided below, for each such holiday, when not worked, an eligible employee shall receive eight (8) hours' pay at their regular straight-time hourly rate (except for those Police Service Representatives who regularly work 10-hour shifts, who shall receive ten (10) hours' pay at regular straight-time hourly rate). For each hour worked on a holiday, except as provided below, an employee shall receive one and one-half (1 1/2) times their regular straight-time hourly rate of pay (plus the holiday pay for which they may otherwise be eligible).

### **Section 9.3 Eligibility Requirements.**

(a) In order to be eligible for holiday pay, the employee must work the full scheduled working day immediately preceding and immediately following the holiday, unless the employee is excused by their supervisor from compliance with this requirement. Excuses shall be granted for the failure to work either the day before and/or the day after due to jury duty, death in the immediate family, hospitalization of the employee or illness of the employee, which is substantiated by a physician's statement. Reasonable tardiness up to one (1) hour shall not affect holiday pay under this Section.

(b) An employee whose shift extends from one (1) calendar day into another (for example, from Monday into Tuesday or from the day before a holiday into the holiday) shall be considered as working on the calendar day on which they started to work.

### **Section 9.4 Holiday During Vacation.**

When a holiday falls within an eligible employee's approved vacation, they shall receive an additional day of vacation.

## **ARTICLE X - VACATIONS**

### **Section 10.1 Paid Vacations.**

(a) Employees covered by this Agreement whose normal workday shall consist of eight (8) consecutive hours of work which may be

interrupted by a lunch period, and whose normal workweek shall consist of forty (40) hours per week, and who have been employed by the City for a period of at least one (1) year shall receive paid vacations during each year, calculated as follows:

Upon Completion of Years	Amount of Vacation Pay	Length of Vacation
1-5	96 hours' pay	12 workdays
6-9	120 hours' pay	15 workdays
10-15	160 hours' pay	20 workdays
16 and more	200 hours' pay	25 workdays

(b) Employees who are included in (a) above who have been employed by the City for less than one (1) year shall accrue one (1) day paid vacation for each month of employment to a maximum of ten (10) days.

#### **Section 10.2 Eligibility Requirements.**

(a) In order to be eligible for vacation pay, an employee must have worked a minimum of 1,080 hours during the twelve (12) calendar months preceding their anniversary date of employment. For purposes of vacation eligibility, absence from work due to a bona fide job-related injury, or time charged as vacation time or legitimate paid sick leave (i.e., legitimate incapacitation or illness of the employee for which sick leave is paid) shall be included in determining eligibility requirements.

(b) Employees with more than one year's seniority who fail to meet the 1,080 hour minimum due to legitimate illness which exceeds their accumulated sick leave or an approved unpaid leave of absence shall receive pro rata vacation pay.

(c) For employees with less than one (1) year of seniority, vacation shall accumulate at the rate of eight (8) hours per month to a maximum of eighty (80) hours. Employees with less than one (1) year of seniority shall be entitled to take vacation as accrued.

#### **Section 10.3 Vacation Scheduling.**

Vacations shall be scheduled insofar as practicable at times most desired by each employee with consideration being given to the wishes of the employee in accordance with their relative length of continuous service. If the orderly performance of the services provided by the City makes it necessary to limit the

number of employees from taking vacation at a particular time, the employee with the greater seniority shall be given their choice of vacation period.

(a) In order to ensure the orderly scheduling of work in the Public Works Department, all vacation requests of five (5) days or more must be submitted to an employee's division head at least thirty (30) days in advance of the requested date.

All requests must be made on an "Employee Leave Request" form.

In accordance with Section 10.3 (above), when the City finds it necessary to limit the number of employees taking vacation at one time, the City may:

- 1) limit the number of crew members that may be on leave at any one time;
- 2) limit the number of individuals per job classification within a particular division to be on leave at any one time.
- 3) any combination of the above limitations.

(b) Employees in the Public Works Department who request vacations in increments of five (5) days or more and do not do such at least thirty (30) days in advance of the requested date shall be scheduled on the basis of the operating needs of the appropriate division.

(c) Once an employee's vacation request has been granted, it shall not be revoked by the City other than in an emergency.

(d) Employees in Parking Enforcement shall follow the same vacation schedule listed above in Section 10.3, unless the Union and division head both agree to modifications.

Police Services Representatives (including PSR Coordinator) vacation scheduling shall be done in accordance with Police Department policy. If vacation time is taken surrounding a holiday, only the day AFTER may be canceled without affecting Mandatory Times. If a PSR cancels vacation time BEFORE the holiday in question, the mandatory list may need to be adjusted. Using vacation time and then canceling that time MAY NOT be used as a way to avoid a mandatory situation for a holiday.

#### **Section 10.4 Vacation Accumulation.**

Normally, vacation shall be taken during the year allowed which is the twelve (12) months following the employee's anniversary date. Upon an employee's anniversary, all but 40 hours of unused



vacation time will be automatically dropped from the payroll records. A request for carry-over in excess of 40 hours may be granted if:

1) It is determined by the Department Head that, due to the limitations set forth in Section 10.3, an employee cannot be allowed their vacation time within the twelve (12) month period; or,

2) A written request has been submitted to the Department Head at least thirty (30) days before the end of the year in which the vacation is to be taken, citing circumstances and a desire by the employee to accumulate vacation time. Such request will be granted, if at all possible; however, the final determination is exclusively reserved for the Department Head.

3) Accumulated vacation shall be taken within the first twelve (12) months following the year in which it was originally allowed. If the vacation was held over in accordance with Paragraph 2 of this Section, remuneration will be paid at the rate which the employee would have been paid, had the employee taken their vacation during the year in which it would originally have been allowed.

## **ARTICLE XI - LEAVES OF ABSENCE**

### **Section 11.1 General Leave.**

(a) Employees covered by this Agreement may request in writing a leave of absence from their Department Head, who may grant a leave of absence to an employee who has been in the bargaining unit for not less than three (3) months, for such a period as they see fit, not to exceed one (1) year, except if it is to enable an employee to accept an appointive position with the City of Urbana, in which case the leaves of absence may be indefinite. Leaves of absence shall not be granted to employees to accept remunerative employment elsewhere.

(b) As a condition to such leave being granted, the employee may be required to waive all rights to immediate reinstatement in their position upon termination of the leave to retain only the right to be appointed to the first vacancy for the position in which they have been employed.

### **Section 11.2 Sick Leave.**

Employees covered by this Agreement whose normal workday shall consist of eight (8) consecutive hours of work, which may be interrupted by a lunch period, and whose normal workweek shall consist of forty (40) hours per week, shall be credited with sixty-nine (69) hours sick leave on their starting anniversary date. After

completion of one (1) calendar year of full-time employment, an employee shall accumulate eight (8) hours of sick leave per month. Sick leave may be accumulated with no maximum. The City reserves the right to require medical certification as a condition of sick leave approval and to investigate the legitimacy of any use of sick leave. However, when sick leave is used for an employee's personal medical condition, such certification shall only be required if there is a pattern of abuse or the City suspects abuse.

Sick leave shall not be charged for any absence due to job-related injuries. Pregnancy, miscarriages, abortion, childbirth, and recovery therefrom, will be considered by the City as "temporary disabilities" for the period in which an employee cannot or should not on medical advice perform their job. Sick leave benefits as are herein provided maybe applied to any such period of "temporary disability". Except as otherwise provided herein, accumulated sick leave may be charged for non-duty illness and off-the-job incurred injury and disability.

The City may require an employee to undertake a physical examination by a reputable physician at the City's expense to determine whether they are fit to return or continue work. If the reputable physician determines that the employee cannot perform the work required, the employee may not continue or resume work but must, if eligible, take sick leave. If the reputable physician certifies the employee is able to perform the duties of their employment, said certificate shall constitute termination of any leave of absence for sickness.

Sick leave is designed to protect an employee during their own illness or injury. However, the City shall permit the following limited use of sick leave to care for a family member, subject to the provisions of Section 11.2. Within this Section, a family member refers to a spouse, declared domestic partner, son, daughter, or parent (terms defined by the City's FML policy). Sick leave shall be requested a reasonable period in advance of its use or as soon as the employee is aware of the need. Sick leave shall be limited to the period of time that the employee's care is required. Up to a total of forty (40) hours of sick leave may be approved by a supervisor in a calendar year in order for an employee to care for family members who require the employee's care due to a serious illness or injury. In addition, if an employee has a balance of two hundred forty (240) or more hours of unused sick leave (at the time sick leave use is requested), the Department Head will permit the employee to use up to forty (40) additional hours of sick leave in a calendar year to attend to a hospitalized family member or to provide required care to a family member suffering from a serious health condition (City FML definition) who is unable to care for their own basic medical or personal needs (bathing,

feeding, etc.) or safety. Employees with less than two hundred forty (240) hours of sick leave may use eight (8) hours of sick leave for each eight (8) hours of vacation or compensatory leave used under these circumstances, up to a maximum of forty (40) additional hours of sick leave per year. No additional use of sick leave to care for a family member shall be authorized without approval of the Department Head and the Personnel Manager.

Any employee covered by this Agreement who separates in good standing and who, has completed the following years of service shall receive payment for accumulated sick leave in an amount indicated here: Completion of ten (10) years of service with the City - ten percent (10%) of the accrual; completion of fifteen (15) years of service - fifteen percent (15%) of the accrual; Completion of twenty (20) years of service with the City - twenty-five percent (25%) of the accrual; Completion of twenty-five (25) years of service with the City - thirty percent (30%) of the accrual; Completion of thirty (30) years of service - forty (40%) percent of the accrual; or Completion of thirty-five (35) years of service - fifty (50%) percent of the accrual. An employee who has been retired as a result of a disability, shall, upon retirement or resignation from the City, receive payment for accumulated sick leave in an amount equal to twenty-five percent (25%) of the accrual, such payment to be made on the basis of the employee's hourly rate of pay at the time of such honorable separation.

Eligible employees shall earn bonus vacation time at the rate of two (2) hours per quarter year for each quarter that the employee does not use any sick time. The quarters shall be December through February; March through May; June through August, and September through November. The bonus vacation shall be awarded at the beginning of each December to each employee who has maintained a minimum balance of sixty-nine (69) hours of unused sick leave throughout the year that ended November 30. An employee who receives a bonus for all four quarters will receive an extra bonus of eight (8) hours of vacation for a total award of (16) sixteen hours of vacation. In addition, each employee with a minimum sick leave balance of four-hundred (400) hours as of November 30 may convert, at a fifty percent (50%) rate, up to thirty-two (32) hours of sick leave to up to sixteen (16) hours of vacation.

The employee shall submit a written request for conversion to the Department Head no later than December 15. All employees who are absent as a result of this leave will be eligible for emergency call-back.

### **Section 11.3 Bereavement Leave.**

For purposes of this section, an "immediate family member" shall be

defined as spouse, domestic partner, mother, step-mother, father, step-father, brother, sister, step-sibling, child, step-child, grandparent, step-grandparent, grandchild, step-grandchild, persons for whom the employee has legal custody or guardianship, or other relative living at employee's permanent residence on a permanent basis. When a death occurs in an employee's or employee's spouse's or domestic partner's immediate family, an employee covered by this Agreement, upon request, will be excused with pay for up to three (3) days for the purpose of attending the funeral, making necessary arrangements, and bereavement time. An employee may be excused with pay for up to two (2) additional days in the case of a funeral that involves unusual travel difficulties. Such additional leave will not be unreasonably denied, following receipt of a written request setting forth the nature of the difficulty. At the sole discretion of the City, leave for the purpose of attending the funeral of persons other than those set forth above may be granted.

#### **Section 11.4 Jury Leave.**

Any regular, full-time employee who is called for jury service shall be excused from work for the days on which they serve and they shall receive for each day of jury service on which they otherwise would have worked, the difference between the normal daily rate of pay they would be entitled to during such period and the payment they received for jury service. The eligible employee will present proof of service and of the amount of pay received therefore.

#### **Section 11.5 Military Leave.**

(a) Any employee who is recalled, enlists, or who is inducted into the Armed Forces of the United States shall be granted a leave of absence without pay for the term of their training and service and shall be entitled to reemployment rights under applicable law, provided such employee shall make application for reemployment within the period prescribed by law after being relieved from such training and service.

(b) Any employee who is required as part of their military obligation to attend two (2) weeks of annual training shall be excused from work for the days on which they serve and they shall receive, for each day of annual training service on which they otherwise would have worked, the difference between the normal daily rate of pay they would be entitled to during such period and the payment they received for annual training service. The eligible employee will present proof of services and the amount of pay received therefor.

#### **Section 11.6 Miscellaneous Leave.**

(a) Civic Leave. Employees required to appear before a court or other public body on any matter not related to their

work in which they are not personally involved (as a plaintiff or defendant) and employee selected or appointed to any political or legislative position who request a leave of absence to perform their civic duty shall be granted a leave of absence without pay for the period to fulfill their civic responsibilities.

(b) Educational Leave.

(1) Employees may be granted, upon request, a leave of absence not to exceed one (1) year, for educational purposes, without pay. Thereafter, such educational leave may be renewed, in writing, by the City.

As a condition to such leave being granted, the employee maybe required to waive all rights to immediate reinstatement in their position upon termination of the leave and retain only the right to be appointed in the first vacancy in the position in which they have been employed.

(2) Any employee who has completed their probationary period may apply for leave to take one (1) course during their regular workweek to improve or upgrade the individual's job- related skill or ability. Such course must be approved by the employee's Department Head and the Personnel Director, who may approve same only if the completion of such course can be reasonably expected to help the employee in the performance of their job. Such approval is to be made on an individual basis before the employee can begin the course. A course shall be interpreted as three (3) semester hours (or the quarterly hour equivalent) of a specific subject. Any such leave shall automatically expire with the end of the term of the particular course.

(3) In addition to the leave as provide in part (2) above, the City will provide funds to reimburse the employee for one-half (1/2) the cost of tuition and books directly related to the course, provided that the employee successfully completed such approved course. In the event an employee takes an approved course during other than regular working hours, the employee will still be eligible for reimbursement as determined above, provided prior approval has been received in accordance with the provisions of part (2) above.

(c) Union Leave. Leaves of absence without pay may be granted to the extent that there is no interference with the City operations, to employees who are selected, delegated, or appointed to attend conventions or educational conferences with the Union, for a maximum of one hundred thirty-six (136) hours for the bargaining unit per fiscal year. Any request for such leave shall be submitted by the Union to the employee's

immediate supervisor and shall be answered in writing no later than ten(10) working days following the request.

**Section 11.7 Return from Leave in Excess of One Year.** Unless otherwise specifically provided for in this Agreement, an employee returning from a leave of absence in excess of one (1) year shall, to the extent possible, be permitted to return to the position they occupied when they began their leave. The City shall not, however, be required to displace any employee, but in the event their position has been filled, they shall be placed on a preferential hiring list.

**Section 11.8 Effect of Leave on Seniority.**

An approved leave shall not be considered a break in continuous service; provided, however, that seniority shall continue to accrue only during

(a) paid leaves, and (b) unpaid leaves of less than two (2) weeks' duration (except legitimate unpaid sick leave).

**Section 11.9 Exhaustion of Sick Leave.**

Employees who are eligible for sick leave as provided in Section 11.2 of the Agreement, but who have exhausted all of their accumulated sick leave, shall be granted an unpaid sick leave for the duration of their illness or injury. Any such unpaid sick leave must be requested in writing by the employee at the time sick leave is exhausted. The employee may be required to waive any right to immediate reinstatement. During such unpaid sick leave, the City may also order a physical examination as provided in Section 11.2(b) above. Any employee's right to unpaid sick leave shall be terminated if they accept remunerative employment elsewhere during such leave. The provisions of Section 11.7 and 11.8 shall likewise be applicable to unpaid sick leave granted pursuant to this Section.

**ARTICLE XII - INSURANCE**

**Section 12.1 Insurance Committee**

The parties agree to participate in the insurance committee as outlined in Appendix "G", which upon implementation will have authority to modify and take precedence over some of the terms below.

**Section 12.2 Right to Select Carriers.**

(a) The benefits provided for herein shall be provided through a self-insured plan, a hospital plan, or under group insurance policy or policies issued by an insurance company or insurance companies selected by the City. "Insurance companies" include regular line insurance companies and non-profit organizations providing hospital, surgical or medical benefits. If these benefits are insured by an insurance

company, all benefits are subject to the provisions of the policies between the City and the insurance companies.

**Section 12.3 Employee Group Health Insurance.**

The City shall pay the full cost of the employee only premium for the City's standard health insurance plan. The "standard health insurance plan" shall be defined as the same standard insurance plan or plans provided to non-bargaining unit employees.

**Section 12.4 Dental Plan & Indemnification**

a) AFSCME Dental Plan. Upon receipt of a signed authorization from an employee on a standard form acceptable to the City, the City agrees to deduct from such employee's pay the uniform individual or family plan premium for the AFSCME sponsored dental insurance plan. The Union will notify the City annually in writing of the amount of the uniform individual or family plan premium to be deducted. Deduction shall be made on each payday and shall be remitted, together with an itemized statement, to the Treasurer of the Union or their authorized designee by the 15th day of the month following the month in which the deductions made.

b) **Indemnification. The Union shall indemnify the City and hold it harmless against any and all claims, demands, suits, or other forms of liability that may arise out of, or by reason of, any action taken by the City for the purpose of complying with the provisions of this Article.**

**Section 12.5 Disputes Concerning Individual Claims.**

Disputes arising from an individual claim shall be resolved in accordance with the terms and conditions of the applicable insurance policy or plan and shall not be subject to the grievance procedure set forth in this Agreement.

**Section 12.6 Dependent Coverage.**

Effective for coverage beginning in January 1, 2012, the employee shall pay \$580.00 of the cost of dependent insurance coverage, and the city shall pay \$269.00. The City and the employee shall split (50/50) any increases in premiums for dependent coverage.

**Section 12.7 Health Insurance Waiver Incentive.**

Employees who waive their health insurance for a full insurance year will receive a cash payment equal to twenty-percent (20%) of the cost of the preceding year's premium for single coverage, provided that such payment is permissible under the City's health insurance contracts and applicable laws. The employee must provide proof of acceptable alternative health coverage and apply for payment in accordance with the written procedures

provided by the Personnel Manager. Payments for waivers of less than twelve (12) months will be prorated.

## **ARTICLE XIII - GENERAL PROVISIONS**

### **Section 13.1 Gender.**

Wherever any personal pronoun is used in this Agreement, it shall be construed to include all employees, regardless of gender, gender identity, or gender expression.

### **Section 13.2 Uniforms.**

(a) The City shall provide initial uniforms to employees presently required to wear them. Thereafter, the City shall provide a uniform allowance as follows:

1. All Public Works employees subject to this Agreement will receive an annual uniform allowance in the amount of six-hundred and seventy dollars (\$670) per year beginning July 1, 2022 and six-hundred ninety dollars (\$690) beginning on July 1, 2023. Such amount shall be subject to taxation. The City will also continue to provide five (5) T-shirts (Carhartt reflective or comparable) of appropriate size bearing the approved City of Urbana logo each fiscal year.

2. All Parking Enforcement Officers, Evidence Technicians, and Animal Control Officers will receive an annual uniform allowance in the amount of six-hundred and seventy dollars (\$670) per year beginning July 1, 2022 and six-hundred ninety dollars (\$690) beginning on July 1, 2023. Such amount shall be subject to taxation.

3. All Police Services Representatives and the Police Services Coordinator will receive an annual uniform allowance in the amount of six-hundred and seventy dollars (\$670) per year beginning July 1, 2022 and six-hundred ninety dollars (\$690) beginning on July 1, 2023. Such amount shall be subject to taxation.

4. The City shall, consistent with current practice, continue to provide mechanics with uniforms through a service provider of its choosing and beginning July 1, 2022 provide a three-hundred and sixty-one dollars (\$361) per year hard toed work shoe allowance, which shall be subject to taxation. Effective July 1, 2023 this amount will be three-hundred seventy-two dollars (\$372).

(b) Effective thirty (30) days after the distribution of the uniform allowance for FY2019, Public Works employees shall be required to wear hard toed work boots at all times while on duty.

(c) Proration: Employees who have been employed by the City for less than one year shall receive a prorated uniform allowance of 1/12 the amounts prescribed above to be



calculated from the first day of the month following the employee's date of hire through the following June 30. Prorated uniform allowances shall be paid on the first pay period following the employee's date of hire.

### **Section 13.3 Rules and Regulations.**

Prior to implementation of any proposed changes and/or additions of rules and regulations, the City agrees to notify the Union of the change and, upon request, shall meet for discussion of the same. The City agrees that an allegation of arbitrary, capricious, or discriminatory application of its rules and regulations shall be subject to the grievance procedure. The City shall not discipline or discharge any employee without just cause.

### **Section 13.4 Bulletin Boards.**

The City agrees to furnish and maintain suitable bulletin boards in convenient places in work areas to be used by the Union for official Union business. A copy of all posted material shall be provided to the Personnel Director and signed by the appropriate Union officer. Any such material, the copies of which have not been so provided to the Personnel Director, may be removed by the City at its discretion.

### **Section 13.5 Call-Back Pay.**

An employee called back to work after having gone home shall receive a minimum of two (2) hours of work at their straight-time hourly rate (subject to Section 6.6) unless the time extends into their regular shift. An employee called back to work under this Section shall be compensated from the time they clock in their regularly assigned work location. In the event that an employee is instructed by management to report directly to an alternative work location due to an exigent circumstance, the employee shall be compensated from the time they arrive at the alternative work location.

### **Section 13.6 Stand-By Pay.**

Effective upon ratification of this Agreement, whenever any employee is assigned to stand-by duty, the City shall pay any such employee so assigned to stand-by duty the sum of four-hundred dollars (\$400) for each full one (1) week period of such assigned stand-by duty. Effective July 1, 2025, stand-by pay, as defined above, will increase to four-hundred and fifty (\$450) for each full one (1) week assignment. Effective July 1, 2026, stand-by pay, as defined above, will increase to five-hundred (\$500) for each full one (1) week assignment. Effective July 1, 2024, Electricians and Traffic Signal Technicians shall be paid five-hundred (\$500) for each full one (1) week period of assigned stand-by duty. Effective July 1, 2025, stand-by pay will increase to five-hundred and fifty dollars (\$550) for each full one (1) week period of assigned stand-by duty. Effective July 1, 2026, stand-by pay

will increase to six-hundred (\$600) for each full one (1) week period of assigned stand-by duty. For the purpose of this Section, stand-by duty is defined as the ability of the City to contact an employee either by phone or otherwise, for the purpose of immediately responding to and performing any required task. When the employee is contacted by the City to perform work under this Section, the employee shall be compensated from the time that the employee acknowledges receipt of the assignment.

Employees are eligible for stand-by duty upon completion of a probationary period of one (1) year of service. Electricians and Traffic Signal Technicians are eligible after three (3) months of service.

#### **Section 13.7 Break Time.**

There shall be provided to employees covered by this Agreement two (2) fifteen (15) minute breaks for each full eight (8) hour shift of scheduled work, the terms and conditions of which said breaks shall be governed and controlled by such rules and regulations as may, from time to time, be duly promulgated by the City.

#### **Section 13.8 Control of Absenteeism or Sick Leave Abuse.**

It is understood that unreasonable absenteeism, or the abuse of sick leave constitutes just cause for discipline and it is the intent of the City to take corrective action. If any employee is disciplined for unreasonable absenteeism or the abuse of sick leave, the discipline shall not be set aside unless it is arbitrary, capricious, or discriminatory. Nothing contained in this Agreement shall be construed as prohibiting the City from taking any reasonable measure to control unreasonable absenteeism or the abuse of sick leave.

#### **Section 13.9 Job Descriptions.**

The City shall maintain job descriptions describing the duties of each classification. Upon request, an employee shall be furnished a copy of their job description; the Union shall also be furnished a copy of any job description upon request. In the event the City changes a description, a copy of the new description shall be provided to the Union and, upon written request, the City shall meet with the Union to discuss any changes.

#### **Section 13.10 Personnel Files.**

##### **(1) Personnel Files.**

The City shall keep a central personnel file for each employee. Supervisors may keep working files, but material not maintained in the central personnel file may not provide the basis for discipline against an employee.

(2) Inspection. Upon appropriate request, an employee may inspect their central personnel file subject to the following:

(a) Inspection shall occur during non-working hours, including lunch and break periods, at a time and in a manner mutually acceptable to the employee and the City. Upon request, an employee who has a written grievance on file who is inspecting their personnel file with respect to such grievance may have a representative of the Union present during such inspection.

(b) Copies of materials in an employee's personnel file shall be provided the employee upon request if such materials are to be used in conjunction with the processing of a grievance filed by the employee. The employee shall bear the cost of duplication.

(d) Pre-employment information; e.g., reference checks and responses, or information provided the City with the specific request that it remain confidential, shall not be subject to inspection or copying.

(d) A copy of any disciplinary action or material related to an employee's performance which is placed in the personnel file shall be served upon the employee, the employee so noting receipt.

#### **Section 13.11 Damage to Personal Property.**

Eyeglasses and false teeth which are damaged or destroyed while an employee is in the line of duty and not merely the result of negligence shall be repaired or replaced by the City, subject to the maximum dollar limitations as set forth below, and provided that such repair or replacement is not covered by applicable insurance policies:

(a) Upon ratification of this agreement, in the event of damage or destruction of eyeglasses frames and/or lenses, the City will pay up to a maximum of three hundred and twenty-five dollars (\$325) for replacement or repair of such eyeglasses frames and/or lenses. On July 1, 2015, the above amount shall increase to three hundred and fifty dollars (\$350).

(b) If false teeth are damaged or destroyed the City will pay the full value of their replacement or repair.

#### **Section 13.12 Discipline.**

The City agrees with the tenets of progressive and corrective discipline, where appropriate, and that it shall not discipline or discharge any employee without just cause. No employee shall be demoted for disciplinary reasons, but only for inability to

perform the work required by their position and classification. Discipline shall be imposed as soon as possible after the City becomes aware of the event or action giving rise to the discipline and has a reasonable period to investigate and consider the matter.

Discipline shall be imposed in a manner which will avoid embarrassing an employee before other employees or the public.

Oral reprimands may be noted in an employee's personnel file provided the employee is notified to that effect. In the event of disciplinary action, other than an oral reprimand, is taken against an employee, the employee and the Union shall be provided with a copy of any statement of the facts and reasons supporting the disciplinary action which is to be placed in the employee's personnel file. In the event suspension or discharge of a non-probationary employee is contemplated, in addition to all other requirements of this section, a pre-disciplinary meeting shall be held with the employee and, if requested by the employee, an appropriate representative of the Union, at which time the opportunity shall be granted to the employee and/or the Union representative to clarify and/or rebut the reasons given for the contemplated suspension or discharge before the City makes a final determination of the measure of discipline to be imposed. In any event, a Union representative may attend as an observer in such meetings. Once the measure of discipline is determined and imposed, the City shall not increase it for the particular act of misconduct unless new facts or circumstances subsequently become known.

### **Section 13.13 Union Rights.**

(a) Union Activity During Working Hours. Employees shall, after giving reasonable notice to their supervisors, be allowed reasonable time off with pay during working hours to attend grievance meetings or other meetings called or agreed to by the City, if such employees are entitled or required to attend such meetings by virtue of being union representatives or grievants and if such attendance will not unreasonably or substantially disrupt or interfere with the City's operations. (b) Union Orientations for New Hires - The Union shall conduct union orientation for each new bargaining unit employee [and bargaining unit employees transferring to a new department] during the employee's first or second day of employment in the bargaining unit [or new department] (unless the Union chooses another date) at a time mutually agreeable to the parties. Alternatively, the Union may choose to conduct less frequent group orientations, including orientations conducted in conjunction with new employee orientations conducted by the Employer. The Union orientation period shall be one

(1) hour and shall take place during employees' regular working hours with no loss of pay to the employees involved.

(c) Employee Development and Training - The Employer and the Union are committed to ensuring that employees receive training that will help to maximize the productivity and quality of their work.

To facilitate this goal, the Parties agree that providing annual training to employees is important and that Departments and the Union should, therefor, endeavor to provide such annual training.

Annual training provided by the Union, including updating employees on new agreements and policies, and on the coordination of these policies and agreements with policies and procedures set forth in the collective bargaining agreement, can help to facilitate the maximization of both quality and productivity.

The Union may schedule up to one (1) hour per year of such training. Where a Department has scheduled such training, the union training may, by mutual agreement, be scheduled in conjunction with such sessions. Training provided for herein shall be without loss of pay.

(d) Access to Premises.

The City agrees that non-employee officers and representatives of the Union shall have reasonable access to the premises of the City during working hours with advance notice to the appropriate City representative.

Such visitations shall be for the reasons of the administration of this Agreement. The Union agrees that such activities shall not interfere with the normal work duties of employees. The City reserves the right to designate a meeting place and/or to provide a representative to accompany such officer or representative where operational requirements do not permit unlimited access.

(e) Union Steward Training Leave. Each year up to two (2) Union representatives shall be granted leave without the loss of pay or benefits to attend certified steward training. Each of the two (2) employees shall be allowed up to sixteen (16) hours of Union Steward Training Leave per year, for a total allotment of thirty-two (32) hours of Union Steward Training Leave per year. The Union Steward Training Leave will not carry-over past the end of a calendar year. Union Steward Training Leave is not subject to pay-out at separation and is not "accrued" by a particular employee. The Union shall select and notify Management which members it would like to use the Union Steward Training Leave. Upon at least two (2) weeks' notice to their supervisor, a Union representative shall be allowed to take Union Training Leave. Proper verification of attendance at certified union steward training will be provided by the employee to their supervisor. Attendance to stewards training shall not substantially disrupt or interfere with the City's operations.

#### **Section 13.14 Labor-Management Committees.**

For the purposes of monitoring communications between labor and management and in order to cooperatively discuss and solve problems of mutual concern, there may be established departmental Labor-Management Committees. These committees shall each be composed of a maximum membership of three (3) representatives each for both the Union and the City with these representatives to be selected and designated by the Union and the respective Department Heads. The above Labor-Management Committee shall be scheduled at a time, place and date mutually agreed upon by the Union and the City. Such meetings shall be held during the regular workweek and employees shall not be docked for attendance.

#### **Section 13.15 Precedence of Agreement.**

In the event of a conflict between a provision of this Agreement and any regulation, ordinance or rule of the City or any of its boards or commissions (insofar as said regulation, ordinance or rule affects employees covered by this Agreement), the provisions of this Agreement shall control. The City shall take any legal action necessary to accomplish the foregoing.

#### **Section 13.16 Drivers License.**

- 1) Employees who operate City-owned vehicles shall maintain a valid driver's license or, if required, commercial driver's license.
- 2) The City will schedule the use of City vehicles to allow employees to practice for the examination to acquire a State of Illinois CDL, with air brake endorsement.
- 3) The City will provide training to assist employees in obtaining a State of Illinois CDL, with air brake endorsement.
- 4) The City will pay the difference between the State fee to renew a regular driver's license and the State fee to renew a City required Commercial Driver's License with required endorsements.
- 5) Employees who are required to maintain a valid driver's license / CDL whose driver's license/ CDL is suspended or revoked, and not reinstated within fifteen (15) months, shall be terminated.

#### **Section 13.17 Legislative Action.**

During the term of this Agreement, if the Illinois General Assembly enacts new legislation benefiting employees covered by this Agreement and the effects of such new legislation is to increase cost to the City beyond those which exist at the time this Agreement is executed, the Union agrees to meet with the

City to negotiate the distribution of such increased cost between the City and employees. However, legislated changes in pensions, disability and workers' compensation shall not be subject to negotiations.

#### **ARTICLE XIV - CONFORMANCE WITH LAW**

##### **Section 14.1 Conformance With Law.**

In the event any provision of this Agreement is found by a court or administrative body with jurisdiction over the parties and subject matter to be in conflict with a state or federal statute, such law shall supersede the conflicting provisions without affecting the remainder of the provisions of this Agreement.

#### **ARTICLE XV - FAMILY LEAVE**

##### **Section 15.1 Family and Medical Leave.**

The City shall adopt and maintain a Family and Medical Leave Policy that complies with the requirements of the Family and Medical Leave Act of 1993 as now or hereafter amended.

Prior to altering the existing policy, the City agrees to provide the Union with thirty (30) days advance notice of any change. Upon request from the Union, the City agrees to meet and discuss the proposed changes with the Union in an effort to work out any areas of disagreement prior to implementation. This Section shall not be construed to limit the ability of the City to make changes to the policy without agreement by the union, so long as the policy meets the requirements of the Act.

#### **ARTICLE XVI - ENTIRE 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, the City 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 not specifically referred to or covered in this Agreement, even though such subjects or matters may not have been within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement.

## ARTICLE XVII - TERMINATION

This Agreement shall be effective as of the first day of July, 2021, and shall remain in full force and effect until June 30, 2024. It shall be automatically renewed from year to year thereafter unless either party shall notify the other in writing at least ninety (90) days prior to the anniversary date that it desires to modify this Agreement. In the event that such notice is given, negotiations shall begin no later than sixty (60)

days prior to the anniversary date. This Agreement shall remain in full force and be effective during the period of negotiations and until notice of termination of this Agreement is provided to the other party in the manner set forth in the following paragraph.

In the event that either party desires to terminate this Agreement, written notice must be given to the other party not less than ten (10) days prior to the desired termination which shall not be before the anniversary date set forth in the preceding paragraph.

**In Witness Whereof**, the parties hereto have affixed their signatures this \_\_\_\_\_ day of \_\_\_\_\_, 2024.

CITY OF URBANA

AFSCME Council Local #1331

\_\_\_\_\_  
Mayor

\_\_\_\_\_  
Local #1331 President

ATTEST:

\_\_\_\_\_  
Local #1331 Bargaining Comm.

\_\_\_\_\_  
City Clerk

\_\_\_\_\_  
Local #1331 Bargaining Comm.

\_\_\_\_\_  
Local #1331 Bargaining Comm.

\_\_\_\_\_  
Local #1331 Bargaining Comm.

\_\_\_\_\_  
Local #1331 Bargaining Comm.

\_\_\_\_\_  
AFSCME Council 31  
Staff Representative



APPENDIX "A" [RESERVED]

### Appendix "B" Salaries FY2025-FY2027

Effective July 1, 2024 through and including June 30, 2027, the salary for employees covered by this Agreement determined herein and represented in both annual and hourly rates (based upon 2,080 hours per year for all employees) shall be as described below.

Traffic Signal Technician II w/ Urbana License		7/1/2024 - 6/30/2025		7/1/2025 - 6/30/2026		7/1/2026 - 7/1/2027	
		40 Hour Week		40 Hour Week		40 Hour Week	
Years of	Longevity	Hourly	Annual	Hourly	Annual	Hourly	Annual
Probationary		43.0271	89,496.41	44.6140	92,797.02	46.3700	96,449.70
Base		43.3156	90,096.41	44.9024	93,397.02	46.6585	97,049.70
After 4	3.0%	44.6150	92,799.30	46.2495	96,198.93	48.0583	99,961.19
After 6	5.0%	45.4814	94,601.23	47.1475	98,066.87	48.9914	101,902.19
After 8	6.0%	45.9145	95,502.19	47.5965	99,000.84	49.4580	102,872.68
After 10	7.0%	46.3476	96,403.15	48.0456	99,934.81	49.9246	103,843.18
After 13	9.0%	47.2140	98,205.08	48.9436	101,802.75	50.8578	105,784.18
After 15	11.0%	48.0803	100,007.01	49.8416	103,670.69	51.7910	107,725.17
After 20	15.0%	49.8129	103,610.87	51.6378	107,406.57	53.6573	111,607.16
After 25	17.0%	50.6793	105,412.79	52.5359	109,274.51	54.5905	113,548.15

The base rate for the Traffic Signal Technician II with Urbana Licensure is \$1 per hour higher than the Traffic Signal Technician II. Longevity pay will be calculated per Appendix "C" - Longevity Pay (reflected in chart above)

Traffic Signal Technician II		7/1/2024 - 6/30/2025		7/1/2025 - 6/30/2026		7/1/2026 - 7/1/2027	
		40 Hour Week		40 Hour Week		40 Hour Week	
Years of	Longevity	Hourly	Annual	Hourly	Annual	Hourly	Annual
Probationary		42.0271	87,416.41	43.6140	90,717.02	45.3700	94,369.70
Base		42.3156	88,016.41	43.9024	91,317.02	45.6585	94,969.70
After 4	3.0%	43.5850	90,656.90	45.2195	94,056.53	47.0283	97,818.79
After 6	5.0%	44.4314	92,417.23	46.0975	95,882.87	47.9414	99,718.19
After 8	6.0%	44.8545	93,297.39	46.5365	96,796.04	48.3980	100,667.88
After 10	7.0%	45.2776	94,177.55	46.9756	97,709.21	48.8546	101,617.58
After 13	9.0%	46.1240	95,937.88	47.8536	99,535.55	49.7678	103,516.98
After 15	11.0%	46.9703	97,698.21	48.7316	101,361.89	50.6810	105,416.37
After 20	15.0%	48.6629	101,218.87	50.4878	105,014.57	52.5073	109,215.16
After 25	17.0%	49.5093	102,979.19	51.3659	106,840.91	53.4205	111,114.55

Electrician II w/Urbana License		7/1/2024 - 6/30/2025		7/1/2025 - 6/30/2026		7/1/2026 - 7/1/2027	
		40 Hour Week		40 Hour Week		40 Hour Week	
Years of	Longevity	Hourly	Annual	Hourly	Annual	Hourly	Annual
Probationary		37.7898	78,602.60	39.1801	81,494.70	40.7189	84,695.29
Base		38.0781	79,202.60	39.4686	82,094.70	41.0074	85,295.29
After 4	3.0%	39.2205	81,578.68	40.6526	84,557.54	42.2376	87,854.15
After 6	5.0%	39.9821	83,162.73	41.4420	86,199.44	43.0578	89,560.05
After 8	6.0%	40.3629	83,954.76	41.8368	87,020.38	43.4678	90,413.01
After 10	7.0%	40.7436	84,746.79	42.2314	87,841.33	43.8779	91,265.96
After 13	9.0%	41.5053	86,330.84	43.0208	89,483.22	44.6980	92,971.87
After 15	11.0%	42.2668	87,914.89	43.8101	91,125.12	45.5181	94,677.77
After 20	15.0%	43.7899	91,082.99	45.3889	94,408.91	47.1585	98,089.58
After 25	17.0%	44.5515	92,667.05	46.1783	96,050.80	47.9786	99,795.49

The base rate for the Electrician II with Urbana Licensure is \$1 per hour higher than the Electrician II. Longevity pay will be calculated per Appendix "C" - Longevity Pay (reflected in chart above)

Traffic Signal Technician I		7/1/2024 - 6/30/2025		7/1/2025 - 6/30/2026		7/1/2026 - 7/1/2027	
		40 Hour Week		40 Hour Week		40 Hour Week	
Years of	Longevity	Hourly	Annual	Hourly	Annual	Hourly	Annual
Probationary		36.8396	76,626.41	38.2319	79,522.40	39.7728	82,727.29
Base		37.1281	77,226.41	38.5204	80,122.40	40.0613	83,327.29
After 4	3.0%	38.2419	79,543.20	39.6760	82,526.07	41.2630	85,827.11
After 6	5.0%	38.9845	81,087.73	40.4464	84,128.52	42.0643	87,493.66
After 8	6.0%	39.3558	81,859.99	40.8316	84,929.74	42.4649	88,326.93
After 10	7.0%	39.7270	82,632.25	41.2168	85,730.96	42.8655	89,160.20
After 13	9.0%	40.4696	84,176.78	41.9873	87,333.41	43.6668	90,826.75
After 15	11.0%	41.2121	85,721.31	42.7576	88,935.86	44.4679	92,493.29
After 20	15.0%	42.6973	88,810.37	44.2985	92,140.76	46.0704	95,826.39
After 25	17.0%	43.4399	90,354.89	45.0689	93,743.20	46.8716	97,492.93

Electrician II		7/1/2024 - 6/30/2025		7/1/2025 - 6/30/2026		7/1/2026 - 7/1/2027	
		40 Hour Week		40 Hour Week		40 Hour Week	
Years of	Longevity	Hourly	Annual	Hourly	Annual	Hourly	Annual
Probationary		36.7898	76,522.60	38.1801	79,414.70	39.7189	82,615.29
Base		37.0781	77,122.60	38.4686	80,014.70	40.0074	83,215.29
After 4	3.0%	38.1905	79,436.28	39.6226	82,415.14	41.2076	85,711.75
After 6	5.0%	38.9321	80,978.73	40.3920	84,015.44	42.0078	87,376.05
After 8	6.0%	39.3029	81,749.96	40.7768	84,815.58	42.4078	88,208.21
After 10	7.0%	39.6736	82,521.19	41.1614	85,615.73	42.8079	89,040.36
After 13	9.0%	40.4153	84,063.64	41.9308	87,216.02	43.6080	90,704.67
After 15	11.0%	41.1568	85,606.09	42.7001	88,816.32	44.4081	92,368.97
After 20	15.0%	42.6399	88,690.99	44.2389	92,016.91	46.0085	95,697.58
After 25	17.0%	43.3815	90,233.45	45.0083	93,617.20	46.8086	97,361.89

Certified Mechanic with EVT Certification		7/1/2024 - 6/30/2025		7/1/2025 - 6/30/2026		7/1/2026 - 7/1/2027	
		40 Hour Week		40 Hour Week		40 Hour Week	
Years of Service	Longevity	Hourly	Annual	Hourly	Annual	Hourly	Annual
Probationary		32.6023	67,812.62	33.7981	70,300.10	35.1216	73,052.90
Base		32.8906	68,412.62	34.0866	70,900.10	35.4100	73,652.90
After 4	3.0%	33.8774	70,465.00	35.1091	73,027.10	36.4724	75,862.49
After 6	5.0%	34.5353	71,833.25	35.7909	74,445.10	37.1805	77,335.54
After 8	6.0%	34.8641	72,517.38	36.1318	75,154.10	37.5346	78,072.07
After 10	7.0%	35.1930	73,201.51	36.4726	75,863.10	37.8888	78,808.60
After 13	9.0%	35.8509	74,569.76	37.1544	77,281.10	38.5970	80,281.66
After 15	11.0%	36.5086	75,938.01	37.8361	78,699.11	39.3051	81,754.72
After 20	15.0%	37.8243	78,674.52	39.1996	81,535.11	40.7215	84,700.83
After 25	17.0%	38.4821	80,042.77	39.8813	82,953.11	41.4298	86,173.89

The base rate for the Certified Mechanic with EVT Certification is \$1 per hour higher than the Certified Mechanic. Longevity pay will be calculated per Appendix "C" - Longevity Pay (reflected in chart above)

Operations Crew Leader and Landscaping/Arbor Crew		7/1/2024 - 6/30/2025		7/1/2025 - 6/30/2026		7/1/2026 - 7/1/2027	
		40 Hour Week		40 Hour Week		40 Hour Week	
Years of Service	Longevity	Hourly	Annual	Hourly	Annual	Hourly	Annual
Probationary		31.7875	66,117.87	32.9903	68,619.79	34.3214	71,388.58
Base		32.0759	66,717.87	33.2788	69,219.79	34.6099	71,988.58
After 4	3.0%	33.0381	68,719.40	34.2771	71,296.38	35.6483	74,148.24
After 6	5.0%	33.6798	70,053.76	34.9426	72,680.78	36.3404	75,588.01
After 8	6.0%	34.0005	70,720.94	35.2755	73,372.97	36.6865	76,307.89
After 10	7.0%	34.3213	71,388.12	35.6083	74,065.17	37.0326	77,027.78
After 13	9.0%	34.9628	72,722.47	36.2739	75,449.57	37.7248	78,467.55
After 15	11.0%	35.6043	74,056.83	36.9394	76,833.96	38.4170	79,907.32
After 20	15.0%	36.8873	76,725.55	38.2705	79,602.75	39.8014	82,786.86
After 25	17.0%	37.5288	78,059.90	38.9361	80,987.15	40.4936	84,226.64

Certified Mechanic and others listed below [*]		7/1/2024 - 6/30/2025		7/1/2025 - 6/30/2026		7/1/2026 - 7/1/2027	
		40 Hour Week		40 Hour Week		40 Hour Week	
Years of Service	Longevity	Hourly	Annual	Hourly	Annual	Hourly	Annual
Probationary		31.6023	65,732.62	32.7981	68,220.10	34.1216	70,972.90
Base		31.8906	66,332.62	33.0866	68,820.10	34.4100	71,572.90
After 4	3.0%	32.8474	68,322.60	34.0791	70,884.70	35.4424	73,720.09
After 6	5.0%	33.4853	69,649.25	34.7409	72,261.10	36.1305	75,151.54
After 8	6.0%	33.8041	70,312.58	35.0718	72,949.30	36.4746	75,867.27
After 10	7.0%	34.1230	70,975.91	35.4026	73,637.50	36.8188	76,583.00
After 13	9.0%	34.7609	72,302.56	36.0644	75,013.90	37.5070	78,014.46
After 15	11.0%	35.3986	73,629.21	36.7261	76,390.31	38.1951	79,445.92
After 20	15.0%	36.6743	76,282.52	38.0496	79,143.11	39.5715	82,308.83
After 25	17.0%	37.3121	77,609.17	38.7113	80,519.51	40.2598	83,740.29

\* Also includes Electrician I

Mechanic and others listed below [*]		7/1/2024 - 6/30/2025		7/1/2025 - 6/30/2026		7/1/2026 - 7/1/2027	
		40 Hour Week		40 Hour Week		40 Hour Week	
Years of Service	Longevity	Hourly	Annual	Hourly	Annual	Hourly	Annual
Probationary		30.2583	62,937.03	31.4038	65,319.67	32.6714	67,956.46
Base		30.5466	63,537.03	31.6921	65,919.67	32.9599	68,556.46
After 4	3.0%	31.4630	65,443.14	32.6429	67,897.26	33.9486	70,613.15
After 6	5.0%	32.0740	66,713.89	33.2768	69,215.66	34.6079	71,984.28
After 8	6.0%	32.3795	67,349.26	33.5936	69,874.85	34.9374	72,669.85
After 10	7.0%	32.6849	67,984.63	33.9106	70,534.05	35.2670	73,355.41
After 13	9.0%	33.2959	69,255.37	34.5445	71,852.44	35.9263	74,726.54
After 15	11.0%	33.9068	70,526.11	35.1783	73,170.84	36.5854	76,097.67
After 20	15.0%	35.1286	73,067.59	36.4460	75,807.62	37.9038	78,839.93
After 25	17.0%	35.7396	74,338.33	37.0799	77,126.02	38.5630	80,211.06

\*Also includes Evidence Technician

Equipment Operator & Others Listed Below (*)		7/1/2024 - 6/30/2025		7/1/2025 - 6/30/2026		7/1/2026 - 7/1/2027	
		40 Hour Week		40 Hour Week		40 Hour Week	
Years of Service	Longevity	Hourly	Annual	Hourly	Annual	Hourly	Annual
Probationary		28.0416	58,326.63	29.1040	60,536.38	30.2798	62,981.84
Base		28.3301	58,926.63	29.3925	61,136.38	30.5683	63,581.84
After 4	3.0%	29.1800	60,694.43	30.2743	62,970.47	31.4853	65,489.29
After 6	5.0%	29.7466	61,872.96	30.8621	64,193.20	32.0966	66,760.93
After 8	6.0%	30.0299	62,462.23	31.1560	64,804.56	32.4023	67,396.75
After 10	7.0%	30.3133	63,051.50	31.4500	65,415.93	32.7080	68,032.57
After 13	9.0%	30.8799	64,230.03	32.0379	66,638.66	33.3194	69,304.20
After 15	11.0%	31.4464	65,408.56	32.6256	67,861.38	33.9308	70,575.84
After 20	15.0%	32.5796	67,765.63	33.8014	70,306.84	35.1534	73,119.11
After 25	17.0%	33.1463	68,944.16	34.3893	71,529.57	35.7648	74,390.75

\* Also includes Auto Service Person, Arbor Technician, Landscape Technician, Building Maintenance

Police Services Representative Coordinator		7/1/2024 - 6/30/2025		7/1/2025 - 6/30/2026		7/1/2026 - 7/1/2027	
		40 Hour Week		40 Hour Week		40 Hour Week	
Years of Service	Longevity	Hourly	Annual	Hourly	Annual	Hourly	Annual
Probationary		26.8774	55,905.02	27.8961	58,023.96	29.0235	60,368.91
Base		27.1659	56,505.02	28.1846	58,623.96	29.3120	60,968.91
After 4	3.0%	27.9809	58,200.17	29.0301	60,382.68	30.1914	62,797.98
After 6	5.0%	28.5241	59,330.27	29.5939	61,555.15	30.7776	64,017.36
After 8	6.0%	28.7959	59,895.32	29.8756	62,141.39	31.0708	64,627.05
After 10	7.0%	29.0675	60,460.37	30.1575	62,727.63	31.3639	65,236.74
After 13	9.0%	29.6108	61,590.47	30.7213	63,900.11	31.9500	66,456.12
After 15	11.0%	30.1541	62,720.57	31.2849	65,072.59	32.5363	67,675.50
After 20	15.0%	31.2408	64,980.77	32.4123	67,417.55	33.7088	70,114.25
After 25	17.0%	31.7841	66,110.87	32.9760	68,590.03	34.2950	71,333.63



Maintenance Worker and Other Listed Below (*)		7/1/2024 - 6/30/2025		7/1/2025 - 6/30/2026		7/1/2026 - 7/1/2027	
		40 Hour Week		40 Hour Week		40 Hour Week	
Years of Service	Longevity	Hourly	Annual	Hourly	Annual	Hourly	Annual
Probationary		26.4485	55,012.92	27.4511	57,098.40	28.5608	59,406.34
Base		26.7370	55,612.92	27.7396	57,698.40	28.8493	60,006.34
After 4	3.0%	27.5391	57,281.30	28.5718	59,429.35	29.7146	61,806.53
After 6	5.0%	28.0739	58,393.56	29.1266	60,583.32	30.2916	63,006.65
After 8	6.0%	28.3413	58,949.69	29.4040	61,160.30	30.5801	63,606.72
After 10	7.0%	28.6086	59,505.82	29.6814	61,737.29	30.8686	64,206.78
After 13	9.0%	29.1433	60,618.08	30.2361	62,891.26	31.4456	65,406.91
After 15	11.0%	29.6780	61,730.34	30.7910	64,045.22	32.0226	66,607.03
After 20	15.0%	30.7475	63,954.85	31.9005	66,353.16	33.1766	69,007.29
After 25	17.0%	31.2823	65,067.11	32.4554	67,507.13	33.7536	70,207.41

\* Also includes Landscape Maintenance Worker, Arbor Maintenance Worker, Landscape Recycling Center Aide, Materials Collector and Meter Maintenance Person

Animal Control Warden		7/1/2024 - 6/30/2025		7/1/2025 - 6/30/2026		7/1/2026 - 7/1/2027	
		40 Hour Week		40 Hour Week		40 Hour Week	
Years of Service	Longevity	Hourly	Annual	Hourly	Annual	Hourly	Annual
Probationary		26.3966	54,905.01	27.3974	56,986.45	28.5048	59,289.91
Base		26.6851	55,505.01	27.6858	57,586.45	28.7933	59,889.91
After 4	3.0%	27.4856	57,170.17	28.5164	59,314.05	29.6570	61,686.61
After 6	5.0%	28.0194	58,280.27	29.0701	60,465.78	30.2329	62,884.41
After 8	6.0%	28.2863	58,835.32	29.3470	61,041.64	30.5209	63,483.31
After 10	7.0%	28.5530	59,390.37	29.6238	61,617.50	30.8088	64,082.20
After 13	9.0%	29.0868	60,500.47	30.1775	62,769.23	31.3846	65,280.00
After 15	11.0%	29.6205	61,610.57	30.7313	63,920.96	31.9605	66,477.80
After 20	15.0%	30.6879	63,830.77	31.8386	66,224.42	33.1123	68,873.40
After 25	17.0%	31.2216	64,940.87	32.3924	67,376.15	33.6881	70,071.20

Police Services Representative		7/1/2024 - 6/30/2025		7/1/2025 - 6/30/2026		7/1/2026 - 7/1/2027	
		40 Hour Week		40 Hour Week		40 Hour Week	
Years of Service	Longevity	Hourly	Annual	Hourly	Annual	Hourly	Annual
Probationary		24.7449	51,469.23	25.6836	53,421.82	26.7225	55,582.70
Base		25.0333	52,069.23	25.9720	54,021.82	27.0109	56,182.70
After 4	3.0%	25.7843	53,631.30	26.7513	55,642.48	27.8213	57,868.18
After 6	5.0%	26.2850	54,672.69	27.2706	56,722.91	28.3615	58,991.83
After 8	6.0%	26.5353	55,193.38	27.5304	57,263.13	28.6316	59,553.66
After 10	7.0%	26.7856	55,714.07	27.7901	57,803.35	28.9016	60,115.48
After 13	9.0%	27.2863	56,755.46	28.3095	58,883.79	29.4419	61,239.14
After 15	11.0%	27.7870	57,796.84	28.8290	59,964.22	29.9821	62,362.79
After 20	15.0%	28.7883	59,879.61	29.8679	62,125.10	31.0625	64,610.10
After 25	17.0%	29.2890	60,921.00	30.3873	63,205.53	31.6028	65,733.75

Public Works Clerk		7/1/2024 - 6/30/2025		7/1/2025 - 6/30/2026		7/1/2026 - 7/1/2027	
		40 Hour Week		40 Hour Week		40 Hour Week	
Years of Service	Longevity	Hourly	Annual	Hourly	Annual	Hourly	Annual
Probationary		22.9439	47,723.27	23.8151	49,535.40	24.7793	51,540.81
Base		23.2324	48,323.27	24.1035	50,135.40	25.0678	52,140.81
After 4	3.0%	23.9294	49,772.97	24.8266	51,639.46	25.8198	53,705.04
After 6	5.0%	24.3940	50,739.44	25.3088	52,642.17	26.3211	54,747.85
After 8	6.0%	24.6263	51,222.67	25.5498	53,143.52	26.5718	55,269.26
After 10	7.0%	24.8586	51,705.90	25.7908	53,644.88	26.8225	55,790.67
After 13	9.0%	25.3233	52,672.37	26.2729	54,647.58	27.3238	56,833.49
After 15	11.0%	25.7879	53,638.83	26.7550	55,650.29	27.8251	57,876.30
After 20	15.0%	26.7173	55,571.77	27.7191	57,655.71	28.8279	59,961.94
After 25	17.0%	27.1819	56,538.23	28.2011	58,658.42	29.3293	61,004.75

Parking Enforcement Officer II		7/1/2024 - 6/30/2025		7/1/2025 - 6/30/2026		7/1/2026 - 7/1/2027	
		40 Hour Week		40 Hour Week		40 Hour Week	
Years of Service	Longevity	Hourly	Annual	Hourly	Annual	Hourly	Annual
Probationary		22.4345	46,663.72	23.2866	48,436.11	24.2296	50,397.56
Base		22.7230	47,263.72	23.5750	49,036.11	24.5180	50,997.56
After 4	3.0%	23.4046	48,681.64	24.2823	50,507.20	25.2536	52,527.48
After 6	5.0%	23.8591	49,626.91	24.7538	51,487.92	25.7440	53,547.44
After 8	6.0%	24.0864	50,099.55	24.9895	51,978.28	25.9891	54,057.41
After 10	7.0%	24.3135	50,572.18	25.2253	52,468.64	26.2344	54,567.39
After 13	9.0%	24.7680	51,517.46	25.6968	53,449.36	26.7246	55,587.34
After 15	11.0%	25.2225	52,462.73	26.1683	54,430.09	27.2150	56,607.29
After 20	15.0%	26.1314	54,353.28	27.1114	56,391.53	28.1958	58,647.19
After 25	17.0%	26.5859	55,298.56	27.5829	57,372.25	28.6861	59,667.14

Custodian		7/1/2024 - 6/30/2025		7/1/2025 - 6/30/2026		7/1/2026 - 7/1/2027	
		40 Hour Week		40 Hour Week		40 Hour Week	
Years of Service	Longevity	Hourly	Annual	Hourly	Annual	Hourly	Annual
Probationary		22.3205	46,426.59	23.1684	48,190.09	24.1066	50,141.69
Base		22.6090	47,026.59	23.4568	48,790.09	24.3950	50,741.69
After 4	3.0%	23.2873	48,437.39	24.1605	50,253.79	25.1269	52,263.94
After 6	5.0%	23.7394	49,377.92	24.6296	51,229.59	25.6148	53,278.78
After 8	6.0%	23.9655	49,848.19	24.8641	51,717.49	25.8588	53,786.19
After 10	7.0%	24.1916	50,318.45	25.0988	52,205.39	26.1028	54,293.61
After 13	9.0%	24.6438	51,258.98	25.5679	53,181.20	26.5906	55,308.44
After 15	11.0%	25.0959	52,199.52	26.0370	54,157.00	27.0785	56,323.28
After 20	15.0%	26.0003	54,080.58	26.9753	56,108.60	28.0543	58,352.94
After 25	17.0%	26.4525	55,021.11	27.4444	57,084.40	28.5423	59,367.78

Parking Enforcement Officer I		7/1/2024 - 6/30/2025		7/1/2025 - 6/30/2026		7/1/2026 - 7/1/2027	
		40 Hour Week		40 Hour Week		40 Hour Week	
Years of Service	Longevity	Hourly	Annual	Hourly	Annual	Hourly	Annual
Probationary		21.9850	45,728.77	22.8203	47,466.10	23.7446	49,388.75
Base		22.2735	46,328.77	23.1088	48,066.10	24.0330	49,988.75
After 4	3.0%	22.9416	47,718.64	23.8020	49,508.08	24.7540	51,488.41
After 6	5.0%	23.3871	48,645.21	24.2641	50,469.41	25.2348	52,488.18
After 8	6.0%	23.6099	49,108.50	24.4953	50,950.07	25.4750	52,988.07
After 10	7.0%	23.8326	49,571.79	24.7263	51,430.73	25.7154	53,487.96
After 13	9.0%	24.2780	50,498.36	25.1885	52,392.05	26.1960	54,487.73
After 15	11.0%	24.7235	51,424.94	25.6506	53,353.37	26.6766	55,487.51
After 20	15.0%	25.6145	53,278.09	26.5750	55,276.02	27.6380	57,487.06
After 25	17.0%	26.0599	54,204.66	27.0371	56,237.34	28.1186	58,486.83

This table reflects a 3.75% increase effective 7/1/2024, a 3.75% increase effective 7/1/2025, a 4% increase effective 7/1/2026. For the increases which are effective before ratification of this agreement, pay shall be retroactive. This table shall not be used to reduce the rate of any current employees.

Any Certified Mechanic in the Fleet Division who maintains a valid certification as an Emergency Vehicle Technician (EVT) will receive a pay differential of one dollar (\$1.00) per hour. Such differential will be effective upon receipt of documentation and confirmation of certification by the Fleet Manager or designee. Failure to maintain such certification shall disqualify the employee unless/until (s)he is recertified.

The base salary for a probationary employee as defined in Section 7.2 of this Agreement shall be \$600 less than the annual salary as herein established for permanent, full-time positions.



## APPENDIX "C" - LONGEVITY PAY

The total maximum annual salary for employees covered by this Agreement shall be the annual base salary plus longevity pay, as established in Appendix "B" of this Agreement.

Longevity pay shall be based on an employee's years of continuous full-time service, and shall accumulate according to the following schedule, effective July 1, 2008:

Years of Employment	Total Increase Above Base Pay
4	3%
6	5%
8	6%
10	7%
13	9%
15	11%
20	15%
25	17%

Longevity pay shall be considered part of an employee's total maximum salary for all purposes including the computation of payment of overtime.

**Appendix "D" Side Letters  
Memorandum of Understanding (Seniority Dates)**

**APPENDIX "D"  
SIDE LETTERS**

**Memorandum of Understanding (Seniority Dates)**

Confirming certain understandings reached in negotiations, the City of Urbana (hereinafter called the "Employer") and the American Federation of State, County and Municipal Employees, AFL-CIO, Council 31, Local 1331 (hereinafter called the "Union") agree as follows:

1. Prior to approval of the collective bargaining agreement by the parties, the Employer shall provide the Union with the name and seniority date of each bargaining unit employee. This list will be reviewed by the Union and signed by each employee indicating that his seniority date is correctly noted. Once accepted by the Employer, this seniority list shall stand approved as signed and the facts set forth in the seniority list shall not be subject to subsequent challenge.
2. Upon hire, an employee shall sign a form which shall be included in his personnel file noting his correct most recent date of hire. Upon completion of his probationary period, this shall be the employee's official seniority date which shall not be subject to subsequent challenge.
3. It is recognized that an adjustment in an employee's seniority date may be made from time to time in accordance with the terms of the collective bargaining agreement. Such an adjusted seniority date shall be noted in the personnel file and signed by the employee in question.

By William R. Gray  
Accepted on behalf of  
the Employer

By Douglas H. Buchanan  
Accepted on behalf of  
the Union

D-1

## Memorandum of Understanding (Work Rules)

### Memorandum of Understanding (Work Rules)

Confirming certain understandings reached in negotiations, the City of Urbana and the American Federation of State, County and Municipal Employees, AFL-CIO, Council 31, Local 1331 agree as follows:

- 1) The City will continue to provide notice of work rule changes to the Union pursuant to Section 13.3 of the contract.
- 2) The City will conduct a Department of Public Works employee meeting within one year of the execution of this agreement to review with all affected employees the then current work rules.
- 3) The Union may request additional such departmental meetings to review work rules at any time during the term of this agreement.
- 4) A copy of the current work rules will be maintained by the City in a central location to be made available to employees during working hours.

Accepted on behalf of the Union

Accepted on Behalf of the City

by Douglas H. Buchanan

by William R. May

Dated: 7/28/99

Dated: JULY 28, 1999

Memorandum of Understanding (Compensation during absence due  
to job-related injury or illness)

MEMORANDUM OF UNDERSTANDING  
BETWEEN  
CITY OF URBANA AND AFSCME LOCAL 1331

Re: Compensation during absence due to job-related injury  
or illness

In the event of a duty-related injury or illness which results in an employee being unable to work, the City will maintain regular gross compensation (based on a 40-hour work week) for the first ten (10) work days following the accident or injury. If after this period the employee remains on a job-related disability leave, the City will maintain the regular net pay (based on a 40-hour work week) after taxes, SSI, and required pension contributions, for nine (9) months by supplementing the amount received from the City's insurance carrier. Net pay includes any deduction for savings or other authorized deductions, which shall continue unless employee revokes authorization. The City may revoke this supplement, as well as take any other steps available to it, only if there is medically approved alternate work available, workers' compensation benefits are denied, the employee is earning income through secondary employment, or the City has reason to believe the employee is able to return to work as determined by the state laws governing workers' compensation.

Following the nine (9) months, if the employee still has not recovered, he or she will be directly compensated by the insurance company holding the City's workers' compensation policy and City payments will cease.

City payments of employee health and life insurance premiums will be maintained for the year, if applicable. Sick leave shall accrue as long as an employee is receiving workers' compensation for the same injury or illness. Employees will maintain their vacation balance while on leave, but will not earn or carry over any additional vacation credit beyond what is assigned on their anniversary date. Assignment of vacation leave on the employee's anniversary date shall continue unaffected.

The intent of this agreement is to help the employee by providing more than the law requires, and to protect the City by providing flexibility to respond to situations where such practice may be a dis-incentive to return to work. The agreement may be renegotiated without precedent when the contract is open, if in the opinion of the Chief Administrative Officer it is becoming such a dis-incentive. This does not preclude the union from also renegotiating this agreement when the contract has expired. This agreement shall be made a part of the next collective bargaining agreement between the parties.

Accepted on behalf of the Union

Accepted on behalf of the City

By: Douglas H. Buchanan  
Date: 7/28/99

By: William H. Gray  
Date: July 28, 1999

Memorandum of Understanding (Supplemental procedure for handling  
overtime distribution for Public Works bargaining unit  
employees)

LETTER OF AGREEMENT  
BETWEEN  
CITY OF URBANA AND AFSCME LOCAL 1331

Supplemental procedure for handling overtime distribution for  
Public Works bargaining unit employees:

Recognizing that errors may occasionally occur which would create  
an imbalance in overtime distribution, the following steps shall  
be taken when an employee is inadvertently passed over for an  
overtime opportunity.

1. The passed over employee will remain at the top of the call  
back list, thereby being afforded the next overtime  
opportunities until the error is corrected.
2. If for any one employee, such error(s) total more than  
sixteen (16) hours in a calendar year, that employee who is  
passed over shall be provided with an opportunity to work an  
equivalent number of hours as the missed opportunity in  
excess of the sixteen (16) hours, at the overtime rate; such  
work shall not be a substitute for another potential  
overtime assignment and shall be scheduled by mutual  
agreement between the employee in question and the Public  
Works Director or his designee; except that if the parties  
are unable to mutually agree to scheduling such an  
opportunity to occur within sixty (60) calendar days, then  
the Director or his designee shall schedule the opportunity  
and if that is turned down, the opportunity shall be lost.  
Disputes involving the supervisor's determination of who is  
qualified and who normally performs the work shall not count  
as errors in the application of this paragraph.
3. Upon the third occurrence in a calendar year (not limited to  
just one employee), an employee who is passed over shall be  
provided with an opportunity to work an equivalent number of  
hours as the missed opportunity at the overtime rate; such  
work shall not be a substitute for another potential  
overtime assignment and shall be scheduled by mutual  
agreement between the employee in question and the Public  
Works Director or his designee; except that if the parties  
are unable to mutually agree to scheduling such an  
opportunity to occur within sixty (60) calendar days, then  
the Director or his designee shall schedule the opportunity  
and if that is turned down, the opportunity shall be lost.  
Disputes involving the supervisor's determination of who is  
qualified and who normally performs the work shall not count  
as errors in the application of this paragraph. Occurrences  
as used herein is defined as an error or errors during an  
overtime call out for a singular and independent event;  
occurrences arising out of paragraph #2 above shall count as

D-5

occurrences for purposes of this paragraph regardless of duration.

4. Within thirty (30) calendar days of signing this agreement, there will be a labor-management meeting to review the nature of overtime during available to bargaining unit employees with the goal of creating a list of those persons or classifications qualified to perform each type of duty. The Union shall have four (4) representatives at the meeting. It is understood that as the nature/type of overtime during change that either party can request a meeting to review the list. It is further understood that nothing in this paragraph shall be construed in any way to infringe upon management rights as set forth in Article III, Article VI, or any other section of the collective bargaining agreement between the parties.

This Agreement concerning the distribution of overtime for Public Works bargaining unit employees has been reached and verified by the signature of the parties' representatives on the dates shown below.

William R. Gray  
The City of Urbana  
By its authorized representative

July 28, 1999  
Date

Douglas H. Buchanan  
AFSCME  
By its authorized representative

7/28/99  
Date

## Memorandum of Understanding (Scheduled Approved Leave Procedure)

### Memorandum of Understanding (Scheduled Approved Leave Procedure)

Confirming certain understandings reached in negotiations, the City of Urbana and the American Federation of State, County and Municipal Employees, AFL-CIO, Council 31, Local 1331 agree as follows:

Scheduled approved leave consists of vacation and compensatory time for public works employees covered by the Labor Contract with AFSCME Local 1331. The following procedure will be followed for leave requests of one (1) working day or more:

1. a) There are two (2) selection periods during which personnel can request scheduled approved leave. They are:
 

<u>SELECTION PERIOD</u>	<u>VACATION PERIOD</u>
February 1 to February 28	April 1 to September 30
August 1 to August 31	October 1 to March 31
- b) During the selection period, a notice will be posted within each division of Public Works and the selection shall be made by Division.
- c) Preference for particular time off shall be given to the employee within the Division with the greatest seniority. Employees will sign up in order by seniority.
- d) For each selection period, the Division head may impose scheduling restrictions consistent with this agreement which shall be posted at the beginning of the selection period.
- e) All accepted requests shall be approved on the last day of the selection period.
2. a) Any request for leave of five (5) days received after the selection period will be awarded on a first-come first-served basis as scheduling permits. Any such requests for five (5) days must be made at least thirty (30) consecutive days in advance of the first day requested on leave.
- b) Any request for leave of four (4) days or less received after the selection period will be awarded on a first-come first-served basis if scheduling permits. Any such requests must be made at least four (4) working days in advance of the first day requested on leave.
- c) Leave time will not be approved for a particular vacation period prior to the last day of the respective

selection period.

- d) After the expiration of a particular sign-up period the City will attempt to use temporary transfers to accommodate subsequent leave requests. Supervisory staff will make every effort to return employee leave request forms as soon as possible to the requesting employee.
- e) In the case of emergencies or because of special circumstances, at the discretion of an employee's Division Head, the five (5) day limit and/or the advance notice periods may be waived.

Accepted on behalf of the Union

by Douglas H. Buchanan  
Dated: 7/28/99

Accepted on Behalf of the City

by William R. Gray  
Dated: JUL 28, 1999

D-6



Memorandum of Understanding (Returns to Former Positions  
Pursuant AFSCME Contract Section 7.4)

MEMORANDUM OF UNDERSTANDING REGARDING RETURNS TO FORMER  
POSITIONS PURSUANT TO AFSCME CONTRACT SECTION 7.4

Returns to Former Positions pursuant to Section 7.4 after a  
successful job bid shall be governed by the following:

The notice from the employee to return to the former  
position must be in writing and must be delivered to the  
employee's current division head on or before 4:00 o'clock  
p.m. on the 30<sup>th</sup> calendar day from the date the employee  
started the new position, including the first day the  
employee was in that position. If the 30<sup>th</sup> day falls on a  
Saturday or Sunday, or official City holiday, the deadline  
is 4:00 o'clock p.m. on the first subsequent day that is  
not a Saturday, Sunday, or official City holiday."

A.F.S.C.M.E. Council 31, Local #1331      CITY OF URBANA, ILLINOIS

By: Jim Dail

By: William R. Gray

D-8

# **APPENDIX "E" AGREEMENT ON PRODUCTIVITY INCENTIVE PLAN**

It is the intent of the City to recognize the significant cost-saving ideas of the employees. A cost-saving idea is when someone:

1. achieves results that provide greater revenue for the City,
2. implements a new system or procedure that enhances productivity or improves the quality of the service provided, or
3. performs a task outside one's duties and responsibilities that results in less cost to the City than if it were contracted out or performed by someone else.

Recognition for a significant cost-saving idea would be made by the Division Manager with approval of the Department Head. Paid time off would be the reward for a significant cost saving idea.

For the City of Urbana

For the Union

\_\_\_\_\_

\_\_\_\_\_

Dated \_\_\_\_\_

**APPENDIX "F" [RESERVED]**

## APPENDIX "G" – INSURANCE COMMITTEE AGREEMENT

### Joint Labor / Management Insured Benefit Committee Agreement

#### I. Introduction

The parties to this Agreement have agreed to participate in negotiations as members of the Joint Labor / Management Insurance Committee (the "Committee") for the purposes of negotiating the plan provisions and funding of the City's medical, dental, and vision insurance plans ("insured benefits"). The parties understand and agree that Committee participation represents the most effective means to develop and implement cost containment approaches for the management of the City's insured benefits, while providing quality benefits to employees and their covered dependents.

The City and each signatory Union agree to the format for funding and negotiating plan provisions to meet the budgetary constraints imposed by anticipated costs associated with providing insured benefits to both represented and unrepresented, benefits-eligible City employees. The Committee, comprised of the City's employees represented by an exclusive representative, the City's unrepresented employees, and the City's administrative staff, agrees to develop, maintain, and make periodic changes to the City's insured benefit plan(s) in a collaborative fashion as outlined under this Agreement.

Having bargained in good faith, the signatory parties agree as follows:

#### II. General Terms

A. *Scope of Agreement*: This Agreement shall apply to all unrepresented City employees and all employees whose exclusive bargaining representative is a signatory to this Agreement. B. *Insured Benefits Upon Adoption of Agreement*:

1. Each of the Parties agrees to the terms and conditions of the insured benefits outlined in Exhibit 1, attached hereto. Exhibit 1 reflects all current insured benefits. This agreement supersedes any conflicting provisions of any collective bargaining agreement between any of the signatory unions and the City.
2. The insured benefits set forth in Exhibit 1 will continue unless and until the Committee modifies the insured benefit plan(s) under the procedures in this Agreement. Notwithstanding the terms of this Agreement, any provision of any insured benefit plan that is prohibited, subject to mandatory modification, or otherwise subject to revision as a matter of law, all necessary revisions to the insured benefit plans shall be made as required by applicable law.
3. The provisions of the insured benefits outlined in Exhibit 1 may be modified upon a two thirds (2/3) vote of the total number of members of the Committee and approval by the City and, if necessary (*i.e.*, budget and/or contract approval), by the City Council. Each party shall have the right to

discuss all proposed changes with its respective constituent members and seek their input prior to any final vote.

C. *Scope of Each Signatory Party's Authority:* Each party has the full authority of its governing board, membership, local union, international union, and or whatever group or subgroup within its structure that would have the ultimate authority to enter into this Agreement. Each of the signatory parties represents and warrants to each other as an inducement to enter into this Agreement that it has such authority and that it intends to and does bind itself and each of its members to the terms of the Agreement.

1. For the term of this Agreement, this Committee shall be the exclusive forum for dealing with non-work related health care issues arising under or relating to the insured benefit plans including, but not limited to:

- i. Health plan design and benefit levels;
- ii. Deductibles;
- iii. Co-pays and out-of-pocket costs;
- iv. Premium levels;
- v. Premium sharing;
- vi. Participant eligibility and general coverage.

2. Until dissolved, this Committee shall serve as the sole and exclusive venue for the City and each signatory union to collectively bargain insured employee medical benefits. Any disputes regarding the benefit programs negotiated through this Committee shall be subject to the dispute resolution process provided for herein.

D. *Scope of Committee's Authority:* The Committee, at least sixty (60) days in advance of the annual insured benefits enrollment deadline, shall:

- 1. Investigate, analyze, develop, and thereafter, make a formal recommendation to the City regarding the procurement and administration of fiscally responsible insured benefit plan(s);
- 2. Facilitate the development of educational programs and participant communication regarding the City's insured benefit plans and any changes applied upon annual renewal; and
- 3. Investigate, analyze, develop, and thereafter, make a formal recommendation to the City regarding other initiatives intended to incentivize insured benefit plan participants to live healthier lifestyles and to choose healthcare options that are more effective and produce better results (*e.g.*, wellness programs/initiatives, process changes, plan design changes, cost sharing changes, etc.). The parties agree that a strong program to promote wellness of insured benefit plan participants is important to both improve quality of life for plan participants and control the cost of providing insured benefits. The

Committee agrees any recommendation will include a pro-active wellness program.

- E. *Compliance with State, Federal, and Local Law*: It is agreed and understood that the City, being a unit of local government, that this Agreement and all actions, procedures, and processes under this Agreement are subject to all of the statutes and ordinances governing the conduct of units of local government including, but not limited to, requirements for bidding and contracting for the provision of goods and the rendition of services, compliance with equal employment opportunity and affirmative action requirements applicable to the City or any other party.
- F. *Committee Composition*: The Committee shall be composed of eleven (11) regular and five (5) alternate members appointed by the parties as follows
1. Each signatory Union shall each select two (2) regular Committee members and one (1) alternate as representatives of each Union;
  2. The Benefit Coordinator, Human Resources Manager, and Assistant Human Resources Manager shall constitute the three (3) regular members of the Committee and these individuals can select one (1) alternate representative if one of them is unable to attend a; and
  3. The City shall select two (2) non-union employees to serve as members of the Committee and one (1) alternate as representatives of the City's non-union employees.
  4. The City's Human Resources Manager shall serve as the Committee's chair.
- G. *Term of Appointment*: Committee members and alternates shall serve for a three (3) year term, unless replaced at the discretion of the appointing party. Recognizing the need for stability, each of the parties and participating groups agree, to the extent practicable, to maintain the same representatives and alternates for the term of this Agreement.
1. Recognizing the importance of the Committee's business, meeting attendance is mandatory. Committee members shall not be absent from more than two (2) scheduled meetings per calendar year, excluding emergencies. The City shall schedule such meetings during business hours and will pay overtime to others, if necessary, so that the regular members of the Committee can attend the scheduled meeting.
  2. If it becomes necessary to permanently replace a designated representative, the affected party will notify the Committee's chair in writing as soon as practicable and not less than five (5) days prior to any regular Committee meeting.

- H. *Internal Governance*: The Committee shall determine its own internal structure, including arrangements for subcommittees and chairpersonship of the Committee and any designated subcommittees. Both labor and management shall be represented by co-chairs and within the membership of all subcommittees.
- I. *Meetings*: The Committee shall meet on a bi-monthly basis or more frequently as needs require. A special meeting of the Committee shall be called upon the demand of any three (3) of the regular members submitted in writing to the Committee's chairs.
1. Meetings shall be called with a minimum of five (5) working days written notice to the members.
  2. A quorum for any meeting shall exist when all regular committee members are in attendance.
  3. A designated committee member or the designated alternate (if attending due to the absence of a designated committee member) to the Committee who are employees and who are on duty or scheduled to work during the time of any Scheduled Committee meeting shall be granted time off with pay to attend Committee and subcommittee meetings, but shall provide his/her immediate supervisor with notice of his/her need to be absent from work at least forty-eight (48) hours in advance of each meeting.
- J. *Reports of Committee Business*: The Committee's chairs shall report the activities of the Committee to the City on a monthly basis in either closed or open session, depending on the nature of the report. *Recommendation to the City*: No later than the second Monday of September each year, the Committee's chairs shall present the Committee's recommendation to the City regarding the insured benefit plan or plans for adoption with respect to the ensuing insured benefit plan year.
1. If the City declines to adopt the Committee's recommendation, the City shall provide the Committee with a specific list of reasons why the plan or plans recommended by the Committee were not acceptable. Thereafter, the Committee shall meet to address the issues underlying the decision to decline to adopt the Committee's recommendation.
  2. In the event that, after reasonable effort, the Committee is unable to reach agreement on recommended insured benefit plan(s), the Committee may be dissolved upon a majority of regular voting Committee members providing written notice of intent to withdraw from participation to the Committee's chairs.
    - i. If a less than a majority of Committee members seek to dissolve the Committee, the Committee shall continue to function in accordance with this Agreement.

- ii. In the event the Committee is dissolved, any party to this Agreement may demand to bargain over the issue of health insurance. Until the outcome of such negotiations is determined, the insured benefit plans in place at the time of dissolution shall remain unchanged.

K. *Resolution of Disputes Arising under the Agreement:* The parties agree that should any dispute concerning the interpretation or application of this Agreement arise between any two or more of them that cannot be resolved after good faith conciliation efforts, it shall be submitted to binding arbitration under the Illinois Uniform Arbitration Act. This dispute resolution procedure shall not be applicable to disputes arising from the decisions of the City regarding the adoption of the Committee's recommendation(s). Disputes relating to the operation of any insured benefit plan, any individual claims under an insured benefit plan, or any other disputes arising under any insured benefit plan shall continue to be resolved under the dispute resolution mechanisms provided under the terms of the plan(s) at issue. For the purpose of this Section the parties will be one (1) representative of the signatory Unions and a representative of the City.

1. To select an arbitrator, the parties to the dispute shall jointly request a statewide panel list of seven (7) arbitrators from the Federal Mediation and Conciliation Service. In addition, each party shall receive the right to strike one (1) entire list. Within thirty (30) days of receiving the panel list, the parties to the dispute shall use an alternating strike process until only one (1) arbitrator's name remains. A coin toss shall be used to determine which party shall strike from the list first. The parties will then jointly notify the arbitrator regarding his or her selection. A hearing will be scheduled for a date, time, and location mutually agreeable to the parties.
2. The parties agree to attempt to arrive at a joint stipulation of facts and issues submitted to the arbitrator. The parties have the right to request that the arbitrator require the presence of witnesses and the production of reasonable and necessary documents under subpoena. City employees called to testify at the arbitration shall be released from work without loss of pay or benefits. All arbitration hearings shall be recorded by a stenographer and a copy of the stenographic transcript shall be provided to the parties and the arbitrator as soon as practicable after the hearing.
3. The arbitrator shall have no authority to amend, modify, nullify, ignore, add to or subtract from the provisions of this Agreement.
4. The arbitrator's award shall be reduced to writing and circulated to the parties within thirty (30) days of the close of the hearing or the submission of post-hearing briefs, whichever is later.
5. Fees and expenses of the arbitrator and the stenographer shall be shared equally by the parties. Each party shall be responsible for the cost of



purchasing its own copy of the transcript, but shall share the cost of providing a copy of the transcript to the arbitrator.

- L. *Termination and Renewal:* This Agreement shall remain in full force and effect for a period of three (3) years of the date of execution. This Agreement shall remain in effect from year to year after the expiration date unless one or more of the parties serves written notice of their wish to modify or terminate this Agreement on each other party not more than sixty (60) but not less than thirty (30) days prior to the expiration date.
1. In the event such notice is served, all parties to this Agreement agree to meet within sixty (60) days to begin good faith negotiations for a successor agreement. If no agreement can be reached within one hundred and twenty (120) days after the parties begin good faith negotiations, the parties agree to request the services of a mediator through the Federal Mediation and Conciliation Services (FMCS) in an attempt to reach resolution of the dispute. If the parties fail to negotiate a successor to this Agreement with the assistance of a FMCS mediator, the parties may then pursue interest arbitration to resolve any matters upon which genuine impasse has been reached. Until such resolution procedure is complete and final, this Agreement shall remain in full force and effect, and the Committee shall continue with the full participation from all parties.
  2. If the Committee is ever dissolved, any union that is a signatory to this Agreement may demand to bargain over the issue of insured benefits. Until the outcome of such negotiations is determined and until any applicable impasse resolution procedure is complete, the insured benefits shall remain unchanged as of the date of the Committee's dissolution.

**APPENDIX "H"**  
**MEMORANDUM OF UNDERSTANDING**  
**Between**  
**The City of Urbana and AFSCME Local 1331**

**Public Works Career Ladder**

The Parties agree to form a joint committee at the conclusion of bargaining to develop and negotiate job descriptions for all new Public Work promotional titles including:

- Arbor Technician II
- Electrician II
- Landscape Technician II
- LRC Operator II
- Mechanic III and IV
- Operator II
- Traffic Signal Technician II
- Crew Leader of Operations
- Crew Leader of Landscaping/Arbor

Once the job descriptions for the above positions have been established, budgeted, and approved by the Civil Service Commission, hiring for all above positions will follow the procedure laid out in Article VII Section 7.4. If two or more candidates are equally qualified, the most senior candidate shall be hired. Determination of the most qualified candidate is a matter of management discretion. The Wages and Benefits shall be in conformity with Article VIII, and Appendix B of the Collective Bargaining Agreement between AFSCME Local 1331 and the City of Urbana.



**City of Urbana**  
 400 S. Vine Street, Urbana, IL 61801  
[www.urbanailinois.us](http://www.urbanailinois.us)

## MEMORANDUM TO THE MAYOR AND CITY COUNCIL

**Meeting:** September 3, 2024 Committee of the Whole Meeting  
**Subject:** Interfund Loan from the Retained Risk Fund to the Motor Fuel Tax Fund

### Summary

#### *Action Requested*

The City Council is being asked to approve an interfund loan between the City's Retained Risk and Motor Fuel Tax (MFT) Funds.

#### *Brief Background*

The proposed interfund loan would allocate up to \$2 million from the City's Retained Risk Fund to the City's Motor Fuel Tax Fund to allow payment of invoices while staff is working with IDOT and the Federal Highway Administration (FHWA) to resolve restrictions placed on these State MFT funds by IDOT.

### Relationship to City Services and Priorities

#### *Impact on Core Services*

Staff expects that there will be no impact on core services. Taking this action will allow staff to continue to pay invoices for MFT projects without delay.

#### *Strategic Goals & Plans*

This action supports implementation projects in the Capital Improvement Plan.

#### *Previous Council Actions*

The Capital Improvement Plan was approved on May 20, 2024. ([2024-05-021R](#))

### Discussion

#### *Additional Background Information*

The City is engaged in discussion with IDOT and the FHWA regarding whether a portion of the award the City received related to faulty construction on a section of Windsor Road should be returned to FHWA because the project was partially funded with federal funds. While this issue is being resolved, IDOT has limited the City's ability to use MFT funds for some new projects that have not already been allocated by the State.

The City maintains a Retained Risk Fund, which holds reserves for workers compensation and liability claims. The reserved amount reflects liability for anticipated claims and open claims that are not expected to be settled in the current fiscal year. The City also maintains a Treasury Fund, which is also referred to as a pooled cash fund. The Treasury Fund is an accounting mechanism used to facilitate management of the City's cash and investments. Cash and investments belonging to all funds are held in this fund and accounting entries are used to keep track of the portions that belong to each individual fund.

Cash would be advanced from the Retained Risk Fund to the MFT Fund as outstanding invoices are paid. Accounting entries in those funds and in the Treasury Fund would be used to track these advances on the balance sheet, and once restrictions are removed, the Retained Risk Fund would be repaid from the MFT Fund. This interfund loan is expected to be repaid before the end of the fiscal year. Because of the short-term nature of the loan, staff does not recommend charging interest on the loan.

#### *Fiscal and Budget Impact*

The City received an award that would offset anticipated increased maintenance costs for this section of Windsor Road over several decades, but would not make the City whole. If the City is required to return a portion of the funds to the Federal Government, it is possible that other priorities may have to be shifted in the future to provide the higher level of maintenance that will be required for this section of road. This loan is expected to be of a relatively short term, so the loss of investment income allocated to the Retained Risk Fund is expected to be minimal.

#### *Recommendation*

Staff recommends that the Committee of the Whole Advance the resolution to the September 9 City Council meeting with a recommendation for approval.

#### *Next Steps*

Once the resolution is approved, staff will pay current invoices and advance funds from the Retained Risk Fund to cover those payments. Advances will continue as invoices are paid. Repayment will be made as soon as restrictions on Motor Fuel Tax Funds are removed.

#### **Attachments**

1. A Resolution Authorizing an Interfund Loan from the Retained Risk Fund to the Motor Fuel Tax Fund

Originated by: Elizabeth Hannan, HR & Finance Director / CFO

Reviewed: Matt Roeschley, City Attorney  
John Zeman, City Engineer

Approved: Carol Mitten, City Administrator

**RESOLUTION NO. \_\_\_\_\_****A RESOLUTION AUTHORIZING AN INTERFUND LOAN FROM  
THE RETAINED RISK FUND TO THE MOTOR FUEL TAX FUND**

**WHEREAS**, the City of Urbana (“City”) is a home rule unit of local government pursuant to Article VII, Section 6, of the Illinois Constitution of 1970, and may exercise any power and perform any function pertaining to its governmental business and affairs, and the passage of this Resolution constitutes an exercise of the City’s home rule powers and functions as granted by the Illinois Constitution of 1970; and

**WHEREAS**, the Illinois Department of Transportation has restricted the City’s use of State of Illinois Motor Fuel Tax funds; and

**WHEREAS**, the City maintains a Retained Risk Fund, which holds reserves for workers compensation and liability claims.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council of the City of Urbana, Illinois, as follows:

Section 1. The Human Resources and Finance Director is authorized and directed to establish an interfund loan from the Retained Risk Fund to the Motor Fuel Tax Fund in an amount of up to \$2 million. No interest shall be charged if the loan is paid in full no later than June 30, 2025. The balance of the loan shall be due on June 30, 2025, or as soon as the Illinois Department of Transportation removes restrictions on the City’s Motor Fuel Tax funds.

Section 2. Funds shall be advanced as needed to pay amounts due for project expenditures authorized in the annual budget.

Section 3. This resolution shall be in full force and effect from and after its passage and approval.

**PASSED BY THE CORPORATE AUTHORITIES** this \_\_ Day of \_\_\_\_\_, 20\_\_.

AYES: \_\_\_\_\_

NAYS: \_\_\_\_\_

ABSTENTIONS: \_\_\_\_\_

\_\_\_\_\_  
Darcy E. Sandefur, City Clerk

**APPROVED BY THE MAYOR** this \_\_ Day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Diane Wolfe Marlin, Mayor



**City of Urbana**  
 400 S. Vine Street, Urbana, IL 61801  
[www.urbanailinois.us](http://www.urbanailinois.us)

## MEMORANDUM FROM THE OFFICE OF THE MAYOR TO THE URBANA CITY COUNCIL

**Meeting:** September 3, 2024, Committee of the Whole Meeting  
**Subject:** Increasing the Number of Class R&T-1 Liquor Licenses for Cochran & Heller INC  
 D/B/A Black Dog Smoke & Ale House, 201 North Broadway Avenue, Urbana, IL

### Summary

#### *Action Requested*

City Council is asked to approve the attached resolution that would increase the number of Class R&T-1 liquor licenses in the City of Urbana.

#### *Brief Background*

Cochran & Heller INC, doing business as Black Dog Smoke & Ale House, has applied for a Class R&T-1 (Restaurant & Tavern All Alcohol) liquor license for their establishment at 201 North Broadway Avenue in Urbana.

### Relationship to City Services and Priorities

*Impact on Core Services* N/A

*Strategic Goals & Plans* N/A

#### *Previous Council Actions*

In all instances, City staff first reviews the liquor license application. If the application receives the Mayor's endorsement, it is then forwarded to the City Council for their final approval to grant the license.

### Discussion

#### *Additional Background Information*

A Class R&T-1 license permits the sale and service of all alcoholic liquor for on-premises consumption only, either by the drink or in original package form, on the licensee's premises unless otherwise specified. The establishment must maintain a fully operational kitchen that prepares bona fide meals for immediate consumption as its primary service, ensuring that food is always available whenever alcoholic beverages are sold or served.

Selling, serving, or letting others sell, serve, or offer alcoholic beverages in the City is not allowed without the required license or if such activities do not comply with the specific license class and its conditions.

Anyone responsible for a liquor-licensed premises must quickly report any disturbances, violence, or issues on the property to the police. License holders must also keep their premises, surrounding areas, and nearby spaces clean and free of litter. The Liquor Commissioner can issue a notice to address litter or other nuisance/safety issues, and if such issues are not fixed within 24 hours, the license could be revoked or other legal action may be taken.

#### *Recommendation*

City Council is asked to approve the resolution authorizing a Class R&T-1 liquor license for Cochran & Heller INC D/B/A Black Dog Smoke & Ale House, 201 North Broadway Avenue.

#### *Next Steps*

If the attached resolution is approved, the Deputy Liquor Commissioner will prepare and issue a Class R&T-1 liquor license for Cochran & Heller INC D/B/A Black Dog Smoke & Ale House, 201 North Broadway Avenue, Urbana, IL. with an expiration date of June 30, 2025.

#### **Attachment**

A Resolution Approving an Increase in the Number of Liquor License in the Class R&T-1 Designation for Cochran & Heller INC D/B/A Black Dog Smoke & Ale House, 201 North Broadway Avenue, Urbana, IL

Originated by: Kate Levy, Deputy Liquor Commissioner

Reviewed: Diane Wolfe Marlin, Mayor/Liquor Commissioner

Approved: Carol J. Mitten, City Administrator



## RESOLUTION NO. \_\_\_\_\_

**A RESOLUTION APPROVING AN INCREASE IN THE NUMBER OF LIQUOR  
LICENSES IN THE CLASS R&T-1 DESIGNATION FOR  
COCHRAN & HELLER INC D/B/A BLACK DOG SMOKE & ALE HOUSE, 201  
NORTH BROADWAY AVENUE, URBANA, IL**

**WHEREAS**, the City Council has adopted Urbana City Code Section 3-42 to establish limits on the number of liquor licenses issued in the City; and

**WHEREAS**, Section 3-42(c) of the Urbana City Code provides that a majority of the corporate authorities then elected to office have to approve the creation of a new license; and

**WHEREAS**, an application for a liquor license in the Class R&T-1 designation has been submitted to the Local Liquor Commissioner; and

**WHEREAS**, the City Council finds that the best interests of the City are served by increasing the number of liquor licenses in the Class R&T-1 designation by one for Cochran & Heller INC D/B/A Black Dog Smoke & Ale House, 201 North Broadway Avenue, Urbana, IL.

**NOW, THEREFORE, BE IT RESOLVED** by the City Council, of the City of Urbana, Illinois, as follows:

The maximum number of liquor licenses in the Class R&T-1 designation is hereby increased by one for Cochran & Heller INC D/B/A Black Dog Smoke & Ale House, 201 North Broadway Avenue, Urbana, IL. The schedule of maximum number of authorized licenses for the respective classification maintained by the Local Commissioner shall reflect such increase.

**PASSED BY THE CITY COUNCIL** this Date day of Month, Year.

AYES:

NAYS:

ABSTENTIONS:

\_\_\_\_\_  
Darcy E. Sandefur, City Clerk

**APPROVED BY THE MAYOR** this Date day of Month, Year.

---

Diane Wolfe Marlin, Mayor