COLLECTIVE BARGAINING AGREEMENT

between

A. F. S. C. M. E. LOCAL 268

and the

CITY OF DECATUR, ILLINOIS

January 1, 2023

through

December 31, 2024

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AGREEMENT

A.F.S.C.M.E. LOCAL 268

CITY OF DECATUR, ILLINOIS

January 1, 2023 to December 31, 2024

This Agreement has been made and entered into by and between the City of Decatur, Illinois (hereinafter referred to as the "City"), and the American Federation of State, County and Municipal Employees, AFL-CIO, Council 31 for and on behalf of Local 268 (hereinafter referred to as the "Union").

PREAMBLE

In order to establish harmonious employment relations through a mutual process, to provide fair and equitable treatment to all employees, to achieve full recognition for the value of employees and the vital and necessary work they perform, to specify wages, hours, benefits, and working conditions, and to provide for the prompt and equitable resolution of disputes, the parties agree as follows.

ARTICLE I

GENERAL

Section 1. This Agreement is entered into for the purpose of promoting harmonious relations between the City and the Union, the establishment of an equitable and peaceful procedure for the resolution of differences, and to promote the morale, rights, privileges and well-being of the employees of the city.

Section 2. The employees of the City shall regard themselves as employees of the public and are to be governed by the highest ideals of honesty and integrity in all their public conduct and in their personal conduct insofar as the same might reflect upon them or their representation as public employees in order that they may merit the respect and confidence of the public which employs them and which they serve.

Section 3. The City recognizes the Union as the sole and exclusive bargaining representative for the purposes of establishing wages, hours and conditions of employment for all regular, full-time employees in the classifications listed in Exhibit A.

Section 4. The classifications or job titles listed in Exhibit A are for descriptive purposes only. Their use is neither an indication nor a guarantee that these classifications or titles will continue to be utilized by the City.

Section 5. A regular, full-time employee is an employee who is not a probationary employee, and who works a regular duty week of forty hours or more, excluding temporary or seasonal employees, and also excluding those employees whose services are performed as part of an unemployment work-relief or work training program assisted or financed in whole or in part by any Federal agency or an agency of the State of Illinois.

Section 6. Temporary Employees - Nothing contained herein shall preclude the City from hiring temporary employees due to leave, illness or other extraordinary circumstance, or as seasonal employees. Such temporary employees shall not be entitled to any of the benefits outlined herein, except statutory benefits as provided by law. The City will not engage temporary employees in bargaining unit positions for more than 1,000 hours per calendar year. This limitation can be extended in individual situations by mutual consent of the City and the Union.

ARTICLE 2

PLACE OF RESIDENCE

Section 1. Persons appointed to positions in the classified service shall reside within the corporate limits of Macon County or within the corporate limits of any municipality extending into Macon County. Any persons appointed to a position in the classified service prior to June 5, 2017, who resided outside of Macon County but within fifteen (15) miles of the corporate limits of the City of Decatur shall be allowed to continue to maintain said residency. However, in the event they change their place of residence after October 1, 2021, they shall be required to reside within Macon County or within any municipality extending into the corporate limits of Macon County. Upon original appointment, an appointee may reside outside said limits but shall be required as a condition of continued employment to comply with said residency requirement no later than ninety (90) days after the completion of said appointee's probationary period.

ARTICLE 3

UNION SECURITY

Section 1. The City agrees to deduct from the pay of those employees who individually request it any and all of the following: union membership dues, assessments or fees, P.E.O.P.L.E. contributions, union sponsored health and welfare plan contributions. If any employee does not have a check coming to him, or such check is not large enough to satisfy said deductions, no deduction shall be made from the wages or salary of such employee for that month.

Section 2. Upon receipt of an appropriate written authorization from an employee, such authorized deductions shall be made in accordance with law. The aggregate deductions of all employees and a list of their names, addresses and last four digits of their social security numbers shall be remitted at least semi-monthly to the Union at the address designated in writing 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 3. The Employer shall honor employee's individually authorized deduction forms and shall make such deductions in the amounts certified by the Union for union dues, assessments, or fees and P.E.O.P.L.E contributions. Authorized deductions shall continue until revoked by the employee in accordance with the terms under which an employee voluntarily authorized said deductions and applicable laws.

Section 4. The Union shall indemnify the City and any department of 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 or any department of the City for the purpose of complying with the provisions of this Article.

ARTICLE 4

INTERRUPTION OF DUTY

Section 1. While this Agreement is in effect it is understood that there shall be no strike, lock out, slow down, unauthorized absenteeism or interruption of duty or other interference with the efficient operation of the city service.

ARTICLE 5

HOURS OF DUTY

Section 1. The regular hours of duty each day shall be consecutive except that they may be interrupted by a lunch period and even if so interrupted, such lunch period shall be disregarded in considering whether or not such hours are consecutive.

Employees shall neither be permitted nor mandated to work more than sixteen (16) consecutive hours. Employees who work sixteen (16) consecutive hours shall be provided a minimum eight (8) hour off-duty rest period immediately thereafter. This provision supersedes all other provisions of the Collective Bargaining Agreement relating to hours of duty and overtime. This provision may be temporarily suspended by mutual agreement between the City and the Union for good cause.

Section 2. (a) The normal duty week may consist of five (5) consecutive eight (8) hour duty days Monday through Friday inclusive, or, with the consent of the department director and the employee or employees involved, four (4) ten (10) hour duty days during the period Monday through Friday, except for employees in continuous operations, parking enforcement officers, persons assigned to the Information Technology (IT) Department, and persons assigned to a unit in the Police Department. Employees in continuous operations in the Water Production Division shall have a duty week consisting of five (5) consecutive eight (8) hour days followed by at least two (2) consecutive days off; such employees may elect to utilize an accumulated holiday or vacation day when a third consecutive day off is scheduled.

(b) The City may establish new shifts, within the limitations provided in this Section. Employees within job classifications in the affected department which have been assigned to a new shift shall be permitted to volunteer for such assignment to any new shift. Such employee requests shall be honored in order by seniority; such opportunity to volunteer for assignment to such new shift shall be offered to employees not less frequently than once per fiscal year, and more senior employees may bump less senior employees there from. The City shall assign employees to a new shift after all eligible employees have had an opportunity to volunteer for assignment thereto. When a new shift has been so established and staffed, as herein provided, the City may transfer employees of the same classification between and among all shifts within the affected department if it finds that any shift, as staffed, does not contain sufficient seniority among the employees thereof to operate in the best interests of the City; provided that, the City may not so transfer any employee from a new shift until all employees in the same classification and on the same new shift, with less seniority, have been transferred. The City cannot create new shifts solely to avoid payment of overtime.

Section 3. Except during periods when snow and ice control shifts are in operation, employees shall be scheduled to serve on a regular duty shift which has a regular starting and quitting time.

Section 4. (a) A snow and ice control shift is a scheduled duty day in excess of eight (8) hours called for the purpose of snow or ice control during periods of heavy or expected heavy snowfall or ice accumulations.

(b) A snow and ice control shift may be ordered by the Municipal Services Manager or his/her designee when, in his opinion, snow or ice is accumulating, has accumulated or is expected to accumulate on the public streets at such depths or at such a rate that around-the-clock snow or ice control operations are necessary until the public streets are clear and the period of accumulation is ended.

(c) The City shall not use or call snow and ice control shifts for the purpose of avoiding or circumventing payment for overtime.

(d) Three lists of employees shall be established with preference being determined by seniority, during the month of November to be designated A, B and FM shifts for the purposes of snow and ice control shifts and ordinary snow and ice control overtime. Employees of like positions on the A and B lists shall be allowed to trade positions on said lists during the year subject to the approval of the Department Director, which approval shall not be unreasonably withheld.

(e) For purposes of snow and ice control, the following two shifts are recognized: 11:00 a.m. to 11:00 p.m., and 11:00 p.m. to 11:00 a.m. The first shift of employees called to duty for a snow and ice control shift, whether it be the 11:00 a.m. to 11:00 p.m. shift or the 11:00 p.m. to 11:00 a.m. shift, shall be given the opportunity to work all regularly scheduled hours during the duty day on which the snow and ice control shift was worked as well as the hours required for the snow and ice control shift.

(f) If the snow and ice control shifts have been canceled prior to or during the second shift of employees called to duty during the first 24 hours of said shifts, whether it be the 11:00 a.m. to 11:00 p.m. shift or the 11:00 p.m. to 11:00 a.m. shift, said second shift of employees shall work a minimum of eight hours and be given the opportunity to work no more than twelve hours. On the last snow and ice control shift, the employee may request to leave after eight (8) hours. Permission shall be granted based on operational necessity.

(g) Employees may be called to report to duty for a snow and ice control shift within two hours of the regularly scheduled starting time of said shift. Employees may be held over for up to two hours at the end of a snow and ice control shift if the snow and ice control shifts have been canceled prior to the end of such shift but additional snow and ice control is needed or desired.

(h) Employees shall be called for voluntary or emergency snow and ice control overtime, as opposed to snow and ice control shifts, in the order of seniority as they appear on lists A and B established herein according to the time during which the necessity for reporting for overtime duty arises. The City may call an employee to report to duty for voluntary or emergency snow and ice control overtime within two hours of the regularly scheduled starting time of the A or B list to which such employee belongs. The City may not work any employee in excess of two hours beyond the regular quitting time of said employee's A or B list.

(i) An employee shall be told when being called for overtime for snow and ice control purposes whether such is for voluntary or emergency overtime or whether a snow and ice control shift has been called.

(j) Scheduling of Fleet Maintenance personnel for snow and ice control shifts shall be as follows:

Fleet Maintenance personnel (except the Parts Person/Dispatcher) shall be called for shifts per Article 5, Sections 4 (a) through (i) above, with the following exceptions. Fleet Maintenance personnel shall be called for overtime on a rotating basis, a minimum of 2 mechanics per shift, except that no employee shall be made to work more than sixteen (16) hours including his/her regular shift when the regular duty day falls within the overtime period. If the Parts Person/Dispatcher is unavailable, mechanics will be permitted to obtain parts directly from the parts room, provided they document the parts obtained and the equipment on which the parts are used.

The Parts Person/Dispatcher shall be permitted to select, during the month of November, the snow and ice control shift, either 11:00 am to 11:00 p.m. or 11:00 p.m. to 11:00 a.m., he/she prefers to work for the duration of the snow and ice control season. If no preference is expressed, the Fleet Supervisor shall make a shift assignment for the Parts Person/Dispatcher.

(k) During a twelve-hour shift, available mechanics will be distributed between the two twelve-hour shifts.

Section 5. Duty schedules showing the employee's respective shifts, duty days, rate of pay and hours shall be posted in each departmental office.

Section 6. Employees engaged in continuous operations are those employees engaged in an operation for which there is regularly scheduled employment 24 hours each day of the week. Hours of duty of employees in classified service assigned to continuous operations shall be established so that the average weekly duty hours in any year, other than hours during which such employees are necessarily summoned to or kept on duty, shall not exceed 40 hours.

Section 7. Employees shall be granted a lunch period during each duty shift as near as practicable at the middle thereof which said lunch period shall not exceed one hour.

Section 8. (a) The City and the Union agree that the regular hours of duty for the Municipal Services Division positions listed in Exhibit B shall be from 7:00 a.m. to 3:30 p.m. Hours for Municipal Services Division clerical staff will be from 7:30 a.m. to 4:00 p.m. unless changed by the Department Director. Regular hours of duty for the Water Services Division positions listed in Exhibit B shall be 7:00 a.m. to 3:30 p.m.

(b) With regard to employees whose position was scheduled to work a regular duty day of 8:00 a.m. to 5:00 p.m., the City may, with the employee's consent, reschedule such employee provided that said hours of duty do not commence prior to 7:00 a.m. nor terminate later than 7:00 p.m.

(c) With regard to employees whose position was scheduled to work a regular duty day of eight consecutive hours, with 1/2 hour of paid time for lunch, the City may reschedule such employee such that said employee is required to work 8 1/2 consecutive hours, with 1/2 hour unpaid for lunch.

(d) An employee may be held over beyond the quitting time of his/her regular shift to complete task(s) currently in progress. An employee working in non-emergency situations and held over beyond the quitting time of his/her regular shift will be allowed a reasonable absence to attend to personal business provided that reasonable accommodations can be made. Employees returning to work under this section are not considered to be called back.

(e) The City may create a second shift limited to garage and vehicle maintenance employees running from 1:30 p.m. to 10:00 p.m. A minimum of two (2) employees will be assigned to second shift garage and vehicle maintenance shifts, and employees assigned to this shift shall receive an hourly wage that is $1.50 per hour greater than whatever their regular shift rate of compensation would be. Fleet maintenance employees shall be permitted to volunteer for such assignment to the second shift in order of seniority. The City shall assign employees to the new shift beginning with the employee with least seniority and working upward after all eligible employees have had an opportunity to volunteer for assignment thereto.

ARTICLE 6

SALARIES AND WAGES

Section 1. The annual rate of pay for each step and grade of the pay plan as set out in Exhibit C for the respective classified positions as listed under Article 1 shall be effective January 1, 2023 and shall represent a three- and one-half percent (3.50%) increase over wages paid for contract year 2022.

Section 2. (a) The annual rate of pay for each step and grade of the pay plan for the respective classified positions in effect January 1, 2024, shall be as per Exhibit D, and shall represent a four percent (4.00%) increase over wages paid as of January 1, 2023.

Section 3. Any regular, full-time employee hired shall commence service at the lowest grade provided in the schedule of pay grades for such classification. Advancement from a lower grade to a higher grade for grades A through F shall be based upon attainment of at least a fully acceptable rating on the employee's performance evaluation. Advancement from steps P1 and P2 shall not be made prior to three (3) months services in such steps, P2 to A shall be made no later than 6 months from service in such step, and advancement from all other steps shall not be made prior to one (1) years' service in each of such steps. In no case shall advancement from any step for any employee who has completed his/her probationary period be withheld for more than one (1) year from the earliest possible date for such advancement.

Section 4. When an employee is temporarily assigned to generally perform the duties of a classified position which is assigned a higher wage or salary in said pay plan than the classified position regularly occupied by said employee, such employee for the time he/she is so temporarily assigned shall be paid the wage or salary of the position to which such employee is temporarily assigned. Further this provision shall not apply if the duties so performed are in connection with the training program such employee is engaged in. When an employee has been assigned as herein described for a period in excess of 120 total days, within the term of this Agreement, the Human Resources Department shall examine the situation and report to the City Manager as to whether said position or positions should be reclassified.

Section 5. The City may offer employees the option of participation in a "cafeteria plan," as permitted by Section 125 of the Internal Revenue Code. Participation by any employee shall be on a voluntary basis.

Section 6. (a) Effective May 1, 2000, all employees who have been employed for five (5) or more years will be eligible for Incentive Pay. Incentive Pay will be calculated on the basis of credits accumulated according to the following schedule:

Employees with 25 to 59 credits	$150/yr.
Employees with 60 to 89 credits	$300/yr.
Employees with 90 to 119 credits	$450/yr.
Employees with 120 to 149 credits	$600/yr.
Employees with 150 to 179 credits	$750/yr.
Employees with 180 or more credits	$900/yr.

Types of Credit - Credits will be earned in accordance with the following schedule:

For each year of service	5 credits/yr.
For the number of continuous years from the present with no preventable job injury(ies)	1 credit/yr.
For the number of continuous years from the present with no preventable vehicle accident(s)	1 credit/yr.
For the number of continuous years from the present with no absences per year	1 credit/yr.
For the number of continuous years from the present with no disciplinary action(s)	1 credit/yr.
For each credit earned toward a baccalaureate or graduate degree at an accredited college or university	1 credit
For each new certification earned for a job-related skill (not involving CEUs or college credits)	1 credit
For each continuing educational unit (CEU) earned for a job-related skill	1 credit

Payment - Incentive Pay will be determined semiannually and will be paid pro rata bi-weekly.

Suspension of Payment - In the event of an employee's leave of absence for either a duty-related or non-duty-related injury, illness or disability, Incentive Pay shall continue to be earned by the employee, but payment shall be suspended after day thirty (30) of the leave, for the duration of the leave, for the purpose of facilitating the employee's receipt of Illinois Municipal Retirement Fund (IMRF) disability benefits; i.e. continuation of service credits, pension protection, and eligibility for death benefits. All incentive payments earned while the employee is on a qualified leave of absence shall be payable upon the employee's return to duty, on the following regular bi-weekly payroll cycle. In the event the employee is not released to return to duty, the accrued incentive pay shall be disbursed with the employee's final pay.

(b) A premium will be paid annually at the end of the fiscal year per the following schedule to any employee who maintains and uses for the City's benefit the following certification(s) for any portions of that fiscal year:

Certified Pesticide Applicator - $300
Certified Pesticide Operator - $150
IEPA Certified Drinking Water Supply Operator – Class D - $300
Class A Commercial Driver's License (CDL) - $300

The premium for the water supply operator license applies only to employees in the Water Distribution Section and to Engineering Technicians in the Engineering Division of the Public Works Department.

Section 7. For purposes of administering this agreement, a crew in the Public Works Department is defined as two employees working as a group, one of which is a Crew Chief, or three or more employees working together as a group, one of which is either a Crew Chief or an employee receiving out of classification pay as a Crew Chief. For this section, the term "employee" includes seasonal and temporary employees.

ARTICLE 7

OVERTIME

Section 1. (a) Those employees paid on an hourly basis shall be paid one and one-half times the respective employee's regular hourly rate for all authorized hours worked over forty in any work week. Upon agreement between the employee and his/her supervisor, an employee shall be eligible to receive compensatory time off at the rate of time and one-half for all authorized overtime hours worked rather than pay. If such leave is not taken during the fiscal year, as required herein, the employee shall be compensated for such overtime during the first full pay period of the following fiscal year, by separate direct payroll deposit. Use of earned compensatory time shall be limited to no more than eighty (80) hours per employee in any fiscal year. Overtime hours worked beyond that shall be paid at the overtime rate, and not eligible for conversion to compensatory time. Overtime will not be based on time worked in excess of the normal 8 hour shift, but only on hours in excess of 40 per work period. Approved earned compensatory time, sick leave, vacation, holiday, funeral and emergency leave of which the employee is paid will be counted toward the 40 paid duty hours per week. The work period begins Monday and ends Sunday.

(b) Overtime shall be scheduled by seniority lists in each section(s) of each division(s) of each department before requesting other sections, divisions or departments fill vacant overtime slots, except for special events or community emergencies.

(c) For the purpose of scheduling overtime for special events, the City shall prepare a call-in-list ("list") of employees who are able to work the overtime necessary to clean the areas of such events. This list shall be made up of employees from:

Department	Division	Section
Public Works	Municipal Services	Streets & Sewers, Forestry, Traffic
Public Works	Water Services	Water Distribution
Public Works	Water Production	Lake

The City and the Union further agree that employees shall be listed in the order of their hire-in seniority without respect to Department, Division or Section. The following job classifications shall be eligible for special events overtime:

Crew Chief	Equipment Operator
Water Meter Repairer	Service Worker
Water Service Technician I	Water Service Technician II

(d). Snow and ice emergency shall mean any snow or ice event in the city of Decatur, Illinois for which municipal mitigation and removal efforts are required and for which an inadequate

number of City employees are available to meet the need for overtime demand through either voluntary or compulsory means. For the purpose of scheduling overtime for snow and ice control on City streets, the City shall prepare a call-in-list ("list") of employees who are able to work the overtime necessary. This list shall be made up of employees from:

Department	Division	Section
Public Works	Municipal Services	Streets & Sewers, Forestry, Traffic
Public Works	Water Production	Lake

The City and the Union further agree that employees shall be listed in the order of their hire-in seniority without respect to Department, Division or Section. The following job classifications shall be eligible for snow and ice control overtime. A commercial driver's license (CDL) is required for all persons assigned to this overtime.

Crew Chief	Service Worker	Equipment Operator

(e) When a snow and ice emergency continues after Public Works Department supervisors secure personnel from the Municipal Services Division and the Lake Section of the Water Production Division by either voluntary or compulsory overtime, said supervisors will offer overtime for snow and ice control to employees on the then-current voluntary call-in list of the Water Distribution Section of the Water Services Division.

When a snow and ice emergency continues after Public Works supervisors execute the actions listed above, said supervisors will offer snow and ice control duty to individuals on the City's approved call-in list of temporary employees (a.k.a. "snow birds").

When a snow and ice emergency continues after Public Works Department supervisors execute the actions listed above, said supervisors will compel employees of the Water Distribution Section of the Water Services Division to work the hours required for the snow and ice emergency.

In the event that a snow and ice emergency continues after all the above steps have been executed, nothing herein shall preclude the Traffic Section of Municipal Services who hold valid commercial driver's licenses, and then other sources (such as private contractors and mutual aid) to ensure adequate response to the snow and ice emergency.

It is recognized by the parties that Water Distribution Section employees, as employees expressly covered by Article 7, Section 1 (d), are subject to the rights and obligations enumerated in Article 7, Section 3 of this CBA including subsections (a) through (j).

Section 2. An employee recalled to duty, as distinguished from an employee held over beyond the quitting time of his regular shift, shall receive overtime pay for the time actually served but for not less than a minimum of two hours; provided, however, that such two hour minimum shall not apply if the time said employee is to report for recall duty is within one hour or less of the commencing time of such employee's regular shift.

Section 3. Overtime duty shall be voluntary and an employee who declines overtime shall not be discriminated against, provided that overtime duty required because of an emergency, or mandatory training, shall not be voluntary but will be served by the employee when directed.

(a) All employees represented by the bargaining unit who are subject to call for emergencies to provide essential services are required to have personal telephones as a condition of employment.

(b) Department directors will designate the job classifications within each department for which personal telephones for emergency calls will be required. A copy of the designations will be filed with the Human Resources Department. "Personal telephones" include home telephones and personally owned cellular telephones.

(c) All employees represented by the bargaining unit in designated classifications will provide personal telephone numbers to the department director and the Human Resources Department. Failure to comply with this requirement will be grounds for disciplinary action.

(d) Each employee represented by the bargaining unit will provide to the City a telephone number for his/her personal telephone for the purpose of call-ins. Each employee may provide to the City an additional telephone number, to be used in like manner. Telephone numbers so provided will be maintained in service 24 hours per day, 7 days per week.

(e) All departments will verify with employees, at least annually, that the telephone numbers provided are actually in service.

(f) All off-duty employees represented by the bargaining unit in designated classifications shall respond to telephone calls from their supervisors or designee made for the purpose of recalling employees to work for snow and ice control overtime and emergency water system repair overtime, as described herein. Calls outside of regular work hours from Public Works Department supervisors or designee during the period of November 1 through the following March 31 shall be made when necessary, for the purpose of recalling employees to work for snow and ice control overtime and emergency water system repair overtime. Employees shall be permitted two (2) instances of not responding to such calls without penalty during this period. Non-response to subsequent calls shall be considered "substandard work" and shall be grounds for disciplinary action, in accordance with current policies and the AFSCME Collective Bargaining Agreement.

(g) Employees represented by the bargaining unit may make prior arrangements with their supervisors for occasional planned absences from work, which could preclude response to call-ins. In such instances, employees shall be exempt from discipline, as well as for sick-leave in instances where medical documentation, as defined by contract, is provided.

(h) The City will call those employees represented by the bargaining unit in designated classifications that are on vacation, and such employees may voluntarily accept work assignments.

(i) The City will provide to all affected employees a list of all telephone numbers from which the City may call.

(j) If employees provide the City two (2) telephone numbers at which they can be reached, the City will call both telephone numbers when attempting to contact employees, and will leave a message at each number called, provided there is an answering machine, voice mail, or other means available for doing so.

Section 4. Overtime for position classifications to which overtime is assigned other than continuous operations for water production and by persons assigned to the Information Technology (IT) Department will be served by seniority on a rotating basis. Lists will be established based on seniority and overtime will be assigned to the most senior person on the list. For purposes of voluntary overtime only, an employee may request in writing to be omitted from the overtime list. Such employee may subsequently be reinstated to such list by request in writing. The supervisor

will attempt to contact each person on the list in succession. If they cannot be contacted, refuse overtime duty or cannot report for duty, they will be passed and the next person contacted. This procedure will be used until the list is expired and then overtime assignment will rotate to the bottom name on the list, working upward.

Those specific tasks involving overtime for which only specific individuals are qualified will be assigned to only those individuals according to seniority lists established as herein described. The determination of the qualifications of an employee for a specific task will be made by the employee's department director based on said employee's experience and observed capabilities. In cases where all employees in the position classification are qualified all such employees will be placed on the list.

For purposes of opening blocked sewers, two lists of employees qualified for and desiring such overtime may be established, one such list consisting solely of qualified Crew Chiefs and Equipment Operators to act as lead persons, and the other list to consist solely of qualified Service Workers to act as helpers. In the event that fewer than five (5) names are on the helper list, qualified Service Workers who have passed their six (6) month probationary period, and have the lowest seniority, shall be directed to be on said list, but only so many as will bring the total number of names on said list to five (5). In the event that fewer than five (5) names are on the lead person list, qualified Equipment Operators with the lowest seniority may be placed on said list but only so many Equipment Operators as will bring the total number of names on said list to five (5). Any Equipment Operator who works overtime as a lead worker for the purpose of opening blocked sewers shall be paid premium pay amounting to ninety cents (.90) per hour for each hour said overtime is worked. Such premium pay will not be paid if a foreman or supervisor is on duty for the period such foreman or supervisor is on duty. The Director of Public Works will determine the qualifications of employees for placement on either list, and seniority will be departmental seniority. The most senior employee on each list will remain at the top of such list for one week then rotate to the bottom while the next most senior employee occupies the top of such list for one week, and so forth. During the week that an employee is first on such list, such employee will be in on-call status pursuant to Departmental regulations and will be required to accept all sewer blockage overtime assigned during said period, except for reasons of illness or for other good cause shown. If additional employees are needed for said sewer calls, such employees shall be called in the order that they appear on said lists. Upon approval of the MSC Manager or designee, an employee may arrange for another employee (from the lead person or helper seniority list, but if none available from the applicable list, then any qualified employee of the Municipal Services Division) to cover for portions of their duty week, such arrangement being without consideration for seniority. Such approval by the MSC Manager shall not be unreasonably withheld.

Section 5. (a) Except as expressly otherwise provided in this Agreement, overtime shall be subject to department rules and regulations.

(b) For the purposes of this article, a regular full time qualified employee, in the position classification in which overtime is needed, shall be offered overtime before a temporary employee is offered same.

Section 6. There shall be no duplication or pyramiding in the computation of overtime or other premium wages, and nothing in this Agreement shall require the payment of overtime or other premium pay more than once for the same hours worked.

Section 7. If a list is established, by express contractual provision or otherwise, which provides that an employee whose name has rotated to the top of such list shall accept all overtime assignments for a specific week, such employee may notify his or her supervisor that he or she

does not wish to accept such overtime assignments for that week. In such case, the City shall contact the next employee on such list – that is, the employee scheduled to accept overtime assignments for the following week – and request that such employee accept overtime assignments for the subject week. The City shall proceed in this manner until an employee agrees to accept such overtime assignments for said week. The employee originally scheduled for said week shall forfeit his or her right to work overtime assignments that week; the employee who accepts such assignments shall remain entitled to work all overtime assignments for the week for which he or she was originally scheduled. If all employees refuse to accept such assignments, overtime for that week will be assigned as provided elsewhere herein in the absence of overtime lists established on a weekly basis.

Section 8. Employees assigned to telephone other employees for the purpose of requesting or ordering said other employees to report for overtime duty, and who are required to make such telephone calls during other than regularly assigned duty hours, shall be paid Five Dollars ($5.00) for each such incident of overtime regardless of the number of employees required to work.

Section 9. The City and the Union agree that:

(a) No Information Technology (IT) Department employee will be required to be placed in "on call" status.

(b) Once each quarter, IT Department bargaining unit employees will be afforded an opportunity to volunteer to be placed on a roster for "on call" status and to carry a pager. IT Department bargaining unit employees who elect not to so volunteer will not be eligible for any scheduled overtime for the duration of the quarter in question.

(c) Employees who volunteer for "on call" status, but who fail to respond to a page or call during such status, will not be subject to discipline; provided that, such employee has notified his or her immediate supervisor of any change in status prior to having been called for duty.

ARTICLE 8

SENIORITY

Section 1. Except as defined elsewhere in the contract, seniority shall, for the purposes of the agreement, be defined as an employee's continuous length of service since the date of acceptance with the City in a position covered by this agreement. Seniority for full-time employees is determined by their ranking on the Civil Service register when more than one individual begins employment in the same classification on the same day.

Section 2. A classified employee who takes a non-classified position shall have his/her classified seniority stop. If the non-classified employee returns to the classified service, his/her seniority will continue less the time spent in the non-classified position.

ARTICLE 9

VACANCIES, PROMOTIONS, TRANSFERS AND ASSIGNMENTS

Section 1. Vacancies in the classified service of the City shall be filled and promotions in said service made according to city ordinance, the rules of the Civil Service Commission and the Civil Service Laws of the State of Illinois for Cities as modified herein. Vacancies shall be filled from the following sources, in order from first to last, unless superseded by express agreement between the parties:

1. reinstatement registers (other than for those seeking reinstatement after resignation),
2. employees' transfer requests (per Section 9 of this Article),
3. employees' responses to transfer opportunities,
4. promotional registers,
5. reinstatement registers for those seeking reinstatement after resignation, and
6. eligible (entry level) registers.

On the reinstatement registers, the group of employees or any employee reduced in rank, removed from the classified service, or furloughed without pay shall rank above the group of people or any person seeking reinstatement after a leave of absence from the classified service. Among a particular group of people seeking reinstatement for the same reason, order on the reinstatement register shall be determined on the basis of seniority.

Section 2. Vacancies in classifications covered by this agreement shall be posted on all bulletin boards for a period of at least ten (10) working days. Any bargaining unit employee may apply for a position; however, they must be qualified and eligible in order to be considered for selection.

Section 3. Vacancies shall be filled based upon an individual's qualifications, experience, knowledge, skills and ability to perform the work in question without additional training. Determination of said criteria shall be made by a combination of written, practical and oral examination as determined by the Civil Service Commission. Said process shall generate a percentile score. Applicants shall be ranked according to their scores. All applicants attaining a score of seventy percent (70%) or more shall be considered eligible for the position. Upon request by the applicant, one-half (1/2) seniority point shall be given for each year of seniority to a maximum of 10 points. The sum of the percentile score and the seniority points shall determine an applicant's final position on the Civil Service register.

Section 4. In the event no bargaining unit employees apply or are qualified to perform the work in question, the City may select an external applicant.

Section 5. The City shall notify the Union of any proposed changes in the rules of the Civil Service Commission not less than thirty (30) days prior to the consideration and adoption of said change by the Commission. The City shall furnish the president of the union for use by the union and those in classified positions for which it is the bargaining unit a compilation of the position descriptions in use by the City and the Civil Service Commission of the city. When such descriptions are changed, a copy of the changes shall be furnished to said president.

Section 6. Employees taking Civil Service promotional examinations shall have the right to review their answers and scores on all portions of such exams.

Section 7. No vacancy will be filled while any classified employee in the same or previously certified title is on a layoff status.

Section 8. As used in this agreement, a transfer shall be considered to be a permanent assignment of an employee to the same position classification in a department or division or section other than the one in which the employee is serving at the time the transfer takes effect.

Section 9. An employee requesting a transfer shall notify his/her supervisor, department director and the Human Resources Department in writing on a form provided by Human Resources. The form shall be Human Resources Department Form 2-1-62, and may be altered upon union/management agreement. Such requests for transfers shall expire on December 31 of the year in which they are submitted and must be renewed by the employee if transfer is still desired thereafter.

Section 10. If a vacancy exists, an employee may transfer from one department or division or section to another within such employee's current classification, with the approval of the employee's department director. Transfers will be made on the basis of seniority. Requests for transfer must be for reasons other than the elimination of jobs. In no case shall bumping occur because of a transfer. For purposes of this section, a vacancy is defined as a circumstance in which a Request for Personnel has been approved by the City Manager.

Section 11. Any employee transferred must successfully complete a three (3) month probationary period before the transfer is final. An employee who does not complete the probationary period shall be returned to his/her original department, division or section. During the probationary period an employee will, upon request, be returned to his/her original department, division or section.

Section 12. The City may temporarily assign an employee to perform the duties of another classification within any department, division or section. The City will attempt to make such assignments to employees in the next lower classification in the promotional order in which the temporary assignment occurs. The most senior, qualified employee in the position classification being temporarily assigned will be asked if he/she wants the assignment. If the first employee does not want the assignment, the City will then go to the next most senior qualified person. The procedure will continue until an employee accepts the assignment. If no employee wants to accept the assignment, it will then be assigned to the least senior qualified employee in the position classification.

Section 13. Employees assigned in accordance with Section 12 above, shall be paid in accordance with the provisions of Article 6, Section 4.

Section 14. (a) Persons who have been members of the armed forces of the United States or who, while citizens of the United States, were members of the armed forces of allies of the United States in time of hostilities with a foreign country shall receive preference for promotion to positions in the classified service in the manner provided in 65 ILCS 5/10-1-16, and as such statutory provision is hereafter amended or re-codified. Such preference shall be in addition to that otherwise provided therein and not in lieu thereof.

(b) For purposes of this section, "time of hostilities with a foreign country" shall mean any period of time in the past, present, or future during which a declaration of war by the United States Congress has been or is in effect or during which an emergency condition has been or is in effect that is recognized by the issuance of a Presidential proclamation or a Presidential executive order

and in which the armed forces expeditionary medal or other campaign service medals are awarded according to Presidential order.

Section 15: Any employee who moves from one bargaining unit position to another shall relinquish his or her current position. Such employee shall retain his or her seniority rights to bump back to the previously held position within the City during the probationary period. The anniversary date will remain the same for all other purposes.

ARTICLE 10

REDUCTION IN PERSONNEL

Section 1. The City at its discretion, shall determine whether furloughs are necessary. Although not limited to the following, the City may furlough any employee, whenever such action is made necessary by reason of a shortage of work or funds, the abolition of a position, or because of changes in organizational structure. Such reduction shall be within the position classifications of the department affected by the reduction in force. No employees shall be furloughed while there are temporary or probationary employees serving in the same job classification within the affected department.

Section 2. In the event a furlough is necessary, such a reduction shall be based on seniority and the employee's ability to perform the remaining work available within the employee's position classification without additional training provided that all employees affected had an equal opportunity for training. When two or more employees have relatively equal experience or skill, ability and qualifications to do the work without further training, the employee with the least seniority will be furloughed first. If the senior employee is furloughed, the City will have the burden to prove the less senior employee was more qualified.

Section 3. An employee furloughed from his/her position classification will have the right to bump an employee with less seniority and in any department in the same position classification or any previously certified position classification provided that the employee can perform the work without additional training. A person who elects to bump to a position classification with a lower pay grade or range in lieu of being furloughed will receive the rate of pay for that position classification.

Section 4. If any position vacated by a reduction in force is filled, the last person furloughed or reduced to a lower position classification or range shall be the first person restored in such position.

ARTICLE 11

DISCIPLINE AND DISCHARGE

Section 1. Upon just cause connected with or reflecting upon the public service, a bargaining unit employee may be administratively disciplined by an oral reprimand, a written reprimand, suspension or discharge. A copy of such shall be forwarded to the Chief Steward. Oral reprimands older than one (1) year will not be used against an employee for disciplinary purposes. The Employer shall provide timely notification to the Union President when an employee is placed on administrative leave during investigation of any incident giving cause for discipline.

(a) The Union and the Employer agree that discipline shall be issued no later than ten (10) days following the verification of the completion of the Employer's investigation of the incident giving cause for the discipline. By mutual written agreement the parties may extend the ten (10) day limit an additional ten (10) days. The Employer shall provide timely notification to the Union President of the completion of the investigation.

Section 2. Reprimand shall be done in such manner as not to embarrass the employee before other employees or the public.

Section 3. Suspensions and discharges from the classified service shall be in accordance with the rules of the Civil Service Commission and the State Law with regard to Civil Service for Cities, except as provided by Article 20 hereof.

Section 4. (a) Prior to the imposition of any suspension subject to the grievance and arbitration procedures established by this agreement, the Department Director and a supervisor or designee shall meet with the employee sought to be suspended and a union representative. Such meeting shall be limited to informing the employee of the nature of the charges resulting in the suspension and an opportunity for the employee to address, explain or refute the charges. No witnesses or other extraneous evidence will be permitted at such meeting. Said meeting may be postponed by the employee, but only due to the unavailability of a union representative and not beyond the end of the second business day following that on which the meeting was originally scheduled; if at that time the employee is still unwilling to meet without a union representative, the suspension may be imposed without the necessity for such meeting.

(b) The meeting otherwise required by the provisions hereof may be waived by concurrence of the Department Director, the employee and the Union.

Section 5. (a) In the event an employee's Commercial Driver's License (CDL) is revoked, suspended or canceled for any reason other than a positive confirmatory test for drugs or alcohol, the employee will have up to 30 days in which to regain the CDL. An employee will be reassigned to a non-driving position or a position not requiring a CDL during the 30-day period. Any approved reassignment will be to the next lower pay step in the salary range of the temporarily reassigned position.

(b) If an employee is unable to regain his/her CDL by the end of the 30-day period, the employee may be placed on leave for the next thirty (30) days with time charged, as available, to accrued vacation leave or unscheduled holiday and any remaining time being a leave of absence without pay.

(c) If an employee is unable to regain his/her CDL by the end of a 60-day period, the employee shall be considered to have resigned with no right to any appeal or hearing thereon before the Civil service Commission or any arbitrator. Each separation is reviewed case-by-case with the final decision regarding separation being made by the Department Director. An employee separated from employment with the city for the loss of CDL driving privileges may apply for re-employment after regaining his/her CDL. If this occurs within one year of separation the employee shall be placed at the top of the Civil Service Register for their prior position and be offered the next available opening.

(d) A lifetime disqualification from holding a CDL will result in an employee's separation.

(e). The City shall pay the difference between regular driver's licenses and CDL driver's licenses and all required endorsements.

(f). Employees required to acquire or renew a CDL license will be scheduled to do so by the City during normal business hours and paid their normal wages for that time.

ARTICLE 12

VACATIONS

Section 1. The length of annual vacations for employees in the classified service shall be as follows:

a) After completion of one year continuous service uninterrupted by resignation or discharge, ten duty days;

b) After completion of seven years continuous service uninterrupted by resignation or discharge, fifteen duty days;

c) After completion of fourteen years continuous service uninterrupted by resignation or discharge, twenty duty days; and

d) After completion of twenty years continuous service uninterrupted by resignation or discharge, twenty-five duty days (effective May 1, 2005).

e) After completion of twenty-five years continuous service uninterrupted by resignation or discharge, one additional duty day per year, to a maximum of thirty (30) duty days.

Section 2. Between November 1 and November 30 of each calendar year, employees may submit in writing to their supervisor their preferences for vacation for the following calendar year, provided an employee may not submit more than three (3) preferences. Such request may include vacation through December 31 of the following calendar year. In establishing vacation schedules, the City shall consider both the employee's preference and operating needs. Where the City is unable to grant and schedule vacation preferences for all employees within a position classification within a department, employees within the position classification shall be granted such preferred vacation period on the basis of seniority. An employee who has been granted his/her first preference shall not be granted another preference request if such would require denial of the first preference of a less senior employee. An employee's preference shall be defined as a specific block of time uninterrupted by workdays.

Employees who file their preference by November 30 shall be notified of the vacation schedules by December 15 of that calendar year.

Employees who choose not to file their preference for the following calendar year by November 30 shall have those non-preference vacation requests returned to them approved or denied as soon as possible, but in no event later than two days after the request was submitted to the supervisor, provided that no employee's approved vacation preference is allowed to be bumped by another employee on the basis of seniority. Non-preference vacation requests shall not be processed for the following calendar year until all preference vacations have been offered and scheduled.

Section 3. Eligibility for vacations shall be based upon the anniversary date of employee. Selection of a particular vacation period shall be based upon seniority, as provided in Article 8, and in accordance with departmental rules and the efficient operations of the department. Police officers' vacations shall not interfere with vacations of employees.

Section 4. Earned vacation time should be taken by the employee within 12 months from the date that the same accrues and should not be accumulated and carried from one 12-month period to the next except with the recommendation of the employee's department director and approval of the City Manager.

ARTICLE 13

HOLIDAYS

Section 1. Classified employees except for those in continuous shift operations or whose position classification's regular shift is other than Monday through Friday shall have time off with pay on the following holidays:

New Year's Day	Independence Day
Presidents' Day	Labor Day
Two Unscheduled Holidays	Veterans Day
Martin Luther King Jr's Birthday	Thanksgiving Day
Good Friday	Friday after Thanksgiving
Memorial Day	Christmas Day

Section 2. When an authorized holiday occurs on Saturday, the previous Friday shall be observed as the holiday and when an authorized holiday occurs on Sunday, the following Monday shall be observed as the holiday.

Section 3. If a holiday falls within a classified employee's vacation period, an extra day shall be added to the vacation period.

Section 4. A classified employee in continuous operations or whose position classification's regular shift is other than Monday through Friday required to work for reasons other than overtime on any of the authorized holidays, shall be given equivalent time off. Such time off shall be taken at the convenience of the employee and his operating department. Police officer's holidays shall not interfere with holidays of employees. Denials shall be written, with a copy to the bargaining unit members.

Section 5. To be eligible for holiday pay, the classified employee shall be in pay status and entitled to payment for the entirety of both his last scheduled work shift before the holiday and his first scheduled work shift after the holiday, unless an unpaid absence on the whole or any part of either or both is approved by the City Manager.

Section 6. An employee must have six months of continuous service to earn an unscheduled holiday. The earned, unscheduled holiday must be taken at any time during the fiscal year provided the department or division manager is given notice one working day prior to the day taken off. The number of employees allowed off on any one unscheduled holiday in a department shall be determined by the Department Director, which approval shall not be unreasonably withheld.

ARTICLE 14

SICK LEAVE

Section 1. Full time employees in the classified service shall accrue one duty day with pay sick leave for each month of continuous service uninterrupted by resignation or discharge up to a maximum accumulation of 240 days.

Section 2. Accumulated sick leave days may be used for illness, injury, or off-the-job incurred disability. Accumulated sick leave may also be used for the illness, injury, or disability of an employee's spouse, parent or dependent child. One day of accumulated sick leave credit with pay shall be deducted from each employee's sick leave accumulation for each duty day not served due to illness.

Section 3. (a) After sixty-four (64) hours of sick leave have been used by an employee in the fiscal year, for which no medical documentation herein defined, is provided, no sick leave credit may be used by that employee for the first eight (8) hours of the next or any succeeding sick leave day, or any part thereof, for which no medical documentation, herein defined, is provided. An office or hospital visit to, or pursuant to the orders of a physician or dentist or licensed medical practitioner shall not be considered as part of the sixty-four (64) sick leave hours, as herein described.

(b) "Medical documentation," for the purposes of this Agreement, shall mean a written statement signed by a person licensed to practice medicine (or their designee) that the employee was physically unable to perform his or her duties on the date for which sick leave credit is sought.

(c) An employee shall be awarded one additional personal day on the first day of each fiscal year if no sick time was used in the preceding fiscal year. If the employee carries a balance of 240 sick days throughout the entire fiscal year, the employee shall be awarded a second additional personal day on the first day of the following fiscal year. Personal days must be used in the fiscal year in which they are awarded, or they will be forfeited.

Section 4. An employee who becomes ill, injured or disabled off-the-job shall cause notice thereof to be given to his supervisor not later than the commencement of his/her next scheduled duty day. In the absence of evidence of extenuating circumstances, an employee whose supervisor is not so notified within two duty days from the day on which the employee was first scheduled to report shall be considered to have resigned from the classified service.

Section 5. A physician's statement may be required before sick leave pay is paid if a pattern of chronic abuse of sick leave by the employee is evident. However, in all cases where four consecutive duty days are missed by an employee due to illness, injury or disability, a physician's statement will be required before sick leave pay is paid. Such statements shall set forth reasons for the employee's inability to perform his duties and shall become a part of the employee's personnel record. Physician's statements will be used in determining from time to time whether or not an employee is able to continue the performance of his duties.

Section 6. Upon retirement from the classified service, an employee shall be allowed to use accumulated sick days for credit in the Illinois Municipal Retirement Fund.

Section 7. If an employee is on sick leave and it is determined by a physician that the employee will be unable to return to work within an amount of time equivalent to his remaining

unused sick leave, said employee must apply for disability benefits if he is eligible for such benefits and if granted, sick leave payment will be stopped. If permanent disability is awarded by the employee's retirement fund, he may choose to be paid for his unused sick leave at one-half his normal daily rate of pay for each unused sick leave day or he may retain his remaining sick leave and be credited therewith if and when he returns to duty.

Section 8. An employee who does not report for duty for twelve (12) months after the commencement of any leave resulting from an off-duty injury, illness or disability, regardless of the type of leave, shall be considered separated from employment with the City. The employee must furnish medical documentation of such sickness or ill health during this time period. An employee failing to provide medical documentation of such sickness or ill health shall be subject to immediate discharge. For purposes of this section, the City will be allowed to use a temporary employee until the employee returns to work or the employee quits or is discharged.

Section 9. An employee who suffers a serious or severe illness or injury, either to himself or herself, shall be permitted to use sick leave days accrued by, and credited to, other employees, but only as provided hereby and only when such employee has no accrued sick leave days. The employee seeking sick leave days must agree, in writing, with the employee or employees from whom such sick leave days are sought, including the total number of days or hours involved, and present such agreement to the Human Resources Department; provided that, this be in cases where three or more days are needed, and no employee shall be permitted to sell or transfer accrued sick leave days for any consideration or thing of value. Permission for the transfer of accrued sick leave days shall not be unreasonably withheld by the City, subject to State and Federal law. The provisions hereof shall be construed so as to permit agreements between bargaining unit employees and non-bargaining unit employees.

ARTICLE 15

LEAVES OF ABSENCE

Section 1. Leave with pay, dependent on funeral arrangements and travel requirements, but not to exceed a maximum of five (5) days, may be granted a full-time employee in the classified service in the event of a death in the immediate family. Immediate family includes only: (a) spouse, children, stepchildren, and spouse of children; (b) parents of the employee or the employee's spouse; (c) brothers and sisters of the employee and of the employee's spouse; (d) grandchildren and grandparents of the employee; and (e) brother-in-law and sister-in-law, and (f) step-parents. In addition, the City shall adopt the provisions of the Illinois Child Bereavement Leave Act as enacted on July 29, 2016, in the event of the death of an employee's child or children, as defined by the Act, any contrary terms of this Article 15, Section 1 notwithstanding.

Section 2. If a serious or unexpected emergency occurs to the spouse or children or a member of the immediate family in the household of an employee in the classified service while the employee is at work or up to one hour before the start of the employee's shift, such employee will be allowed to leave his duties while the emergency exists. Arrangements to enable the employee to return to duty on the next duty day must be made if the emergency continues beyond the duty day on which it first occurred. Such leave used for the purpose of emergency leave as described in this section shall be charged against the employee's accrued sick leave.

Section 3. A full-time classified employee in the classified service who is a member of the reserve unit of the armed forces of the United States will be granted leave for military duty, training sessions or schools in accordance with applicable federal and state laws.

Section 4. An employee in the classified service who fails to return to duty at the time scheduled on his application for leave shall be considered to have resigned from such service in the absence of evidence of extenuating circumstances.

Section 5. A full-time employee in the classified service who is called to serve for jury duty shall be paid his regular salary or wage. Any amount received by the employee for jury service shall be turned over to the City Treasury. The employee immediately upon being called for jury duty shall notify his immediate supervisor of the time thereof. Employees who complete jury duty prior to the end of their shift shall report to their supervisor and return to duty for the remainder of their scheduled duty day. If jury duty falls outside the employee's regularly scheduled duty day, an employee's scheduled duty day shall be changed to incorporate jury duty time.

Section 6. All requests for leave of absence without pay will be administered in accordance with Administrative Policy & Procedure No. F-450.

Section 7. Employees duly appointed to serve as members or alternates of the Union's bargaining committee for purposes of negotiating agreements with the City covering wages, hours, and other conditions of employment shall be permitted to attend bargaining sessions with the City concerning such agreements during regularly scheduled hours of duty with no loss of pay.

Section 8. Employees who attend schools or training sessions during scheduled working hours that are work related shall be paid at their regular rate of pay for all hours actually spent in class or in instruction. The City shall generally encourage equal access to training opportunities to the extent that operational requirements of the departments permit.

Section 9. An employee duly appointed or elected as a Union officer or steward may conduct Union business during the first and last hours of his or her assigned shift, but only after notifying said employee's immediate non-bargaining unit supervisor.

Section 10. All requests for leave pursuant to the Family Medical Leave Act shall be in accordance with Administrative Policy & Procedure No. F-451.

Section 11. The Union shall be permitted to conduct a thirty (30) minute orientation session for new employees at the conclusion of the new employee's first thirty (30) days of employment, without loss of compensation to the employee. The session shall be scheduled in coordination with the Human Resources Department and at the convenience of the new employee's operating department.

Section 12. Authorized leave of absence without pay may be granted to an employee for official Union business. Such time shall be used for the attendance of labor-related training and seminars selected by the Union. Only those employees serving as the Union's officers and shop stewards shall be eligible for such unpaid release time. The Union shall give reasonable advance notice when such employees will be utilizing such unpaid leave. The employee may use accrued vacation, holiday, or compensatory time in lieu of unpaid leave; use of such paid leave time shall not be unreasonably denied.

ARTICLE 16

JOB-RELATED ILLNESS INJURY OR DISABILITY

Section 1. The City shall provide worker's compensation in accordance with State law for all employees in the classified service.

Section 2. An employee who becomes ill, injured or disabled shall report to his supervisor such fact as soon as possible.

Section 3. In the case of injury, illness or disability arising out of and in the course of employment with the City, the City will pay the difference between such employee's regular salary or wage and any payments received by the employee from a public employee pension fund or under the provisions of worker's compensation or occupational disease laws, or either or both, for the duration of such disability, or a period of six calendar months from the date of commencement of disability, whichever is the shorter period of time. Deductions shall be made from the employee's accumulated sick leave credit equivalent to the number of days or portion thereof for which no payments to the employee are made or required under the provisions of public employee pension laws or worker's compensation or occupational disease laws, and for which the City must compensate the employee under the provisions hereof, for the first 30 calendar days of the duration of such disability. Alternatively, an employee may elect not to receive the difference between such pension or other statutory benefits and such employee's regular salary or wage for the 30 days of the duration of such injury, in which case no deductions from accumulated sick leave credit shall be made. During an employee's probationary period, and only during such period, should such employee suffer an on-the-job illness, injury, or disability and have no accumulated sick leave credit, such probationary employee shall be charged with sick leave days if needed under the provisions hereof, and any negative balance of accumulated sick leave days thus created will be carried forward until normal monthly accrual of sick leave days erases such negative balance. The determination of whether such injury, illness or disability arose out of and in the course of employment under this provision shall be the same as that made on the worker's compensation or occupational disease claim of said employee. When such injury, illness or disability was caused under circumstances creating legal liability or damages on the part of some person or entity other than the City, then if action is brought by the employee and judgment is obtained and paid, or settlement is made either with or without suit, then from the amount received by such employee the City shall be reimbursed for any and all amounts paid hereunder. Out of any such reimbursement, the City shall pay its pro rata share of all costs and reasonably necessary expenses in connection with such recovery. If the employee does not bring action against such third party, then the City may in the same manner as is provided for recovery of worker's compensation payments bring action either in its name or the employee's name for such reimbursement. If any other benefit or payment is made or required to be made by the City to such employee, such shall be credited to the City against the payment of wage or salary provided by this Section.

ARTICLE 17

UNIFORMS AND PROTECTIVE CLOTHING

Section 1. The City may require employees in the classified service to wear uniforms, protective clothing, protective devices or similar things not adaptable to general wear, as a condition of employment. The Union may submit suggestions to the City regarding such uniforms. Employees will be furnished such clothing or devices by the City. Although items such as boots, gloves and the like may vary depending upon the nature, location and circumstances of the work

being done from time to time, comparable items will be furnished to employees doing comparable work, and all employees required to wear protective devices for the eyes and protective headgear will be furnished such equipment. The City will pay for prescription safety glasses up to $150.00 dollars per fiscal year.

Section 2. The employee having custody of any such clothing or equipment, or other property furnished by the city shall be responsible for the proper use, care, custody and keeping thereof and may be required to replace any item damaged or lost as a result of failing to properly use, care for, or keep such property.

Section 3. The City will repair, replace, or reimburse an employee's personal property which is destroyed, damaged, or lost in the line of duty in accordance with Administrative Policy & Procedure No. F-491.

Section 4. The City will replace tools of employees required on-the-job which are damaged, destroyed, or lost in the line of duty subject to Departmental Rules & Regulations, and such regulations shall be made available to the affected employees.

ARTICLE 18

OTHER BENEFITS

Section 1. The City shall provide Preferred Provider (PPO) group health insurance for each employee with benefits as outlined in Exhibit G of this agreement. The City shall also provide group life insurance in the amount of $20,000 for each employee.

Section 2. (a) Effective January 1, 2023, monthly employee contributions for all tiers of the City's insurance benefit plan shall change by the same percentage (increase or decrease) as the plan premium percentage change effective January 1 of that year, as determined by the City's Risk Management Division; except that no annual increase in monthly employee contributions shall exceed ten percent (10%). Changes in employee contributions shall be rounded to the nearest whole dollar. Notice of the plan premium percentage change shall be provided to the Union, and upon written request, documentation substantiating the percentage change shall be provided to the Union at the time of plan renewal.

(b) The Employer and Union both agree that the failure of the City to not provide health insurance to an employee who elects to opt out shall not constitute a violation of the collective bargaining agreement.

Employees covered under the AFSCME contract shall be allowed to opt out of or elect not to participate in the City's health insurance plan. Employees making such election shall be required to show proof of health insurance coverage through another source to the City. Such proof of insurance must be submitted at the time the employee makes such an election. If an employee is unable to provide adequate proof of insurance, the employee shall not be removed from Employer's insurance plan. An employee electing to opt out of the Employer's health insurance plan shall be allowed to subsequently enroll in the Employer's health insurance plan only upon a COBRA qualifying event.

Employees opting out of the City's health insurance plan and who are not enrolled in the City's health insurance plan at the time of retirement, resignation, termination or separation for

any other reason shall not be eligible for benefits under the City's health insurance plan and specifically waive any right to them.

The terms of the health insurance summary plan description notwithstanding, any employee represented by the Collective Bargaining Agreement whose spouse is also an employee represented by the Collective Bargaining Agreement may elect at annual plan renewal to opt out as a subscriber in favor of being covered as a dependent under the other employee's family coverage. Any such employee covered as a dependent under the spouse's family coverage may elect at annual plan renewal to resume coverage as a subscriber under the City's insurance plan and be dropped as a dependent under the spouse's coverage.

(c) The City and the Union agree to the formation of a multi-departmental group healthcare committee (GHCC) composed of representatives appointed by the City Manager and representatives appointed by each of the City's organized labor groups. Each union group will have up to four (4) representatives on the GHCC. The GHCC will not have authority to bargain changes to contract terms, but will serve as a labor-management interface to better inform employees of possible changes to the City's group health benefits considered by the City and to better inform the City about the experiences and preferences of employees as it concerns group health benefits programs. The purpose of the GHCC is to bring matters that change or affect the offerings and services of group health benefit programs to the committee – both those that require amendments of employee agreements and those that do not require approval of union groups and/or amendment of collective bargaining agreements.

(d) Emergency room fees shall be as provided in Exhibit E except when the patient is admitted to the hospital or where there is a medical emergency conforming to Blue Cross/Blue Shield' serious and unavoidable emergency conditions. Those conditions are "Emergency Room $150 Copayment (waived if admitted to the hospital as inpatient immediately following emergency treatment or if visit is emergent as per the definition below.

EMERGENT MEDICAL CARE means services provided which may have started as outpatient of diagnostic services but are of a medical condition displaying itself through acute symptoms of sufficient severity, including severe pain such that a prudent layperson, who possesses an average knowledge of health and medicine, could reasonably expect that the absence of immediate medical attention could result in: (i) placing the health of the individual in serious jeopardy; (ii) serious impairment to bodily functions; or (iii) serious dysfunction of any bodily organ or part. Examples of symptoms that may indicate the presence of an emergency medical condition include but are not limited to, difficulty breathing, severe chest pains, convulsions or persistent severe abdominal pains.

Section 3. Those employees who retired after May 1, 1981, or were placed on disability pension pursuant to State statute after said date, shall be entitled to belong to the employee and dependent group insurance program provided for employees under the provisions of this agreement provided that such retired or disabled employees pay the entire premium for such insurance.

Those retirees, disability pensioners, their spouses and dependents who are enrolled in the employee and dependent group insurance programs provided for employees under the provisions of this agreement, who reach Medicare eligibility age, who are Medicare eligible, and who enroll in Medicare shall no longer be eligible for the group health insurance program. Alternatively, the City shall offer a commercially available Medicare supplement policy, to the extent that such is available, to such enrollees. The parties hereto agree that the coverage shall only be offered at the time the enrollee initially elects Medicare, there shall be no gap in coverage for

those converting from City coverage to Medicare supplement coverage, and such retired or disabled employees and their dependents shall pay the entire premiums for such insurance.

Section 4. The City will provide maternity benefits as required by all applicable State and Federal laws. Off-the-job illness will be administered in accordance with Administrative Policy & Procedure No. F-452.

Section 5. Employees will be eligible for the City Dental Plan, subject to underwriting approval. If the Union establishes a dental plan, premiums shall be payroll deducted.

Section 6. When the City provides an employer-sponsored "health fair" for employees, attendance at such fair shall be required for all on-duty employees, and voluntary for all off-duty personnel.

ARTICLE 19

WORK RULES AND CONDITIONS

Section 1. (a) The City and the Union shall reasonably cooperate to insofar as possible assure the highest standards of safety, health and sanitation in the operation of each employee's respective department.

Section 2. The City may adopt, change or modify rules not in conflict with the provisions of this agreement for the operation of the several departments of the City and the conduct of the employees in the classified service to encourage and maintain the proper and efficient operation thereof.

Section 3. In the absence of evidence of extenuating circumstances immediately upon discovering that an employee in the classified service is unable to report for duty and not less than the commencement of his/her scheduled duty time, such employee's supervisor shall be notified of the absence from duty of such employee. This provision shall not be interpreted as condoning repeated absences from duty and evidence of justifiable causes for any absence may be required to be furnished by the employee. In the absence of evidence of extenuating circumstances, an employee whose supervisor is not so notified within one duty day from the day on which the employee was first scheduled to report shall be considered to have resigned from the classified service.

Section 4. All employees in the classified service shall report to duty on time and shall faithfully and efficiently perform the requirements of their duties, shall not depart there from until the termination thereof and shall otherwise conduct themselves in a manner as to be a credit to the public service and to increase and promote the dignity of such service and the respect of the public for the same.

Section 5. The following work procedures for employees assigned to the Municipal Services and Water Services Divisions of the Department of Public Works regarding the lunch period will be adhered to:

a) There will be no change in the length of the workday or lunch period except for snow and ice control shifts.

b) The lunch period will not be counted as hours worked or paid time.

c) Employees will be allowed to take licensed vehicles from the job site for the purpose of coffee breaks or lunch unless ordered not to do so by their department director.

d) Employees may leave the job site for lunch provided they limit their lunch period to the allotted time.

e) A supervisor may assign a specific location other than the actual work site for the lunch period. Vehicles may then be used to travel to that site.

f) No more than two persons will be required to eat in a vehicle.

g) The City will make available items for cleanup such as towels, water and hand soap. Employees working in or with hazardous, toxic or unsanitary conditions or materials may be permitted to leave the work site prior to the scheduled lunch break and drive to the Municipal Services Center for lunch, at the discretion of the supervisor.

h) No radio calls will be made to employees on lunch breaks except in emergencies.

i) Vehicles may leave the work site for the lunch period, provided that heavy equipment may do so only if the employees have no other means of transportation available; if heavy equipment is taken from the work site for the lunch period, it may only be parked on a public street in a lawful manner, and not on any private parking lot. We would want the distance traveled to be reasonable in order for the employees to return to work in the allotted time. For example, if an employee is working in the northeast section of town, it would be reasonable to assume that he would take his lunch period in that part of town.

Section 6. In order to promote safety and as far as is practicable to eliminate accidents, injuries, and death in the General Service, the City and the Union hereby agree that a Safety Committee shall be formed and shall be comprised of representatives from management and the union. This committee shall meet at least quarterly to identify, discuss and make recommendations concerning health and safety conditions, accidents, protective devices and clothing, equipment and any other work hazards or unsafe working conditions.

The City shall permit committee members reasonable access to facilities and records when investigating health or safety conditions, unless prohibited by law or exigent operational circumstances.

Section 7. For the purpose of maintaining communications between labor and management and in order to cooperatively discuss and solve problems of mutual concern, a Labor-Management Committee is hereby established, composed of representatives of management and labor, to meet to examine, discuss and solve mutual problems not covered by the labor agreement. The number and composition of representatives, frequency of meetings, and topics of discussion are subject to the particular need and issues to be addressed.

The Labor-Management Committee is recognized as a forum to meet in a non-adversarial role to discuss issues and work out problems that are of mutual concern by providing a forum for communication outside the bargaining process. The labor-management committee shall meet at a preset time every month. Each party will prepare and submit agenda items to the other one (1) week prior to the scheduled meeting. If there are no agenda items, the meeting will be canceled.

The parties may mutually agree to discuss items not submitted in advance for placement on the agenda. Minutes shall be taken and, after approval by both parties, distributed.

Section 8. The City agrees to make available one bulletin board for the posting of official union notices at each of the following locations: Civic Center, South Water Treatment Plant, Police Building, Municipal Services Center, Lake Office and all newly constructed and/or acquired facilities. Such notices must relate to legitimate union business, including but not limited to the announcement of meetings, election of officers, and union recreational or social affairs. The privileges granted in this section shall not apply to notices that are defamatory in nature.

Section 9. The City does discourage the use of alcohol during the lunch period for safety and public relations reasons. The City strictly prohibits the use of alcohol or unprescribed drugs during the working hours, on City property, or in the City vehicles. Employees found unfit for duty shall be suspended immediately.

Section 10. Random drug testing in accordance with the standards and procedures of the Federal Commercial Motor Vehicle Safety Act and any regulations duly promulgated there under will be conducted for all employees appointed to all position classifications covered by this collective bargaining agreement.

Section 11. Discipline. All discipline in situations involving a positive drug/alcohol test in accordance with Section 10 above shall be administered as specified below:

(a) First Positive. In the first instance that an employee tests positive on the confirmatory test for drugs or is found to be under the influence of alcohol, the employee may be subject to a suspension not to exceed thirty (30) calendar days.

(b) Second Positive. Employees who test positive on the confirmatory test for drugs or alcohol on a second occasion within a five-year period shall be subject to discharge. The employee's Department Director is hereby empowered to impose such penalty, and neither the Civil Service Commission nor an arbitrator shall have jurisdiction to review, set aside or modify such penalty. This Section 11 shall in no way limit discipline by the employer for just cause.

Section 12. Work Place Violence. Employees who engage in potentially violent behavior shall be required to attend the employee assistance program (EAP).

ARTICLE 2O

GRIEVANCES

Section 1. Definition. A grievance is hereby defined as an actual dispute between the City and the Union or an employee covered by this Agreement concerning only the application, meaning or interpretation of the express terms of this Agreement as they affect the members of the Union or said employee.

Section 2. Procedure.

Step One: The Union or any employee covered by this agreement may submit a grievance in writing to an immediate non-bargaining unit supervisor on a form agreed to by both the City and the Union. The grievance shall state in simple and concise terms the nature of the dispute and shall specify the portion of the agreement which the union or the employee feels is being violated. The immediate non-bargaining unit supervisor shall respond in writing within ten (10)

business days with his decision. A "business day", for the purposes of this Article shall be any day on which the City's administrative offices are open and conducting business.

Step Two. If the union is not satisfied with the immediate non-bargaining unit supervisor's response, the written grievance may be referred to the Division Manager within ten (10) business days after immediate non-bargaining unit supervisor's decision. The grievance filed must be specific as to the contract section or sections that was violated and the nature of the dispute. The Division Manager may meet with one representative within ten (10) business days after receiving the grievance. The Division Manager shall respond in writing within ten (10) business days with his/her decision.

Step Three. If the union is not satisfied with the Division Manager's response, the written grievance may be referred to the Department Director within ten (10) business days after the Division Manager's decision. The Department Director shall meet with one representative of the union within ten (10) business days after receiving the grievance. The Department Director shall respond in writing within ten (10) business days with his decision.

Step Four. If the union is not satisfied with the Department Director's response, the written grievance may be referred to the City Manager within ten (10) business days after the Department Director's decision. The City Manager shall meet with three representatives within fifteen (15) business days after receiving the grievance. The City Manager shall respond in writing within ten (10) business days with his decision.

Timelines indicated in Step One through Step Four of this section may be extended on a case by case basis with the mutual consent of the City and the Union.

Section 3. Arbitration. (a) If the union is not satisfied with the City Manager's response, the written grievance may be referred to arbitration by so notifying the City Manager's Office in writing within ten (10) business days after the City Manager's decision. Within sixty (60) business days of the written notice to arbitrate, the parties will tender a request to the Federal Mediation and Conciliation Service asking for a panel of arbitrators. Upon the receipt of said panel the Union and the City will strike names. Both the City and the union shall have the right to strike two names from the panel with the party striking first to be determined by a coin toss. The remaining person shall be the arbitrator who shall be notified of their selection by a joint letter from both parties, requesting that a date and time for the hearing be established subject to the reasonable availability of the parties. All hearings shall take place in the City of Decatur, Illinois, unless otherwise mutually agreed. If such executed requests or notices to meet or confer are not provided to the City within the limits established herein, no arbitrator shall have authority or jurisdiction to decide the matter and the same will be deemed settled on the basis of the City's last response. The limits established hereby may be extended by mutual agreement, in writing, of the parties. Arbitrators must follow Illinois Rules of Evidence.

(b) The only issue to be arbitrated and capable of being arbitrated is that specific issue or issues listed in the initial grievance. Both parties agree to attempt to arrive at a joint stipulation of the facts and issues as outlined to be submitted to the arbitrator. The arbitrator shall have no authority to amend, modify, nullify, ignore, add to or subtract from the provisions of this agreement. He shall only consider and make a decision with respect to the specific issue submitted to him in writing, and shall have no authority to make a decision as to any other issue not so submitted to him or as to any issue not expressly covered by the terms of this agreement. In the event that the arbitrator finds a violation of the terms of this agreement, he shall fashion an appropriate remedy within the limits provided herein. The arbitrator shall have no power to make a decision that is contrary to the laws of the State of Illinois or the United States. The arbitrator shall submit

his written decision to the parties within thirty (30) business days of the close of the hearings or the submission of briefs, whichever is later, unless the parties agree to an extension. A decision rendered consistent with the terms hereof shall be final and binding and may be enforced at the instance of either party in the Circuit Court of Macon County. The pendency of any proceedings in the Circuit Court for review of the arbitrator's decision as allowed by law shall not automatically stay the order of the arbitrator.

(c) The expenses and fees of the arbitrator and the costs of the hearing room and any transcription of the hearing, if requested by either party, shall be shared equally by the parties. The decision and award of the arbitrator shall be final and binding on the City, the Union, and the employee or employees involved, except that said decision and award may be reviewed by any court of competent jurisdiction as provided by law. Each party shall be responsible for compensating its own representatives and witnesses.

(d) No arbitration order or award entered under the provision hereof may limit or interfere in any way with the powers, duties and responsibilities vested in the City Council under applicable State law.

Section 4. Timing for Filing a Grievance. (a) No grievance shall be entertained or processed unless submitted within ten (10) business days of the date that the employee knew or should have known of the event giving rise to a grievance. Any award to an aggrieved employee for a violation of the terms of this agreement shall be limited to consideration of only the said ten (10) business days immediately preceding the filing of the grievance plus any period thereafter during which such practice continued. If a grievance is not appealed by the union or the employee to the next step in the procedure set out herein within the time limits set forth or as mutually extended in writing, it shall be deemed waived and settled on the basis of the City's last response.

(b) The affected employee shall have the right to be present at any of the hearings provided for herein if such employee so chooses.

(c) Certain issues which by nature are not capable of being settled at a preliminary step of the grievance procedure may by mutual agreement be filed at the appropriate advanced step where the action giving rise to the grievance was initiated. Mutual agreement shall take place between the appropriate union representative and the appropriate city representative at the step where it is desired to initiate the grievance.

Section 5. Suspensions and Discharges (a) Suspensions and discharges shall be grieved directly to the City Manager, who shall meet with up to two representatives and the affected employee within three (3) business days of the filing of the grievance. The City Manager shall respond in writing within five (5) business days with his decision. Suspensions of three (3) days or fewer shall not be served by the employee prior to the City Manager's decision.

(b) Disciplinary reprimands may be grieved pursuant to the provisions hereof, but such reprimands may not be referred to arbitration as provided in Section 3 hereof. As to such reprimands, the decision of the City Manager is final. The City may, at its option, waive the provisions hereof and permit such discipline as is herein described to be arbitrated according to the provisions of this Article.

(c) Suspensions and discharges may be grieved pursuant to the provisions hereof, including binding arbitration, and in lieu of any proceedings otherwise available before the Civil Service Commission. In such cases, it shall be unnecessary to file said grievance pursuant to Sections 2 through 4 hereof, the notice to the City Manager's Office provided for herein being sufficient to

give the arbitrator jurisdiction of the matter, and said time limits herein provided being the only such limits regarding notice of intent to arbitrate required to be met by such employee, any provisions of Section 2 to the contrary notwithstanding. In order to exercise the option provided for hereunder to refer a matter to an arbitrator rather than the Civil Service Commission, or to have an arbitrator adjudicate a suspension not within the jurisdiction of the Civil Service Commission, an employee must file with the City Manager's Office, in writing, a notice that such employee wishes such suspension or discharge to be referred to arbitration, which arbitration shall be conducted pursuant to the provisions of this Chapter except where expressly modified by the provisions hereof. Such a notice must be filed not later than the end of the fifth business day following the notice to the employee of the discipline to be imposed. Failure to file such a notice within the time limits provided herein shall constitute a waiver of the right of such employee to have said matter arbitrated, and any disciplinary proceedings initiated following such failure to file such notice, if any are required, shall be pursuant to the Civil Service Law as provided in Section 3 of Article 11 hereof. A decision by either the Civil Service Commission or an arbitrator shall preclude consideration of the same matter by the other.

ARTICLE 21

CITY AUTHORITY

Section 1. Nothing in this Agreement shall be construed as delegating to others the authority vested by law in the corporate authority of the city and its duly elected or appointed officers or in any way abridging or reducing such authority or infringing upon the responsibility thereof to the people of the City.

Section 2. Except as amended, changed or modified by this agreement, the City retains all management rights and powers granted it by law. Said rights and powers are subject to the terms and conditions of this Agreement and include but are not limited to the following: the right to establish, discontinue or modify those terms and conditions of employment not controlled by this Agreement; the right to operate and manage all manpower, facilities and equipment; the right to establish functions and programs; the right to set and amend budgets; the right to determine the utilization of technology; the right to establish and modify the organizational structure; the right to select, direct and determine the number of personnel and the right to establish work schedules.

ARTICLE 22

NON-DISCRIMINATION

During the term of this Agreement neither the City nor the Union shall discriminate with regard to the rights, privileges, power, authority, duty or responsibility of either as to any person with regard to age, sex, marital status, race, color, creed, sexual orientation, national origin, political affiliation or with regard to whether any person is or is not affiliated with the Union.

ARTICLE 23

SAVINGS CLAUSE

Should any article, section or portion thereof of this agreement be held unlawful or unenforceable by any court of competent jurisdiction such decision of the court shall apply only to that

specific article, section or portion thereof and insofar as may be possible shall not affect the provisions otherwise appearing herein. The City and the Union agree to negotiate as soon as practicable a substitute for the invalidated article, section, or portion thereof.

ARTICLE 24

NEWLY CREATED POSITIONS

Section 1. When a new job classification is established or an existing one is changed, the City will submit a description in writing and a wage rate to the Union. If the Union wishes to meet with the City regarding the new classification description or wage rate, a meeting will be requested within ten (10) days of the Union's receipt of the wage and classification description. Any unresolved differences of opinion between the parties in regard to wages will be subject to the grievance procedure.

Section 2. Any grievances filed concerning wages on a new or changed job classification may be filed in accordance with Article 20 Section 2. If no grievance is filed by the Union within fourteen (14) days of the City's submission of the description and wage rate to the Union, the matter will be deemed settled on the basis of the City's proposal.

Section 3. During any period in which there is a dispute concerning wage rates for a new classification, the City may fill such classification temporarily at a rate of pay determined by the City.

ARTICLE 25

ENTIRE AGREEMENT

The parties acknowledge that during the negotiations which resulted in the 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 agreement 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, covered by the terms of this Agreement or bargained about during the negotiations resulting in this Agreement.

However, the City agrees that during the period of this Agreement, it shall not unilaterally change any bona fide past practices and policies with respect to salaries, hours, conditions of employment, and fringe benefits enjoyed by members of the bargaining units without prior consultation and negotiations with the Union. Where past practice conflicts with the express terms of the contract, the contract shall prevail. In order to qualify as a bona fide past practice, such practice must be (1) unequivocal, (2) clearly enunciated and acted upon, and (3) readily ascertainable over a reasonable period of time as a fixed and established practice accepted by both parties.

ARTICLE 26

PERSONNEL FILES

Section 1. The City shall keep a central personnel file for each employee. Supervisors may keep working files. Nothing in the supervisors file that is not in the employee personnel files can be used against the employee for disciplinary purposes.

Section 2. Inspection of employee's personnel file shall be in accordance with the Illinois Personal Records Act, Chapter 48, Section 2000 et. seq.

Section 3. An employee who is involved in a current grievance against the employer may designate in writing that a union representative may inspect his or her personnel file subject to the procedures incorporated in Section 2 of this article.

ARTICLE 27

TERM OF AGREEMENT

Section 1. This Agreement shall become effective as of January 1, 2023 and shall remain in full force and effect through December 31, 2024, and thereafter from year to year, January 1 through the following December 31, until terminated. This Agreement may be terminated by either party hereto by giving written notice to either party sixty (60) days prior to December 31, 2024, or sixty (60) days prior to December 31st of any subsequent year in which termination is sought.

Section 2. The Union and the City agree to split equally the costs of printing this Agreement.

Section: 3. All previously executed memoranda of understanding, and collective bargaining agreement addenda, settlement agreements, and supplemental agreements not incorporated into this contract shall now and hereafter be null and void.

Dated the 18th day of October, 2022

For AFSCME Council 31 and Local 268:

Carl Bauer President

VP

For the City of Decatur, Illinois:

City Manager

Attest:

City Clerk

EXHIBIT A

Position Classification	Pay Grade
Account Clerk I	9
Account Clerk II	11
Account Clerk III	13
Accounting Assistant	14
Buyer	16
Chief Water Plant Operator	20
City Electrician	19
Construction Code Inspector	
Electrical	21
Heating & Air Conditioning	21
Plumbing	21
Structural	21
Crew Chief	15
Engineering Technician I	16
Engineering Technician II	18
Engineering Technician III	20
Environmental Standards Technician	14
Equipment Operator	14
Fleet Mechanic	16
Housing Rehabilitation Specialist	21
Instrumentation and Controls Technician	20
Lead Fleet Mechanic	17
Laboratory Technician	19
Maintenance Mechanic II	17
Maintenance Technician I	16
Maintenance Technician II	18
Neighborhood Service Officer	20
Network Support Specialist Intern	14
Network Support Specialist	16
Office Support Representative	9
Parking Enforcement Officer	12
Parking Meter Maintenance Worker	13
Parts Person/Dispatcher	13
Permit Technician	11
Plan Examiner	21
Planning and Development Assistant	14
Rehabilitation Construction Specialist	19
Senior Network Support Specialist	18
Service Worker	13
Traffic Signal Technician	21
Water Customer Service Representative	11
Water Meter Repairer	15
Water Plant Operator I	15
Water Plant Operator III	17
Water Service Technician I	13
Water Service Technician II	15

EXHIBIT B

HOUR ASSIGNMENTS

Section	Crews
Streets and Sewers	All except those assigned to clerical
Forestry	All
Water Distribution	Water service repair and replacement and valve turning
Vehicle Maintenance	All Mechanics
Traffic	All

EXHIBIT C
General Services Pay Plan as of January 1, 2023
3.5% increase

GRADE	STEP	HOURLY	WEEKLY	BI-WEEKLY	ANNUALLY
1	P1 (1)	$14.1407	$565.63	$1,131.25	$29,413
	P2 (2)	$14.4623	$578.49	$1,156.99	$30,082
	A (3)	$14.7922	$591.69	$1,183.38	$30,768
	B (4)	$15.0591	$602.36	$1,204.73	$31,323
	C (5)	$15.3190	$612.76	$1,225.52	$31,863
	D (6)	$15.8660	$634.64	$1,269.28	$33,001
	E (7)	$16.4377	$657.51	$1,315.02	$34,190
	F (8)	$17.0436	$681.74	$1,363.49	$35,451
2	P1 (1)	$14.6414	$585.66	$1,171.31	$30,454
	P2 (2)	$14.9759	$599.04	$1,198.07	$31,150
	A (3)	$15.3190	$612.76	$1,225.52	$31,863
	B (4)	$15.5896	$623.58	$1,247.16	$32,426
	C (5)	$15.8660	$634.64	$1,269.28	$33,001
	D (6)	$16.4377	$657.51	$1,315.02	$34,190
	E (7)	$17.0436	$681.74	$1,363.49	$35,451
	F (8)	$17.6773	$707.09	$1,414.18	$36,769
3	P1 (1)	$15.1615	$606.46	$1,212.92	$31,536
	P2 (2)	$15.5093	$620.37	$1,240.74	$32,259
	A (3)	$15.8660	$634.64	$1,269.28	$33,001
	B (4)	$16.1559	$646.24	$1,292.47	$33,604
	C (5)	$16.4377	$657.51	$1,315.02	$34,190
	D (6)	$17.0436	$681.74	$1,363.49	$35,451
	E (7)	$17.6773	$707.09	$1,414.18	$36,769
	F (8)	$18.3426	$733.70	$1,467.40	$38,153
4	P1 (1)	$15.7049	$628.20	$1,256.39	$32,666
	P2 (2)	$16.0667	$642.67	$1,285.33	$33,419
	A (3)	$16.4377	$657.51	$1,315.02	$34,190
	B (4)	$16.7382	$669.53	$1,339.06	$34,816
	C (5)	$17.0436	$681.74	$1,363.49	$35,451
	D (6)	$17.6773	$707.09	$1,414.18	$36,769
	E (7)	$18.3426	$733.70	$1,467.40	$38,153
	F (8)	$19.0399	$761.60	$1,523.19	$39,603
5	P1 (1)	$16.2809	$651.24	$1,302.47	$33,864
	P2 (2)	$16.6574	$666.30	$1,332.59	$34,647
	A (3)	$17.0436	$681.74	$1,363.49	$35,451
	B (4)	$17.3564	$694.26	$1,388.52	$36,101
	C (5)	$17.6773	$707.09	$1,414.18	$36,769
	D (6)	$18.3426	$733.70	$1,467.40	$38,153
	E (7)	$19.0399	$761.60	$1,523.19	$39,603
	F (8)	$19.7741	$790.97	$1,581.93	$41,130
6	P1 (1)	$16.8833	$675.33	$1,350.66	$35,117
	P2 (2)	$17.2753	$691.01	$1,382.02	$35,933
	A (3)	$17.6773	$707.09	$1,414.18	$36,769
	B (4)	$18.0083	$720.33	$1,440.67	$37,457
	C (5)	$18.3426	$733.70	$1,467.40	$38,153
	D (6)	$19.0399	$761.60	$1,523.19	$39,603
	E (7)	$19.7741	$790.97	$1,581.93	$41,130
	F (8)	$20.5432	$821.73	$1,643.45	$42,730
7	P1 (1)	$17.5157	$700.63	$1,401.26	$36,433
	P2 (2)	$17.9239	$716.96	$1,433.91	$37,282
	A (3)	$18.3426	$733.70	$1,467.40	$38,153
	B (4)	$18.6891	$747.56	$1,495.13	$38,873
	C (5)	$19.0399	$761.60	$1,523.19	$39,603
	D (6)	$19.7741	$790.97	$1,581.93	$41,130
	E (7)	$20.5432	$821.73	$1,643.45	$42,730
	F (8)	$21.3528	$854.11	$1,708.22	$44,414
8	P1 (1)	$18.1786	$727.14	$1,454.29	$37,812
	P2 (2)	$18.6038	$744.15	$1,488.31	$38,696
	A (3)	$19.0399	$761.60	$1,523.19	$39,603
	B (4)	$19.4030	$776.12	$1,552.24	$40,358
	C (5)	$19.7741	$790.97	$1,581.93	$41,130
	D (6)	$20.5432	$821.73	$1,643.45	$42,730
	E (7)	$21.3528	$854.11	$1,708.22	$44,414
	F (8)	$22.2020	$888.08	$1,776.16	$46,180
9	P1 (1)	$18.8766	$755.06	$1,510.13	$39,263
	P2 (2)	$19.3197	$772.79	$1,545.58	$40,185
	A (3)	$19.7741	$790.97	$1,581.93	$41,130
	B (4)	$20.1565	$806.26	$1,612.52	$41,926
	C (5)	$20.5432	$821.73	$1,643.45	$42,730
	D (6)	$21.3528	$854.11	$1,708.22	$44,414
	E (7)	$22.2020	$888.08	$1,776.16	$46,180
	F (8)	$23.0940	$923.76	$1,847.52	$48,036
10	P1 (1)	$19.6076	$784.31	$1,568.61	$40,784
	P2 (2)	$20.0695	$802.78	$1,605.56	$41,745
	A (3)	$20.5432	$821.73	$1,643.45	$42,730
	B (4)	$20.9464	$837.85	$1,675.71	$43,568
	C (5)	$21.3528	$854.11	$1,708.22	$44,414
	D (6)	$22.2020	$888.08	$1,776.16	$46,180
	E (7)	$23.0940	$923.76	$1,847.52	$48,036
	F (8)	$24.0288	$961.15	$1,922.30	$49,980
11	P1 (1)	$20.3773	$815.09	$1,630.19	$42,385
	P2 (2)	$20.8589	$834.36	$1,668.71	$43,386
	A (3)	$21.3528	$854.11	$1,708.22	$44,414
	B (4)	$21.7763	$871.05	$1,742.11	$45,295
	C (5)	$22.2020	$888.08	$1,776.16	$46,180
	D (6)	$23.0940	$923.76	$1,847.52	$48,036
	E (7)	$24.0288	$961.15	$1,922.30	$49,980
	F (8)	$25.0138	$1,000.55	$2,001.11	$52,029
12	P1 (1)	$21.1846	$847.38	$1,694.77	$44,064
	P2 (2)	$21.6869	$867.47	$1,734.95	$45,109
	A (3)	$22.2020	$888.08	$1,776.16	$46,180
	B (4)	$22.6453	$905.81	$1,811.63	$47,102
	C (5)	$23.0940	$923.76	$1,847.52	$48,036
	D (6)	$24.0288	$961.15	$1,922.30	$49,980
	E (7)	$25.0138	$1,000.55	$2,001.11	$52,029
	F (8)	$26.0476	$1,041.90	$2,083.80	$54,179

EXHIBIT C (continued)
General Services Pay Plan as of January 1, 2023
3.5% increase

GRADE	STEP	HOURLY	WEEKLY	BI-WEEKLY	ANNUALLY
13	P1 (1)	$22.0326	$881.30	$1,762.60	$45,828
	P2 (2)	$22.5566	$902.26	$1,804.53	$46,918
	A (3)	$23.0940	$923.76	$1,847.52	$48,036
	B (4)	$23.5577	$942.31	$1,884.61	$49,000
	C (5)	$24.0288	$961.15	$1,922.30	$49,980
	D (6)	$25.0138	$1,000.55	$2,001.11	$52,029
	E (7)	$26.0476	$1,041.90	$2,083.80	$54,179
	F (8)	$27.1273	$1,085.09	$2,170.18	$56,425
14	P1 (1)	$22.9212	$916.85	$1,833.69	$47,676
	P2 (2)	$23.4680	$938.72	$1,877.44	$48,813
	A (3)	$24.0288	$961.15	$1,922.30	$49,980
	B (4)	$24.5213	$980.85	$1,961.71	$51,004
	C (5)	$25.0138	$1,000.55	$2,001.11	$52,029
	D (6)	$26.0476	$1,041.90	$2,083.80	$54,179
	E (7)	$27.1273	$1,085.09	$2,170.18	$56,425
	F (8)	$28.2647	$1,130.59	$2,261.18	$58,791
15	P1 (1)	$23.8576	$954.30	$1,908.61	$49,624
	P2 (2)	$24.4284	$977.14	$1,954.27	$50,811
	A (3)	$25.0138	$1,000.55	$2,001.11	$52,029
	B (4)	$25.5272	$1,021.09	$2,042.18	$53,097
	C (5)	$26.0476	$1,041.90	$2,083.80	$54,179
	D (6)	$27.1273	$1,085.09	$2,170.18	$56,425
	E (7)	$28.2647	$1,130.59	$2,261.18	$58,791
	F (8)	$29.4567	$1,178.27	$2,356.54	$61,270
16	P1 (1)	$24.8403	$993.61	$1,987.22	$51,668
	P2 (2)	$25.4363	$1,017.45	$2,034.90	$52,907
	A (3)	$26.0476	$1,041.90	$2,083.80	$54,179
	B (4)	$26.5823	$1,063.29	$2,126.59	$55,291
	C (5)	$27.1273	$1,085.09	$2,170.18	$56,425
	D (6)	$28.2647	$1,130.59	$2,261.18	$58,791
	E (7)	$29.4567	$1,178.27	$2,356.54	$61,270
	F (8)	$30.7145	$1,228.58	$2,457.16	$63,886
17	P1 (1)	$25.8667	$1,034.67	$2,069.33	$53,803
	P2 (2)	$26.4890	$1,059.56	$2,119.12	$55,097
	A (3)	$27.1273	$1,085.09	$2,170.18	$56,425
	B (4)	$27.6936	$1,107.74	$2,215.49	$57,603
	C (5)	$28.2647	$1,130.59	$2,261.18	$58,791
	D (6)	$29.4567	$1,178.27	$2,356.54	$61,270
	E (7)	$30.7145	$1,228.58	$2,457.16	$63,886
	F (8)	$32.0316	$1,281.27	$2,562.53	$66,626
18	P1 (1)	$26.9480	$1,077.92	$2,155.84	$56,052
	P2 (2)	$27.5980	$1,103.92	$2,207.84	$57,404
	A (3)	$28.2647	$1,130.59	$2,261.18	$58,791
	B (4)	$28.8642	$1,154.57	$2,309.14	$60,038
	C (5)	$29.4567	$1,178.27	$2,356.54	$61,270
	D (6)	$30.7145	$1,228.58	$2,457.16	$63,886
	E (7)	$32.0316	$1,281.27	$2,562.53	$66,626
	F (8)	$33.4108	$1,336.43	$2,672.87	$69,495
19	P1 (1)	$28.0811	$1,123.24	$2,246.49	$58,409
	P2 (2)	$28.7602	$1,150.41	$2,300.82	$59,821
	A (3)	$29.4567	$1,178.27	$2,356.54	$61,270
	B (4)	$30.0888	$1,203.55	$2,407.11	$62,585
	C (5)	$30.7145	$1,228.58	$2,457.16	$63,886
	D (6)	$32.0316	$1,281.27	$2,562.53	$66,626
	E (7)	$33.4108	$1,336.43	$2,672.87	$69,495
	F (8)	$34.8681	$1,394.72	$2,789.45	$72,526
20	P1 (1)	$29.2768	$1,171.07	$2,342.14	$60,896
	P2 (2)	$29.9866	$1,199.46	$2,398.92	$62,372
	A (3)	$30.7145	$1,228.58	$2,457.16	$63,886
	B (4)	$31.3744	$1,254.98	$2,509.95	$65,259
	C (5)	$32.0316	$1,281.27	$2,562.53	$66,626
	D (6)	$33.4108	$1,336.43	$2,672.87	$69,495
	E (7)	$34.8681	$1,394.72	$2,789.45	$72,526
	F (8)	$36.3890	$1,455.56	$2,911.12	$75,689
21	P1 (1)	$30.5289	$1,221.16	$2,442.31	$63,500
	P2 (2)	$31.2708	$1,250.83	$2,501.66	$65,043
	A (3)	$32.0316	$1,281.27	$2,562.53	$66,626
	B (4)	$32.7226	$1,308.90	$2,617.81	$68,063
	C (5)	$33.4108	$1,336.43	$2,672.87	$69,495
	D (6)	$34.8681	$1,394.72	$2,789.45	$72,526
	E (7)	$36.3890	$1,455.56	$2,911.12	$75,689
	F (8)	$37.9890	$1,519.56	$3,039.12	$79,017
22	P1 (1)	$31.8400	$1,273.60	$2,547.20	$66,227
	P2 (2)	$32.6154	$1,304.62	$2,609.24	$67,840
	A (3)	$33.4108	$1,336.43	$2,672.87	$69,495
	B (4)	$34.1376	$1,365.50	$2,731.01	$71,006
	C (5)	$34.8681	$1,394.72	$2,789.45	$72,526
	D (6)	$36.3890	$1,455.56	$2,911.12	$75,689
	E (7)	$37.9890	$1,519.56	$3,039.12	$79,017
	F (8)	$39.6735	$1,586.94	$3,173.88	$82,521
23	P1 (1)	$33.2253	$1,329.01	$2,658.02	$69,109
	P2 (2)	$34.0363	$1,361.45	$2,722.90	$70,795
	A (3)	$34.8681	$1,394.72	$2,789.45	$72,526
	B (4)	$35.6312	$1,425.25	$2,850.50	$74,113
	C (5)	$36.3890	$1,455.56	$2,911.12	$75,689
	D (6)	$37.9890	$1,519.56	$3,039.12	$79,017
	E (7)	$39.6735	$1,586.94	$3,173.88	$82,521
	F (8)	$41.4372	$1,657.49	$3,314.98	$86,189
24	P1 (1)	$34.6711	$1,386.84	$2,773.69	$72,116
	P2 (2)	$35.5191	$1,420.77	$2,841.53	$73,880
	A (3)	$36.3890	$1,455.56	$2,911.12	$75,689
	B (4)	$37.1890	$1,487.56	$2,975.12	$77,353
	C (5)	$37.9890	$1,519.56	$3,039.12	$79,017
	D (6)	$39.6735	$1,586.94	$3,173.88	$82,521
	E (7)	$41.4372	$1,657.49	$3,314.98	$86,189
	F (8)	$43.2907	$1,731.63	$3,463.26	$90,045

EXHIBIT D

General Services Pay Plan as of January 1, 2024

4.0% increase

GRADE	STEP	HOURLY	WEEKLY	BI-WEEKLY	ANNUALLY
1	P1 (1)	$14.7063	$588.25	$1,176.50	$30,589
	P2 (2)	$15.0408	$601.63	$1,203.26	$31,285
	A (3)	$15.3839	$615.36	$1,230.71	$31,999
	B (4)	$15.6614	$626.46	$1,252.91	$32,576
	C (5)	$15.9317	$637.27	$1,274.54	$33,138
	D (6)	$16.5007	$660.03	$1,320.05	$34,321
	E (7)	$17.0952	$683.81	$1,367.62	$35,558
	F (8)	$17.7253	$709.01	$1,418.03	$36,869
2	P1 (1)	$15.2270	$609.08	$1,218.16	$31,672
	P2 (2)	$15.5749	$623.00	$1,245.99	$32,396
	A (3)	$15.9317	$637.27	$1,274.54	$33,138
	B (4)	$16.2131	$648.53	$1,297.05	$33,723
	C (5)	$16.5007	$660.03	$1,320.05	$34,321
	D (6)	$17.0952	$683.81	$1,367.62	$35,558
	E (7)	$17.7253	$709.01	$1,418.03	$36,869
	F (8)	$18.3844	$735.38	$1,470.75	$38,240
3	P1 (1)	$15.7679	$630.72	$1,261.43	$32,797
	P2 (2)	$16.1297	$645.19	$1,290.37	$33,550
	A (3)	$16.5007	$660.03	$1,320.05	$34,321
	B (4)	$16.8021	$672.08	$1,344.17	$34,948
	C (5)	$17.0952	$683.81	$1,367.62	$35,558
	D (6)	$17.7253	$709.01	$1,418.03	$36,869
	E (7)	$18.3844	$735.38	$1,470.75	$38,240
	F (8)	$19.0763	$763.05	$1,526.10	$39,679
4	P1 (1)	$16.3331	$653.32	$1,306.65	$33,973
	P2 (2)	$16.7093	$668.37	$1,336.75	$34,755
	A (3)	$17.0952	$683.81	$1,367.62	$35,558
	B (4)	$17.4078	$696.31	$1,392.62	$36,208
	C (5)	$17.7253	$709.01	$1,418.03	$36,869
	D (6)	$18.3844	$735.38	$1,470.75	$38,240
	E (7)	$19.0763	$763.05	$1,526.10	$39,679
	F (8)	$19.8015	$792.06	$1,584.12	$41,187
5	P1 (1)	$16.9321	$677.28	$1,354.57	$35,219
	P2 (2)	$17.3237	$692.95	$1,385.90	$36,033
	A (3)	$17.7253	$709.01	$1,418.03	$36,869
	B (4)	$18.0507	$722.03	$1,444.06	$37,545
	C (5)	$18.3844	$735.38	$1,470.75	$38,240
	D (6)	$19.0763	$763.05	$1,526.10	$39,679
	E (7)	$19.8015	$792.06	$1,584.12	$41,187
	F (8)	$20.5651	$822.60	$1,645.21	$42,775
6	P1 (1)	$17.5586	$702.35	$1,404.69	$36,522
	P2 (2)	$17.9663	$718.65	$1,437.30	$37,370
	A (3)	$18.3844	$735.38	$1,470.75	$38,240
	B (4)	$18.7287	$749.15	$1,498.29	$38,956
	C (5)	$19.0763	$763.05	$1,526.10	$39,679
	D (6)	$19.8015	$792.06	$1,584.12	$41,187
	E (7)	$20.5651	$822.60	$1,645.21	$42,775
	F (8)	$21.3649	$854.60	$1,709.19	$44,439
7	P1 (1)	$18.2163	$728.65	$1,457.31	$37,890
	P2 (2)	$18.6409	$745.63	$1,491.27	$38,773
	A (3)	$19.0763	$763.05	$1,526.10	$39,679
	B (4)	$19.4367	$777.47	$1,554.93	$40,428
	C (5)	$19.8015	$792.06	$1,584.12	$41,187
	D (6)	$20.5651	$822.60	$1,645.21	$42,775
	E (7)	$21.3649	$854.60	$1,709.19	$44,439
	F (8)	$22.2069	$888.28	$1,776.55	$46,190
8	P1 (1)	$18.9058	$756.23	$1,512.46	$39,324
	P2 (2)	$19.3480	$773.92	$1,547.84	$40,244
	A (3)	$19.8015	$792.06	$1,584.12	$41,187
	B (4)	$20.1791	$807.17	$1,614.33	$41,973
	C (5)	$20.5651	$822.60	$1,645.21	$42,775
	D (6)	$21.3649	$854.60	$1,709.19	$44,439
	E (7)	$22.2069	$888.28	$1,776.55	$46,190
	F (8)	$23.0901	$923.60	$1,847.21	$48,027
9	P1 (1)	$19.6317	$785.27	$1,570.53	$40,834
	P2 (2)	$20.0925	$803.70	$1,607.40	$41,792
	A (3)	$20.5651	$822.60	$1,645.21	$42,775
	B (4)	$20.9628	$838.51	$1,677.02	$43,603
	C (5)	$21.3649	$854.60	$1,709.19	$44,439
	D (6)	$22.2069	$888.28	$1,776.55	$46,190
	E (7)	$23.0901	$923.60	$1,847.21	$48,027
	F (8)	$24.0178	$960.71	$1,921.42	$49,957
10	P1 (1)	$20.3919	$815.68	$1,631.36	$42,415
	P2 (2)	$20.8723	$834.89	$1,669.78	$43,414
	A (3)	$21.3649	$854.60	$1,709.19	$44,439
	B (4)	$21.7842	$871.37	$1,742.74	$45,311
	C (5)	$22.2069	$888.28	$1,776.55	$46,190
	D (6)	$23.0901	$923.60	$1,847.21	$48,027
	E (7)	$24.0178	$960.71	$1,921.42	$49,957
	F (8)	$24.9899	$999.60	$1,999.20	$51,979
11	P1 (1)	$21.1924	$847.70	$1,695.39	$44,080
	P2 (2)	$21.6932	$867.73	$1,735.46	$45,122
	A (3)	$22.2069	$888.28	$1,776.55	$46,190
	B (4)	$22.6474	$905.89	$1,811.79	$47,107
	C (5)	$23.0901	$923.60	$1,847.21	$48,027
	D (6)	$24.0178	$960.71	$1,921.42	$49,957
	E (7)	$24.9899	$999.60	$1,999.20	$51,979
	F (8)	$26.0144	$1,040.58	$2,081.15	$54,110
12	P1 (1)	$22.0320	$881.28	$1,762.56	$45,827
	P2 (2)	$22.5543	$902.17	$1,804.35	$46,913
	A (3)	$23.0901	$923.60	$1,847.21	$48,027
	B (4)	$23.5511	$942.05	$1,884.09	$48,986
	C (5)	$24.0178	$960.71	$1,921.42	$49,957
	D (6)	$24.9899	$999.60	$1,999.20	$51,979
	E (7)	$26.0144	$1,040.58	$2,081.15	$54,110
	F (8)	$27.0895	$1,083.58	$2,167.16	$56,346

EXHIBIT D (continued)
General Services Pay Plan as of January 1, 2024
4.0% increase

GRADE	STEP	HOURLY	WEEKLY	BI-WEEKLY	ANNUALLY
13	P1 (1)	$22.9139	$916.55	$1,833.11	$47,661
	P2 (2)	$23.4588	$938.35	$1,876.71	$48,794
	A (3)	$24.0178	$960.71	$1,921.42	$49,957
	B (4)	$24.5000	$980.00	$1,960.00	$50,960
	C (5)	$24.9899	$999.60	$1,999.20	$51,979
	D (6)	$26.0144	$1,040.58	$2,081.15	$54,110
	E (7)	$27.0895	$1,083.58	$2,167.16	$56,346
	F (8)	$28.2123	$1,128.49	$2,256.99	$58,682
14	P1 (1)	$23.8380	$953.52	$1,907.04	$49,583
	P2 (2)	$24.4067	$976.27	$1,952.53	$50,766
	A (3)	$24.9899	$999.60	$1,999.20	$51,979
	B (4)	$25.5022	$1,020.09	$2,040.17	$53,045
	C (5)	$26.0144	$1,040.58	$2,081.15	$54,110
	D (6)	$27.0895	$1,083.58	$2,167.16	$56,346
	E (7)	$28.2123	$1,128.49	$2,256.99	$58,682
	F (8)	$29.3953	$1,175.81	$2,351.62	$61,142
15	P1 (1)	$24.8119	$992.48	$1,984.95	$51,609
	P2 (2)	$25.4055	$1,016.22	$2,032.44	$52,843
	A (3)	$26.0144	$1,040.58	$2,081.15	$54,110
	B (4)	$26.5483	$1,061.93	$2,123.86	$55,220
	C (5)	$27.0895	$1,083.58	$2,167.16	$56,346
	D (6)	$28.2123	$1,128.49	$2,256.99	$58,682
	E (7)	$29.3953	$1,175.81	$2,351.62	$61,142
	F (8)	$30.6350	$1,225.40	$2,450.80	$63,721
16	P1 (1)	$25.8339	$1,033.35	$2,066.71	$53,734
	P2 (2)	$26.4537	$1,058.15	$2,116.30	$55,024
	A (3)	$27.0895	$1,083.58	$2,167.16	$56,346
	B (4)	$27.6456	$1,105.82	$2,211.65	$57,503
	C (5)	$28.2123	$1,128.49	$2,256.99	$58,682
	D (6)	$29.3953	$1,175.81	$2,351.62	$61,142
	E (7)	$30.6350	$1,225.40	$2,450.80	$63,721
	F (8)	$31.9431	$1,277.72	$2,555.45	$66,442
17	P1 (1)	$26.9013	$1,076.05	$2,152.11	$55,955
	P2 (2)	$27.5485	$1,101.94	$2,203.88	$57,301
	A (3)	$28.2123	$1,128.49	$2,256.99	$58,682
	B (4)	$28.8013	$1,152.05	$2,304.11	$59,907
	C (5)	$29.3953	$1,175.81	$2,351.62	$61,142
	D (6)	$30.6350	$1,225.40	$2,450.80	$63,721
	E (7)	$31.9431	$1,277.72	$2,555.45	$66,442
	F (8)	$33.3129	$1,332.52	$2,665.03	$69,291
18	P1 (1)	$28.0259	$1,121.03	$2,242.07	$58,294
	P2 (2)	$28.7019	$1,148.08	$2,296.15	$59,700
	A (3)	$29.3953	$1,175.81	$2,351.62	$61,142
	B (4)	$30.0188	$1,200.75	$2,401.50	$62,439
	C (5)	$30.6350	$1,225.40	$2,450.80	$63,721
	D (6)	$31.9431	$1,277.72	$2,555.45	$66,442
	E (7)	$33.3129	$1,332.52	$2,665.03	$69,291
	F (8)	$34.7473	$1,389.89	$2,779.78	$72,274
19	P1 (1)	$29.2044	$1,168.17	$2,336.35	$60,745
	P2 (2)	$29.9106	$1,196.42	$2,392.85	$62,214
	A (3)	$30.6350	$1,225.40	$2,450.80	$63,721
	B (4)	$31.2924	$1,251.70	$2,503.39	$65,088
	C (5)	$31.9431	$1,277.72	$2,555.45	$66,442
	D (6)	$33.3129	$1,332.52	$2,665.03	$69,291
	E (7)	$34.7473	$1,389.89	$2,779.78	$72,274
	F (8)	$36.2628	$1,450.51	$2,901.02	$75,427
20	P1 (1)	$30.4479	$1,217.91	$2,435.83	$63,332
	P2 (2)	$31.1860	$1,247.44	$2,494.88	$64,867
	A (3)	$31.9431	$1,277.72	$2,555.45	$66,442
	B (4)	$32.6294	$1,305.18	$2,610.35	$67,869
	C (5)	$33.3129	$1,332.52	$2,665.03	$69,291
	D (6)	$34.7473	$1,389.89	$2,779.78	$72,274
	E (7)	$36.2628	$1,450.51	$2,901.02	$75,427
	F (8)	$37.8445	$1,513.78	$3,027.56	$78,717
21	P1 (1)	$31.7501	$1,270.00	$2,540.00	$66,040
	P2 (2)	$32.5216	$1,300.86	$2,601.73	$67,645
	A (3)	$33.3129	$1,332.52	$2,665.03	$69,291
	B (4)	$34.0315	$1,361.26	$2,722.52	$70,785
	C (5)	$34.7473	$1,389.89	$2,779.78	$72,274
	D (6)	$36.2628	$1,450.51	$2,901.02	$75,427
	E (7)	$37.8445	$1,513.78	$3,027.56	$78,717
	F (8)	$39.5085	$1,580.34	$3,160.68	$82,178
22	P1 (1)	$33.1136	$1,324.54	$2,649.09	$68,876
	P2 (2)	$33.9201	$1,356.80	$2,713.61	$70,554
	A (3)	$34.7473	$1,389.89	$2,779.78	$72,274
	B (4)	$35.5031	$1,420.12	$2,840.25	$73,846
	C (5)	$36.2628	$1,450.51	$2,901.02	$75,427
	D (6)	$37.8445	$1,513.78	$3,027.56	$78,717
	E (7)	$39.5085	$1,580.34	$3,160.68	$82,178
	F (8)	$41.2605	$1,650.42	$3,300.84	$85,822
23	P1 (1)	$34.5543	$1,382.17	$2,764.34	$71,873
	P2 (2)	$35.3977	$1,415.91	$2,831.82	$73,627
	A (3)	$36.2628	$1,450.51	$2,901.02	$75,427
	B (4)	$37.0565	$1,482.26	$2,964.52	$77,077
	C (5)	$37.8445	$1,513.78	$3,027.56	$78,717
	D (6)	$39.5085	$1,580.34	$3,160.68	$82,178
	E (7)	$41.2605	$1,650.42	$3,300.84	$85,822
	F (8)	$43.0947	$1,723.79	$3,447.58	$89,637
24	P1 (1)	$36.0579	$1,442.32	$2,884.63	$75,000
	P2 (2)	$36.9399	$1,477.60	$2,955.19	$76,835
	A (3)	$37.8445	$1,513.78	$3,027.56	$78,717
	B (4)	$38.6765	$1,547.06	$3,094.12	$80,447
	C (5)	$39.5085	$1,580.34	$3,160.68	$82,178
	D (6)	$41.2605	$1,650.42	$3,300.84	$85,822
	E (7)	$43.0947	$1,723.79	$3,447.58	$89,637
	F (8)	$45.0224	$1,800.89	$3,601.79	$93,646

EXHIBIT E

HEALTH INSURANCE PLAN HIGHLIGHTS—EFFECTIVE 1/1/2022

MAJOR PLAN ELEMENTS	Plan PJ1005	Plan PJ1009	PE4337
Deductible: Single (In network / out of network) Family/person (In / out of network)	$250 / $500 $750 / $1,500	$750 / $1,500 $2,250/ $4,500	$1,500 / $3,000 $2,800 / $4,500
Max Out-of-Pocket Limit: Single (In network / out of network) Family (In network / out of network)	$2,000 / $4,000 $4,000 / $8,000	$3,000 / $6,000 $6,000/ $12,000	$3,000 / $6,000 $7,150 / $22,500
HSA Eligible	No	No	Yes
PREMIUM CONTRIBUTIONS Bi-monthly deduction			
SINGLE Coverage	$39.50	$16.00	$5.00
EMP + SPOUSE Coverage	$83.50	$39.00	$20.00
EMP + CHILDREN Coverage	$79.50	$37.50	$19.50
FAMILY Coverage	$123.50	$58.00	$29.00
COVERAGE FOR ALL PLANS	**IN NETWORK**		
Hospital benefit Inpatient/Outpatient	80% after deductible	80% after deductible	80% after deductible
Physician Services In Network	80% after deductible	$20 copay Deductible does not apply	80% after deductible
Emergency Care	$150 copay for non-emergency	$150 copay for non-emergency	80% after deductible
Preventive Care: Evidence-based items / services rated A or B as recommended by U.S. Preventive Services Task Force	100% deductible does not apply	100% deductible does not apply	100% deductible does not apply
Prescription Medicines (retail)	$10 Generic, $20 Formulary, $50 Non-Formulary, $50 Specialty	$10 Generic, $20 Formulary, $50 Non-Formulary, $50 Specialty	80% after deductible
Prescription Medicines: Out-of-pocket expense limit	Individual - $1,000 Family - $3,000	Individual - $1,000 Family - $3,000	Included w/ Medical
Private duty nursing	80% after deductible 60 visits per calendar year	80% after deductible 60 visits per calendar year	80% after deductible 60 visits per calendar year

Physical/Occupational/Speech therapy	80% after deductible 60 combined visits per calendar year	80% after deductible 60 combined visits per calendar year	80% after deductible 60 combined visits per calendar year
Chiropractor	25 visits per calendar year	25 visits per calendar year	25 visits per calendar year
Precertification	Failure to pre-certify may result in a reduction in benefits when receiving inpatient services		

NOTE: The above chart represents only a summary of plan benefits and related information, and is provided for illustrative purposes only. It is not intended as a substitute for the plan document. For detailed information on plan benefits, conditions, limitations, and exclusions, please refer to the plan document.