AGREEMENT BETWEEN

THE CITY OF PALOS HILLS
AND
SERVICE EMPLOYEES
INTERNATIONAL UNION LOCAL 73

FOR THE
DEPARTMENT OF PUBLIC WORKS

MAY 1, 2016 – APRIL 30, 2019
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AGREEMENT

This Agreement has been made and entered into this ______ day of ______, 2016, by and between The City of Palos Hills, Illinois, an Illinois municipal corporation, hereinafter called the "City," and the Service Employees International Union, Local 73 for and on behalf of itself and all the employees covered by this Agreement, whether now employed or hereinafter employed, hereinafter collectively called the "Union."

ARTICLE 1.
UNION AND MANAGEMENT

Section 1.01 Recognition. The City hereby recognizes the Union as the sole and exclusive bargaining agent for all of its full-time and regular part-time employees of the Public Works Department and the full-time and regular part-time employees of the Park Department working in the classifications of Ground Maintenance and Building Maintenance, excluding all office clerical employees, professional employees, confidential employees, managerial employees and supervisors as defined in the Illinois Public Labor Relations Act. A full-time employee is one who normally is scheduled to be employed fifty-two (52) weeks of the year and forty (40) hours per week. Seasonal employees are not considered full-time employees and are hired due to conditions which are caused by seasonal needs. Temporary employees are not considered full-time employees and are hired for special projects or because of needs and skills not otherwise available in the Public Works Department. Part-time employees are those who are normally employed less than thirty-two (32) hours per week. A permanent full-time employee shall not be made a permanent part-time employee for benefit purposes unless the employee agrees to such a change.

In the event the City should hire employees into Park Department classifications other than Grounds Maintenance and Building Maintenance and those classifications are appropriately included in the bargaining unit, the City and Union shall meet to negotiate their wages, classifications and other terms and conditions of employment. The City shall not use Park Department employees to perform the normal work of Public Works Department employees.

Section 1.02 Maintenance of Membership and Fair Share. Each employee who on the effective date of this Agreement is a member of the Union, and each employee who becomes a member after that date, shall, as a condition of employment, maintain his/her membership in good standing in the Union during the term of this Agreement. Employees hired after the effective date of this Agreement who become members of the Union shall do so on or after the thirtieth (30th) day following hiring.

Any present employee who is not a member of the Union shall, as a condition of employment, be required to pay a fair share, not to exceed the amount of Union dues of the cost of the collective bargaining process and contract administration. All employees hired on or after the effective date of this Agreement and who have not made application for membership shall, on or after the thirtieth (30th) day following hiring, also be required to pay a fair share of the cost of the collective bargaining process and contract administration.

Section 1.03 Fair Share. It is recognized that the negotiations and administration of
this Agreement entail expenses which appropriately are shared by all employees who are beneficiaries of said Agreement. To this end, if an employee does not join the Union, such employee will:

(a) Execute an authorization for the deduction of a sum equivalent to the proportionate share of the cost of the collective bargaining process and contract administration; or

(b) Pay directly to the Union a like sum.

In the event such an authorization is not signed or such direct payment is not made within 30 days following the commencement of employment of the employee or the effective date of this Section, whichever is later, the City will deduct from the regular salary check of the employee the fair share fee in payments of equal installments, starting with the subsequent payroll period, provided:

(a) The Union has posted appropriate notices which adequately explain the chargeable expenditures on which the fee was based; and

(b) The Union has annually certified in writing to the City the amount of such fair share fee and has annually certified in writing to the City that such notice has been posted.

The parties expressly recognize the right of employees to challenge the amount of fair share. Such challenges will be decided by a neutral party mutually selected by the parties.

In the event an employee objects to the amount of such fee, the City shall continue to deduct the fee and transmit the portion of the fee in dispute to an independent party which shall hold the fee in escrow in an account established for that purpose. The City shall continue to transmit all such fees to the independent party until the arbitrator's decision is rendered. If the employee is entitled to a refund, the employee shall receive such refund plus any interest earned on the refund during pendency of the action.

The parties expressly recognize their obligations to and the rights of nonmembers based upon their bona fide religious tenets or teachings of a church or religious body as provided in Section 6 of the IPLRA. If a nonmember employee declares the right of nonassociation based upon bona fide religious tenets or teachings of a church or religious body of which such employee is a member, such employee shall be required to pay an amount equal to his or her proportionate share to a nonreligious charitable organization mutually agreed upon by the employee and the Union. If the employee and the City are unable to reach agreement on the matter, a charitable organization shall be selected from a list established and approved by the Illinois State Labor Relations Board.

The Union agrees to indemnify and save the City harmless against any claims, charges, demands, suits, or other forms of liability which may arise by reason of any action taken or
omitted by the Union or the City in complying with the provisions of this section, including reimbursement for any legal fees or expenses incurred in connection therewith. If an incorrect deduction is made, the Union shall refund any such amount directly to the involved employee.

The City agrees to notify the Union promptly in writing of any written claim, demand, or suit in regard to which it will seek to implement the provisions of the Section 7 above and, if the Union so requests in writing, to surrender claims, demands, suits or other forms of liability.

Section 1.04 Dues Deduction. With respect to any employee on whose behalf the City receives written authorization on a form agreed upon by the Union and the City, the City shall deduct from the wages of the officer the dues and/or financial obligations uniformly required and shall forward the full amount to the Union by the twentieth (20th) day of the month following the month in which the deductions are made. The amounts deducted shall be in accordance with a schedule to be submitted to the City by the Union. Authorization for such deduction shall continue until revoked by written notice to the City and the Union 30 days prior to the expiration of this Agreement.

With respect to any employee on whose behalf the City has not received a written authorization, the City shall deduct from the wages of the employee the fair share financial obligation, as set forth in Section 1.3, and shall forward said amount to the Union by the twentieth (20th) day of the month following the month in which the deduction is made.

Upon receipt of a lawfully executed, written authorization from an employee, the City shall, during the term of this Agreement or until such authority is revoked by the employee in writing, deduct voluntary employee contributions to the S.E.I.U. Committee on Political Education (COPE), managed and operated by the Union, in amounts designated by the employee. Such deduction or deductions shall be made in twenty-six (26) equal installments and shall be remitted by the City to the Union official designated by the union in writing to receive such funds. Employees who are hired after the first pay period of the fiscal year will have the deduction prorated for the remainder of the year. The S.E.I.U. Committee on Political Education shall refund to the city or the employee any contributions which may be deducted erroneously or any monies which may be remitted erroneously.

Section 1.05 Indemnity. The Union shall indemnify and save the City harmless against any and all claims, demands, suits or other forms of liability, including, but not limited to, damages, attorney's fees, and costs that shall arise out of or by reason of action taken by the City for the purpose of complying with the above provisions of this Article, or in reliance on any list, notices, certification or assignment furnished under any of such provisions.

Section 1.06 Management. It is agreed that the Union and the employees will cooperate with the City within the obligations of this Agreement to liberally construe this Agreement to facilitate the efficient and flexible operation of the City's Public Works Department. The Union recognizes that certain rights, powers, and responsibilities belong solely to and are exclusively vested in the City except as they may be subject to this Agreement. Among these rights, powers, and responsibilities, but not wholly inclusive, are all matters concerning or related to the management of the Department and administration thereof, and the direction of the working forces, including (but not limited to) the right to suspend, discipline, or
discharge for just cause; to increase, reduce or change, modify or alter the composition and size of the work force, including the right to relieve employees from duties because of lack of work or funds or any other legitimate reason; to hire, examine, classify, transfer, assign, schedule, promote, demote, or recall; to hire temporary and casual employees; to make and enforce reasonable rules and regulations; to set standards for the services to be offered to the public; to determine the types and quantities of machinery, equipment and materials to be used, the nature, extent, duration, character and method of operation, including the right to contract out or subcontract, the amount, utilization and kind of personnel and quality and quantity of work required to ensure maximum mobility, flexibility and efficiency of operations; all of which are vested exclusively in the City except as they may be subject to this Agreement.

Section 1.07 Supervisors Performing Bargaining Unit Work. The City recognizes that it is undesirable for supervisors to perform the work of the employees in the unit when such work deprives employees of the opportunity to work overtime. The Union recognizes, however, that there are circumstances when supervisors may perform the work of employees in the unit in such cases in accordance with the City's laudable desire to assure an efficient, flexible and economical operation within the Public Works Department, such as where supervisors train or instruct employees, experimental or testing duties, where there are emergencies or where scheduled employees fail to report to work because of absences or tardiness or for personal reasons during the course of the day, or because all of the employees are or will be occupied with assigned duties.

ARTICLE 2.
HOURS OF WORK AND OVERTIME

Section 2.01 Workweek. The normal workweek is forty (40) hours in length and includes Saturday and Sunday. The normal hours of operation are 7:00 a.m. to 3:30 p.m., Monday through Friday. A full working day is considered to be eight and one-half (8-1/2) hours in length for all full-time employees. Employees are given one-half (1/2) hour for lunch, none of which is paid. Employees will also be given a paid fifteen minute break normally at or about 10:00 a.m. Employees may take no more than a total of fifteen additional minutes for travel and/or wash-up time associated with their lunch period. This means that employees must start work again no later than a total of 45 minutes (30 minutes for lunch and 15 minutes for travel/wash-up time) after they initially stopped work. Employees are not entitled to any additional travel/wash-up time associated with their fifteen minute break period.

Section 2.02 Abnormal Hours. Employees of the Public Works Department have duties that are sometimes emergency or unpredictable in nature and, therefore, will be required to work during hours not considered normal for the Department when such instances arise.

Section 2.03 Overtime. This section is intended only to provide a basis for calculation of overtime and is not to be construed as a guarantee of hours of work per day or week. Overtime shall be paid at the rate of time and one-half the regular hourly rate for all work performed in excess of forty (40) hours worked in any one week by any nonexempt employee as defined in the Fair Labor Standards Act. In addition, all hours worked before 7:00 a.m. and all hours worked after 3:30 p.m. Monday through Friday and all hours worked on Saturday shall be paid at time and one-half the regular hourly rate. With the exception of pump duty and Friendship Fest,
overtime worked on Sunday shall be paid at two times the regular hourly rate. Sunday pump
duty and Friendship Fest duties will be paid at time and one-half of the regular hourly work.
There shall be no pyramiding of overtime premiums. For purposes of figuring overtime hours, all
hours must be computed per workweek, provided however that sick days, time spent on jury duty
and personal days, when taken with prior approval, shall count as hours worked for purposes of
calculating overtime. Furthermore, the City agrees that the normal hours of work shall not be
changed solely for the purpose of avoiding the payment of overtime unless the employee has
already worked a reasonable amount of overtime in the workweek.

Management may schedule Park Department maintenance employees during the summer
(May 1 - September 30) on a 6:00 a.m. - 2:30 p.m. work schedule and these hours shall be paid at
the straight time rate.

Section 2.04 Call-Out. Except for Sundays, employees who are called out for
unscheduled overtime will receive a minimum of three (3) hours of pay, or actual time worked,
whichever is greater, at the time and one-half (1 1/2) rate. Employees who are called out for
unscheduled overtime on Sundays will receive a minimum of three (3) hours of pay, or actual
time worked, whichever is greater, at two times the regular hourly rate. Employees who are
scheduled in advance for Pump House or similar duties on Saturday and/or Sunday will receive a
minimum of two (2) hours of pay, or the actual time worked, whichever is the greater, at the time
and one-half (1 1/2) rate.

For safety and communication, the designated primary after hours call-in person will,
after clocking in, carry the call-in phone on their person for all after-hours situations and notify
the Police Department that they are working. Upon completion of the work, the call-in person
must notify the Police Department that they are leaving work.

Employees who are scheduled for call-out for a one-week period will receive eight (8)
hours of pay at the straight-time rate for being on call. Any employee who fails to answer or
respond to a call-out request shall forfeit his/her call-out pay for the week provided the failure to
respond is not the result of a failure or error on the part of someone other than the employee.

In the event more than one Park Department grounds maintenance employee remains on
staff during the winter (late November through mid-March) one Park Department grounds
maintenance employee per week shall be on-call and available for snow and ice control work on
City lots and walkways. This employee shall carry a pager for the week, for which he/she shall
be paid an additional (8) hours pay at his/her straight-time rate for that week. The City shall also
designate a second, third and forth employee for call-out if needed and if staffing allows. The
City shall rotate all employees on the call-out list so that they all have an equitable opportunity
for this work. Supervisors may perform this work only after it has been offered to all Park
Department grounds maintenance employees.

Section 2.05 Compensable Time. Employees shall have the option of taking up to 40
hours of compensable time in lieu of overtime pay annually, but at no time shall an employee
have more than 18 hours of compensable time banked. Except for unscheduled overtime on
Sundays, each hour of overtime worked will be equal to 1 1/2 hours of compensable time off.
Each hour of unscheduled overtime worked on Sunday will be equal to 2 hours of compensable
time off.

ARTICLE 3. HOLIDAYS

All full-time employees who have completed their probationary period shall receive eight (8) hours' pay at their straight-time rates for the following holidays:

1. New Year's Day
2. Good Friday
3. Memorial Day
4. Independence Day
5. Labor Day
6. Thanksgiving Day
7. Friday after Thanksgiving Day
8. Christmas Eve
9. Christmas Day
10. Martin L. King's Birthday

provided the employee works the full scheduled workday immediately preceding and the full scheduled workday immediately following such holiday. Only scheduled vacations and approved sick days will eliminate this requirement, which approval shall not be unreasonably denied. Holidays shall count as hours worked for purposes of computing overtime pay.

Employees who work on any of the above-listed holidays shall be compensated at a rate of double time (2x regular hourly rate) for all hours worked in addition to their eight (8) hours of holiday pay.

ARTICLE 4. VACATIONS

Vacation for full-time employees shall be as follows:

One (1) week - after one (1) year
Two (2) weeks - after two (2) years
Three (3) weeks - after five (5) years
Four (4) weeks - after twelve (12) years
Four (4) weeks and three (3) days - after twenty-five (25) years (effective 5/1/07)
Five (5) weeks - after twenty-five (25) years (effective 5/1/08)

An employee must reach his/her one year anniversary date for initial benefit with a record of 1400 hours of employment to be eligible for vacation benefits. Paid vacations can be taken anywhere between the nine-month and the year anniversary date once 1400 hours have been logged by the employee. For the purpose of determining eligibility, the anniversary date shall be
considered the date of full-time employment. Vacations must be taken within the City fiscal year (May 1 through April 30) that they are earned and cannot be accumulated.

The Commissioner or his designee shall schedule all department vacations, keeping manpower needs in mind. Dates will be granted on a seniority basis, once departmental needs are met. Vacation dates may be requested by an employee prior to assignment, and will be granted whenever possible. These requests, however, may not be guaranteed. The Commissioner or his designee has discretion over the granting of vacation dates.

Employees may take up to ten (10) vacation days on a daily basis provided the employee requests the day off at least one week in advance. Employees may only use five (5) single days during the period April 1st through September 30th, and no more than five (5) single days during the period October 1st through March 31st. The Commissioner or his designee has discretion to approve or reject the request depending on departmental needs.

Employees covered by this Agreement shall be allowed to carry over from one fiscal year (May 1 to April 30) to another up to one (1) week of accumulated vacation time with the approval of the City. The City reserves the right to buy back any of this carried-over vacation time up to one (1) week's worth.

ARTICLE 5.
SICK/PERSONAL DAYS

All full-time employees of the Public Works Department are allowed ten (10) paid sick/personal days per year.

It is understood that sick leave is expected to be used by an employee during periods of personal illness. The Public Works Department is to be notified by telephone when an individual cannot report to work due to illness. Reasonable notice should be given prior to the start of the employee's work shift. If Department personnel are not available, notify the Commissioner or his designee. Approval of sick leave is dependent upon this notice. The Commissioner may ask for doctor's notes, as he deems appropriate, to verify employee illnesses.

It is understood that the use of personal days requires prior approval of the Commissioner. The Commissioner shall not unreasonably withhold such approval. Personal days are to be granted at the discretion of the Commissioner. Personal days include, but are not limited to, funeral leave, illness in the immediate family, and religious days.

Full-time employees may accrue sick/personal day pay up to a maximum of eighty (80) days once they accumulate a total of one thousand four hundred (1400) hours of full-time service. Employees may use their accumulated sick/personal days to cover periods of absences due to illness, injury, the birth or adoption of a child or to care for a seriously ill member of their immediate family that last longer than five (5) working days or, in the case of intermittent or reoccurring absences for the same reason, that last (1) to five (5) days. Unused sick/personal days are not reimbursable. At separation (i.e., retirement or resignation but not termination), the City will buy back unused time up to the maximum 80-day accrual at 100% of the then applicable rate of pay.
The sick/personal leave benefit is intended to coordinate with the long term disability and Workmen's Compensation Insurance. Accumulated sick/personal leave can be used until the disability income insurance program begins.

ARTICLE 6.
EDUCATIONAL FINANCIAL ASSISTANCE

The City of Palos Hills will reimburse the tuition of a Public Works Department full-time employee when the following conditions are met:

(a) The course must be taken at an accredited college or university or approved educational institution or training program;

(b) The course is job-related;

(c) The employee obtains a grade of "B" or better, or successfully completes a course where no letter or number grade is available;

(d) The employee will be reimbursed 75% if the employee obtains a grade of "C" or better; and

(e) The employee submits a request in writing (Request for Tuition Support Form) to the Mayor's office, and receives approval prior to the start of the course.

Employees may request reimbursement for fees for testing or certification renewal and for books required for courses they take which fulfill the conditions above. Any book costs and/or fees which are reimbursed will be included as part of the total reimbursement limit for an employee.

The total reimbursement to be allowed for each employee shall not exceed $600.00 per twelve (12) month period. It will be paid upon evidence of satisfactory completion as in (3) above.

As condition of employment, employees may be required to take specific courses for which the City will pay to meet the changing needs of their position. The Commissioner of Public Works, Sewer and Water, in conjunction with the Mayor's office, will determine when such courses are necessary.

Guidelines for approving applications for Educational Financial Assistance will include the criteria of increasing the value of the employee to the City and aiding the employee in obtaining a skill needed for advancement in the City government.
ARTICLE 7.
HEALTH-WELFARE AND DENTAL PLAN

Section 7.01 Health, Welfare, Vision and Dental Plan. The City shall continue to provide all covered employees with medical, dental, and other health insurance benefits at substantially similar levels as those provided on or before May 1, 2016. In addition, beginning __________, 2016, employees will be provided vision care insurance at no additional premium cost.

Section 7.02 Health Insurance Employee Contribution. Employees covered by this agreement shall contribute as follows:

PPO Plan

Effective 6/1/16 through 5/31/17

Single $64.97 per pay period

Family $255.65 per pay period

The Parties agree that these amounts will not increase by more than $5.85 per pay period for single coverage and $23.01 per pay period for family coverage for the coverage period from 6/1/17 through 5/31/18. The above is based on a 9% cap on any actual and realized increase that occur to the employee’s contribution of the total premium.

PPO Select Plan

Effective 6/1/16 through 5/31/17

Single $32.06 per pay period

Family $166.62 per pay period

The Parties agree that these amounts will not increase by more than $2.89 per pay period for single coverage and $15.00 per pay period for family coverage for the coverage period from 6/1/17 through 5/31/18. The above is based on a 9% cap on any actual and realized increase that occur to the employee’s contribution of the total premium.

HMO

Effective 5/1/13 through 5/31/14

Single 0 per pay period

Family $89.57 per pay period

The Parties agree that these amounts will not increase for single coverage and will not increase by more than $8.06 per pay period for family coverage for the coverage period from 6/1/17 through 5/31/18. The above is based on a 9% cap on any actual realized increase that occur to the employee’s contribution of the total premium.
The parties agree that for the Insurance year 6/1/18 through 5/31/19, that any increase from the employee’s contribution of 6/1/17 through 5/31/18 referenced above, shall be capped at 9% of any actual and realized increase should that occur to employee’s contribution to the total premium.

Section 7.03 Change Insurance Carriers. The City shall be permitted at its discretion to change insurance carriers provided that benefits remain substantially equal.

Section 7.04 Extent of City's Obligations. The extent of the City's obligations under this Article shall be limited to the payment of the cost of the premium for this Plan and covered employees shall be entitled to those benefits only in accordance with and governed by the conditions of the insurance agreements and policies issued thereunder. Neither the City nor the Union shall be obligated to pay any insurance benefits directly to employees.

Section 7.05 PEHP Plan. The City and the Union will meet to investigate the implementation of a PEHP plan.

ARTICLE 8.
LIFE INSURANCE

Section 8.01 Life Insurance. The City shall provide $50,000 in life insurance for all full-time employees following their first thirty (30) calendar days of employment for the term of this Agreement.

Section 8.02 Change Insurance Carriers. The City shall be permitted at its discretion to change insurance carriers provided that benefits remain substantially equal.

Section 8.03 Extent of City's Obligations. The extent of the City's obligations under this Article shall be limited to the payment of the cost of the premiums for the life insurance and covered employees shall be entitled to those benefits only in accordance with and governed by the conditions of the insurance agreements and policies issued thereunder. Neither the City nor the Union shall be obligated to pay any insurance benefits directly to employees.

ARTICLE 9.
RETIREMENT

Section 9.01 Retirement Benefit. The City shall continue to provide its present retirement benefit program to all employees as provided by law.

Section 9.02 Extent of City's Obligations. The extent of the City's obligations under this Article shall be limited to the payment of the cost of the contributions for the retirement benefit program and covered employees shall be entitled to those benefits only in accordance with and governed by the conditions of the law and any applicable agreements.

Section 9.03 Early Retirement Incentive Program. The City will ask the Illinois Municipal Retirement Fund ("FMRF") to conduct a cost estimate for the implementation of a 5 by 5 early retirement incentive program. Upon obtaining the cost estimate, the City and Union will meet to discuss the feasibility of the program and whether the City should implement such a
program.

Section 9.04 SEIU Plan Deductions. Upon receipt of a lawfully executed, written authorization from an employee, the City shall, during the term of this Agreement or until such authority is revoked by the employee in writing, deduct voluntary employee contributions to the S.E.I.U. 457, PepsiCo, and Veema Plans, managed and operated by the Union, in amounts designated by the employee. Such deduction or deductions shall be made in twenty-six (26) equal installments and shall be remitted by the City to the Union official designated by the union in writing to receive such funds. Employees who are hired after the first pay period of the fiscal year will have the deduction prorated for the remainder of the year. The Union shall refund to the City or the employee any contributions which may be deducted erroneously or any monies which may be remitted erroneously.

ARTICLE 10.
SENIORITY

Section 10.01 Probationary Period. It is agreed that a new employee shall be considered in training and on probation for a period of the first nine (9) months of continuous employment, during which time the City shall have the sole and absolute right to discipline, discharge, or retain the employee in its own discretion. Said employee shall have no recourse to the grievance and arbitration procedure herein. After said nine (9) months, the employee shall be placed on the regular seniority list and his or her seniority shall date from the employee's date of hire. Any seasonal or temporary employee shall be deemed a probationary employee for the first nine (9) consecutive months of their employment. If there is a break in consecutive service and the employee is subsequently rehired after such a break in service, the probationary period will renew for another consecutive nine (9) months. After a seasonal or temporary employee has worked nine (9) consecutive months, the City shall, if it desires to retain the employee, make the employee either full-time or part-time, unless the parties mutually agree to extend the probationary period.

While still in the probationary period, beginning thirty (30) days from the first day of full-time employment, all full-time employees will be eligible to participate in the Health, Welfare, Dental and Life Insurance plans. At the completion of the probationary period all full-time employees shall be entitled to the other benefits covered by this Agreement.

Section 10.02 Seniority Defined. Seniority means the length of full-time continuous service of an employee covered by this Agreement from the date of his last hire. Seniority rights, if any, shall not extend beyond the term of this Agreement.

Section 10.03 Loss of Seniority Rights. Continuous service of an employee shall be broken, seniority rights, if any, lost, and the employment relationship terminated by: (a) quit; (b) discharge for just cause; (c) not working for six (6) months or more or not working for one (1) year or more due to medical reasons; (d) absence without acceptable notice to the Department; (e) excessive absenteeism or tardiness; (f) failure to indicate within 48 hours an intention to report for work within three (3) calendar days after notice by the Department to return to work following a layoff (certified mail, return receipt requested, addressed and sent to the employee's last address known to Department shall constitute sufficient notice by Department); and (g)
failure to return following the expiration of a leave of absence or misrepresenting the reason for a leave of absence or obtaining other employment during a leave of absence.

Section 10.04 Layoffs. In layoffs, seniority in classification shall govern, provided that the training, skill, efficiency, knowledge and ability to perform the work are equal among the employees involved in the classification. In the event the Public Works Department recalls employees after a layoff, the employees will be recalled in the reverse order of that in which they were laid off, provided that the employee is able to do the work satisfactorily. It is further provided that the City shall not lay off employees in a higher classification for the purpose of performing the work and responsibilities of the higher classification with lower paid employees.

A laid off employee may displace (bump) the least senior employee, if any, in the same or lower classification, provided the employee to be laid off has the then present ability to perform the job satisfactorily.

ARTICLE 11.
DISCIPLINE AND DISCHARGE

Section 11.01 Discipline, Suspension and Discharge. The parties recognize and agree that the obligations of the City to its residents to provide adequate and qualified services requires that it may, for just cause, discipline, suspend or discharge employees for failure to carry out in full their duties and responsibilities as employees. A copy of all disciplinary notices shall be provided to employees and the Union.

Section 11.02 Equitable Administration. The City agrees that rules, regulations, policies and operating procedures of the Department which may result in discipline, suspension or discharge shall be equitably administered and enforced among employees in the Department.

ARTICLE 12.
GRIEVANCE AND ARBITRATION PROCEDURE

Section 12.01 Definition and Time for Filing. For purposes of this Agreement, a "grievance" is a difference of opinion or dispute between the City and an employee, or between the City and the Union, with respect to the meaning, effect, interpretation, or application of the terms of this Agreement, or with respect to a claim of a breach or violation of this Agreement. Except as otherwise provided in this Agreement, grievances must be presented to the City within seven (7) workdays after the occurrence of the event giving rise to the grievance or after the affected employee acquires knowledge of the occurrence of such event, or shall be considered as waived. Grievances involving a claim of improper suspension, discipline or discharge, or violation of the Seniority Section, must be presented within seven (7) workdays by filing a written grievance in Step 2.

Section 12.02 Procedure. Grievances shall be processed in the following manner:

STEP 1 The employee, accompanied by his Union representative if he/she so desires, shall orally present the grievance to the Superintendent of Public Works within seven (7) workdays. The Superintendent shall give his oral answer to the employee not later than three (3) workdays following the presentation of the grievance.
STEP 2 If the grievance is not settled in Step 1, it shall be reduced to writing by the Employee or his Union representative and presented to the Commissioner or his designated representative within seven working days after the Superintendent's answer in Step 1. The written grievance shall set forth all of the facts relied upon and the provision(s) of this Agreement which the City is alleged to have violated.

The Commissioner shall give a written answer within seven working days of the presentation of the written grievance.

STEP 3 If the written grievance is not settled in Step 2, it shall be presented to the Mayor or his designated representative within seven working days after the Commissioner's answer in Step 2. After the grievance is presented to the Mayor or his designated representative, a meeting shall be held as promptly as possible. Within seven working days after this meeting, the Mayor or his designated representative shall give the City's answer in writing to the Union representative.

STEP 4 If the grievance is not settled in Step 3, the Union shall notify the City in writing if it desires to refer the grievance to arbitration. The grievance will then be referred to arbitration in accordance with paragraph 3 of this Article. Appeals to arbitration must be received by the City within twenty-one calendar days after the date of the City's written answer in Step 3.

Section 12.03 Arbitration. Upon receipt of notice from the Union of its desire to arbitrate a grievance, the City and the Union shall confer as soon as practicable in an effort to select an arbitrator by mutual agreement. If no arbitrator is agreed upon within ten (10) workdays after receipt of such notice by the City, the parties shall request the Federal Mediation and Conciliation Service to furnish a list of seven arbitrators. By the flip of a coin, the losing party shall strike the name of one person, the other party shall then strike the name of another person until the final name is selected. The award of the arbitrator shall be final and binding upon both parties and upon the employees or employee involved. The fees and expenses of the arbitrator shall be shared equally by the City and the Union.

The arbitrator shall have the power and authority to arbitrate only those matters expressly made subject to arbitration by the terms of this Agreement and shall rule only on the issues submitted to him in writing for arbitration. If the parties are unable to stipulate to the issue(s), each side shall submit their proposed issue(s), in writing, to the arbitrator. The arbitrator shall have power only to interpret this Agreement and shall not have power to alter or amend it.

ARTICLE 13.
NO STRIKES

Section 13.01 No Strikes. The Union and employees recognize and agree that the rendering of Public Works services to the community cannot be withheld, interrupted or discontinued, and that to do so would endanger the health, safety and welfare of the residents of the community. Therefore, during the term of this Agreement, the Union, its members, officers, stewards, agents or representatives, agree without reservation that they will not instigate, authorize, call, support, sanction, encourage, maintain, or in any way take part in any strike,
walkout, work stoppage, work slowdown, work curtailment, cessation or interruption of work, or any picketing of any kind for any reason whatsoever. Moreover, employees shall cross a private sector picket line to do work normally done by Public Works employees.

This Section shall apply to work normally done by Public Works employees within the City of Palos Hills. No employee shall be required to do the work of any striking public employee in any other municipality.

Section 13.02 Union's Obligations. The Union agrees that it will use its best efforts to prevent any acts forbidden in Section 13.1 and that in the event any such acts take place by any employee or group of employees, the Union further agrees it will use its best efforts to cause an immediate cessation thereof. If the Union immediately takes steps in good faith to end any unauthorized stoppages, strikes, intentional slowdown or suspension of work, the City agrees that it will not bring action against the Union to establish responsibility for such wildcat or unauthorized strikes.

Section 13.03 City's Rights. The City in its sole discretion may terminate the employment of or otherwise discipline any employees who engage in any act forbidden in this Section 13.1. Any action taken by the City against an employee in the unit who participates in action prohibited by Section 13.1 above shall not be considered as a violation of this Agreement and shall not be subject to the provisions of the grievance procedure; except that the issue of whether an employee in fact participated in a prohibited action shall be subject to the grievance and arbitration procedure.

Section 13.04 No Lockouts. The City will not lock out employees in the bargaining unit during the term of this Agreement.

ARTICLE 14.
WAGES

Effective upon execution of this Agreement, the hourly rates shall be increased as follows: effective and retroactive to May 1, 2016, 2.5%; effective May 1, 2017, 2.5%; and effective May 1, 2018, 2.5%. Accordingly, the rates are as follows:
### 2.5% Retro back to May 1, 2016

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2.5 % Effective May 1, 2018

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When first hired into one of the classifications set forth above, an employee will be placed on Step 1 of the Wage Scale above. An employee will advance one step annually within his/her classification upon his/her anniversary date within that classification. Advancement to a higher classification shall occur as set forth in Article 16 of this Agreement. If an employee is promoted to a new classification as set forth in Article 16, the employee will be placed on the appropriate step representing an increase over the wage rate the employee is currently being paid. Thereafter, the employee will receive one step increase annually within his/her new classification upon the employee’s anniversary date of promotion into that classification.

The job descriptions for the various job titles are in Appendix A.

**ARTICLE 15.**

**ACTING UP PAY**

Tech personnel who are appointed by the Commissioner, at his discretion, to act as the Division Chief shall receive acting up pay of $1 an hour over their current straight-time hourly
rate for the hours worked as a Division Chief. The Commissioner need not appoint an acting Division Chief unless there is an operational need and unless a current Division Chief is absent from work.

ARTICLE 16.
PROMOTION/ADVANCEMENT

Qualified employees shall be given an equal opportunity, based on skill and ability, to advance into jobs which pay higher rates of pay. The City shall select the most qualified individuals with due regard for seniority. Ability and skill for advancement shall be determined by the City based upon performance evaluations, experience, training, proven ability and the criteria set forth in various job classifications. In the case of Tech 4, appropriate reviews will be performed on approximately a yearly basis.

Progressions from Tech 4 through Tech 1 (the Mechanic classification is the equivalent of a Tech 1 for pay purposes) shall be based on each employee's ability to perform the duties of the job in the higher-rated classification, based on the job descriptions. Employees below the grade of Tech 1 may request a yearly face-to-face review with the Commissioner. However, with respect to the Division Chief classification, there shall normally be only one person per division in this classification. Division Chief will be consulted regarding promotions.

Promotional opportunities shall normally be offered in the following priority order, provided the employee has evidenced the factors referred above: full time employees, part time employees, probationary employees, and seasonal or temporary employees. Regarding seasonal or temporary employees, when they become full time, they shall normally begin in a Tech 4 classification.

Consistent with the operating needs of the City, employees who so wish will be given reasonable opportunities to learn to perform the duties and skills of the higher-rated classifications.

ARTICLE 17.
UNIFORM MAINTENANCE

Effective fiscal year 1999, the City will provide, in accordance with a clothing schedule as determined by the Commissioner, two safety vests. Employees shall be responsible for the purchase of all pants, shirts, sweatshirts, jackets, boots, gloves, hips, etc., or other items of clothing that they may need in order to report to work each and every workday in accordance with the City's dress requirements.

During the months of May through September, employees may, at their option, wear light grey colored T-shirts instead of blue T-shirts under their safety vests.

To aid them in the maintenance and purchase of such items, full-time employees who have worked a minimum of one thousand, four hundred (1400) hours (a minimum of seven hundred (700) hours during the six-month period for which the payment is made), except the mechanic, shall be given two annual payments for uniform purchase and maintenance allowance, Effective May 1, 2013 each of the two payments will be in the amount of Four Hundred Dollars
($400); effective May 1, 2014 each of the two payments will be in the amount of Four Hundred, Twelve Dollars and Fifty Cents ($412.50); and effective May 1, 2015 each of the two payments will be Four Hundred and Twenty-Five Dollars ($425.00) The mechanic, if he/she has worked a minimum of one thousand, four hundred (1400) hours (or seven hundred (700) hours during the six-month period for which the payment is made) shall be given two annual payments for uniform purchase and maintenance allowance in the amount of One Hundred and Fifty Dollars ($150) each. For all employees receiving a uniform purchase and maintenance allowance, the first payment shall be made in the first pay period of November and the second payment shall be made in the first pay period of April.

ARTICLE 18.
JURY DUTY PAY

An employee who serves upon a jury shall receive for each such day of jury service on which he otherwise would have worked the difference between eight times his straight time rate and the attendance fee payment, excluding expense allowance money, he receives for jury service. The employee shall present proof of service and of the amount of pay received therefore.

ARTICLE 19.
LEAVES OF ABSENCE

Employees may request unpaid leaves of absence for personal and/or emergency situations. During such leave, employees shall not accrue seniority, but shall retain seniority accrued prior to such leave. Seniority shall resume upon a return from a leave of absence. With respect to leaves of absence for medical reasons, the City shall have just cause to deny an employee such leave and the duration thereof. Such leaves may be granted in the City's sole discretion, but the City shall not be arbitrary or capricious in its decision as to whether to grant such leave or as to the duration thereof. All leaves of absence shall be in writing to the Commissioner. At the City's request, all leaves of absence shall be supported by such reasonable documentation or certification as the City may request, as a condition to such leaves of absence.

As required by the Family and Medical Leave Act (FMLA), the City will permit employees who qualify under the FMLA to take an unpaid leave of absence of up to twelve (12) weeks in any rolling twelve (12) month period pursuant to the terms and restrictions contained in the FMLA and its applicable regulations. Employees must substitute any accrued paid vacation days, sick days, personal days for unpaid leave under this policy. If an employee otherwise qualifies for any other type of leave of absence, s/he must take that leave at the same time s/he is taking the Family and Medical Leave. All time missed from work that qualifies for both FMLA leave and Workers' Compensation, will be counted toward the employee's 12 weeks of Family and Medical Leave.
ARTICLE 20.
BEREAVEMENT LEAVE/DEATH IN FAMILY

Section 20.01 Leave Provisions. The City agrees to provide to officers leave without loss of pay as a result of death in the family, not to exceed three (3) days, immediately following the death of a member of the immediate family.

Section 20.02 Family Defined. Family shall be defined as the employee's spouse, mother, father, sister, brother, child, grandparents, grandchildren, immediate mother in law and immediate father in law, immediate brother in law and immediate sister in law.

ARTICLE 21.
OUTSIDE EMPLOYMENT

City employees owe their primary allegiance and energies to the City service. Any outside employment that interferes with their City employment is prohibited.

ARTICLE 22.
UNION ACCESS/RIGHTS

Upon reasonable advance notice to the Commissioner, the Union's representative may speak to employees concerning grievances or Union business on City premises, provided that there is not an undue interruption of business. Permission by the Commissioner to conduct such business shall not be unreasonably withheld.

The Union or a representative shall have the right to examine time sheets and other records pertaining to the computation of compensation of any employee whose pay is in dispute or any other records of the employee pertaining to a specific grievance, at reasonable times with the employee's consent.

A reasonable number of employees designated as being on the Union negotiating team who are scheduled to work on a day on which negotiations will occur, shall, for the purpose of attending scheduled negotiations, be excused from their regular duties without loss of pay. If a designated Union negotiating team member is in regular day off status on the day of negotiations, he will not be compensated for attending the session.

ARTICLE 23.
LABOR-MANAGEMENT CONFERENCE

Section 23.01 Meetings. The Union and the City mutually agree that in the interest of efficient management and harmonious employee relations, it is desirable that meetings be held between Union representatives and responsible administrative representatives of the City. Such meetings may be requested at least seven (7) days in advance by either party by placing in writing a request to the other for a "labor-management conference" and expressly providing the agenda for such meetings and location shall be limited to:

Discussion on the implementation and general administration of this Agreement.
A sharing of general information of interest to the parties.

(c) Notifying the Union of changes in non-bargaining conditions of employment contemplated by the City which may affect employees.

**Section 23.02 Distinguished from Grievance Meetings.** It is expressly understood and agreed that such meetings shall be exclusive of the grievance procedure. Grievances being processed under the grievance procedure shall not be considered at "labor-management conference," nor shall negotiations for the purpose of altering any or all of the terms of this Agreement be carried on at such meetings.

**Section 23.03 Absence from Work.** When absence from work is required to attend "labor-management conferences," Union members shall, before leaving their work station, give reasonable notice to and receive approval from the City in order to remain in pay status. Management shall approve the absence except in emergency situations. Union members attending such conference shall be limited to three (3).

**ARTICLE 24. MILITARY LEAVE**

Employees shall have the right to a leave of absence for military duty with the Armed Forces of the United States of America and the right to return to the City's employ thereafter strictly in accordance with all applicable State and Federal laws.

**ARTICLE 25. NO DISCRIMINATION**

The City shall not discriminate against any employee because of Union membership or activities, or lack thereof, sex, race, color, national origin, religion, marital status, veteran status, creed or age.

**ARTICLE 26. BULLETIN BOARDS**

The City will provide space for a Union bulletin board at the Public Works Department garage lunch room for the posting of Union notices.

**ARTICLE 27. LINE OF DUTY**

The City agrees to defray all reasonable funeral and burial expenses of any full-time employee killed while performing work while on duty.

**ARTICLE 28. CERTIFICATION PAY**

Employees who currently possess or who obtain in the future a valid Illinois Water Supply Operation Certificate and who maintain said certificate shall be paid an incentive of
forty-five cents ($0.45) per hour as part of their base wage rate.

ARTICLE 29. ADDITIONALLY, THE EMPLOYER WILL PAY UP TO FOUR (4) EMPLOYEES ANNUALLY A TRENCHING OPERATOR CERTIFICATION STIPEND OF $1000. THE MECHANIC MAY ALSO RECEIVE CERTIFICATION PAY IN THE AMOUNT OF $500 FOR EACH AUTOMOTIVE MECHANIC CERTIFICATION FROM THE LIST ATTACHED AS ATTACHMENT A POSSESSED AND MAINTAINED, UP TO A MAXIMUM OF EIGHT. EXCEPT FOR THE CERTIFICATION PAY FOR THE WATER SUPPLY OPERATION CERTIFICATE, CERTIFICATION PAY SHALL BE PAID IN NOVEMBER OF EACH CALENDAR YEAR FOR EACH CERTIFICATE POSSESSED AND MAINTAINED IN THAT YEAR. THE EMPLOYEE MUST BE CERTIFIED BY MAY 1 OF THE CALENDAR YEAR IN ORDER TO QUALIFY FOR THE PAYMENT OF THE INCENTIVE IN NOVEMBER. THE EMPLOYEE WILL BE REIMBURSED FOR EDUCATIONAL OR TRAINING EXPENSES INCURRED IN OBTAINING THE CERTIFICATION IN ACCORDANCE WITH ARTICLE 7, "EDUCATIONAL FINANCIAL ASSISTANCE."

TERMINATION

This Agreement shall be effective as of May 1, 2016, and shall remain in full force and effect from said date to April 30, 2019, both inclusive. Thereafter, it shall automatically renew itself from year to year unless at least 60 days' notice prior to termination, in writing, that either party desires to amend, add to, subtract from, or terminate this Agreement.

In the event such notice of a desire to amend, add to, or subtract from the terms of this Agreement is given, the City, Union and employees shall have no rights beyond the terms of this Agreement and the parties shall, within a reasonable time thereafter, enter into negotiations concerning the request. In the event notice to terminate this Agreement is given, the City, Union, and employees shall have no rights beyond the terms of this Agreement.
This Agreement constitutes a complete settlement of all outstanding issues between the City and the Union and the employees.

THE CITY OF PALOS HILLS, IL

[Signature]
3/2/17

SERVICE EMPLOYEES INTERNATIONAL UNION, LOCAL 73

[Signature] 2/6/2017

[Signature] 1-30-2017
APPENDIX A
Job Descriptions

Title
Mechanic

Department
Public Works

Supervisor
Master Mechanic and Superintendent of Public Works

Position Function
Under the general direction of the Master Mechanic or Supt. of Public Works, this position will help to organize and accept direction for the inspection, maintenance, and record keeping for vehicle and equipment repairs. Maintains all vehicles and machinery for the City.

Duty
Performs periodic routine maintenance and repair of all vehicles and equipment. Purchases replacement parts and evaluates vehicles and equipment for replacement. Maintains individual repair records of vehicle and equipment maintenance. Ability to get along with co-workers and the general public. Other duties as required consistent with the mechanic classification, duties and past practice, including snow plowing and salting streets.

Qualifications
Various shop courses.

Mechanics School.

Five or more years experience in auto and heavy truck/equipment repair.

Welding experience.

Qualified in the use of miscellaneous tools and equipment necessary or required to repair cars, trucks and equipment.

Class B Commercial Drivers License.

Schedule
This is a full-time position. Some overtime will likely be required, as well as availability for emergency work. Method used for determination of overtime compensation is identified in the salary ordinance and collective bargaining agreement.
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<tr>
<td>Supervisor</td>
<td>Superintendent of Public Works</td>
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<tr>
<td>Position Function</td>
<td>Under the general direction of the Supt. of Public Works or personnel as assigned this position will supervise work for crews on various public works, water and sewer projects and repairs. Organize and direct crews for jobs, inspection and maintenance of equipment and trucks.</td>
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<td>Duty</td>
<td>Performs inspections and repairs for streets curbs, sidewalks ditches, storm sewers and various other city infrastructures as needed. Run heavy equipment within skill level. Complete work orders and various time sheets on different job functions Cement finishing, asphalt repair, water main repair, sewer repair. Performs snow removal and salts streets Underground construction Design and maintain drainage, organize equipment and facilities. Ensures safety procedures are applied and followed. Ability to perform work in lesser work classifications Other duties as required consistent with the Division Chief, Public Works Maintenance classification, duties and past practice.</td>
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<tr>
<td>Qualifications</td>
<td>Knowledge in civil engineering, experience in operating heavy equipment, underground repair and installation work, cement finishing and asphalt work and building maintenance. Class B Commercial Drivers License Class &quot;C&quot; IEPA water plant operators license for Division Chiefs hired/promoted after May 1, 2006. Ability to read and write English sufficient to perform job duties.</td>
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<tr>
<td>Schedule</td>
<td>This is a full-time position. Some overtime will likely be required, as well as availability for emergency work. Method used for determination of overtime compensation is identified in the collective bargaining agreement.</td>
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</tr>
<tr>
<td><strong>Department</strong></td>
<td>Public Works, Water &amp; Sewer Department</td>
</tr>
<tr>
<td><strong>Supervisor</strong></td>
<td>Superintendent of Public Works</td>
</tr>
<tr>
<td><strong>Position Function</strong></td>
<td>Under the general direction of the Supt. of Public Works or personnel as assigned this position will supervise work for crews for pump house, lift station, sewer and water main repair. Organize and direct crews for jobs, inspection and maintenance of equipment and trucks.</td>
</tr>
<tr>
<td><strong>Duty</strong></td>
<td>Performs inspections and schedules maintenance for repair of water pumping and sanitary sewer lift stations. Run heavy equipment within skill level. Complete work orders and various time sheets on different job functions Cement finishing, asphalt repair, water main repair, sewer repair. Performs snow removal and salts streets Underground construction Design and maintain drainage, organize equipment and facilities. Ensures safety procedures are applied and followed. Ability to perform work in lesser work classifications Other duties as required consistent with the Division Chief, Sewer and Water classification, duties and past practice.</td>
</tr>
<tr>
<td><strong>Qualifications</strong></td>
<td>Knowledge in civil engineering, experience in operating heavy equipment, operation of water and sewer pumping stations, underground repair and installation work, cement finishing and asphalt work and building maintenance. Class B Commercial Drivers License (desirable, not required). Class &quot;C&quot; IEPA water plant operators license for all Division Chiefs hired/promoted after May 1, 2006. Ability to read and write English sufficient to perform job duties.</td>
</tr>
<tr>
<td><strong>Schedule</strong></td>
<td>This is a full-time position. Some overtime will likely be required, as well as availability for emergency work. Method used for determination of overtime compensation is identified in the collective bargaining agreement.</td>
</tr>
</tbody>
</table>
Title: Public Works Tech I

Department: Public Works, Water & Sewer Department

Supervisor: Superintendent of Public Works

Position Function: Under the general direction of the Supt. of Public Works or Division Chief or personnel as assigned the position will perform skilled and semi-skilled work in one or more specialized areas of public works, water and sewer maintenance, construction, repair and related activities.

Duty: Perform maintenance, construction and repair work on public works, water and sewer facilities. Including but not limited to such work as cement work, plumbing, carpentry, asphalting, water plant operations, water and sewer main repair.

Locates city infrastructure.

Operates heavy equipment within skill level.

Conducts tests as needed or directed.

Ability to perform work in lesser work classifications

Performs other duties as required consistent with the Public Works Tech I classification, duties and past practice.

Qualifications: Journey competence in one or more of the construction trades.

Able to operate a wide variety of equipment.

Shall be able to take initiative, and shall be able to take direction in carrying a project to completion.

Should have a good conception of safety requirement in assignments.

Ensures safety procedures are applied and followed. Ability to get along with co-workers and the general public. Good physical condition.

Ability to read and interpret construction drawings, plans and specifications.

Class "C" IEPA water plant operators license (desirable). 26

Class B Commercial Drivers License.
Ability to read and write English sufficient to perform job duties.

This is a full-time position. Some overtime will likely be required, as well as availability for emergency work. Method used for determination of overtime compensation is identified in the collective bargaining agreement.
<table>
<thead>
<tr>
<th><strong>Title</strong></th>
<th>Public Works Tech II</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Department</strong></td>
<td>Public Works, Water &amp; Sewer Department</td>
</tr>
<tr>
<td><strong>Supervisor</strong></td>
<td>Supt. of Public Works</td>
</tr>
<tr>
<td><strong>Position Function</strong></td>
<td>Under the general direction of the Supt. of Public Works, Division Chief or personnel as assigned the person in this classification performs semi-skilled work in construction, operation, and maintenance of public works, capital improvements, above and below ground construction, water plant operations and water and sewer main repair.</td>
</tr>
<tr>
<td><strong>Duty</strong></td>
<td>Repairs/replaces water meters.</td>
</tr>
<tr>
<td></td>
<td>Locates city infrastructure.</td>
</tr>
<tr>
<td></td>
<td>Helps install asphalt and concrete paving.</td>
</tr>
<tr>
<td></td>
<td>Operates snowplows and salting equipment.</td>
</tr>
<tr>
<td></td>
<td>Operates chipper.</td>
</tr>
<tr>
<td></td>
<td>Uses a variety of hand tools to perform ditching and landscape restoration.</td>
</tr>
<tr>
<td></td>
<td>Loads and unloads stone, dirt, gravel, and heavy mechanical equipment.</td>
</tr>
<tr>
<td></td>
<td>Ensures safety procedures are applied and followed.</td>
</tr>
<tr>
<td></td>
<td>Ability to perform work in lesser work classifications.</td>
</tr>
<tr>
<td></td>
<td>Performs other duties as required consistent with the Public Works Tech II classification, duties and past practice.</td>
</tr>
<tr>
<td><strong>Qualifications</strong></td>
<td>Rudimentary skills in one or more of the construction building trades.</td>
</tr>
<tr>
<td></td>
<td>Able to operate or accept instruction on the operation of construction equipment and tools.</td>
</tr>
<tr>
<td></td>
<td>Demonstrates concern with the limitations of equipment and safety in the operation of equipment.</td>
</tr>
<tr>
<td></td>
<td>Ability to get along with co-workers and the general public. Good physical condition.</td>
</tr>
</tbody>
</table>
Class "C" IEPA water plant operators license (desirable). Class B Commercial Drivers License.

Ability to read and write English sufficient to perform job duties.

Schedule

This is a full-time position. Some overtime will likely be required, as well as availability for emergency work. Method used for determination of overtime compensation is identified in the collective bargaining agreement.
<table>
<thead>
<tr>
<th>Title</th>
<th>Public Works Tech III</th>
</tr>
</thead>
<tbody>
<tr>
<td>Supervisor</td>
<td>Supt. of Public Works</td>
</tr>
<tr>
<td>Position Function</td>
<td>Under the general direction of the Supt. of Public Works, or Division Chief or personnel as assigned this position will performs routine work consisting of semi-skilled and unskilled tasks in the construction, operation, and maintenance of public works and capital improvements, water plant operations and water and sewer main repair.</td>
</tr>
<tr>
<td>Duty</td>
<td>Performs laborer work on public works projects, including but not limited to use of shovels, picks, rakes and brooms. Locates city infrastructure. Plow streets and performs salting of city streets. Operates chipper. Ensures safety procedures are applied and followed. Ability to perform work in lesser work classifications. Performs other duties as required consistent with the Public Works Tech III classification, duties and past practice.</td>
</tr>
<tr>
<td>Qualifications</td>
<td>Ability to accept instruction in the operation of power hand tools and equipment. Good physical condition. Ability to get along with co-workers and the general public. Class &quot;C&quot; IEPA water plant operators license (desirable). Class B Commercial Drivers License. Ability to read and write English sufficient to perform job duties.</td>
</tr>
<tr>
<td>Schedule</td>
<td>This is a full-time position. Some overtime will likely be required, as well as availability for emergency work. Method used for determination of overtime compensation is identified in the collective bargaining agreement.</td>
</tr>
<tr>
<td>Department</td>
<td>Public Works</td>
</tr>
<tr>
<td>Supervisor</td>
<td>Supt. of Public Works</td>
</tr>
</tbody>
</table>
Position Function
Under the general direction of the Supt. of Public Works or Division Chief or personnel as assigned this position will performs routine work consisting of mostly unskilled tasks in the construction, operation, and maintenance of public works and capital improvements, water plant operations and water and sewer main repair.

Duty
Performs laborer work on public works projects, including but not limited to use of shovels, picks, rakes and brooms.
Plow streets and performs salting of city streets
Operates chipper.
Follows applicable safety procedures.
Performs other duties as required consistent with the Public Works Tech IV classification, duties and past practice.

Qualifications
Ability to accept instruction in the operation of power hand tools and equipment.
Good physical condition.
Ability to get along with co-workers and the general public. Class "C" IEPA water plant operators license (desirable). Class B Commercial Drivers License.
Ability to read and write English sufficient to perform job duties.

Schedule
This is a full-time position. Some overtime will likely be required, as well as availability for emergency work. Method used for determination of overtime compensation is identified in the collective bargaining agreement.
Title: Park Maintenance Full Time

Department: Parks Grounds Maintenance

Supervisor: Supt. of Public Works, Park Maintenance Foreman

Position Function: Under the general direction of the Park Maintenance Foreman this position perform skilled and semi-skilled work in all areas of Park land and easement maintenance. The work includes mowing, park improvements, tree work, tree trimming, maintenance of mower, tractor, trucks and power tools and snow removal operations for city buildings and parking lots.

Duty: Follow schedule for mowing in all city parks and easements, park improvements, tree work, regular maintenance of parks and city property.

Ensures safety procedures are applied and followed.

Provide guidance to part-time, seasonal employees.

Ability to get along with co-workers and the general public.

Other duties as required consistent with the Park Maintenance classification, duties and past practice.

Qualifications: Experience in tree care, landscape maintenance and repair.

Play zone safety certification (desirable, but not required).

Class B Commercial Drivers License.

Ability to read and write English sufficient to perform job duties.

Schedule: This is a full-time position. Some overtime will likely be required, as well as availability for emergency work. Method used for determination of overtime compensation is identified in the salary ordinance and collective bargaining agreement.
National Institute for Automotive Service Excellence Certifications for Mechanic

Auto/Light Truck Series

A1 Engine Repair

A2 Automatic Transmission/Transaxle A3 Manual Drive

Train and Axles A4 Suspension and Steering A5 Brakes

A6 Electrical/Electronics Systems A7 Heating and Air Conditioning A8 Engine Performance

Medium/Heavy Truck Series

T1 Gasoline Engines T2 Diesel

Engines T3 Drive Train T4 Brakes

T5 Suspension and Steering

T6 Electrical/Electronic Systems

T7 Heating, Ventilation, and Air Conditioning

T8 Preventive Maintenance Inspection
March 6, 2017

Local 73 SEIU
300 South Ashland Ave.
Chicago, IL 60607-2746

Attn: Ricardo Loza

Re: Signed Union Agreement with City of Palos Hills
May 2016 – April 2019

Ricardo,

Enclosed is the signed document referenced above for your records.

Please contact me should you have any questions.

Sincerely,

Dave Weakley
Commissioner of Public Works
City of Palos Hills