

A G R E E M E N T

Between

NORTH SHORE WATER RECLAMATION DISTRICT

and

SERVICE EMPLOYEES' LOCAL NO. 73

For the Period

From May 1, 2018 to April 30, 2025

TABLE OF CONTENTS

	<u>Page</u>
ARTICLE 1 - Recognition.....	4
ARTICLE 2 - Management.....	4
ARTICLE 3 - Union Security.....	5
ARTICLE 4 - Classification, Job Descriptions and Rate of Pay.....	8
ARTICLE 5 - Hours of Work and Overtime.....	9
ARTICLE 6 - Rest Periods.....	12
ARTICLE 7 - Seniority, Transfers and Promotion.....	13
ARTICLE 8 - Supervision of Operations.....	17
ARTICLE 9 - Holidays.....	18
ARTICLE 10 - Vacations.....	18
ARTICLE 11 - Sick Leave, Leave of Absence and Funeral Leave.....	20
ARTICLE 12 - Personal Time.....	23
ARTICLE 13 - Paid Time Off (PTO)	24
ARTICLE 14 - Jury Pay.....	26
ARTICLE 15 - Training.....	26
ARTICLE 16 - Retirement.....	26
ARTICLE 17 - Termination of Employment.....	27
ARTICLE 18 - Safety, Sanitation and Health.....	28
ARTICLE 19 - Employee Benefits.....	29
ARTICLE 20 - Grievance and Arbitration Procedure.....	31
ARTICLE 21 - "No Strike" Provisions.....	33
ARTICLE 22 - Amendments.....	34
ARTICLE 23 - Savings Clause.....	35
ARTICLE 24 - Duration of Agreement.....	35
APPENDIX A -	37
APPENDIX B -	38

A G R E E M E N T

THIS AGREEMENT, entered into by and between NORTH SHORE WATER RECLAMATION DISTRICT (hereinafter referred to as "District") and SERVICE EMPLOYEES LOCAL NO. 73 (hereinafter referred to as "Union").

WHEREAS, the Union recognizes that the District has the full and exclusive responsibility and obligation of providing high quality services to the residents of the District and of carrying on vital and continuous programs in the field of sewage disposal and sanitation for the benefit of the residents of the community at large; and

WHEREAS, it is not intended by the parties to modify any of the discretionary authority vested in the District by the statutes of the State of Illinois; and

WHEREAS, the District recognizes the Union as the exclusive collection bargaining representative for personnel covered by this Agreement; and

WHEREAS, it is the intent and purpose of the parties that this Agreement respect and promote the said responsibility and obligation of the District, as well as the interests of its employees covered by this Agreement; avoid interruptions and interference with services of the District and its program; and set forth herein rates of pay, hours of work, and conditions of employment for the employees covered by this Agreement.

NOW, THEREFORE, in consideration of their mutual covenants herein contained, the parties agree as follows:

ARTICLE 1
RECOGNITION

1.1 The District recognizes the Union as the exclusive collective bargaining representative for a bargaining unit which includes all of its employees except the following: All laboratory employees, automation employees, engineering employees, purchasing/inventory employees, information systems employees, office clerical employees, salaried employees, part-time employees, professional employees and supervisory employees and all other employees as defined in the Illinois Public Labor Relations Act, as amended.

ARTICLE 2
MANAGEMENT

2.1 The management of the District, the control of the premises, and the direction of the work force are vested exclusively in the District and includes, but is not limited to, the following: The right to select, hire, transfer, promote, suspend, discharge, assign, supervise, and discipline employees for just cause; to determine and change starting times, quitting times, shifts, and the number of hours to be worked by employees; to determine the staffing requirements, including, but not limited to, the assignments of employees as to numbers employed, duties to be performed, qualifications required, and areas worked; to determine policies and procedures with respect to the establishment, management, efficiency and conduct of its operations; to determine or change the methods and means by which its operations are to be carried on; to take whatever actions may be necessary to carry out the mission of the District in situations of emergency; to make reasonable rules and regulations with respect to employees covered by this Agreement; and to carry out all ordinary functions of management, whether or not exercised by the District prior to the execution of this Agreement, subject only to the provisions

expressly specified in this Agreement, and provided said rules and regulations shall not be used to discriminate against any member of the Union.

ARTICLE 3

UNION SECURITY

3.1 All employees who on the effective date of this Agreement are members of the Union in good standing in accordance with the Constitution and By-Laws of the Union, and all employees who may thereafter become members shall, during the life of this Agreement as a condition of continued employment, remain members of the Union in good standing.

3.2 The District and the Union agree not to interfere with the rights which an employee would have if the National Labor Relations Act, as amended, was applicable to employees of the District. The Union further agrees that there shall be no discrimination or coercion against any employee of the District.

3.3 The District will not aid or support, directly or indirectly, any activities which have the purpose or effect of undermining the Union. The Union agrees not to interfere with the rights which an employee has under the Illinois State Labor Relations Act, as amended.

3.4 The Union will not solicit memberships, collect dues, or engage in any union activities during working hours other than those activities involved in collective bargaining and the handling of grievances as provided in this Agreement.

3.5 The District shall deduct Union initiation fees and monthly dues uniformly required as a condition of membership in the Union from the wages of the employees in the bargaining unit and remit them to the Secretary-Treasurer of the Union, provided such employees have signed and submit to the District a written authorization to deduct such dues. The Union authorization card may change from time to time and a current version of the card is attached to this CBA.

3.6 Committee on Political Education (COPE): Upon receipt of a lawfully executed, written authorization from an employee, the District shall, during the term of this Agreement or until such authority is revoked by the employee in writing, deduct voluntary employee contributions to the SEIU Committee on Political Education (COPE), managed and operated by the union, in the amounts designated by the employee. Such deduction or deductions shall be made in forty-eight (48) equal installments and shall be remitted by the District 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 SEIU - Committee on Political Education shall refund to the District or to the employee any contributions which may be deducted erroneously or any monies which may be remitted erroneously.

The District shall notify the Union of newly hired employees to bargaining unit positions. The Union Business Agent or Steward will be provided 30 minutes during working hours for orientation of such new employees.

The union agrees to indemnify and hold harmless the District against any and all claims, suits, orders, or judgments against the District resulting from any action taken or not taken by the District pursuant to the provisions of Article 3.6.

3.7 All employees who on the date of execution of this Agreement or upon the completion of their probationary period, whichever occurs later, have not become members of the Union shall during the remaining term of this Agreement pay to the Union their proportionate fair share of the costs of the collective bargaining process and contract administration. The amount of such share shall not exceed the amount of monthly dues uniformly required of Union members. The Union shall annually, on May 1, certify to the District the amount of such share, which shall not include any fees for Union contributions related to the election or support of any

candidate for political office. In the event that an employee, because of bona fide religious tenants or teaching of a church or religious body of which such employee is a member, certifies to the District and the Union his objection to payment to the Union of an amount equal to such share, such amount shall be paid to a nonreligious charitable organization mutually agreed upon by such employee and the Union. If such employee and the Union are unable to reach an agreement on the matter, payment of such share shall be made to a nonreligious charitable organization determined by the District. All monies required to be paid by employees pursuant to this paragraph shall be monthly deducted from the wages of affected employees. Such monies shall be remitted to the Secretary-Treasurer of the Union or a nonreligious charitable organization, as the case may be.

3.8 The Union agrees to indemnify and hold the District harmless against any and all claims, suits, orders or judgments brought or issued against the District as a result of any action taken or not taken by it in connection with the deduction of any union initiation fees, monthly dues or "fair share" monies from the wages of bargaining unit employees.

3.9 The Union shall furnish the District with a notarized list of its members in the bargaining unit within thirty (30) days subsequent to the execution of this Agreement, and shall keep the District properly informed thereafter of any additions to said list.

3.10 The District shall submit to the Union's office during the first half of January and the first half of July each year a current list showing the names of bargaining unit employees, and also the job classification, rate of pay and seniority date of each employee. The District shall post a current list showing the names of bargaining unit employees and their seniority dates whenever such list is submitted to the Union's office.

ARTICLE 4
CLASSIFICATIONS, JOB DESCRIPTIONS AND RATE OF PAY

4.1 Appendix A, which is attached hereto and made a part of this Agreement, contains the schedule of bargaining unit wage rates according to job classification.

4.2 Appendix B, which is attached hereto and made a part of this Agreement, contains a job description, including primary as well as special duties, of each job classification within the bargaining unit. In the event new job classifications are created hereafter, additional job descriptions will be negotiated and made a part of this Agreement.

4.3 All employees shall be classified in accordance with the work being performed by them, and such employees shall receive no less than the wage rates specified in Appendix A, attached hereto. However, any employee in the Operator-Trainee job classification who obtains an IEPA Class 2 Wastewater Operator certification shall thereupon be assigned to the Operator job classification and to any Operator job vacancy; and any employee who prior to or during the term of this Agreement is awarded an IEPA Class 1 Wastewater Operator certification shall thereupon be paid an additional \$.25 cents per hour.

4.4 Provided the superintendent or supervisor so authorizes in advance of the work, any employee who is required to relieve a higher paid employee one (1) or more hours in any workday, or who for any reason is required to perform work in a higher paid job classification for at least such period of time in any workday, shall receive the higher rate of pay for all hours worked in the higher-rated job. This paragraph shall apply to an employee in the job classification of Operator-Trainee when that employee is performing Operator duties and no other Operators are present on site.

4.5 All bargaining unit work shall be performed on a regular monthly or annual basis, and there shall be no bonus or contract work by employees within the unit.

ARTICLE 5

HOURS OF WORK AND OVERTIME

5.1 The normal workday for employees shall consist of eight (8) hours, exclusive of a one-half hour lunch period. However, the hours of work for Operators shall include a one-half hour lunch period.

5.2 The normal workweek for all employees shall consist of forty (40) hours, wherever possible, from Monday through Friday. All employees shall in any event be accorded two (2) consecutive days off in a normal work week in which work on Saturday and/or Sunday may be scheduled as a part of such workweek. It is the clear intent of the District not to require employees to work on Saturday or Sunday as part of their normal workweek, wherever it is possible to avoid such work except in cases of emergency where the overtime call in rules will apply.

5.3 This Article is intended to be construed only as a basis for overtime, and shall not be construed as a guarantee of hours of work per day or per week. Overtime shall not be paid more than once for the same hours worked.

5.4 Employees shall be paid at the rate of time and one-half only for work in excess of eight (8) hours in one workday or forty (40) hours in any work week; for work on Saturday, Sunday, or such other days as may have been scheduled by the District as days off in lieu of Saturday and/or Sunday, and then only if such employees have already worked at least forty (40) hours in the workweek less such hours for which such employees were excused from work by the District.

5.5 Overtime shall be equalized, on an annual basis, among employees wherever practicable. Should special skills be required to perform the overtime work, such work shall be performed by the employee who regularly performs the work involved.

5.6 Overtime shall be assigned by the Department Manager or his Assistant. Any employee who fails to work overtime when requested to do so will forfeit the opportunity to work the hours

of overtime he could have worked. In the event overtime is mis-assigned, the mis-assignment will be remedied by permitting the affected employee to work the equivalent hours of overtime work which he would have worked but for such mis-assignment.

5.7 Any employee required to work overtime when the hours to be worked are not continuous to his regular schedule shall receive a minimum guarantee of not less than four (4) hours of pay at time and one-half even though less than four (4) hours are worked.

5.8 Starting and quitting time for all employees shall be arranged by the Executive Director according to plant requirements.

5.9 A mandatory on-call program shall be established to provide prompt, qualified response to emergencies or events that may occur at the District's plants and pumping stations outside of normal working hours, including during nights, weekends and holidays.

(a) There shall be three types of on-call rotations established.

(i) An operations on-call rotation shall be established at each of the 3 plants to be manned by that plant's qualified, eligible employees to include the Operators, Operator-Trainee provided he has successfully completed his probationary period, superintendent and assistant superintendent. The operations on-call employee shall be authorized to call-in other trades and/or start/stop equipment, make adjustments, take samples or otherwise perform the duties of an Operator as may be necessary.

(ii) A mechanical maintenance on-call rotation shall be established at each of the 3 plants to be manned by that plant's qualified, eligible employees to include the Base Shop Mechanics and Plant Maintenance Mechanics.

(iii) An electrical maintenance on-call rotation shall be established District-wide to be manned by the District's qualified, eligible employees to include the instrument repairers and supervisor of electrical maintenance.

(b) Each on-call responsibility period shall be for a seven (7) day week beginning and ending on Monday mornings at the standard starting time for operations employees. An operations and mechanical maintenance on-call rotation schedule shall be established at each plant amongst all qualified and eligible employees. An electrical maintenance on-call rotation schedule shall be established within the electrical maintenance department amongst all qualified and eligible employees. Qualified and eligible employees may agree to exchange, trade or otherwise accept on-call responsibility for another employee.

(c) Each employee with on-call responsibility shall receive a stipend of \$200.00 for each seven day on-call responsibility period. This stipend shall be considered taxable compensation in accordance with state and federal law and shall be subject to all required deductions. The District will pay this stipend to the on-call employee on Thursday payroll following completion of the on-call responsibility period. An employee with on-call responsibility may arrange for another eligible and qualified employee to cover part or all of his responsibility period. Operations on-call responsibility may be covered by a qualified, eligible employee from another plant, provided that employee has no less than 3 months of operations experience at the plant being covered within the previous 5 years and the employee has no other on-call responsibility at that time. Mechanical maintenance on-call responsibility may also be covered by a qualified, eligible employee from another plant provided that employee has no other on-call responsibility at that time. However coverage is provided, the entire stipend will be paid to the employee with on-call responsibility for the week unless the entire on-call responsibility period is transferred to another employee and agreed to by both employees in writing prior to commencement of the on-call responsibility period.

(d) Bargaining unit employees shall not be required to take home a laptop computer or otherwise monitor plant operations remotely. However, each on-call employee shall be available to

receive calls from management and/or the on-call operations employee at all times during his period of on-call responsibility. Any missed calls must be returned within 30 minutes. Each on-call employee must also be available to respond to the plant or pumping station within 120 minutes of receiving the call or at a later time as may be agreed upon by management.

(e) In addition to the weekly on-call responsibility stipend, any employee called-in and required to report to a District facility shall be paid wages, overtime, mileage and any other compensation in accordance with the provisions of other articles included in this agreement and in accordance with District policy.

(f) Any employee with on-call responsibility who responds to a call and reports to a facility as required may complete all work related to the call-in, other alarms and/or other emergency work, but shall not be required to complete preventive maintenance or other additional work.

(g) Any employee with on-call responsibility who fails to respond to a call or report to a facility as required shall be subject to discipline in accordance with the District's progressive discipline policy.

ARTICLE 6

REST PERIODS

6.1 Employees shall be accorded a fifteen (15) minute rest period in the first four (4) hour work period, a nine (9) minute rest period in the second four (4) hour work period (that nine minute rest period shall commence immediately following the employees' one-half hour lunch period), and a fifteen (15) minute rest period in any continuous four (4) hour work period that may be worked thereafter. Such rest periods shall not be deducted from an employee's wages.

6.2 Employees may leave premises during the 39 minute lunch and break period provided they punch out upon leaving and punch in upon returning.

ARTICLE 7

SENIORITY, TRANSFERS AND PROMOTION

7.1 Seniority shall be defined as the length of service within the bargaining unit from the date of last hire, subject to the following limitations:

(a) New employees shall be hired on a probation period of one hundred eighty (180) calendar days. During this period, the District shall be the sole judge of the qualifications of such employees, and of the qualifications of such employees for retention in employment.

(b) Upon the satisfactory completion of the probation period, the District shall assign to each new employee a seniority date as of his date of last hire.

(c) An Operator-Trainee shall be given sixteen (16) months from the time of hire to qualify for an IEPA Class 4 Wastewater Operator's certification. If an Operator-Trainee has failed to qualify at the end of such period, he will be assigned to the Laborer job classification, if a position is open, or he will be terminated (provided that a Laborer who has become an Operator-Trainee may elect to return to his former position within one hundred eighty (180) days from the day he is placed in the Operator-Trainee position).

7.2 Seniority and the employment relationship shall be broken and terminated if an employee:

- (a) Quits;
- (b) Is discharged for just cause;
- (c) Is absent for three (3) consecutive workdays without excuse;

(d) Is absent from work for any reason for a period of eighteen (18) months, or for a period of time equal to his seniority, whichever is shorter;

(e) Fails to report for work within five (5) consecutive workdays after the District has sent notice to the employee's last known address by certified mail or telegram to return to work;

(f) Fails to report for work upon termination of an authorized leave of absence; or

(g) Retires.

7.3 In case of a decrease in the work force, seniority shall prevail only where employees possess the skill and ability to perform the remaining work. Where such a decrease is about to occur, the District will provide the Union with at least forty-eight (48) hours' advance notice where one (1) to four (4) employees are to be laid off; where five (5) or more employees are to be laid off, the District will provide the Union with at least five (5) days' advance notice. In either case, the District shall advise the Union specifying the job or jobs that will be affected by the decrease. The employee or employees affected by such decrease will thereafter be permitted to displace other less senior employees, provided that the remaining employee or employees possess the qualifications to perform the remaining work, as set forth in Appendix B.

7.4 Employees shall be offered the opportunity to fill any job vacancy that may occur within the bargaining unit. When such a vacancy occurs, the job shall be posted on the employees' bulletin board in each building for a period of not less than five (5) days. Any bargaining unit employee may make application for a vacant job by doing so in writing to the Executive Director, except that no employee shall be permitted to bid on any job within one (1) year following the second of two (2) successful bids in any twelve (12) month period on jobs paying a rate of pay equal to or less than that of the job held by the employee when making the first of such successful bids. However,

any employee who bids on a job vacancy that is "temporary" and is awarded such vacancy shall not have such bid counted as a "successful bid". Qualifications (skill and ability) for the posted position shall be submitted in writing at the time the bid for the position is submitted or by the end of the posting period. If qualifications are not submitted by the end of the posting period, that employee will not be considered for the position. At the end of the posting period, the job vacancy shall be filled from among those employees making application by awarding such job to the senior applicant who possesses the skill and ability to perform the work. All decisions concerning the selection of an employee to fill a posted job vacancy shall be announced by the Executive Director within five (5) working days, if possible, but not later than eight (8) working days from the last day of the posting period, whereupon the successful bidder will be transferred to such vacancy as soon as possible. Thereafter, from the date of the award, the successful bidder shall be accorded one hundred eighty (180) days within which to satisfactorily demonstrate his skill and ability to perform the work in his new job. If at any time within this period the successful bidder fails to perform his work in a reasonably satisfactory manner, he may be removed from such job by the District and returned to his former position.

7.5 If it is determined by the District that no suitable applicant has applied for a posted job, the District may select an employee from outside the bargaining unit to fill the vacancy. In the event that a question concerning the qualifications of any job applicant is raised in connection with making application for a job vacancy, such question shall be referred to the Executive Director. Should the resolution of such question by the Executive Director not satisfy any job applicant, the matter must be referred to the normal grievance procedure within five (5) working days subsequent to such resolution.

7.6 Awards of appointment to vacant jobs shall be made in writing by the Executive Director and posted on the employees' bulletin board in each building. Such posting shall also list any

unsuccessful bidders in accordance with their seniority. Applicants who do not receive an appointment shall upon request be notified in writing by the Executive Director why their bid was not accepted.

7.7 In cases of injury or illness, the District may post and fill the job vacancy of a disabled employee on a temporary basis up to eighteen (18) months. This temporary job vacancy, and any related temporary openings that occur, are filled through a one (1) week expedited posting and award process. Should the injured or ill employee ultimately not return to work, that job and any related temporary openings that occurred shall be posted as regular positions subject to same job vacancy bidding procedures as established by Article 7.4.

7.8 Regardless of the seniority of any employee, there shall be no bumping of any bargaining unit employee already assigned to a job classification.

7.9 The promotion of bargaining unit employees to a position outside the bargaining unit, shall be given full consideration by the District. With respect to positions outside the bargaining unit, the District agrees to post all such vacancies. It shall be the policy of the District to promote employees from within the bargaining unit to such positions, whenever the District deems it possible to do so.

7.10 Before new employees are hired into bargaining unit positions, the District will recall laid off employees in inverse order of layoff, so long as the employee is qualified to perform the available work, as set forth in Appendix B. In the event of recall, an employee shall have seniority rights restored. An employee who refused to exercise his bumping rights (if applicable) at the time of layoff shall not be eligible for recall. Recall notices will be sent to any qualified employee laid off within thirty (30) calendar months of the layoff. A recalled employee shall have longevity pay and vacation or PTO benefits restored to the levels earned by the employee at the time of the layoff and shall receive credit for any portion of a probation period completed

at the time of the layoff. Any portion of accrued vacation or PTO pay received as a result of the lay off will not be available to the recalled employee for the specific vacation or PTO year in question. Laid-off employees receive compensation for unused sick leave benefits or PTO at the time of lay off, therefore sick leave days or PTO shall not be restored to recalled employees.

When rehiring a laid-off employee, the District will notify him by certified mail at the last known address. If such an employee does not notify the District within forty-eight (48) hours of the receipt of the letter of the employee's decision to accept or decline the position, the employee's right to recall shall cease. Employees electing to return to work shall return with no accrued leave, must successfully pass a return to work physical exam, fitness for duty evaluation and drug screen, and are required to report for work no later than two weeks from the date the employee notifies the District of his intention to return.

The seniority of an employee who is laid off shall not be terminated if the employee is recalled under the provisions of this Article, however, seniority credit shall not accrue during the period of layoff.

ARTICLE 8

SUPERVISION OF OPERATIONS

8.1 Each employee shall be under the direct supervision of a Department Manager or his Assistant except in cases of emergency.

8.2 All plant and mechanical operations shall be manned by bargaining unit employees, except in cases of emergency.

8.3 All Operators shall be trained in all treatment positions at the plant to which they are assigned. All Operator-Trainees shall be trained in all treatment positions.

ARTICLE 9

HOLIDAYS

9.1 Employees eligible for holiday pay shall receive eight (8) hours' pay at their regular straight-time hourly rate of pay for ten (10) holidays when not worked. The ten (10) holidays shall be determined annually, shall include Veteran's Day, and shall be the same as those observed by the non-bargaining unit employees of the District.

9.2 In order to be eligible for holiday pay, an employee must have worked his full regularly scheduled workday before and after the holiday unless appropriate vacation, personal, PTO or other leave is utilized pursuant to the terms of the CBA and District policies. A return to work written medical excuse or doctor's note signed by a care giver is required for use of sick leave or unscheduled PTO directly before and after a holiday, including in conjunction with any vacation, sick, personal, PTO, funeral or any other paid or unpaid leave time, to be eligible for holiday pay.

9.3 Any employee who is required to work eight (8) or more hours on any of the above-named holidays or days observed as such, shall receive two and one-half times his regular hourly rate of pay for all hours worked on such holidays or days observed as such. Any employee who is required to work less than eight (8) hours on any of the above-named holidays or days observed as such, shall receive one and one-half times his regular hourly rate of pay for all hours worked in addition to his holiday pay.

ARTICLE 10

VACATIONS

10.1 A regular full-time employee will be granted a regular vacation of one (1) calendar week after he has completed his first year of service. Such employee will be granted a regular vacation of two (2) calendar weeks after he has completed his second year of service. Thereafter, he will be allowed a regular

vacation of two (2) calendar weeks in each calendar year beginning with the first Monday in such year. In addition, he will be allowed regular vacation days and extra days of vacation in accordance with the following:

<u>Calendar Year in Which an Employee Completes the Following Years of Service</u>	<u>Days of Vacation Allowed</u>		
	<u>Regular</u>	<u>Extra</u>	<u>Total</u>
3 to 6, inclusive	10	--	10
7 to 14, inclusive	10	5	15
15 and over	10	10	20

10.2 An employee shall use his vacation allowance within the year after becoming entitled thereto. Vacation time may not be accumulated or postponed from one year to the next, except that if an employee is prevented from taking an earned vacation because of emergency of the District, an injury or illness of the employee, the District will nevertheless pay such employee his vacation pay.

10.3 An employee may use a vacation allowance in increments of one (1) day. These individual days may be used in conjunction with a holiday on a "first-come - first serve" basis. The employee shall give the District at least 48 hours' notice in advance of his intent to use such vacation allowance.

10.4 Holidays occurring during an employee's vacation will not be counted as part of his vacation time, and an employee so affected may elect to add an additional day to his vacation time or be paid for the holiday.

10.5 In the selection of a preferential time for using a vacation allowance within the year after becoming entitled thereto, employees may indicate their preferences to the District at any time during the "posting period", which shall be from the prior November 1 to December 31. Immediately following this period, the District will schedule all vacations thus selected, according preference to the senior employee. Any employee who has not indicated a preference by the end of the posting period may thereafter select his vacation on a "first-come, first-

served" basis and take his vacation as thus selected at any time that scheduling permits during the year after becoming entitled to such vacation. All vacations will be permitted as scheduled, except in cases of emergency and subject to the requirements of the District. If the District is required to cancel a vacation two (2) weeks or less before it is scheduled to begin, the affected employee will be paid time and one-half for working the canceled vacation and will be given a vacation at a later date as mutually agreed upon between the District and the employee.

10.6 An employee who is laid off at any time after becoming eligible for a vacation with pay shall be paid his vacation pay if otherwise eligible. However, an employee who is discharged for just cause shall be entitled to vacation pay if otherwise eligible only where the discharge is not attributed to dishonesty, damage or destruction of property caused intentionally or through gross negligence, or striking a supervisory employee.

10.7 Any earned vacation pay of a deceased employee shall be paid to his beneficiary or beneficiaries named by him or for him under Illinois Municipal Retirement Fund.

10.8 All provisions of this Article 10 shall apply until vacation leave is replaced by Paid Time Off (PTO) beginning January 1, 2019.

ARTICLE 11

SICK LEAVE, LEAVE OF ABSENCE AND FUNERAL LEAVE

11.1 Twelve (12) days sick leave shall be allowed for each year of employment. Such days shall be earned at the rate of one (1) day for each month of employment. Any unused portion of such leave shall be cumulative to ninety (90) days. The District shall note for each employee with each paycheck his cumulative sick leave as of the end of the prior week. The foregoing provisions of this Article 11.1 shall apply until sick leave is replaced by Paid Time Off (PTO) beginning January 1, 2019. At that time, each employee may choose from the following:

(a) Each employee may individually elect to receive compensation at his current pay rate for a portion or all of his accumulated sick leave in accordance with the following payout schedule:

For Each Accumulated Sick Leave Hour	% of Current Pay
For hours 0 through 150	Employee paid 65.0% of current rate
For hours 151 through 300	Employee paid 67.5% of current rate
For hours 301 through 450	Employee paid 70.0% of current rate
For hours 451 through 600	Employee paid 75.0% of current rate
For hours 601 through 720	Employee paid 80.0% of current rate

A supplemental payroll will be processed, subject to all required taxes, withholdings and deductions. The employee may also elect to direct a portion or all of this compensation to a 457 plan.

(b) Each employee may individually elect to freeze a portion or all of his accumulated sick leave at his existing pay rate. This frozen sick leave bank may be utilized in the future to supplement possible short-term medical leave (STML) benefit payments. Upon retirement, permanent layoff or other separation from employment with the District (except in the case of a discharge for just cause attributable to dishonesty, damage or destruction of property caused intentionally or through gross negligence, or striking a supervisory employee), an employee shall be paid for one-half the cumulative sick leave remaining in his frozen sick leave bank. Such pay in the case of a deceased employee shall be paid to his beneficiary or beneficiaries named by him or for him under Illinois Municipal Retirement Fund.

11.2 Upon written application, the District may grant a leave of absence without pay up to thirty (30) calendar days by reason of illness or other good reason, or for National Guard or military reserve service in which event the District will pay an employee the difference between his duty pay and regular straight-time pay for a period up to two (2) weeks. Such leave may be renewed for up to another thirty (30) calendar days upon written application. However, no employee shall be granted a leave of absence to seek employment elsewhere. Seniority shall continue during an authorized leave of absence. No holiday pay shall be allowed during a leave of absence, but the District shall make the

payment for insurance required by Article 18, paragraph 18.2, of this Agreement, provided that the employee pays his required portion of the cost. In the event an employee is drafted or enlists in the Armed Forces, the provisions of the Selective Service Act shall apply.

11.3 In case an employee is injured in the course of his employment, the District shall pay the employee for a period not to exceed ten (10) working days without deducting time from such employee's sick leave or PTO. The District shall pay to such employee his full salary for the first three (3) working days and two-thirds of his full salary for the next seven (7) working days.

(a) During such ten (10) day period, any weekly indemnity payment made to the injured employee under the Workers Compensation Act shall be paid over by him to the District, and the District shall deposit such payment to its general funds.

(b) Upon completion of such ten (10) day period, the employee may file for disability benefits under Illinois Municipal Retirement Fund and shall retain any further checks due him under the Workers Compensation Act.

11.4 An employee shall be granted a funeral leave in the event of the death of their current spouse, child, step-child, parent, brother, step-brother, sister, step-sister, brother-in-law, sister-in-law, father-in-law, mother-in-law, son-in-law, daughter-in-law, grandparent, grandchild or anyone living in the household of the employee, for the purpose of attending the funeral. Funeral leave for a brother-in-law, sister-in-law, father-in-law, mother-in-law, son-in-law, daughter-in-law, stepchild, step-brother or step-sister from previous marriages will not be granted. Such leave shall consist of approved, paid absence from work for up to three (3) regularly scheduled workdays occurring in the eight day period consisting of the date of death plus the seven (7) calendar days following immediately thereafter. An employee who is absent from work solely because of the funeral of a deceased relative as specified in this paragraph shall receive pay in an amount equal to the wages which he otherwise would have earned by working during

any regularly scheduled workday. However, no employee shall receive funeral leave pay for any day on which he was not regularly scheduled to work or for a period of more than three (3) days.

11.5 Should an employee require additional time off as a consequence of the death of any of the individuals named in the preceding paragraph, which time off is in excess of the limitation stated therein, such employee may, until January 1, 2019, use accumulated sick leave for this purpose to the extent necessary upon presentation of proof satisfactory to the District that such additional time off is required. After January 1, 2019, such an employee may use PTO.

ARTICLE 12

PERSONAL TIME

12.1 Employees shall be allowed sixteen (16) hours personal time off from work during each year of the term of this Agreement, beginning with the first Monday of the District's fiscal year, which may be used for any reason whatever. Employees shall receive one (1) hours' pay at their regular straight-time hourly rate of pay for each hour used. Probationary employees shall not be permitted to use personal time during their probationary period; if terminated prior to the conclusion of such period, such employee shall receive no pay for such personal time.

12.2 Employees who desire to use personal time shall provide the District at least twenty-four (24) hours' notice in advance when such time is to be used, except that such notice may be less in the event of an extreme emergency. Management reserves the right to limit the number of people using personal time during a specific time. Personal time shall be used in increments no less than one (1) hour per day or no more than eight (8) hours per day.

12.3 All provisions of this Article 12 shall apply until personal time leave is replaced by Paid Time Off (PTO) beginning January 1, 2019. Any hours of personal time that have not been utilized by January 1, 2019 may, at the discretion of each

employee, either be retained by that employee and converted into additional hours of PTO or may be paid to the employee via a supplemental payroll, subject to all required taxes, withholdings and deductions. The employee may also elect to direct a portion or all of this compensation to a 457 plan.

ARTICLE 13

PAID TIME OFF (PTO)

13.1 Beginning on January 1, 2019, the employee benefits leave programs of vacations, sick leave and personal time shall be replaced by the District's paid time off (PTO) benefit program. Beginning January 1, 2019 employees shall also become eligible to receive benefits under the District's short-term medical leave (STML) program.

13.2 A regular full-time employee who has completed his probationary period will be awarded PTO on each January 1st in accordance with the following schedule:

<u>January 1st</u>	<u>PTO Leave Hours</u>
1st Year	120 Hours
2nd - 6th Year	160 Hours
7th - 14th Year	200 Hours
15th - 24th Year	240 Hours
25th and Each Additional Year	280 Hours

13.3 A newly hired regular, full-time employee shall be awarded PTO following the successful completion of his initial probationary period in accordance with the following schedule:

Month Hired:	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
PTO Leave Hours:	88	80	72	56	40	24	0	0	0	0	0	0

13.4 A regular full-time employee hired prior to January 1st but who has yet to complete his initial probationary period shall be awarded the 1st Year PTO allocation upon the successful completion of that probationary period.

13.5 In the selection of a preferential time for using PTO, employees may indicate their preferences to the District at any time during the "posting period", which shall be from the prior November 1 to December 31. Immediately following this period, the District will schedule all PTO thus selected, according preference to the senior employee. Any employee who has not indicated a preference by the end of the posting period may thereafter schedule PTO on a "first-come, first-served" basis and take PTO at any time that scheduling permits during the year.

13.6 An employee experiencing an emergency or illness for which advance approval of PTO was not obtained must contact the plant superintendent or assistant superintendent not later than 30 minutes following the scheduled start of his shift, to explain his need for PTO.

13.7 Minimal staffing requirements must be maintained and PTO may be denied if the absence would cause an undue hardship to the department. Under typical circumstances daily minimal staffing requirements may be met as described below, however wet weather events, critical equipment failures or other serious operational concerns could result in the need for additional personnel and prevent the approval of requested PTO:

(a) Minimum of two (2) mechanical maintenance employees at each plant who may be base shop mechanics, plant maintenance mechanics or preventive maintenance mechanics.

(b) Minimum of one (1) operations employee at each plant who may be an Operator or an Operator-Trainee provided he has successfully completed his probationary period.

(c) Minimum of one (1) Laborer at each plant.

(d) Minimum of three (3) electrical maintenance employees District-wide who may be an Instrument Repairer or a Supervisor of Electrical Maintenance.

13.8 An employee who possesses unused PTO at year-end may elect to roll-over up to 48 hours or receive paid compensation of up to 96 hours for such unused PTO, subject to the limitations of the District's PTO benefit program.

ARTICLE 14

JURY PAY

14.1 Any employee who loses time from work solely because of engaging in jury duty will be paid the difference between his straight-time lost and his jury fee for such day. To be entitled to such benefit, the employee must report to work on each day when he is released from jury duty, except when he is released after 12:00 noon. To qualify for such benefit, an employee must have been on the payroll for ninety (90) calendar days prior to requesting leave.

ARTICLE 15

TRAINING

15.1 Employees of the District may be required to attend training sessions from time to time to learn more about their work. Such training sessions shall be held on paid time and, if not on regular time, employees shall be paid at the rate of time and one-half. Voluntary training sessions may also be held from time to time, and the employees volunteering for such training will not be paid for such sessions. The District shall assume responsibility for all normal expenses in connection with required or voluntary training sessions.

ARTICLE 16

RETIREMENT

16.1 All bargaining unit employees are, and shall remain, under the provisions of Illinois Municipal Retirement Fund.

ARTICLE 17

TERMINATION OF EMPLOYMENT

17.1 The right to discipline or discharge any employee for just cause is vested solely in the District. The employee involved and the Union shall be notified in writing of any disciplinary action involving suspension or discharge, and the Union will be provided a copy of any written warning issued to an employee. However, all written notices of disciplinary action or warnings in respect to any employee shall be removed by the District from its personnel file for such employee following two (2) years wherein no new notices or warnings have been issued to such employee.

17.2 Any employee who is absent from work without having notified his immediate supervisor or, if the latter is not available to receive notification, the Director of the Division to which the employee has been assigned, shall receive a disciplinary suspension of three (3) working days incident to the first failure to so notify his Manager, and may be discharged incident to the second such failure.

17.3 The Union shall have the right to take up the suspension or discharge of an employee as a grievance at the third step of the grievance procedure, and the matter shall be handled in accordance with this procedure through the arbitration step, if necessary.

17.4 In case of voluntary termination of employment, at least one week's notice will be given the District by the employee involved, except that if, in the opinion of the District, the continued presence of the employee on District property will be detrimental to the best interest of the District, then the employee involved may be terminated immediately and the District shall pay the quitting employee whatever pay he would have been entitled to had he worked for a one (1) week period following notice to the District of his intention to terminate his employment. Any employee who voluntarily terminates his employment

and has provided the District with one (1) week's notice shall be entitled to a pro-rata vacation or PTO allowance.

ARTICLE 18

SAFETY, SANITATION AND HEALTH

18.1 The District shall maintain such health, safety and sanitary conditions as are necessary to protect and preserve the welfare of employees.

18.2 The discovery and prompt reporting of unsafe working conditions is the responsibility of all employees and representatives of the District. Accordingly, the Union shall select a safety representative at each of the three (3) major plants operated by the District, at the Base Shop,; and the name of each such representative will be provided in writing by the Union to Human Resources. Immediately after a safety hazard is discovered by any such representative or any other employee, such representative or employee shall report such hazard using the safety inquiry form to the Department Manager or his Assistant, who will cause such hazard to be investigated. Following the investigation, a written response will be provided the employee.

18.3 Safety meetings for employees shall be held each month at each of the three (3) major plants operated by the District, and at the Base Shop. Such meetings shall be conducted by representatives of the District. Employees attending such meetings shall be encouraged and permitted to participate therein.

18.4 The District shall provide adequate first aid protection for all employees during working hours.

18.5 The District shall maintain adequate lunchroom, washroom and toilet facilities.

18.6 Ample wash-up and clean-up time will be permitted employees.

18.7 The District shall provide rain gear, rubber boots, gloves and a hard hat to each employee, for which the employee will be responsible. The District will replace any item issued if no

longer usable because of normal wear and tear, but an employee shall reimburse the District for any item replaced by it because such item has been lost or damaged as a consequence of negligence or abuse. The District shall reimburse employees up to \$150 each contract year (May-April) for prescription protective eyewear purchased by the employee for use in the workplace.

18.8 Should the District at any time require an employee to take a physical or medical examination, such examination shall be performed at the expense of, and by a doctor designated by, the District.

ARTICLE 19

EMPLOYEE BENEFITS

19.1 Employees shall be paid once each week, and all overtime hours and payroll deductions (including the amount withheld for F.I.C.A. and Illinois Municipal Retirement Fund) shall be itemized on each employee's pay stub. The District shall distribute or have ready and available the paychecks of employees at 2:00 p.m. on Thursday paydays at the assigned location for each employee.

19.2 The District shall pay the full premium cost of health and dental insurance coverage for each employee and also the full premium cost of family coverage for any such employee who elects to avail himself of such coverage. During the term of this Agreement there shall be no change in such premium contributions. Furthermore, there shall be no change in benefits offered under the plan unless such change is implemented for all other parties receiving coverage under the District plan. If the District pays a premium for family health and/or dental insurance coverage on behalf of an employee who has elected such coverage but was not entitled thereto, such employee shall reimburse the District the premiums for such coverage at a rate mutually agreed upon by such employee and the District, which rate shall be no less

than three percent (3%) and not to exceed ten percent (10%) of gross pay in any pay period.

19.3 When employees use their own vehicles on business for or on behalf of the District, such employees shall be reimbursed for the use of such vehicles at the maximum per mile rate allowed by the Internal Revenue Service regulations.

With the exception of rotational employees, employees who are temporarily assigned to another work location shall be reimbursed for any differential mileage from the employee's home to temporary work location versus the mileage from the employee's home to their permanent work location.

19.4 The Union will be allowed bulletin board privileges at prominent District locations approved by the Executive Director. Each bulletin board will be glass encased and equipped with a lock, the key to which shall at all times remain in the possession of only the Union steward for the location and the immediate supervisor responsible for such location. No employee shall be permitted to post any matter on any bulletin board except a Union steward. The Union shall be solely responsible for all matter posted on bulletin boards. Such matter shall be confined to notices concerning Union meetings, social events, dues and assessments, and so forth. However, in no event shall such matter be prejudicial or injurious to the District, its Trustees or supervisory employees; and if any posted matter is determined to be so by the Executive Director or Deputy Executive Director, such matter may be removed by the District from all bulletin boards where so posted and such matter will not thereafter be reposted.

19.5 If the Union desires to hold Union Committee meetings on the property of the District on nonworking time, the Executive Director shall upon request authorize a meeting room for this purpose.

19.6 The Union and its members agree to abide by such rules and regulations as are from time to time issued by the District. Any employee who considers himself aggrieved by reason of having to abide by any such rule or regulation may resort to the

grievance procedure set forth in Article 19 of this Agreement.

19.7 The District shall continue to maintain a tuition reimbursement policy and procedure that shall not be less generous than is provided to non-bargaining unit employees.

ARTICLE 20

GRIEVANCE AND ARBITRATION PROCEDURE

20.1 Should any difference arise as to the meaning or application of any of the provisions of this Agreement, it shall be processed in accordance with the following procedure, it being mutually agreed that an earnest effort shall be made by both parties in the exercise of good faith to settle such difference as expeditiously as possible pursuant to such procedure. All grievances must be presented promptly but in no event later than thirty days following the date of the events which are the subject of the grievance. Grievances filed beyond that time period shall be deemed waived.

STEP ONE: Any bargaining unit employee having such a difference shall, either alone or accompanied by his Union steward, first take the difference up with his immediate supervisor.

STEP TWO: If the difference is not satisfactorily settled in Step One of this procedure within two (2) working days after presentation to an employee's immediate supervisor, it shall be reduced to writing, dated and signed, and given to the appropriate Director, depending upon the Department to which the employee has been assigned. The Director shall in turn record his disposition there on within five (5) working days thereafter and sign the same, returning one (1) copy to the employee or the steward.

STEP THREE: If the difference is not satisfactorily settled in Step Two of this procedure, it may be submitted by the Union Committee to the Executive Director (or his designated representative) within five (5) working days after the Director has

returned a copy of his disposition of the difference to the employee or the steward as provided in Step Two. The Union Committee and the Executive Director (or his designated representative) shall meet within five (5) working days, or the earliest mutually agreeable date, after the difference has been so submitted. In any meeting held in Step Three, the Union's chief steward and one other steward shall be the only employees representing the grievant permitted to attend such meeting on District time. The Executive Director (or his designated representative) shall have his answer in writing within five (5) working days after such meeting.

STEP FOUR: In the event the difference is not resolved in Step Three, the District or the Union shall have the right to submit the matter to binding arbitration by notifying the other party in writing within ninety (90) working days after the Executive Director or his designee has returned a copy of his disposition of the difference to the Union Committee as provided in Step Three. The party requesting arbitration shall request from the Federal Mediation & Conciliation Service (FMCS) a list of seven arbitrators. Within 30 working days after receipt of the list, the parties shall select as arbitrator one of the persons on the list. If the parties cannot agree on an arbitrator, both the District and the Union shall each alternately strike one name from the list. The order of striking shall be determined by a coin toss. The last remaining person shall be the arbitrator.

20.2 Any hearing that is held in respect to any grievance shall be held within ninety (90) days subsequent to the selection of the Arbitrator, unless otherwise agreed by the parties, in writing.

20.3 The jurisdiction of the Arbitrator shall be limited to consideration of the specific grievance submitted for arbitration involving the meaning or application of the provisions of this Agreement, and such Arbitrator shall have no authority to add to, subtract from or change any of the terms of this Agreement, or any amendments or supplements thereto. No

more than one (1) grievance may be heard by such Arbitrator unless the District and the Union agree otherwise. The expense and fees of the Arbitrator and the Federal Mediation & Conciliation Service (FMCS) shall be shared equally by the District and the Union.

20.4 Differences may be processed under this Article during working hours if there is no interference with the operation of the District and upon the express consent of the District. However, unless the time limitations which are provided for in this Article are extended in writing by mutual agreement of the District and the Union, such limitation shall be considered exclusive and the failure to process any grievance to the next step within such limitations shall result in the grievance being settled on the basis of the last written answer, and such grievance shall not be subject to further appeal.

20.5 The Union will notify the District in advance of the name or names of its duly authorized representatives to handle grievances. Such representatives shall have reasonable access to the District's operations for the purpose of processing grievances at any step of the grievance procedure.

ARTICLE 21

"NO STRIKE" PROVISIONS

21.1 During the term of this Agreement, neither the Union nor its officers or agents shall, directly or indirectly, call, sanction, encourage, finance, condone, and/or assist in any way, nor shall any bargaining unit employee instigate or participate, whether directly or indirectly, in any strike, massive sick call, concerted withdrawal of services, slowdown, walk-out, work stoppage, picketing, or other interference with any operations of the District except for failure of the District to abide by an award of the arbitration panel mentioned in Article 19 of this Agreement. The Union, and its officers and agents shall cooperate with the District throughout such term in continuing operations in a normal manner, and shall actively discourage and endeavor to

prevent or terminate any violation of this Article. Employees covered by this Agreement will not honor or recognize any picket line which may at any time or for any reason be placed at the premises of the District.

21.2 The District agrees that, during the term of this Agreement, it will not lock out any of its bargaining unit employees.

21.3 Participation during the term of this Agreement in any strike, massive sick call, concerted withdrawal of services, slowdown, walk-out, work stoppage, picketing, or other interferences with the operations of the District in violation of this Article shall be just cause for discharge or other discipline by the District in its sole discretion, of any or all employees participating therein. However, should an issue of fact arise whether or not any particular employee has engaged in, participated in, or encouraged any of the acts prohibited by this Article, such issue may be resolved by reference to the grievance and arbitration provisions contained in this Agreement.

21.4 In the event of a violation of this Article, the Union shall promptly notify all employees covered by this Agreement that the strike, massive sick call, concerted withdrawal of services, slowdown, walk-out, work-stoppage, picketing, or other interference with the operations of the District is prohibited by this Article and is not in any way sanctioned or approved by the Union. The Union shall immediately order all of its members covered by this Agreement to return to work at once.

ARTICLE 22

AMENDMENTS

22.1 This Agreement may be amended in writing at any time by mutual agreement between the parties.

ARTICLE 23
SAVINGS CLAUSE

23.1 This Agreement shall not supersede any existing or future laws of the State of Illinois or Federal Government as they effect the operations of the District. If any provisions of this Agreement shall be declared by the proper legislative or judicial authority to be unlawful, unenforceable, or not in accordance with applicable statutes or ordinances, all other provisions of this Agreement shall remain in full force and effect during the term of this Agreement.

ARTICLE 24
DURATION OF AGREEMENT

24.1 Except as otherwise specifically amended, this Agreement shall be effective as of May 1, 2018, and shall continue in effect until April 30, 2025, and from year to year thereafter unless either party serves upon the other sixty (60) days' prior written notice of a desire to modify or terminate this Agreement. In the event notice is given to modify this Agreement, it shall identify the provisions of the Agreement which the party providing notice desires to be modified. In any event, whenever notice to modify or terminate is timely served, negotiations shall commence between the parties within fifteen (15) days after receipt thereof.

IN WITNESS WHEREOF, the parties hereto have executed
this Agreement as of the day and year indicated hereafter.

NORTH SHORE WATER RECLAMATION DISTRICT

SERVICE EMPLOYEES' LOCAL NO. 73

By: *Daniel M. Pierce*

Daniel M. Pierce, President

By: *Elisa Medina*

SEIU Local 73 Trustee

By: *Carmen Dickinson*

Carmen Dickinson, SEIU Union Rep.

By: *Mary J. Bryant*

Secretary

Approved by Committee:

By: *Juan Santana*

Juan Santana, Chief Steward

By: *Mike Moeller*

Mike Moeller

By: *Guillermo Nunez*

Guillermo Nunez

By: *Chris Benson*

Chris Benson

By: *Shawn Krueger*

Shawn Krueger

Date: April 11, 2018

APPENDIX A

All employees shall be classified in accordance with the work being performed and shall be paid no less than the minimum wage rates provided for hereafter, plus longevity pay where applicable.

Effective May 1, 2018 and thereafter in the absence of notice to reopen this Agreement for the purpose of negotiating new wage rates and fringe benefits as provided elsewhere in this Agreement, the straight-time hourly wage rates for all positions within the bargaining unit shall be as follows:

Job Classification	Effective May 1st 2018	Effective May 1st 2019	Effective May 1st 2020	Effective May 1st 2021	Effective May 1st 2022	Effective May 1st 2023	Effective May 1st 2024
Operator	\$ 33.47	\$ 33.89	\$ 34.40	\$ 35.00	\$ 35.70	\$ 36.41	\$ 37.14
Operator-Trainee							
Starting rate	\$ 25.23	\$ 25.55	\$ 25.93	\$ 26.38	\$ 26.91	\$ 27.45	\$ 28.00
After 180 days	\$ 26.59	\$ 26.92	\$ 27.32	\$ 27.80	\$ 28.36	\$ 28.93	\$ 29.51
With IEPA Class IV Cert.	\$ 28.88	\$ 29.24	\$ 29.68	\$ 30.20	\$ 30.80	\$ 31.42	\$ 32.05
With IEPA Class III Cert.	\$ 31.17	\$ 31.56	\$ 32.03	\$ 32.59	\$ 33.24	\$ 33.90	\$ 34.58
Base Shop Mechanic	\$ 36.21	\$ 36.66	\$ 37.21	\$ 37.86	\$ 38.62	\$ 39.39	\$ 40.18
Garage Mechanic	\$ 32.40	\$ 32.81	\$ 33.30	\$ 33.88	\$ 34.56	\$ 35.25	\$ 35.96
Plant Maintenance Mechanic	\$ 32.40	\$ 32.81	\$ 33.30	\$ 33.88	\$ 34.56	\$ 35.25	\$ 35.96
Preventative Maintenance Mechanic	\$ 28.22	\$ 28.57	\$ 29.00	\$ 29.51	\$ 30.10	\$ 30.70	\$ 31.31
Laborer							
Starting rate	\$ 23.83	\$ 24.13	\$ 24.49	\$ 24.92	\$ 25.42	\$ 25.93	\$ 26.45
After 180 days	\$ 25.23	\$ 25.55	\$ 25.93	\$ 26.38	\$ 26.91	\$ 27.45	\$ 28.00
Sewer Inspector	\$ 28.00	\$ 28.35	\$ 28.78	\$ 29.28	\$ 29.87	\$ 30.47	\$ 31.08
Instrument Repairer	\$ 36.21	\$ 36.66	\$ 37.21	\$ 37.86	\$ 38.62	\$ 39.39	\$ 40.18

There shall be an allowance of \$.17 cents per hour longevity pay upon completion of five (5) years of continuous service, and there shall be added \$.17 cents per hour longevity pay for each five (5) years of service thereafter through retirement or otherwise.

APPENDIX B

The following are the job descriptions, including the primary as well as special duties, of each job classification within the bargaining unit:

Position:

OPERATOR

Reports to:

Plant Superintendent or Assistant Plant Superintendent.

Qualifications:

High school graduate or equivalent.

Not less than five (5) years in secondary sewage treatment operations.

Either through experience or academic training, have a working knowledge of hydraulics, wastewater chemistry, basic physics, and be able to make calculations using algebra and geometry.

Employees in this position shall possess a Class 2 Certificate of Competency issued by the Division of Water Pollution Control of the Illinois E.P.A. and shall be able to qualify for such certification as Illinois E.P.A. or other regulatory agencies may require. Any employee assigned to this position that does not possess a Class 2 certificate shall be afforded sixteen (16) months from the date he or she is first assigned to this position or from the date he or she is first eligible, pursuant to IEPA requirements, to sit for the Class 2 exam, whichever is longer, to obtain said certificate. This requirement shall not apply to any employee assigned to the position of Operator on 5/1/2007.

The completion of wastewater treatment plant course highly desirable.

Employees in this position shall be required to be legally authorized to operate a motor vehicle for work-related purposes in the State of Illinois. This requirement shall not apply to any employee assigned to the position of Operator on 5/1/2007.

Responsibilities:

Responsible for the total treatment process during a shift and the control of all stations within a plant to integrate such process in

order to produce the highest quality effluent possible; also, the performance of the duties of Operator for Station #1 within such plant, which include treatment process adjustments, sampling, tank skimming and scum handling, meter and gauge reading, data collecting sludge and grit handling, chemical application and housekeeping, all in accordance with predetermined schedules or instructions; and the performance of related duties as required or assigned.

Position:

OPERATOR TRAINEE

Reports to:

Plant Superintendent or Assistant Plant Superintendent.

Qualifications:

High School Graduate or Equivalent.

No Experience is necessary.

Must be able to read written instructions and comprehend both oral and written instructions.

Employees in this position shall be required to be legally authorized to operate a motor vehicle for work-related purposes in the State of Illinois. This requirement shall not apply to any employee assigned to the position of Operator Trainee on 5/1/2007.

Responsibilities:

Required to take a minimum of 100 hours on-the-job training within the first six (6) months of employment as an Operator-Trainee, the remainder of such time to be used to work with an Operator at any plant within the District, as assigned.

Position:

BASE SHOP MECHANIC

Reports to:

Plant Superintendent or Assistant Superintendent.

Qualifications:

High school graduate or G.E.D. with courses in blueprint reading, shop math, machine shop practice and basic electricity.

A minimum of five (5) years experience in plant maintenance work which has provided a thorough knowledge of wastewater equipment.

Must be able to read/write English. Must be able to document experience in welding and rigging.

Ability to perform necessary maintenance and repairs.

Employees in this position shall be required to be legally authorized to operate a motor vehicle for work-related purposes in the State of Illinois. This requirement shall not apply to any employee assigned to the position of Base Shop Mechanic on 5/1/2007.

Responsibilities:

The performance of major repairs of equipment and machinery for the District; also, general maintenance and repair tasks on buildings, structures and grounds; and related duties as required or assigned.

Position:

GARAGE MECHANIC

Reports to:

Plant Superintendent or Assistant Superintendent.

Qualifications:

High school graduate or equivalent with vocational training in automotive repair and maintenance.

Five (5) years of experience which has provided a thorough knowledge of automotive equipment and the ability to perform necessary maintenance and repairs.

Must be legally authorized to operate a motor vehicle for work-related purposes in the State of Illinois.

Responsibilities:

The performance of all duties relating to the repair and maintenance of the District's automotive and heavy equipment, cranes, bulldozers, pumps, power units, etc., and other equipment repair as assigned; also, the greasing, washing and driving of vehicles; housekeeping; and related duties as required or assigned.

Position:

PLANT MAINTENANCE MECHANIC

Reports to:

Plant Superintendent or Assistant Plant Superintendent.

Qualifications:

High school graduate or equivalent (if four (4) years of practical experience is the equivalent, it must be in addition to the experience required in this position description).

Minimum of two (2) years of experience in mechanical maintenance or sewage treatment plant operations.

Must have a working knowledge of plumbing and electricity, and be familiar with machinery and equipment such as air compressors, internal combustion engines, electric motors, electric switching devices, etc.

Must be capable of handling hand and power tools, and may be called upon to do carpentry and masonry work.

Special vocational preparation desirable in relevant shop subjects, such as blueprint reading, shop math, etc.

Employees in this position shall be required to be legally authorized to operate a motor vehicle for work-related purposes in the State of Illinois. This requirement shall not apply to any employee assigned to the position of Plant Maintenance Mechanic on 5/1/2007.

Responsibilities:

Responsible for the maintenance of the machinery and equipment of a sewage treatment plant and all supporting facilities; the supervision of tank cleaning; the performance of repairs, cleaning and replacement of air defusers; the maintenance of buildings and grounds; and the performance of related duties as required or assigned.

Position:

LABORER

Reports to:

Plant Superintendent or Assistant Plant Superintendent.

Qualifications:

Must be able to speak, read and write English.

Should have some experience as a laborer.

Elementary school education desirable.

Employees in this position shall be required to be legally authorized to operate a motor vehicle for work-related purposes in the State of Illinois. This requirement shall not apply to any employee assigned to the position of Laborer on 5/1/2007.

Responsibilities:

The performance of laboring tasks at whatever plant assigned, such as sludge pumping; cleaning equipment; loading and unloading trucks; digging ditches; cleaning drains, ditches and culverts; cutting grass, weeds and brush, and trimming bushes; raking grass, leaves and trash; building and ground maintenance; housekeeping; removing snow from walkways and roadways; trash collection and disposal; washing and cleaning vehicles, tools and equipment; carrying or holding materials, supplies or tools; providing assistance to maintenance and/or operating personnel; and related duties as required or assigned.

Position:

SEWER INSPECTOR

Reports to:

Engineering Services Coordinator.

Qualifications:

High school graduate or equivalent.

Must be able to read, write and speak English, and follow oral and written instructions.

One (1) year experience which has provided knowledge of design, function and construction of sewers.

Must be able to drive light pick-up truck and be legally authorized to operate a motor vehicle for work-related purposes in the State of Illinois.

Responsibilities:

The inspection and testing of all new sewers constructed within the District under the direction of the Chief Inspector, and the inspection of all other sewers owned and operated by the District; responsible for cleaning, flushing and repair of sewers operated within the District (but not those within the plant areas), the adjustment of manholes and the repair of these and other appurtenances; and the performance of related duties as required or assigned.

A Sewer Inspector may, upon the request of the Chief Inspector, investigate complaints.

Position:

PREVENTIVE MAINTENANCE MECHANIC

Reports to:

Plant Superintendent or Assistant Plant Superintendent.

Qualifications:

High school graduate or equivalent.

Must have a working knowledge of hand tools and be familiar with machinery and equipment such as air compressors, electric motors, pumps, heating and ventilation units, etc.

Must be capable of handling hand and power tools, and may be called upon to assist Plant Mechanics.

Must be able to speak, read, and write English.

Must be legally authorized to operate a motor vehicle for work-related purposes in the State of Illinois.

Must attend and complete all scheduled training, both during and after normal working hours, as required.

Responsibilities:

Responsible for the preventive maintenance of the machinery and equipment of a sewage treatment plant and all supporting facilities; work orders relating to building maintenance (general plumbing, carpentry, heating and ventilating and air conditioning units, etc.), belts, oil levels, pump packing adjustment; work orders requiring one man of approximately 2 hours or less in duration with minimum number of parts; and the performance of related duties as required or assigned.

North Shore Sanitary District

JOB DESCRIPTION

Title: Instrument Repairer

Department: Technology Services

Job Purpose Statement: Perform duties to maintain, repair and install a variety of electrical and electronic processing equipment instruments and controls, communications equipment and data transmission, security, lighting and HVAC systems.

Reporting Structure: Supervisor, Electrical Maintenance,

Information/Directions from: Written and verbal instructions, work orders, schematics, prints, technical manuals, and wiring diagrams.

Job Functions:

Essential

1. Complete scheduled preventive and corrective work orders and check with the Plant Supervisor and the Electrical Supervisor to prioritize the daily work.
2. Maintain and repair all installed electrical/electronic equipment including motors, controllers, generators, variable frequency drives, processing equipment, metering, monitoring and controlling devices, HVAC, lighting, security, communications systems, and external PLC circuitry.
3. Maintain, repair and/or install hydraulic and pneumatic control systems.
4. Troubleshoot, analyze, test equipment to diagnose the nature of the equipment malfunction. Perform necessary repairs, test and restore to operation.
5. Perform preventive maintenance, including checking fluid levels, drive belts and brushes. Test equipment for proper operation, cleaning slip rings and Eddy Current couplings and do thermal testing of contacts, bus bars and other electrical connections.
6. Install new equipment, conduit, wiring and connection boxes. Determine the parts required for proper installation and obtain them. Make electrical connections and test for proper operation.
7. Operate electrical power distribution system, including the emergency generators and 4160 volt switchgear. Parallel the 4160-volt generators with supplied power to test generator operation.
8. Modify and rewire installed electrical systems in accordance with engineering work orders and documents. Update existing drawings as required.
9. Design and build special test fixtures as needed.
10. Respond to emergency calls on a 24-hour basis. Maintain contact with the plants via radio/pager during off-hours. No standby or scheduled call-in is required.

Types of Machines, Tools, Equipment (Office and Industrial), Software used:

Variety of electrical and electronic test equipment, pipe bending and threading tools, hand power tools and hand tools, and related stationary power tools.

Physical and Visual Activities:

Physical and visual activities that are commonly associated with the performance of the functions of this job.

Standing, Walking, Sitting, Lifting, Carrying, Pushing, Pulling, Climbing, Balancing, Stooping, Kneeling, Crouching, Crawling, Reaching, Handling, Fingering, Feeling, Talking, Hearing, Acuity far, Acuity near, Depth Perception, Field of Vision, Accommodation, Color Vision.

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Physical Demands:

Physical demands commonly associated with the performance of the functions of this job.

Lift up to 1 lb up to 15% of the time, Over 1 lb up to 5 lbs over 70% of the time, Over 5 lbs up to 25 lbs over 40% up to 70% of the time, Over 25 lbs up to 60 lbs over 15% up to 40% of the time, Over 60 lbs up to 15% of the time.

Environmental/Atmospheric Conditions:

Environmental and atmospheric conditions commonly associated with the performance of the functions of this job.

Inside, Outside, Both, Extremes of cold, Cold temperature changes, Extremes of hot, Hot temperature changes, Wet, Humid, Noise, Vibration, Hazards, Fumes, Odors, Toxic conditions, Dust, Poor ventilation.

Knowledge: Use of electrical and electronic test equipment, i.e. (DMM's, oscilloscopes, signal generators), use of pipe bending equipment, (hand, mechanical, hydraulic) threading tools (hand, mechanical, electric), hand fish tapes and powered cable pullers, use of all related hand and power tools (drills, drill press, lathe, mill, belt and wheel grinders, air tools, bending brakes and shears). High school diploma plus post high school education in electricity and electronics.

Examples of Desired Knowledge: Familiarity with 5000 volt power distribution equipment, including proper splicing and termination procedures of shielded and unshielded high voltage cable. Knowledge of special safety considerations and techniques required when working at these voltage levels. Good working knowledge of hydraulic and pneumatic control systems and related electrical interfaces. Ability to analyze and interpret electrical ladder diagrams and electronic schematics to aid in trouble shooting, equipment installation and to determine if electrical operation is proper. A working knowledge of Programmable Logic Controllers (P.L.C.'s) and how to interface them with external electrical apparatus. Knowledge of plant operations and how their actions affect the overall operation of the process. Knowledge of standby electrical power equipment and how to safely and properly interface them with our power distribution systems.

Experience: Five years minimum in the electrical/electronic field.

Machines, Tools, Equipment (Office and Industrial), Software: Hand tools, powered hand tools, electrical/electronic test equipment, bench lathe, mill, break, shears, bolt and wheel grinders, drill press, air tools, personal computer.

Licenses/Certifications: Drivers License.

Other:

Several years of technical training beyond high school is strongly desired. (e.g. CLC, DeVry, Gateway Tech., M.A.T.C., etc.) Such training does not substitute for experience.

A GED serves as high school graduation equivalency if all other qualifications are present.