

**AGREEMENT**

**Between**

**CITY OF BLOOMINGTON**

**BLOOMINGTON, ILLINOIS**

**And**

**LOCAL 362**

**LABORERS INTERNATIONAL UNION**

**PARKING ATTENDANTS**

**May 1, 2007 - April 30, 2009**

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## **A G R E E M E N T**

This Agreement made and entered into this 1st day of May, 2007, by and between the CITY OF BLOOMINGTON, ILLINOIS (hereinafter referred to as the "City") and the LOCAL 362, LABORERS INTERNATIONAL UNION (hereinafter referred to as the "Union"):

**W I T N E S S E T H:**

WHEREAS, it is the intent and purpose of this Agreement to promote and improve harmonious relations between the City and its employees; aid toward the economical and efficient operations; accomplish and maintain the highest quality of work performance; provide methods for a prompt and peaceful adjustment of grievances; insure against any interruption of work, slowdown, or other interference with work performance; strengthen good will, mutual respect, and cooperation; and set forth the agreement covering rates of pay, hours of work, and other conditions of employment where not otherwise mandated by statute, to be observed between the parties to this Agreement; and

WHEREAS, the rights, obligations, and authority of the parties to this Agreement are governed by and subject to the Constitution and laws of the State of Illinois,

NOW, THEREFORE, the parties agree as follows:

## **ARTICLE 1 RECOGNITION**

### **Section 1.1. Representation and Bargaining Unit.**

The City recognizes the Union as the sole and exclusive bargaining agent for all full-time and part-time parking attendants and maintenance employed by the City.

## **ARTICLE 2 UNION SECURITY**

### **Section 2.1. Dues Check Off.**

Upon receipt of a signed authorization in the form set forth herein, the City will deduct from the pay of an employee covered by this Agreement the monthly dues in the amount payable by him or her as certified by the Union to the City. Deductions shall be made from earnings payable on the first paycheck of each month beginning with the first month immediately following the date of receipt of such authorization. Such deduction shall be remitted to the Treasurer of the Union within fifteen (15) days after the deduction has been made. The authorization card shall be as follows:

#### **AUTHORIZATION FOR PAYROLL DEDUCTION**

**TO: CITY OF BLOOMINGTON, ILLINOIS**

I hereby request and authorize you to deduct from my earnings the monthly Union membership dues established by Laborers Local #362.

I authorize and direct you to deduct said membership dues from the first paycheck of each month after the date this

assignment is delivered to you and to remit same to the Treasurer of Laborers Local #362.

This agreement, authorization, and direction shall become operative on the date it is delivered to you and may be revoked in writing within the last thirty (30) days of any contract year.

\_\_\_\_\_  
Date

\_\_\_\_\_  
Name

**Section 2.2. Fair Share.**

Non-probationary employees who are covered by this Agreement who are not members of the Union shall be required to pay in lieu of dues, their proportionate fair share in accordance with P.A. 83-1012 of the costs of the collective bargaining process, contract administration and the pursuance of matters affecting wages, hours and conditions of employment. The fair share payment, as certified by the Union, shall be deducted by the City from the earnings of the non-member employees and shall be remitted monthly to the Union at the address designated in writing to the City by the Union. The Union shall advise the City of any increase in fair share fees in writing at least fifteen (15) days prior to its effective date. The amount constituting each non-member employee's share shall not exceed dues uniformly required of Union members. Employees who are members of the Union who later

become non-members of the Union shall also be subject to the terms of this provision.

The Union assures the City that any objections made to it regarding payment of employee's fair share will be handled in a manner which complies with relevant constitutional procedures set out in Hudson v. Chicago Teachers Union Local 1.

**Section 2.3. Indemnification.**

The Union agrees to indemnify and hold the City harmless against any and all claims, suits, orders or judgments brought or issued against the City as a result of any action taken or not taken by the City under the provisions of this Article.

**Section 2.4. Steward Clause.**

The Business Manager may appoint one steward from within the bargaining unit membership, and immediately notify the employer's representative of the selection, whose duty it will be to see to it that this contract is adhered to and that all work coming under the jurisdiction of the Union is performed by employees covered by this Agreement. The Steward will be permitted, with notification to their supervisor, reasonable time without loss of pay during working hours to process grievances.

**ARTICLE 3 GRIEVANCE PROCEDURE**

**Section 3.1. Definition and Procedure.**

A grievance is a dispute or difference of opinion raised by one (1) or more employees against the City, involving the



meaning, interpretation or application of the express provisions of this Agreement. A grievance shall be processed in the following manner:

STEP 1: Any employee who has a grievance shall submit it in writing to his or her supervisor, who is designated for this purpose by the City. The supervisor shall give his or her written answer within five (5) business days after such presentation.

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

STEP 3: If the grievance is not settled in Step 2 and the Union desires to appeal, it shall be referred by the Union in writing to the Human Resources Director within five (5) business days after the designated Department Head's answer in Step 2. A meeting between the Human Resources Director, and/or his or her representative, and the Union Steward, Business Representative and/or grievant shall be held at a time mutually agreeable to the parties. If the grievance is settled as a result of such meeting, the settlement shall be reduced to writing and signed by the Human Resources Director, and/or his or her representative, and the Union. If no settlement is

reached the Human Resources Director, and/or his or her representative, shall give the City's written answer to the Union within five (5) business days following the meeting.

### **Section 3.2. Arbitration.**

If the grievance is not settled in accordance with the foregoing procedure, the Union may refer the grievance to arbitration within seven (7) business days after receipt of the City's answer in Step 3. The parties shall attempt to agree upon an arbitrator within five (5) business days after receipt of notice of referral and in the event the parties are unable to agree upon an arbitrator within said five (5) day period, the parties shall immediately jointly request the Federal Mediation and Conciliation Service to submit a panel of five (5) arbitrators. Both the City and the Union shall have the right to strike two (2) names from the panel. The party requesting arbitration shall strike the first two (2) names; the other party shall then strike two (2) names. The remaining person shall be the arbitrator. The arbitrator shall be notified of his or her selection by a joint letter from the City and the Union requesting that he or she set a time and place, subject to the availability of the City and Union representatives. If either the City or the Union determines that time is of the essence in resolving the grievance, both parties shall agree on a deadline for hearing the matter and rendering a decision. If the arbitrator selected is unable to meet those deadlines, the parties shall contact the

remaining arbitrators on the list, beginning with the last stricken until an arbitrator is found who can comply with the deadlines established.

### **Section 3.3. Authority of Arbitrator.**

The arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the provisions of this Agreement. He or she shall consider and decide only the specific issue submitted to him or her in writing by the City and the Union and shall have no authority to make a decision on any other issue not so submitted to him or her. The arbitrator shall be without power to make decisions contrary to or inconsistent with or modifying or varying in any way the application of laws and rules and regulations having the force and effect of law. Unless otherwise jointly instructed by the City and the Union, the arbitrator shall submit in writing his or her decision within thirty (30) days following the close of the hearing or the submission of briefs by the parties, whichever is later, unless the parties agree to an extension thereof. The decision shall be based solely upon his or her interpretation of the meaning or application of the express terms of this Agreement to the facts of the grievance presented. The decision of the arbitrator shall be final and binding.

### **Section 3.4. Expenses of Arbitration.**

The fee and expenses of the arbitrator and the cost of a written transcript shall be divided equally between the City and

the Union provided, however, that each party shall be responsible for compensating its own representatives and witnesses.

### **Section 3.5. Time Limit for Filing.**

No grievance shall be entertained or processed unless it is submitted within ten (10) business days after the occurrence of the event giving rise to the grievance or within ten (10) business days after the employee through the use of reasonable diligence should have obtained knowledge of the occurrence of the event giving rise to the grievance.

If a grievance is not presented within the time limits set forth above, it shall be considered "waived". If a grievance is not appealed to the next step within the specified time limit or any agreed extension thereof, it shall be considered settled on the basis of the City's last answer. If the City does not answer a grievance or an appeal thereof within the specified time limit, the Union may elect to treat the grievance as denied at that Step and immediately appeal the grievance to the next Step. The time limit in each Step may be extended by mutual written agreement of the City and Union Representatives involved in each Step. The term "business days" as used in this Article shall mean the days Monday through Friday inclusive except Holidays.

## **ARTICLE 4 NO STRIKE AND NO LOCKOUT**

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

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

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

The City will not lockout any employee during the term of this Agreement as a result of a labor dispute with the Union.

## **ARTICLE 5 HOURS OF WORK AND OVERTIME**

### **Section 5.1. Application of This Article.**

This Article shall not be construed as a guarantee of hours of work per day or per week.

### **Section 5.2. Regular Workday and Workweek.**

The regular workday shall normally be 9:00 a.m. until 6:00 p.m., Monday through Friday for the employees working at the Parking Garage. The regular workday for employees driving the traffic routes will normally be from 7:30 a.m. until 4:00 p.m., Monday through Friday. The workdays and hours to which employees are assigned shall insofar as practicable be posted

on department bulletin boards. Should it be necessary, in the interest of efficient operation, to establish daily or weekly work schedules departing from the regular workday or the regular workweek, notice of such change shall be given to the Union so far in advance as is reasonably practicable.

The regular workweek for full-time employees shall be forty (40) hours per week and such additional time as may from time to time be required in the judgment of the City and shall commence with the employee's first regular workday commencing on or after Sunday of each week. Part-time employees are hired to work specific days and hours.

Switching of hours is not allowed unless requested in writing in advance and approved by the supervisor. Switching of hours pursuant to the preceding sentence shall not result in overtime.

### **Section 5.3. Overtime.**

Employees shall be paid one and one-half (1½) times their regular straight time hourly rate of pay for all hours paid in excess of eight (8) hours per day or forty (40) hours per week; or in excess of five (5) consecutive days. Overtime shall be approved in advance by the employee's immediate supervisor. Scheduled overtime shall be filled by using the seniority principle.

Nothing contained in this Agreement shall be construed as a guarantee or commitment by the City to any employee of a

minimum or maximum number of hours of work per day, per week or per year. Overtime shall be calculated and paid to the nearest one-fourth ( $\frac{1}{4}$ ) of an hour.

**Section 5.4. Breaks.**

(a) Meal Breaks. Employees assigned to booth attendant duties are allowed one (1) daily uninterrupted meal break of sixty (60) minutes; all other employees are allowed one (1) daily uninterrupted meal break of thirty (30) minutes.

(b) Work Breaks. Employees are allowed, to take two (2) work breaks of fifteen (15) minutes during the duration of their day.

**Section 5.5. No Pyramiding.**

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

**ARTICLE 6 WAGES AND LONGEVITY**

**Section 6.1. Wages.**

Effective May 1, 2007, employees shall be paid wages weekly at an hourly rate which is 3% higher than their rate prior to May 1, 2006. Said new rate of pay incorporating longevity scheduled is shown in Appendix "A" attached hereto.

Effective May 1, 2008, the rates of pay for employees covered by this Agreement will be increased by 3% over the May 1, 2007 salary. Said new rate of pay incorporating longevity schedules is shown in Appendix "A" attached hereto.

**Section 6.2. Longevity.**

Employees covered by this Agreement shall be entitled to longevity at the following rates:

<u>Years of Service</u>	<u>%</u>
5	5%
10	7%
15	9%
20	11%
25	13%
30	15%

Longevity increases will be calculated as an increase on the employee's base wage, at the rate listed above, that will become effective on the employee's appropriate 5, 10, 15, 20, 25, and 30 year anniversary date.

**Section 6.3. Flex Cash Participation.**

Nothing contained in this Agreement is understood by the parties or is to be construed by anyone else to preclude any employee covered by the Agreement, from voluntarily reducing his or her pay as provided in the Agreement pursuant to a salary reduction agreement in order to participate in the City of Bloomington's Flex Cash Plan.



## **ARTICLE 7 HOLIDAYS**

### **Section 7.1. Number of Holidays.**

The following days are holidays:

New Year's Day	Veteran's Day
M. L. King's B'day	Thanksgiving Day
Good Friday	Day after Thanksgiving
Memorial Day	Day before Christmas
Fourth of July	Christmas Day
Labor Day	½ Day New Year's Eve

### **Section 7.2. Holiday on Scheduled Workday.**

Full-time employees required to work the above holidays will be paid one and one-half (1½) their normal rate of pay, plus their regular eight (8) hours of pay for the holiday.

### **Section 7.3. Eligibility for Holiday Pay.**

In order to receive pay for an observed holiday, an employee must have worked his or her regularly scheduled hours on the last scheduled workday prior to the holiday and on the first scheduled workday immediately after the holiday, unless said employee is on a paid leave status on either or both of said days.

## **ARTICLE 8 VACATION**

### **Section 8.1. Length of Vacation.**

Full-time employees who, based upon their anniversary date of hire, have worked for the City for a period of six (6) continuous months shall receive vacation as follows:

<u>Years of Continuous Service</u>	<u>Length of Vacation</u>
6 months but less than 1 year	1 week
1 year but less than 2 years	1 week
2 Years, but less than 8 years	2 weeks
8 Years, but less than 15 years	3 weeks
15 years, but less than 20 years	4 weeks
20 years or more	5 weeks

### **Section 8.2. Scheduling.**

Vacations must be taken within the vacation year in which they are due, anniversary date to the next anniversary date. These vacations must be taken at the convenience of the department. An employee's vacation will begin at the end of his or her last scheduled workday. No more than one full-time parking attendant or maintenance employee shall be on vacation at any given time. All but one week of vacation time must be taken in week increments. The one week may be broken down into no less than one-half ( $\frac{1}{2}$ ) day increments. Employees shall be allowed to carry over one-half ( $\frac{1}{2}$ ) of his or her vacation to the following year.

### **Section 8.3. Separations and Reinstatements.**

Employees resigning voluntarily and who give reasonable notice of their intention to resign will receive any vacation credit earned as of the date of the resignation. Employees dismissed for incompetence or inefficiency will also receive all earned vacation. All earned vacation monies of employees who die in

the service shall be paid to the spouse or estate of said individual.

## **ARTICLE 9 DISCIPLINE AND DISCHARGE**

### **Section 9.1. Reason for Disciplinary Action.**

The parties recognize the principles of progressive and corrective discipline. In some instances, an incident may justify severe disciplinary action including termination, depending on the seriousness of the incident. A suspension will be upheld unless it is arbitrary, unreasonable, or unrelated to the needs of the service. A termination will be upheld if a substantial shortcoming of the employee is proved, which is defined as that which renders the employee's continuance in office in some way detrimental to the discipline and efficiency of the service and which the law and sound public opinion recognize as just and sufficient cause for no longer holding the position. Employees shall have the right to request the presence of a Union Representative at the time that any discharge, disciplinary suspension or other adverse action is to be taken against the employee.

### **Section 9.2. Grievances Involving an Employee's Discharge or Disciplinary Suspension.**

Grievances involving an employee's discharge or disciplinary suspension may be presented at Step 2 of the Grievance Procedure. The Grievance Procedure established in

this Agreement shall be the exclusive procedure for contesting such discipline.

**Section 9.3. Remedial Authority of Arbitrator in Disciplinary Cases.**

Should it be found that any employee has been unjustly disciplined or discharged, he or she shall be reinstated with seniority rights unimpaired and pay for time lost as determined by the arbitrator less any outside earnings since the disciplinary discharge. It is understood that the term "any outside earnings" shall not include such earnings as the employee was regularly earning from outside employment prior to the date of disciplinary action in question.

**Section 9.4. Drug and Alcohol Testing Permitted.**

Where the City has reasonable suspicion to believe that an employee is then under the influence of alcohol or illegal drugs during the course of the workday, the City shall have the right to require the employee to submit to alcohol or drug testing as set forth in this Agreement.

Post accident testing will be required when an employee is involved in an accident which results in a death or serious personal injury requiring immediate hospitalization or an accident which results in significant damage to government or private property.

An employee shall be considered under the influence of illegal drugs if a drug test discloses the presence of illegal

drugs in the employee's blood or urine or evidence, based on analysis of the employee's blood or urine, that illegal drugs have been metabolized by the employee.

An employee shall be considered under the influence of alcohol if a test of the employee's breath or blood discloses a blood/alcohol content of .040 or more based upon the grams of alcohol per 100 milliliters of blood or 210 liters of breath.

**Section 9.5. Order to Submit to Testing.**

At the time an employee is ordered to submit to testing authorized by this Agreement, the City shall notify the employee and Union Steward or Union Representative of the objective facts and reasonable inferences drawn from those facts which have formed the basis of the order to test. Refusal to submit to such testing may subject the employee to discipline, but the employee's taking of the test shall not be construed as a waiver of any objection or rights that the employee may have.

**Section 9.6. Tests to be Conducted.**

In conducting the testing authorized by this Agreement, the City shall:

- (a) use only a clinical laboratory or hospital facility that is licensed pursuant to the Illinois Clinical Laboratory Act that has or is capable of being accredited by the National Institute of Drug Abuse (NIDA);
- (b) ensure that the laboratory or facility selected conforms to all NIDA standards;

- (c) establish a chain of custody procedure for both sample collection and testing that will ensure the integrity of the identity of each sample and test result. No employee covered by this Agreement shall be permitted at any time to become a part of such chain of custody;
- (d) collect a sufficient sample of the same bodily fluid or material from an employee to allow for initial screening, a confirmatory test and a sufficient amount to be reserved for later testing if requested by the employee;
- (e) collect samples in such a manner as to preserve the individual employee's right to privacy, ensure a high degree of security for the sample and its freedom from adulteration. Employees shall not be witnessed by anyone while submitting a sample, except in circumstances where the laboratory or facility does not have a "clean room" for submitting samples or where there is reasonable belief that the employee has attempted to compromise the accuracy of the testing procedure;
- (f) confirm any sample that tests positive in the initial screening for drugs by testing the second portion of the same sample by gas chromatography, plus mass spectrometry or an equivalent or better scientifically accurate accepted method that provides quantitative data about the detected drug or drug metabolites;
- (g) provide the employee tested with an opportunity to have the additional sample tested by a clinical laboratory or hospital facility of the employee's own choosing, at the employee's own expense; provided the employee notifies the Human Resources Director

within seventy-two (72) hours of receiving the results of the tests;

- (h) require that the laboratory or hospital facility report to the City that a blood or urine sample is positive only if both the initial screening and confirmation test are positive for a particular drug. The parties agree that should any information concerning such testing or the results thereof be obtained by the City inconsistent with the understandings expressed herein (e.g. billings for testing that reveal the nature or number of tests administered), the City will not use such information in any manner or forum adverse to the employee's interests;
- (i) require that with regard to alcohol testing, for the purpose of determining whether the employee is under the influence of alcohol, test results that show an alcohol concentration of .040 or more based upon the grams of alcohol per 100 milliliters of blood be considered positive;
- (j) provide each employee tested with a copy of all information and reports received by the City in connection with the testing and the results;
- (k) insure that no employee is the subject of any adverse employment action except emergency temporary reassignment with pay during the pendency of any testing procedure. Any such emergency reassignment shall be immediately discontinued in the event of a negative test result.

### **Section 9.7. Right to Contest.**

The employee shall have the right to file a grievance concerning any testing permitted by this Agreement, contesting

the basis for the order to submit to the test, the administration of the tests, the significance and accuracy of the tests, the consequences of the testing or results of any other alleged violation of this Agreement. Such grievances shall be commenced at Step 2 of the Grievance Procedure. It is agreed that the parties in no way intend or have in any manner restricted, diminished or otherwise impaired any legal rights that employees may have with regard to such testing. Employees retain any such rights as may exist and may pursue the same in their own discretion, with or without the assistance of the Union.

**Section 9.8. Discipline and Voluntary Requests for Assistance.**

In the first instance that an employee tests positive on both the initial and the confirmatory test for drugs or is found to be under the influence of alcohol, and all employees who voluntarily seek assistance, prior to notification of drug or alcohol testing, with drug and/or alcohol related problems, shall not be subject to any disciplinary or other adverse employment action by the City. The foregoing is conditioned upon:

- (a) the employee agreeing to appropriate treatment as determined by the physician(s) involved;
- (b) the employee discontinues his or her use of illegal drugs or abuse of alcohol;
- (c) the employee completes the course of treatment prescribed, including an "after-care" group for a period of up to twelve (12) months;



- (d) the employee agrees to submit to random testing during hours of work during the period of "after-care".

Employees who do not agree to the foregoing, or who test positive a second or subsequent time for the presence of illegal drugs or alcohol during the hours of work shall be subject to discipline, up to and including discharge.

The foregoing shall not be construed as an obligation on the part of the City to retain an employee on active status throughout the period of rehabilitation if it is appropriately determined that the employee's current use of alcohol or drugs prevents such individual from performing the duties of an employee or whose continuance on active status would constitute a direct threat to the property or safety of others. Such employees shall be afforded the opportunity to use accumulated paid leave or take an unpaid leave of absence pending treatment.

Employees who are taking prescribed or over-the-counter medication that has adverse side effects which interfere with the employee's ability to perform his or her normal duties may be temporarily reassigned with his or her current pay to other more suitable duties.

**Section 9.9. Removal of Adverse Material.**

After three (3) years have elapsed following a written statement or disciplinary action and the employee remains in continuous active service and has received performance

evaluations of satisfactory or better the City will, upon the written request to the Department Head by the individual employee, remove all such documents from the employee's file. The documents will be placed in a file which is kept only for the purpose of retention of evidence in the event the City needs such records to defend itself. Such files shall be maintained by and access limited to the Legal Department staff for the purpose of defending for Legal disputes.

## **ARTICLE 10 LEAVES**

### **Section 10.1. Emergency Leave.**

Emergency Leave will be granted under the following circumstances:

- (a) For a situation or occurrence of a serious nature, developing suddenly and unexpectedly, and demanding immediate action. The length of paid time off granted for the emergency shall be determined by the Department Head or his or her representative based on the normal length of time needed to make arrangements to resolve the emergency.
- (b) For the time immediately surrounding either planned or unplanned surgery of an immediate family member. In the interpretation of this Section, immediate family member shall be construed to mean parent, spouse and child.
- (c) Paid time off should not extend beyond one (1) day for each emergency and may be extended for as short a period as one (1) hour. After an employee has exhausted three (3) Emergency Leave days in a fiscal year, a Department Head or his or her

representative at their discretion may extend Emergency Leave for a brief or infrequent pre-scheduled medical appointment or care for a sick parent, spouse or child.

When an emergency situation extends beyond one (1) twenty-four (24) hour period of time, permission to be absent from work for any additional time will have to be granted by the Department Head or his or her representative.

### **Section 10.2. Personal Convenience Leave.**

Each full-time employee shall be granted sixteen (16) hours of Personal Convenience Leave each fiscal year (May 1 - April 30). Such Personal Convenience Leave may be taken in increments of fifteen minutes with prior approval of the supervisor, at the convenience of the employee. Personal Convenience Leave may not be accumulated from one fiscal year to another.

### **Section 10.3. Sick Leave.**

Sick Leave may be used by an employee for his or her own injury or illness or for an injury or illness of the employee's spouse, child or dependent. This benefit shall be accrued by new employees from their date of hire at a rate of two and one-half (2½) days each month for his or her first twelve (12) months of employment, after which it shall accrue at a rate of one (1) day each month up to a maximum of 960 hours of sick leave. All full-time employees shall have a base of sick leave as accumulated prior to the effective date of this Agreement.

There shall be added to that base one (1) sick day each month to a maximum of 960 hours of sick leave which shall be paid at full pay during the time of illness. Employees who reach 960 hours of sick leave shall have 50% of their monthly unused accrued sick time paid into the Retirement Health Saving (RHS) account. Such contributions will be made on a monthly basis.

Sick Leave Buy Back. All employees who retire or leave the employment of the City under honorable circumstances, who have seventy-five (75) years of combined service and age with a minimum of fifteen (15) years of continuous service (ex: 60 years old, 15 years of service or 50 years of age and 25 years of service) as a City employee, shall be paid at their final hourly rate for all accumulated unused sick leave. Such sick leave up to a maximum of 1440 hours including any supplemental sick leave, if applicable, will be paid into the employee's Retirement Health Savings (RHS) account.

Employees may have accumulated supplemental sick leave accrual of one hundred twenty (120) days for Illinois Municipal Retirement Fund creditable service purposes only. No new supplemental sick leave will accrue after December 31, 2007. It is understood between the parties that such additional supplemental accrual may never be used for paid time off. However, for those employee who have a Supplemental Sick

Leave balance, up to 480 hours will be paid into the RHS if eligible for sick leave buyback.

Absence of Three (3) Days or More. For any absence of three (3) or more days, Human Resources will require the employee to submit a statement from a reputable physician stating that he or she has treated the employee for the illness or disability which kept the employee from duty and that the employee was unable to perform the duties of his or her employment within the whole period he or she was absent from duty. In the case of an illness or disability of an employee's spouse, child or dependent which causes an absence by the employee of three (3) or more days Human Resources will require a statement from a reputable physician stating that he or she has treated the employee's spouse, child or dependent for the illness or disability which kept the employee from duty.

#### **Section 10.4. Bereavement Leave.**

Any eligible employee may be absent from work for a period of up to three (3) business days due to a death in the immediate family. Immediate family is defined as: mother, father (which includes stepparents or legal guardians); mother-in-law; father-in-law; husband; wife; sister; brother, sister-in-law; brother-in-law; child; grandchild or grandparents (on both sides). Department Heads, after consultation with the Human Resources Department, may grant additional time in unusual circumstances.

The City of Bloomington will grant employees paid time off from work in the event of the death of someone close to them. The amount of time off will depend upon the circumstances, personal needs of the employee and the staffing needs of the department. This is at the discretion of the Department Head or his or her representative. Every reasonable effort should be made by the employee to keep his or her supervisor informed of their schedule and minimize the disruption to the department.

**Section 10.5. Job Injury Leave.**

(a) An employee's eligibility for payment of sixty-five (65) job injury days leave will be dependent upon a determination of the State Industrial Commission, or by the applicable court if an appeal is taken from the State Industrial Commission. An employee injured on the job shall be paid, during his or her time of temporary total disability in addition to temporary total disability benefits under the Worker's Compensation Act, an amount which when added to his or her temporary total disability check, equals the amount of his or her regular paycheck, less federal and state withholding taxes. It is the intent of this paragraph that an injured employee be made whole and not suffer any loss in net pay as a result of the injury. Employees must have a doctors note indicating they are unable to work in order to be eligible for job injury leave.

(b) Period Not Covered by Worker's Compensation. Charges shall be made against sick leave accrued for any waiting period not covered by Worker's Compensation.

(c) Use of Sick Leave and Vacation. After the payment and use of sixty-five (65) job injury days, charges shall be made against sick leave accrued, if any; and the employee may elect to use his or her accumulated vacation after sick leave accrued is exhausted.

(d) Contested Injuries. Charges may be made against sick leave accrued, if any, in any case the City is contesting that the injury occurred on the job. In the event that the State determines in favor of the employee, sick leave up to the sixty-five (65) job injury days so charged shall be credited to the employee's sick leave accrued balance and all payments in excess of temporary total disability payments as provided above shall be allocated to injury leave. In the event eligibility for payment is denied by the Industrial Commission, the employee shall be eligible to utilize sick leave accrued, if any, retroactive to the date of his or her injury and for vacation leave.

(e) Reports and Releases. All employees who are injured on the job must file an injury report with the employee's supervisor the day of the accident. The City may require the injured employee to be seen by a licensed physician and a release to work obtained.

### **Section 10.6. Military Leave.**

Military leave, including reinstatement, shall be granted in accordance with applicable law.

### **Section 10.7. Jury Duty.**

Any employee covered by this Agreement who is called for jury duty shall be excused from work for the days/hours on which he or she serves. He or she shall receive, for each day/hours of jury duty on which he or she otherwise would have worked, the difference between the normal daily rate of pay he or she would be entitled to during such period and the payment he or she receives for jury duty. The eligible employee will present proof of duty and of the amount of pay received thereof. If the employees are released from jury duty prior to the end of their scheduled workday they shall contact their supervisor for reporting instructions.

### **Section 10.8. Leave Without Pay.**

Employees covered by this Agreement may request in writing a leave of absence from the City Manager. The City Manager may grant a leave of absence to an employee who has been in the bargaining unit for not less than one (1) year, for such a period as he sees fit, not to exceed one (1) year. Leaves of absence shall not be granted to employees to accept remunerative employment elsewhere unless with the express written permission of the City Manager.



- (a) During the employee's approved leave of absence, his or her position may be filled by a limited term appointment, temporary promotion, or temporary reassignment of an employee.
- (b) Once a leave of absence has been granted, the employee may not return to work until the leave of absence has expired. However, an employee may request to return to work prior to the expiration of the previously approved leave of absence. An early return to work will be at the discretion of the Department Head. If the leave was for a medical condition a medical release must be provided to Human Resources.

**Section 10.9. Leave of Absence to Accept Full-time Position with Union.**

In the event an employee accepts full-time employment with the Union, he or she may apply for a leave of absence in accordance with Section 10.8 of this Agreement.

**Section 10.10. FMLA and ADA.**

The City and the Union understand the responsibility of both parties to work within the requirements of FMLA and ADA and both parties agree to work together to comply with both of the Acts. Covered employees are not required to exhaust paid leave in order to be eligible for FMLA leave.

**Section 10.11. Wellness Day.**

In the spirit of promoting wellness, employees will be eligible for one (1) day of paid time off that can be earned per fiscal year (from May 1 – April 30). An employee earning a day

may use it at anytime during the next fiscal year with approval of their Department Head. A Wellness Day cannot be rolled over into future years and must be used in a full day increment. In order to earn a Wellness Day an employee must accomplish the standards outlined in the Employee Handbook.

## **ARTICLE 11 SENIORITY**

### **Section 11.1. Definition.**

For purposes of this Agreement, seniority shall accrue from the last date of full-time continuous hire of an employee in the bargaining unit. Annually, the City will provide a list of employees, with their name, address social security number and date of hire to the Treasurer for Union and LIUNA purposes. The City will notify the Union of any new members of the bargaining unit. Bargaining unit employees shall notify the City of Bloomington and Local 362 of any address changes.

### **Section 11.2. Seniority Principle.**

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

### **Section 11.3. Probationary Period.**

Each employee shall be considered a probationary employee for his or her first six (6) months of continuous service, with a one month mutual extension, after which his or

her seniority shall date back to his or her date of hire. There shall be no seniority among probationary employees, and they may be laid off, discharged, or otherwise terminated at the sole discretion of the City. Any time loss in excess of ten (10) business days, for whatever reason, occurring during this probationary period will extend probation by an amount of time equal to the amount of time loss.

#### **Section 11.4. Promotions and Job Vacancies.**

Whenever a full-time or part-time job vacancy develops or is expected to develop, the job will be posted within one (1) week whenever practical in a location designated by the City for five (5) working days for a bid by an employee in the bargaining unit. If more than one (1) qualified employee bids for the vacancy, the City shall select the successful applicant in accordance with the seniority principle set forth in Section 11.2 of this Agreement. If no one in the bargaining unit bids on the position, the vacancy may be advertised outside the bargaining unit.

#### **Section 11.5. Layoff and Recall Procedure.**

In the event of a reduction in the working force, employees shall be laid off in accordance with the seniority principle set forth in Section 11.2 of this Agreement. In the event of an increase in the working force in a job classification following a reduction, employees will be recalled in the reverse order of their removal or displacement as the need for

additional employees presents itself, provided they are qualified to perform the work available.

**Section 11.6. Termination of Seniority.**

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

- (a) quits; or
- (b) is discharged; or
- (c) is absent for three (3) consecutive days without notifying the City; or
- (d) is laid off from work for six (6) months plus one (1) additional month for each year of service up to a maximum of one (1) year. Seniority shall accumulate during such absence; or
- (e) is laid off and fails to report for work within three (3) days after having been recalled; however, in the event the employee appears before the expiration of three (3) days, the City may grant an extension of time to report if the employee has a justifiable reason for delay; or
- (f) does not report for work within forty-eight (48) hours after the termination of an authorized leave of absence. Service broken under this Section may be re-established if the employee can show that extraordinary circumstances prevented his timely return.

**ARTICLE 12 UNIFORMS AND CLOTHING**

The City will furnish and maintain full-time employees, upon request with:

- 5 long sleeve shirts
- 5 golf-style shirts with collars and pockets

5 winter weight pants  
5 summer weight pants or knee length shorts or any combination totaling five (5) pants or shorts  
1 summer jacket or sweater  
1 winter jacket  
1 set of Car-Hart type coveralls  
plus \$150.00 per year (paid in May and November) for walking shoes.

The City will provide five (5) raincoats to be stored in the Garage for use by employees during inclement weather. Uniforms remain property of the City, and are to be returned to the City or else the employee shall reimburse the City for uniforms if he or she leaves the bargaining unit. Patches and other identification identifying the person as a City employee shall be returned to the City upon termination of City employment. Uniforms provided will be replaced on a worn out basis.

## **ARTICLE 13 BENEFITS**

### **Section 13.1. Physical Fitness Incentive.**

The City of Bloomington will pay upon receipt of membership verification one hundred and fifty dollars (\$150) toward the annual dues at any physical fitness center designated by the City for any full-time or part-time employee covered by this Agreement who desires to receive such contribution.

## **Section 13.2. Group Insurance Plan.**

(a) The City agrees to pay for plan year 2008 ninety percent (90%) of the full health insurance premium for employee coverage and seventy-three (73%) of the full health insurance premium for Employee +1 and Family for group health insurance under the City of Bloomington Employee Health Care Plan for all benefited employees.

The City agrees to pay for plan year 2009 eighty-five percent (80%) of the full health insurance premium for employee coverage and seventy-three (73%) of the full health insurance premium for Employee +1 and Family for group health insurance under the City of Bloomington Employee Health Care Plan for all benefited employees.

(Example of Family Coverage: Full family coverage premium X 73% equals City share; full family coverage premium X 27% equals employees share.)

(b) The City agrees to pay fifty percent (50%) of the dental insurance premium for both employee and/or dependent coverage for group dental insurance under the City of Bloomington Dental Care Plan for all benefited employees.

(c) The City agrees to pay fifty percent (50%) of the vision insurance premium for both employee and/or dependent coverage for group vision insurance under the City of Bloomington Vision Care Plan for all benefited employees.

(d) In any year in which the total amount of medical/dental/vision benefits paid is more than one hundred fifty (150%) of the average amount paid out over the past five (5) years, the City shall have the right to negotiate the type of benefits available under the City of Bloomington Employee Health Care Plans.

(e) The City and the Union may meet during the term of this Agreement to propose changes and amendments to the City of Bloomington Employee Health Care Plans. No changes in the level of benefits shall be made except by mutual agreement of the parties.

**Section 13.3. LIUNA Pension.**

Effective May 1, 2000 the City will make a twelve cent (\$.12) per hour per employee contribution to LIUNA Pension. The employer contribution shall be increased an additional six cents (\$.06) per year per employee effective on November 1, 2001, November 1, 2002 and November 1, 2003. The final employer contribution rate will be thirty cents (\$.30) per hour per employee on November 1, 2003. Any additional pension increases will be paid by the City in lieu of wages which would otherwise have been paid to employees. Such increases shall be shown as an employer contribution. Employer contributions shall not be made for overtime hours.

## **ARTICLE 14 MANAGEMENT RIGHTS**

### **Section 14.1. Management Rights.**

It is recognized that the City has and will continue to retain the rights and responsibilities to direct the affairs of the Parking Attendants and maintenance in all of its various aspects. Among the rights retained by the City are the City's right to direct the working forces; to plan, direct, and control all the operations and services of the Parking Attendants and Maintenance Workers of the Department; to determine the methods, means, organizations, and number of personnel by which such operations and services are to be conducted; to determine whether goods or services shall be made or purchased; to make and enforce reasonable rules and regulations; to change or eliminate existing methods, equipment, or facilities provided, however, that the exercise of any of the above rights shall not conflict with any of the express written provisions of this Agreement.

### **Section 14.2. Emergency Conditions.**

If in the sole discretion of the Mayor it is determined that extreme civil emergency conditions exist, including, but not limited to, riots, civil disorders, tornado conditions, floods, financial emergency, or other similar catastrophes, the provisions of this Agreement may be temporarily suspended by the Mayor or the City Council during the time of the declared emergency conditions; provided that wages shall not be



suspended nor shall this Section limit an employee's right to invoke the Grievance Procedure over the issue of pay.

### **ARTICLE 15 SAVINGS**

If any provision of this Agreement is subsequently declared by the proper legislative or judicial authority to be unlawful, unenforceable, or not in accordance with applicable laws, all other provisions of this Agreement shall remain in full force and effect for the duration of this Agreement.

### **ARTICLE 16 ENTIRE AGREEMENT**

This Agreement constitutes the entire Agreement between the parties and concludes collective bargaining on any subject expressly covered by the terms of this Agreement except, however, the parties may mutually agree in writing to supplement and/or modify the terms of this Agreement during its term. The parties agreement to this provision shall not be construed as waiving any of their respective rights or obligations to negotiate as may be required by the Illinois Public Labor Relations Act as to:

- (1) the impact of the exercise of the City's management rights as set forth herein on any terms and conditions of employment; or
- (2) as to any decision to change any terms or conditions of employment not expressly covered by the terms of this Agreement that are mandatory subjects of bargaining.

## **ARTICLE 17 TERM OF AGREEMENT**

This Agreement shall be effective as of the 1st day of May, 2007, and shall remain in full force and effect until the 30th day of April, 2009. It shall be automatically renewed from month to month thereafter unless either party shall notify the other in writing at least ninety (90) days prior to the anniversary date that it desires to modify this Agreement. In the event that such notice is given, negotiations shall begin not later than sixty (60) days prior to the anniversary date. This Agreement shall remain in full force and be effective during the period of negotiations and until notice of termination of this Agreement is provided to the other party in the manner set forth in the following paragraph.

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

IN WITNESS WHEREOF, the parties hereto have set their hands this \_\_\_\_ day of December, 2008.

**LABORERS INTERNATIONAL UNION LOCAL 362:**

/s/ \_\_\_\_\_

/s/ \_\_\_\_\_

/s/ \_\_\_\_\_

**GREAT PLAINS LABORERS' DISTRICT COUNCIL**

**CITY OF BLOOMINGTON, ILLINOIS:**

/s/ \_\_\_\_\_

/s/ \_\_\_\_\_

/s/ \_\_\_\_\_

/s/ \_\_\_\_\_

# APPENDIX "A"- Wage Table

## LABORERS' INTERNATIONAL UNION, LOCAL 362 PARKING ATTENDANTS WAGE SCHEDULE

MAY 1, 2007- APRIL 30, 2008

	<u>Base</u>	<u>5 Yrs.</u> <u>5%</u>	<u>10 Yrs.</u> <u>7%</u>	<u>15 Yrs.</u> <u>9%</u>	<u>20 Yrs.</u> <u>11%</u>	<u>25 Yrs.</u> <u>13%</u>	<u>30 Yrs.</u> <u>15%</u>
<b>Full-time</b>	\$12.48	\$13.10	\$13.35	\$13.60	\$13.85	\$14.10	\$14.35
<b>Part-time</b>	\$12.48	\$13.10	\$13.35	\$13.60	\$13.85	\$14.10	\$14.35

MAY 1, 2008- APRIL 30, 2009

	<u>Base</u>	<u>5 Yrs.</u> <u>5%</u>	<u>10 Yrs.</u> <u>7%</u>	<u>15 Yrs.</u> <u>9%</u>	<u>20 Yrs.</u> <u>11%</u>	<u>25 Yrs.</u> <u>13%</u>	<u>30 Yrs.</u> <u>15%</u>
<b>Full-time</b>	\$12.85	\$13.50	\$13.75	\$14.01	\$14.27	\$14.53	\$14.78
<b>Part-time</b>	\$12.85	\$13.50	\$13.75	\$14.01	\$14.27	\$14.53	\$14.78