

**Local 150 Contract
2021-2026**

Most Recent Contract language:

Section 7.3 Work Day.

- A For employees on a five (5) day work week, with the exception of the Police Department employees, the normal work day shall consist of eight (8) hours. Each employee shall receive a one-half (1/2) hour meal break which shall not be paid unless otherwise stated in this section. The work day for the various departments shall normally be as follows:
- | | |
|-----------------------|--|
| 7:00 a.m. - 3:30 p.m. | Public Works. |
| 7:00 a.m. - 3:30 p.m. | Code Enforcement Officer. |
| 7:00 a.m. - 3:30 p.m. | Sewage Treatment Plant and Water Work Operators. |

Clerical employees working at City Hall or the Public Works Department shall work an eight and one-half (8 1/2) hour day between 8:00 a.m. and 4:30 p.m. as established by the City. Work schedules may be altered to accommodate operational needs of the City as may be deemed necessary by management with a minimum of forty-eight (48) hour notice to the affected employee or employees.

Bargaining unit employees shall be granted two (2) fifteen (15) minute paid breaks at or about the middle of the first half of the work shift and the second break at or about the middle of the second half of the work shift. In the event the employee is unable to take his break, the employee shall be allowed to take the break at some other time during the day. In the event the employee is unable to take his lunch, Crest Hill shall pay the employee, at the appropriate rate of pay, for the time not taken or allow the employee to leave work early the commensurate amount of time with pay.

- B. With the exception of the Police Department, the work week shall normally be Monday through Friday. Personnel in the City Treasurer's office shall alternate lunch periods, so that employees shall take a duty- free lunch period either from 12:00 noon to 12:30 p.m. or from 12:30 p.m. to 1:00 p.m. The City Hall Administrative Offices shall be open from 8:00 a.m. to 5:00 p.m.
- C. Employees of the Police Department shall be scheduled at the sole discretion of the Police Chief or his designee so as to meet its staffing requirements based on its continuous operation and responsibilities. A normal work week for full time Police Department employees shall consist of five (5), eight (8) hour, work days.

A normal work week for regular part time Police Department employees shall consist of from one (1) to five (5), eight (8) hour, work days. The total number of hours worked in a calendar year by a regular part time Police Department employee, however, shall equal less than two thousand eighty (2080) hours.

- D. Notwithstanding the foregoing or any other provision of this Agreement, the City retains the exclusive right to change the normal work hours, work day and/or work week for any or all employees. Should it be necessary in the City's judgment to establish schedules departing from the normal work day or the normal work week, or to change the shift schedule of an employee or employees, the City will give, if practicable, at least twenty-four (24) hours advance notice of such change to all employees directly affected by such change.
- E. Clerical employees may alter the starting time set out in Paragraph A of this Section by one hour either prior to or immediately following the designated start time. This change in start time shall only be allowed with the mutual written agreement of the employee's supervisor.