

Collective Bargaining Agreement

Between

The Village of Homewood

And

**The American Federation of State, County, and
Municipal Employees,
AFL-CIO, Council 31, Local 2891**

2025-2028

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PREAMBLE

THIS AGREEMENT entered into by the VILLAGE OF HOMEWOOD (hereinafter referred to as the "Village" or the "Employer") and the AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES, AFL-CIO, COUNCIL 31, on behalf and with LOCAL 2891 (Hereinafter referred to as the "Union"), has as its purpose the promotion of harmonious relations between the Employer and the Union; the establishment of an equitable and peaceful procedure for the resolution of differences; and the establishment of an entire agreement covering all rates of pay, hours of work and conditions of employment applicable to bargaining unit employees.

Therefore, in consideration of the mutual promises and agreements contained in this Agreement, the Employer and the Union do mutually promise and agree as follows:

ARTICLE I - RECOGNITION

Section 1.1 Union Recognized The Employer recognizes the Union as the sole and exclusive bargaining agent for the purpose of establishing salaries, wages, hours and other conditions of employment for its employees covered by the Certification of Representative issued by the Illinois State Labor Relations Board in Case No. S-RC-71. That case established the bargaining unit as follows:

Included: All employees in the Village of Homewood Department of Public Works, with the following job titles: Utility Service Technician, Mechanic, Maintenance Worker, Building Maintenance Engineer, and Crew Leader.

Excluded: Any employee with the job title "Chief Mechanic," all Managerial, Supervisory and Confidential employees, Peace Officers and Firemen as defined by the Illinois Public Relations Act, and all other employees of the Village of Homewood, Illinois.

Section 1.2 Classifications Not Guaranteed The classifications or job titles used above are for descriptive purposes only. Their use is neither an indication nor a guarantee that these classifications or titles will continue to be utilized by the Employer. In the event the Village plans to eliminate or make permanent changes to the classifications or job titles, the Village would notify the Union and seek the Union's input.

Section 1.3 New Classifications The Employer shall promptly notify the Union of its decision to implement any and all new classifications pertaining to work of a nature performed by employees in the bargaining unit. If the new classification is a successor title to a classification covered by the Agreement and the job duties are not significantly altered or changed, the new classifications shall automatically become a part of this Agreement.

If the new classification contains a significant part of the work now being done by any of the classifications covered by this Agreement, or whole functions are similar to employees in this bargaining unit, and the Union notifies the Employer of a desire to meet within ten (10) days of its receipt of the

Employer's notice, the parties will then meet to review the proposed classification and if unable to reach agreement as to its inclusion or exclusion from the unit, the Employer shall be free to implement its decision and the Union shall be free to challenge that decision before the Illinois Public Labor Relations Board. If the inclusion of the proposed classification is agreed to by the parties or found appropriate by the Illinois State Labor Relations Board, the parties shall then negotiate as to the proper rate of pay for the classification with the Village free to assign a temporary rate pending resolution of negotiations. Article XIX, No Strike-No Lockout, shall continue in effect during these negotiations. If the parties fail to reach agreement in their negotiations management may institute its rate and the Union may file a grievance at the last step of the grievance procedure within ten (10) days of notification of management's decision. Management's rate shall not be changed at this step unless it is clearly unreasonable.

Section 1.4 Gender Wherever the male gender is used in this Agreement, it shall be construed to include both males and females equally.

Section 1.5 Temporary Employees The Village of Homewood Department of Public Works may hire, as needed, seasonal, part-time, or temporary employees to assist in the duties of employees with job titles recognized in Section 1.1 of this Agreement for a period of twelve (12) cumulative months during a rolling calendar period of sixteen (16) consecutive months. When such an employee has worked twelve (12) cumulative months, the Village shall evaluate whether the employee can and should be hired as a full-time bargaining unit employee. Use of these employees shall not cause the layoff of a bargaining unit employee. If a vacant position does not exist, the Village shall decide whether to create a new position and hire the employee after complying with Section 10.7 of this Agreement. If the Village determines that the employee shall not be hired as a full-time bargaining unit employee, the employee shall be terminated.

ARTICLE II – UNION SECURITY AND RIGHTS

Section 2.1 Dues Check Off While this Agreement is in effect, the Village will deduct from each employee's paycheck once each pay period the uniform, regular monthly union dues for each employee in the bargaining unit for whom there is a written notice consistent with Public Act 101-620. The authorization shall remain in effect until revoked by the employee in writing consistent with Public Act 101-620. Payment shall be made by check or by electronic funds transfer. A copy of the current card is provided in Appendix A.

This deduction will include a list of the deductions for each employee in the bargaining unit for whom there is a written notice of authorization consistent with Public Act 101-620. The authorization shall remain in effect until revoked by the employee in writing consistent with Public Act 101-620. The dues deducted from employees shall be remitted to the Chapter by the Employer within twenty (20) calendar days of the deduction, to the appropriate officer of the Union, together with a list of names, amounts, employee ID numbers, and other information consistent with Public Act 101-620. This must include name, address, job title, worksite location, work telephone numbers, identification number, date of hire, work email address, any home and personal cellular telephone numbers on file with the employer, and any personal email addresses on file with the employer consistent with Public Act 101-620.

The actual dues amount deducted, as determined by the Union, shall be uniform in nature for each employee in order to ease the Employer burden of administering this provision.

If the employee has no earnings due for that period, the Union shall be responsible for collection of dues. The Union agrees to refund to the employee any amounts paid to the Union in error on account of this dues deduction provision. The Union may change the fixed uniform dollar amount, which will be considered the regular monthly fees twice each contract year during the life of this Agreement. The Union will give the Village thirty (30) days' notice of any such change in the amount of uniform dues to be deducted.

The Village will deduct the monthly union P.E.O.P.L.E. fee for each union member who by a signed separate check off authorization form (Appendix A-1) requests participation in P.E.O.P.L.E. A union member who desires to revoke P.E.O.P.L.E. check off may do so at any time.

Dues and P.E.O.P.L.E. amounts so deducted shall be forwarded by the Village within twenty (20) calendar days of the deduction to Council 31, AFSCME, together with a list of names and amounts for whom deductions have been made as referenced above.

Section 2.2 Union Indemnification The Union shall indemnify, defend and save the Village harmless against any and all claims, demands, suits or other forms of liability (monetary or otherwise) and for all legal costs that shall arise out of or by reason of action taken or not taken by the Village in complying with the provisions of this article. If an improper deduction is made, the Union shall refund directly to the employee any such amount.

Section 2.3 Union Access One Union representative, and his or her successor(s) as designated by the Union, shall have access to the premises of the Village in order to help resolve a serious dispute or problem. In order to receive access, the representative must provide advance notice to the Village Manager or his designee and make arrangements not to disrupt the work of employees on duty. The representative may visit with employees during their non-working periods if such visit does not disturb the work of any employees who may otherwise be working.

Nothing in this section prevents the Union from conducting worksite meetings or grievance processing consistent with Public Act 101-620. The Union will provide advanced notice to the Village as outlined above and in line with current practice.

In addition, consistent with Public Act 101-620, the Village shall provide the Union access to the Village mailboxes, where available, to communicate with bargaining unit employees.

Section 2.4 Union Use of Bulletin Boards The Village will make available appropriate space for the posting of official Union notices of a non-political, non-inflammatory nature on existing Village bulletin

boards where bargaining unit employees normally work. The Union will limit the posting of Union notices to such bulletin boards.

Section 2.5 Union Orientation The Local Union President or designee shall be allowed up to one (1) hour during work time without loss of pay to discuss the benefits of union matters with all new bargaining unit employees consistent with Public Act 101-620. This meeting shall take place within the first week of employment with the Village.

ARTICLE III - MANAGEMENT RIGHTS

Section 3.1 Management Rights Except as specifically limited by the express provisions of this Agreement, the Village retains traditional rights to manage and direct the affairs of the Village in all of its various aspects and to manage and direct its employees, including but not limited to the following: to plan, direct, control and determine all the operations and services of the Village; to supervise and direct the working forces; to establish the qualifications for employment and to employ employees; to schedule and assign work; to establish work and productivity standards and, from time to time, to change those standards; to assign overtime; to determine the methods, means, organization and number of personnel by which such operations and services shall be made or purchased; to make and enforce reasonable rules and regulations; to discipline, suspend and discharge employees for just cause (probationary employees without cause); 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.

ARTICLE IV - SUBCONTRACTING

Section 4.1 General Policy It is the general policy of the Village to continue to utilize its employees to perform work they are qualified to perform. However, the Village reserves the right to contract out any work it deems necessary in the exercise of its best judgment.

Section 4.2 Notice and Discussion Except where an emergency situation exists, before the Village changes its policy involving the overall subcontracting of work in a general area where such policy change will result in the loss of a bargaining unit position, the Village *will* notify the Union of the subcontracting decision ten (10) days prior to the subcontracting of the work and inform the Union of the cost of the work, and allow the Union an opportunity to discuss the Village's decision and its effect on bargaining unit employees.

ARTICLE V - HOURS OF WORK

Section 5.1 Application of this Article This Article is intended only as a basis for calculating overtime payments and nothing in this Agreement shall be construed as a guarantee of hours of work per day or per week. Actual travel time of more than twenty (20) minutes in each direction to or from home shall in no instance be included as work time or be compensated.

Section 5.2 Normal Workweek and Workday The normal workweek shall consist of forty (40) hours per week and such additional time as may, from time to time, be required in the judgment of the Village to serve the citizens of the Village. The normal workweek shall consist of forty (40) hours of scheduled time spent at work which is comprised of five (5), eight (8) hour workdays in a calendar week. Each eight (8) hour normal workday includes the fifteen (15) minute paid break period taken in the first half of the shift (see Article VI) and the thirty (30) minute paid break period during each shift (see Section 7.1).

Section 5.3 Changes in Normal Workweek and Workday The normal shifts, workdays, and hours which employees are assigned shall be posted on department bulletin boards. The failure to post shall not constitute an excuse for failure to work. Except where an emergency situation exists, before the Village implements a change in the normal daily or weekly work schedules, the Village will notify the Union of the decision ten (10) days prior to implementation thereof and will allow the Union an opportunity to discuss the Village's decision and its effect on bargaining unit employees.

Section 5.4 Time Clocks The Village may continue its use of time clocks for bargaining unit employees. The Village may institute reasonable rules and regulations pertaining to such time clocks as well as the right to discipline for failure to comply with reasonable time clock requirements. Any employee failing to properly clock in or out at the beginning of a shift or a call-back, or at the end of a shift or overtime period, if required by the Employer, will be subject to discipline. Any employee failing to comply with applicable rules and regulations pertaining to the taking of meal periods will also be specifically subject to discipline.

ARTICLE VI - REST PERIODS

All employees' normal work schedules shall provide for a fifteen (15) minute rest period during the first half of their shift. This rest period will last for fifteen (15) minutes beginning at the end of the second hour of the work shift. The rest period must be taken at this time except that on occasion the Public Works Director or their designee may change the designated rest period as the job demands. The fifteen (15) minute rest period shall include any travel time utilized by the employee during the rest period. Employees shall take no more than fifteen (15) minute rest periods. This paid 15-minute rest period is included in the "normal workday" defined in Section 5.2.

Employees who for any reason work beyond their regular quitting time shall be granted regular rest periods at the end of the fourth hour of their next work shift, as stated above.

ARTICLE VII - MEAL PERIODS

Section 7.1 Lunch Periods All employees shall be granted a paid thirty (30) minute lunch period during each work shift. This lunch period shall begin at the end of the fourth hour of the work shift, except that the Director of Public Works or their designee may grant a different lunch period as operational needs require or upon request of an employee for good cause shown.

Section 7.2 Meal Periods

(a) The Employer shall provide a paid thirty (30) minute meal period to any employee who is requested to, and does, work more than two (2) hours beyond his regular quitting time. If an employee is requested to, and does, work more than two (2) hours beyond his regular quitting time, he shall be furnished additional paid meal periods of thirty (30) minutes each every eight (8) hours thereafter while he continues to work.

The Employer shall provide one meal period to any employee who is requested to, and does, begin work more than two (2) hours prior to his regular starting time and who works continuously through past his regular starting time. The Employer will continue to buy such meals where it has regularly and continuously done so in the past.

(b) The Employer shall provide a paid thirty (30) minute meal period to any employee who is requested to, and does, work more than four (4) hours either on a holiday or on the sixth or seventh day of his workweek. Where the work on a holiday or an employee's sixth or seventh day was previously scheduled, the Employer shall not buy meals as provided for in the previous paragraph.

ARTICLE VIII - CLEAN-UP TIME

Employees shall be granted a paid ten (10) minute personal clean-up period prior to the end of each eight (8) hour work shift.

ARTICLE IX - HOLIDAYS

Section 9.1 Holidays The following are paid holidays for eligible employees:

New Year's Day

Martin Luther King Jr. Birthday

Presidents' Day

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Thanksgiving Day

Day after Thanksgiving Day

Christmas Eve

Christmas Day

1 Floating Holiday (Section 9.6)

Section 9.2 Holidays on Weekends Whenever any of the holidays listed above fall on Saturday, the preceding Friday shall be observed as the holiday. When any of the holidays listed above fall on Sunday, the succeeding Monday shall be observed as the holiday.

Section 9.3 Holiday Pay For each holiday, an eligible employee shall receive eight (8) hours' pay at his regular straight-time hourly rate. For holidays on which an eligible employee in fact works, the employee shall receive eight (8) hours' pay at his regular straight-time hourly rate plus double-time for all hours actually worked; provided, however, that where an actual holiday falls on a Saturday and the employee works on both the actual holiday (Saturday) and the day of observance (Friday), the employee shall be paid as follows: double-time for all hours actually worked on one of the days and time and one-half for all hours actually worked on the other day. The employee shall designate which day will be paid at the double-time rate and which day will be paid at the time and one-half rate. There will be no compensatory time off granted in lieu of pay for time worked on a holiday.

Section 9.4 Eligibility Requirements In order to be eligible for holiday pay, the employee must work the full scheduled working day immediately preceding and immediately following the holiday, unless he or she is on a legitimate paid leave. This section shall not be construed to make employees on layoff eligible for holiday pay.

Section 9.5 Holiday Hours for Over time Purposes For the purpose of computing overtime, all holiday hours worked or unworked for which an employee is compensated shall be regarded as hours worked.

Section 9.6 Floating Holiday The floating holiday may be taken at any time during the year upon prior authorization of the Director of Public Works or his designee(s).

ARTICLE X - SENIORITY

Section 10.1 Definitions Unless stated otherwise, seniority shall, for the purpose of this Agreement, be defined as an employee's length of continuous service with the Village since the employee's last date of hire.

Section 10.2 Application of Seniority In the application of seniority to promotions from one bargaining unit position to another, filling of permanent openings in classifications within the bargaining unit, layoff, and recall of bargaining unit employees, seniority shall be the determining factor when, among employees involved, the qualifications, skill and ability to perform the work without further training is equal between two or more employees. When determining the application of seniority, the Village's decision concerning skill and ability shall be made in good faith and its actions shall not be arbitrary or capricious.

Section 10.3 Termination of Seniority Seniority and the employment relationship may, at the Village's discretion, be terminated when an employee:

- (a) quits; or
- (b) retires or is retired; or
- (c) is laid off for a period in excess of two (2) years; or
- (d) is discharged for just cause.

The parties agree the following reasons, among others, constitute cause for discharge when an employee:

- (1) is absent for three (3) consecutive working days without notifying the Village; or
- (2) is laid off and fails to notify the superintendent of his intention to return within three days after receiving notice of recall or who fails to return at the designated time; or
- (3) does not work within forty-eight (48) hours after the termination of an authorized leave of absence.

An employee losing his or her seniority shall, if requested upon reemployment, be granted all previously earned seniority.

Section 10.4 Probationary Period - New Employees All new employees shall be considered probationary employees until they complete a probationary period of six (6) months. The Employer may extend an employee's probationary period for six (6) additional months at its discretion. During the employee's probationary period, the employee may be represented by the Union except in cases of dismissal.

Section 10.5 Probationary Period - Promoted Employees A probationary period of ninety (90) days shall be served by an employee who has been promoted to a bargaining unit position covered by this Agreement after having successfully completed a probationary period in another bargaining unit position covered by this Agreement. If an employee promoted from one bargaining unit position to another fails to satisfactorily complete the probationary period in the promoted-to position because of inability to perform the duties and responsibilities of the new promoted position, the Village will place the employee in his previous position.

There shall be no seniority among probationary employees. Upon successful completion of the probationary period an employee shall acquire seniority which shall be retroactive to the last date of hire with the Village in a position covered by this Agreement.

Section 10.6 Seniority List The Village shall maintain and keep current a seniority roster nothing the date of hire and current position by job title and/or classification for all employees covered by this Agreement. A copy of this roster shall be posted at the time this Agreement becomes effective and an updated copy of the seniority roster shall be posted every six (6) months by the Employer. The Union shall, upon request, be provided a copy of each roster which is so posted.

Section 10.7 Transfers and New Job Openings Employees desiring to transfer to other jobs within the bargaining unit shall submit an application in writing to their immediate supervisor. All bargaining unit jobs will be posted for a period of five (5) working days before being filled. If a job is filled without posting, the filling shall not be permanent.

Section 10.8 Layoff and Recall The Village in its discretion shall determine whether layoffs are necessary unless it is clearly established that such a determination is arbitrary. If it is determined that layoffs are necessary, employees will be laid off in the following order:

- (a) temporary and seasonal employees within the Department of Public Works;
- (b) probationary employees in their original probationary period; and
- (c) in the event of further reductions in force, employees will be laid off from their affected job classification and Division in accordance with their seniority, skill and ability to perform the remaining work without further training. When two or more employees have equal experience, skill, ability and qualifications to do the work without further training, the employee(s) with the least job classification seniority within the Division will be laid off first.

Employees who are laid off shall be placed on a recall list for a period of two (2) years. If there is a recall, employees will be recalled in reverse order of their layoff, provided they are minimally qualified to perform the work in the job classification and division to which they are recalled without further training.

If an employee is recalled to a position in a lower-rated job classification, he shall have the right to return to the job classification he held prior to being laid off in the event it subsequently becomes available, provided the employee has the current skill and ability to perform the work in question. The Village shall not hire new full-time employees in bargaining unit positions as long as there are still employees on the recall list who are presently qualified to perform the work in the affected job classification and Division and are willing to be recalled to said classification and are available to perform immediately.

Employees who are eligible for recall shall be given ten (10) calendar days' notice of recall and notice of recall shall be sent to the employee by certified or registered mail with a copy to the Union, provided that the employee must notify the Director of Public Works or his designee of his intention to return to work within three (3) days after receiving notice of recall. The Village shall be deemed to have fulfilled its obligations by mailing the recall notice by certified mail, return receipt requested, to the mailing address last provided by the employee, it being the obligation and responsibility of the employee to provide the Director of Public Works or his designee with his latest mailing address. If an employee fails to timely respond to a recall notice his name shall be removed from the recall list.

Section 10.9 Job Security The Village agrees that, for the term of the Agreement, it will not lay off any bargaining unit employee as a result of hiring any Welfare to Work participants. The parties agree to comply with all state and federal laws regarding Welfare to Work participants.

ARTICLE XI - SICK LEAVE

Section 11.1 Purpose Sick leave with pay is provided as a benefit in recognition that employees do contract various illnesses from time to time and that their financial resources may be diminished in such instances if pay is discontinued, and that it may not be in the best interest or health of the employee or fellow employees for them to work while sick. Sick employees are expected to remain at home unless hospitalized, visiting their doctor or caring for a sick member of the immediate family.

Sick leave is to be used exclusively for the purposes specifically set forth in this Article or in such other provisions of this Agreement that specifically provide for the taking of sick leave. Any other use of sick leave by an employee constitutes sick leave abuse and is subject to discipline. The parties agree that sick leave abuse is a very serious offense.

Section 11.2 Allowance If an employee contracts or incurs any non-service connected sickness or disability, or if such sickness or disability occurs involving an individual living with the employee in the employee's immediate family (defined as the employee's legal spouse, children, step-children, adopted children, parents, parents of spouse or step-parents), the employee shall receive sick leave with pay. Employees shall be eligible for sick leave after completion of their probationary period with the Employer.

Section 11.3 Days Earned in Accumulation Employees shall be allowed one (1) day of sick leave for each month of service. Sick leave shall be earned by an employee for any month in which the employee is compensated for more than eighty (80) hours of work. Sick leave cannot be taken before it is actually earned.

Section 11.4 Notification Notification of absence due to sickness shall be given to the Village as soon as possible on the first day of such absence, but no later than one (1) hour before the start of the employee's work shift unless it is shown that such notification was impossible. Failure to properly report an illness may be considered as absence without pay and may subject the employee to discipline, as well.

Section 11.5 Medical Examination The Village may where there is reason to suspect abuse, require an employee to submit to an examination by a doctor designated by the Village, at the Village's expense, except that any required examination of the employee during the period the employee is sick shall, if so requested by the employee, be at the employee's residence if the employee is too sick to travel. If it is a family member who is sick, the Employer may require a doctor's certification of the illness. When an employee is absent for three (3) or more consecutive workdays due to an illness of himself or a family member, the employee must furnish a physician's verification of the illness. Such verification shall be provided upon the employee's return to work. Verifications required by this section shall be provided on a form prescribed by the Village.

Section 11.6 Sick Leave Utilization and Buy-Back

(a) Sick leave shall be charged in one-hour increments. Any employee discharged for just cause forfeits all accrued sick leave benefits.

(b) An employee who is eligible and elected to retire may use up to 320 sick leave hours earned from and after May 1, 1991 upon his or her retirement to effect an early retirement. An employee desiring to

use sick leave for this purpose must notify the Village in writing of his or her retirement at least thirty (30) days in advance of the date he or she desires to begin using sick leave for this purpose. An employee who uses sick leave in this manner shall remain in an active employment status. All sick leave used from and after May 1, 1991 shall first be deducted from hours earned from and after May 1, 1991. For purposes of this subsection (11.6 (b)), retirement shall occur when an employee separates from employment and is eligible to receive a pension as a result of his or her employment with the Village. This benefit will not be applicable to employees hired after May 1, 2016.

Section 11.7 Paid Time Off Benefit Committee No later than May 1, 2012 a committee of representatives from management and the union shall be established to conduct meetings for the purpose of determining the feasibility of implementing a Paid Time Off benefit. Meetings shall be scheduled on dates and times mutually agreed to by both parties. Each party may appoint up to five (5) individuals to service on the committee. Should the committee determine that a Paid Time Off benefit is feasible, implementation of said benefit shall not occur unless mutually agreed to by both parties.

ARTICLE XII - LEAVE OF ABSENCE

Section 12.1 Discretionary Leaves The Village may grant a leave of absence under this Article except for illness, injury or pregnancy, but including an educational leave, to any bargaining unit employee for good sufficient reason. The Village shall set the terms and conditions of the leave, including whether or not the leave is to be with pay.

Section 12.2 Application for Leave Any request for a leave of absence shall be submitted in writing by the employee to the Village Manager or his designee as far in advance as practicable. The request shall state the reason for the leave of absence and the approximate length of time off the employee desires. Authorization for leave of absence shall, if granted, be furnished to the employee by his immediate supervisor and it shall be in writing.

Section 12.3 Military Leave Military leave shall be granted in accordance with applicable law.

Section 12.4 Jury Leave Employees covered by this Agreement who are required to serve on a jury shall be compensated by the Village at their regular rate of pay for each hour spent on jury duty up to eight (8) hours per day.

Section 12.5 Funeral Leave In the event of death in the immediate family (defined as the employee's legal spouse, children, step-children, adopted children, parents, brothers, sisters, grandparents, parents-in-law and step-parents) an employee shall be granted up to three (3) consecutive workdays as funeral leave if the employee attends the funeral. Leave beyond such three (3) days may, upon approval of the Director of Public Works or his designee, be taken if charged to the employee's sick leave accrual account.

In the event of a death in the employee's extended family (defined as the employee's or his spouse's aunts, uncles, nephews, nieces, grandchildren, divorced spouse and cousins within the third degree of consanguinity, and the employee's spouse's grandparents, brothers, and sisters), the employee may take a maximum of three (3) workdays' funeral leave if the employee attends the funeral, which

days shall be charged against the employee's accrued sick leave account if the employee attends the funeral, which days shall be charged against the employee's accrued sick leave account if the employee has that many days in the employee's account.

An employee shall provide satisfactory evidence of the death of a member of the immediate or extended family and the employee's attendance at the funeral if so requested by the Village. The employee may have the right to request additional, unpaid leave to a maximum of five (5) consecutive days, subject to the Village's right to refuse such leave.

Section 12.6 Leave for Illness, Injury or Pregnancy

(a) In the event an employee is unable to work by reason of illness, or injury (including those compensable under workers' compensation) or pregnancy, the Village may grant a leave of absence without pay during which time seniority shall accrue.

(b) To qualify for such leave, the employee must report the illness, injury or inability to work because of pregnancy as soon as the illness, injury or pregnancy is known, and thereafter furnish to the Director of Public Works or his designee a physician's written statement showing the nature of the illness, injury or state of pregnancy and the estimated length of time that the employee will be unable to report for work, together with a written application for such leave. Thereafter, during such leave, the employee shall furnish a current report from the attending doctor at the end of every forty-five (45) day interval.

(c) Before returning from leave of absence for injury, illness, pregnancy, or during such leave, the employee at the discretion of the Village may be required to have a physical examination by a doctor designated by the Village to determine the employee's capacity to perform work assigned.

Section 12.7 Benefits while on Leave

- a) Unless otherwise stated in this Article, an employee returning from leave will have his seniority continued after the period of the leave. Where the leave of absence is for less than six (6) months, upon return the Village will place the employee in his or her previous job if the job is vacant; if the leave of absence is for six (6) months or more the employee will be placed in the first available opening in his classification or in a lower-rated classification according to the employee's seniority, where skill and ability to perform the work without additional training is equal.
- b) If, upon the expiration of a leave of absence, there is no work available for the employee or if the employee could have been laid off according to his seniority except for his leave, he shall go directly on layoff.
- c) During the approved leave of absence or layoff under this Agreement the employee shall be entitled to coverage under applicable group and life insurance plans to the extent provided in such plan(s), provided that the employee makes arrangements for the change and arrangements to pay the entire insurance premium involved, including the amount of premiums previously paid by the Village. If, however, the Village adopts a policy or schedule providing for co-payment by the Village of insurance premiums for Village employees who are on temporary leave of absence and/or on layoff, bargaining unit employees shall be eligible for such co-payments on the same terms and subject to the same conditions pursuant to the terms of said policy or schedule.

Section 12.8 Non-Employment Elsewhere A leave of absence will not be granted to enable an employee to try for or accept employment elsewhere or for self-employment. Employees who engage in employment elsewhere during such leave may immediately be terminated by The Village.

Section 12.9 Union Leave The President of the local union or his designee will be given unpaid time off, not to exceed a total of two (2) days per year, to attend union meetings when prior notice is given to the Village and when the granting of such leave will not cause operational problems.

Section 12.10 Family And Medical Leave Employees shall be covered by the then- applicable version of the Family and Medical Leave Policy.

ARTICLE XIII - VACATIONS

Section 13.1 Eligibility and Allowances Every employee shall be eligible for paid vacation time after the completion of their probationary period with the Employer. Employees shall start to earn vacation allowance as of their date of hire. Vacation allowances shall be earned annually, based on the following schedule:

<u>Year</u>	<u>Hours</u>	<u>Weeks</u>
1	80	2
2	88	2.2
3	104	2.6
4	112	2.8
5	120	3
6	136	3.4
7	144	3.6
8	152	3.8
9	160	4
10	168	4.2
11	176	4.4
12	184	4.6
13	192	4.8
14	200	5
15	240	6
16	240	6
17	240	6
18	240	6
19	240	6
20	240	6

Employees shall earn vacation allowances for any month in which they receive compensation for more than ninety (90) hours of work. An employee's accumulated vacation leave may be used in hourly increments upon prior permission of the Director of Public Works or his designee where Village services will not be unduly interrupted.

Employees shall receive their annual vacation leave allowances in advance on their anniversary date of employment. If an employee separates from employment before completing the year for which he has received a vacation leave accrual, his vacation leave accrual shall be reduced by one twelfth (1/12) for each month or portion of a month not worked. In the event such reduction results in a negative vacation leave balance, the difference will be deducted from the employee's final paycheck. If an employee on a forty (40) hour workweek is compensated for less than one hundred twenty (120) hours of work in a month, his vacation leave accrual shall be reduced by one twelfth (1/12th).

Section 13.2 Vacation Pay The rate of vacation pay shall be the employee's regular straight-time rate of pay in effect for the employee's regular job classification on the payday immediately preceding the employee's vacation. Employees may request their vacation pay no later than three (3) days prior to the start of a vacation period exceeding five days.

Section 13.3 Scheduling and Accrual Employees shall be awarded vacation time by the Village in accordance with its service needs and the employee's seniority. During the first ten days of each calendar year, the Employer will post a vacation schedule indicating those times when employees will be able to select vacation preference. During this ten (10) day period of time, employees will be granted their vacation preference based upon their seniority. Thereafter, vacation periods will be granted by the Employer on a first-requested, first-granted basis. Employees will be required to take vacation days within two (2) years from the date they are accrued.

Section 13.4 Emergencies Where a vacation day is needed for emergency reasons, such as unexpected employee and/or family illness, the employee will notify the Village soon as possible of such need. Unless the Village concludes it will cause an undue hardship to the business operations (due to other absences/business need, etc.), the employee will be given the requested day(s) off as a vacation day(s) provided the employee has the requisite number of approved vacation day(s) available and the employee has no earned sick time remaining. The Village will not unreasonably deny requests to use vacation for this purpose.

Section 13.5 Holiday During Vacation Period If a holiday occurs during the calendar week in which a vacation is taken by an employee, the employee's vacation period shall be extended by the length of such holiday.' The number of employees that will be allowed to be on vacation during the same time will be subject to the approval of the Public Works Director or his designee.

Section 13.6 Work During Vacation Period Any employee who works during a previously scheduled and approved vacation, after first informing the person assigning him the work that it is his vacation period, shall be paid as follows:

- a) for hours worked during the employee's regular workweek, at the rate of one and one-half (1-1/2) times his regular rate of pay. Such vacation hours worked shall be rescheduled as vacation time.

- b) for hours worked during the sixth (6th) day of the employee's regular workweek at the rate of two (2) times his regular rate of pay.
- c) for hours worked during the seventh (7th) day of the employee's regular workweek at the rate of two and one-half (2-1/2) times his regular rate of pay.

An employee shall be eligible for the rates described in provisions (b) and (c) above only if he is on a previously scheduled and approved full vacation day on his first regular work day that either immediately precedes or immediately follows the day on which he performs the work in question. Compensation for all work performed on holidays shall be governed exclusively by Article IX.

Section 13.7 Vacation Rights in Case of Layoff or Separation Any employee who is laid off, retired or who involuntarily quits prior to taking his vacation shall be compensated in cash for the unused vacation he has accumulated but not used at the time of separation. Payment shall be made within thirty (30) days of separation from active employment.

ARTICLE XIV - WAGES

Section 14.1 Wage Schedule Employees shall be compensated at a minimum in accordance with the wage schedules attached to this Agreement and marked "Appendix B." The attached wage schedules shall be considered a part of this Agreement.

Section 14.2 Longevity Pay Effective May 1, 2025 all employees shall receive longevity pay, in addition to the rate set forth in "Appendix B," according to the following schedule:

<u>Length of Continuous Service</u>	<u>Annual Payment</u>
At least 6 years, but less than 10 years	\$ 800
At least 10 years, but less than 15 years	\$ 1,100
At least 15 years, but less than 19 years	\$ 1,500
19 years and over	\$ 2,000

Longevity payments shall be paid out in the first paycheck in December of each year to all employees who have completed the required service time. In the event an employee eligible to receive longevity pay separates from employment before the longevity payroll in December, that employee shall receive longevity pay prorated based on the number of full months of service the employee has had since the previous December 1st.

Section 14.3 Pay Period The salaries and wages of employees shall be paid in accordance with the Village's current general practice, which may be changed by the Village for good cause shown after first notifying the Union and giving it an opportunity to respond. The Village will not make any changes to the current pay period until after May 1, 2002.

Section 14.4 Call-Back Pay Any employee called back to work after having gone home shall receive a minimum of two (2) hours' work at applicable rates unless the time extends into his regular work shift. Each hour spent in excess of two (2) hours on call-back work shall be paid for at applicable rates. The Village may require that an employee being paid for callback time remain at work for the entire two hours to perform work tasks as assigned by the Village.

Section 14.5 Merit Pay Increase The Village shall continue to award such merit pay increase(s) to employee(s) as the Village determines appropriate. In the event the merit raise is awarded and not initiated on the anniversary of the employees' original full time date of hire with the Village, or the next pay period following said anniversary date, the Employees may be eligible for a merit increases based on performance. Merit increases may be awarded six months after the employee's hire, promotion, or reclassification dates, one year after the employee's hire, promotion, or reclassification date, and annually each subsequent year. The consideration for a merit based increase generally will be tied to an evaluation that may occur during the month of the employee's anniversary date, and/or (b) six months after the employee's promotion or reclassification date. The Village shall include interest on all back pay owed the employee from the employee's most recent anniversary date to the last day of the pay period in which the merit pay increase will be paid. The interest rate used shall be the statutory interest rate as set by the ILRB. Interest on back pay shall not apply to employees who receive a merit pay increase following successful completion of a performance improvement period.

Section 14.6 Temporary Assignments Any employee who is assigned the regular duties of a supervisor or crew leader shall not receive any additional compensation if assigned to work in this capacity for two (2) or less hours; however, if assigned for more than two (2) hours the employee shall receive \$3.00 per hour for all hours actually worked in this capacity in addition to any other pay premiums for the performance of such work.

Any employee who is assigned the regular duties of a higher-classified position, other than a supervisor or crew leader, shall not receive any additional compensation if assigned to work in this capacity for four (4) or less hours; however, if assigned for more than four (4) hours the employee shall receive the hourly rate of pay of the higher classified position to which the employee is assigned for all hours actually worked in this capacity in addition to any other pay premiums for the performance of such work.

ARTICLE XV - OVERTIME

Section 15.1 Time and One-Half One and one-half (1-1/2) the employee's regular hourly rate of pay shall be paid or comp time earned for work under any of the following conditions, at the appropriate rate, but compensation shall not be paid twice for the same hours.

- a) All work performed in excess of forty (40) hours in any workweek or in excess of eight (8) hours in any calendar day.

- b) All work performed on Saturday, except as noted below.
- c) All work performed before or after any scheduled work shift upon specific request of the Village, except as noted below.
- d) An employee may not have a balance of more than 120 hours of unused compensatory time, and must be taken with the approval of their supervisor.

Section 15.2 Call Backs Employees called back after the end of their regularly scheduled shift and who work through to the start of their regularly scheduled shift shall be paid at the rate they were receiving before the regularly scheduled shift started and will continue to receive this pay rate until they are sent home or their regularly scheduled shift ends.

Employees called back after the end of their regularly scheduled shift and who actually work past 1:00am, or employees called back after 1:00am who do not report at the start of their regularly scheduled shift, may be allowed to come in after their regularly scheduled starting time (but no later than 11:00am); if this occurs the employee will be allowed to use Rehab Bank hours up to a maximum of 4 hours for all hours normally worked during the regularly-scheduled shift. These hours cannot be combined with vacation or sick hours unless previously scheduled.

Employees called back after 1:00am and who actually work past the start of their regularly scheduled starting time may leave at 11:00am and use Rehab Bank hours for all hours normally worked for the remainder of their regularly scheduled shift.

Use of these hours is not to exceed four (4) hours of the work day, and may not be used to cover a full day's absence. Rehab Bank hours are intended for use when an employee is not eligible for ERT.

An Employee will receive rehab bank hours to complete their remaining hours of the regular shift, up to a maximum of 28 hours per year. The rehab hour bank resets every May 1 each year and rehab hours are not eligible to be carried over from year to year.

Section 15.3 Sunday Work Double-time shall be paid for all work on Sunday, except as noted below.

Section 15.4 Sixth and Seventh Work Days The overtime rates specified above for Saturday work and for Sunday work shall not be paid to employees for whom these days are part of their regular work schedules. These employees shall be paid one and one-half (1-1/2) times their regular hourly rate of pay for all work performed on the sixth (6th) day of their regular workweek and double-time for all work performed on the seventh (7th) day of their regular workweek.

Section 15.5 Procedure All employees are subject to be called to work any time during a twenty-four (24) hour period, and the Village may require employees to work overtime. The Village will attempt to

offer equally on an annual basis, overtime work to employees in the same job classification within each division. Except in cases of extraordinary and imminent danger to life or property, the employee with the lowest accumulated overtime in that division and classification will be offered the overtime. In attempting to reach an employee by telephone to offer the overtime, the caller shall allow the phone to ring at least five (5) times. In the event an employee is skipped when being called out for overtime, the Village may assign overtime in the same length of time within the next pay period of the error Monday – Friday. If the Village does not assign overtime in the same length of next pay period of the error Monday-Friday, the employee will receive compensation for the overtime hours not worked due to the error. Calling out of employees for overtime shall be in accordance with call-out procedures as may be currently in effect.

- a) For purposes of overtime accumulation, overtime within a division offered but not worked shall be credited to the employee's overtime amount. Overtime worked or offered outside an employee's division shall not be credited to the employee's overtime amount. The Village will attempt to update the overtime accumulation list bi-weekly.
- b) It is understood that crews already assigned to jobs will remain on the job site for a maximum of two (2) hours (meal time excluded). A bargaining unit member, at his option, may be assigned by each division in order to respond to calls for assistance during off-duty hours. Calling out of divisions for overtime, other than call outs for snow and ice operations, shall be in accordance with the Call Out Key By Division matrix as set forth in Appendix D. The qualifications, scheduling and calling out of employees for overtime shall be in accordance with call-out procedures as may be currently in effect. Prior to modifying such procedures, the Village will place such modification on the agenda pursuant to Article 23 (labor/management and safety meetings).

Section 15.6 Scheduled Overtime Where the Employer has notice of overtime needs which can be scheduled in advance, the Employer shall, among employees in the same job classification and division, seek volunteers for the overtime. If two or more employees volunteer for the overtime and can perform the work, the overtime shall be assigned to that employee having the lowest amount of accumulated overtime. The Village shall notify employees at least three (3) days prior to the date of the scheduled overtime. If the employee is scheduled to work on a Saturday, the employee shall be notified by the end of the shift on Tuesday. If the employee is scheduled to work on a Tuesday, the employee shall be notified by the end of the shift on the Wednesday before the scheduled work on Tuesday (weekends are excluded unless they are part of the employee's normal workdays).

Section 15.7 On Call Duty Assignment All employees volunteering to carry the pager, including Crew Leaders, will receive an additional \$150 per week. All employees will be afforded the opportunity to volunteer for the on call duty assignment.

Section 15.8 Emergency Response Time The Village reserves the right to send home any employee who has already worked eight (8) hours in any calendar day or who is otherwise too tired or unfit to perform his or her duties safely and efficiently, notwithstanding that the employee's regularly scheduled shift might not have ended. Where an employee is sent home after having worked continuously from the end of one regularly scheduled shift or is called back prior to 1:00 a.m. and works to the start of his next regularly scheduled shift, that employee shall be paid at his regular straight-time rate for the balance of said next shift, up to a maximum of eight (8) hours. This employee would be subject to and must return to work twelve (12) hours after clocking out if so designated by the supervisor in charge or if called back after twelve (12) hours has passed for another shift, whether this

be a regularly scheduled shift or a non-scheduled shift including weekends and holidays, and the employee will remain available and on-call until their next regularly scheduled work shift, Sunday through Thursday until midnight on Friday. Any employee who returns to work twelve (12) hours after clocking out shall be paid at double his regular rate of pay for all hours worked during said call out. Employees who fail to remain available and on-call will forfeit eight hours of emergency response time pay. Before calling back employees on emergency response time, all employees not on emergency response time will be called first. If there are not enough employees responding to the call out, employees on emergency response time will be called and be required to report to work, except in the event that extenuating circumstances prevent the employee from reporting to work.

ARTICLE XVI - DISCIPLINE AND DISCHARGE

Section 16.1 Discipline Disciplinary action or measures shall normally include only the following: oral reprimand; written reprimand; suspension (notice to be given in writing); demotion which is not arbitrary or capricious; and discharge. Disciplinary action may be imposed upon an employee for failing to fulfill his responsibilities as an employee or for engaging in such conduct which brings serious discredit upon the Village or impacts the employee's ability to work productively or effectively with other employees or members of the public. If the Employer has reason to reprimand the employee, it shall normally be done in a manner that will not embarrass the employee before other employees or the public.

Section 16.2 Discharge or Suspension The Employer shall not discharge any post-probationary employee without just cause. Once a tentative decision to impose or recommend a suspension or discharge is reached by the Director of Public Works, and prior to implementing the intended disciplinary action, the Director of Public Works or his designee shall notify the Union and attempt to meet with the employee and the Union representative prior to the end of the next business day, but no later than two business days, if requested by the employee, and inform the employee of the reasons for such contemplated disciplinary action. The employee and Union representative shall be given the opportunity to rebut or clarify the reasons for such discipline. If the issue is not resolved, the Employer may issue the discipline and the Union may subsequently pursue this matter as a grievance beginning at the second step of the grievance procedure.

Nothing in this Agreement shall be deemed to alter or modify the Employer's normal reasons for dismissal or suspension as contained in its rules and regulations.

Section 16.3 Purging of Files At the written request of an employee and the approval of the Department Director, an oral reprimand may be removed from the employee's personnel file provided no further disciplinary action of any kind has been taken against the employee during the eighteen (18) months immediately following the date of the oral reprimand to be removed. A written reprimand may be removed from the employee's personnel file provided no further disciplinary action of any kind has been taken against the employee during the thirty (30) months immediately following the date of the written reprimand to be removed. Each written request must identify the specific oral or written reprimand to be removed. No more than a combined total of four (4) oral and/or written reprimands shall be removed from an employee's personnel file during his or her employment with the Village.

ARTICLE XVII - SUBSTANCE ABUSE TESTING & REHABILITATION

Section 17.1 Substance Abuse Testing and Rehabilitation Employees shall be covered by the Village of Homewood and Department of Transportation Drug and Alcohol Testing Policy as approved by the Village of Homewood Board of Trustees on February 8, 2000 unless otherwise stated in Article XVII.

Section 17.2 Disciplinary Action Except in more serious or extreme cases, the Village will not discharge an employee who tests positive a first time, but may suspend such employee up to thirty (30) calendar days or impose a lesser discipline as reasonably determined to be appropriate by the Village, so long as the employee complies with the following requirements. In order to avoid the penalty of termination, the employee must:

1. agree to undergo appropriate treatment as determined by the physician(s) involved;
2. discontinue use of illegal drugs or abuse of prescribed drugs or alcohol;
3. agree to authorize persons involved in counseling, diagnosing and treatment of the employee to disclose to the Director of Public Works and the Village Manager the employee's progress, cooperation, drug and alcohol use and any dangers perceived in connection with performing job duties and completion or non- completion of treatment;
4. complete the course of treatment prescribed, including an "after-care" group for a period of up to twelve (12) months;
5. submit to random testing during working hours during the period of "after-care."
6. agree that during the last chance time period in (5) above, if the employee tests positive again the employee may be terminated.

Employees who do not agree or act in accordance with the foregoing shall be subject to discipline, up to and including discharge. This Section shall not be construed as an obligation on the part of the Village 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 his duties or whose continuance on active status would constitute a direct threat to the property and safety of others. Such employee shall be afforded the opportunity, at his option, to use accumulated paid leave or take an unpaid leave of absence pending treatment.

Section 17.3 Right to Contest The Union and/or the employee, with or without the Union, shall have the right to file a grievance concerning any testing permitted by this Agreement. Any evidence concerning test results which is obtained in violation of the standards contained in this Article shall not be admissible in any disciplinary proceeding involving the employee.

Section 17.4 Voluntary Request for Assistance The Village shall take no adverse employment action against any employee who voluntarily seeks treatment, counseling or other support for an alcohol or drug related problem, other than the Village may require reassignment of the employee with pay if he is unfit for duty in his current assignment. The foregoing is conditioned upon:

1. the employee agreeing to undergo appropriate treatment as determined by the physician(s) involved;

2. the employee discontinues use of illegal drugs or abuse of prescribed drugs or alcohol;
3. the employee agreeing to authorize persons involved in counseling, diagnosing and treatment of the employee to disclose to the Director of Public Works and the Village Manager the employee's progress, cooperation, drug and alcohol use and any dangers perceived in connection with performing job duties and completion or non- completion of treatment;
4. the employee completes the course of treatment prescribed, including an "after-care" group for a period of up to twelve (12) months;
5. the employee agrees to submit to random testing during working hours during the period of "after-care."

Section 17.5 Employee Assistance Program The Village shall provide to employees covered by this Agreement the benefits of the Employee Assistance program offered to the Village through the South Suburban Mayors' and Managers' Association or as the Village may otherwise select.

Section 17.6 Personal Support Program All AFSCME bargaining unit members and their dependents shall be covered under the AFSCME Personal Support Program. The Employer agrees to pay \$25.00 per bargaining unit member per year to fund the Personal Support Program. At any time should the Employer cease to offer an Employee Assistance Program during the term of this Agreement, the Employer shall cease to fund the Personal Support Program at the expiration of this Agreement. AFSCME shall maintain sole responsibility for administering the Personal Support Program, and in no instance shall the Village be required to pay any administrative costs whatsoever toward the operation of the program.

ARTICLE XVIII - GRIEVANCE PROCEDURE

Section 18.1 Definition A grievance is defined as a dispute or difference of opinion raised by an employee or the Union against the Village involving an alleged violation of an express provision of this Agreement except that probationary employees shall not be entitled to grieve a termination.

Section 18.2 Procedure A grievance filed against the Village shall be processed in the following manner:

Step 1: Any employee and/or steward who has a grievance shall present the grievance in writing to the employee's immediate supervisor, specifically indicating that the employee is raising the matter as a grievance under this Agreement. This written grievance shall contain a complete statement of the facts, the provision or provisions of this Agreement which are alleged to have been violated, and the relief requested. All grievances must be presented not later than five (5) business days from the date of the occurrence of the matter giving rise to the grievance or within five (5) business days after the employee, through the use of reasonable diligence, could have obtained knowledge of the occurrence of the event giving rise to the grievance. The immediate supervisor shall render a written response to the grievant within five (5) business days after the written grievance is presented.

Step 2: If the grievance is not settled at Step 1 and the employee, or the Union if a Union grievance, wishes to appeal the grievance to Step 2 of the grievance procedure, it shall be submitted in writing

designated as a "grievance" to the department head involved. Any such grievance shall be in writing and signed by the grievant, and shall be submitted not later than five business days after the written response rendered under Step 1 of the grievance procedure. The written grievance shall contain a complete statement of the facts, the provision or provisions of this Agreement which are alleged to have been violated, and the relief requested. The department head or designee shall investigate the grievance and, in the course of such investigation, shall offer to discuss the grievance within five (5) business days with the grievant and an authorized union representative at a time mutually agreeable to the parties. If no settlement of the grievance is reached, the department head or designee shall provide a written answer to the grievant, or to the Union if a Union grievance, within five (5) business days following their meeting.

Step 3: If the grievance is not settled at Step 2 and the Union desires to appeal, it shall be referred by the Union in writing to the Village Manager within five (5) business days after receipt of the Village's answer in Step 2. Thereafter, the Village Manager or his designee and the department head or other appropriate individual(s) as desired by the Village Manager, shall meet with grievant, the Steward involved and an outside, non- employee representative of the Union within five (5) business days of receipt of the Union's appeal, if at all possible. If no agreement is reached, the Village Manager shall submit a written answer to the Union within five (5) business days following the meeting.

Step 4: If the Grievance is not settled at Step 3, the dispute shall be submitted to mediation through the Federal Mediation and Conciliation Service (FMCS). The Village and the Union shall submit a mutual request within seven (7) days after denial of the grievance in Step 3. Both parties shall attempt to reach a mediated agreement to resolve the dispute.

Section 18.3 Arbitration If the grievance is not settled at Step 4 and the Union wishes to appeal the grievance, the Union may refer the grievance to arbitration, as described below within ten (10) business days after unsuccessfully reaching a mediated agreement through FMCS.

- a) The parties shall attempt to agree upon an arbitrator within five (5) business days after receipt of the notice of referral. In the event the parties are unable to agree upon the arbitrator within said five (5) day period, the parties shall jointly request the Federal Mediation and Conciliation Service or the American Arbitration Association to submit a panel of five (5) arbitrators. Each party retains the right to reject one panel in its entirety and request that a new panel be submitted. Both the Village and the Union have the right to strike the first two names; the other party shall then strike two names. The person remaining shall be the arbitrator.
- b) The arbitrator shall be notified of his/her selection and shall be requested to set a time and place for the hearing, subject to the availability of Union and Village representatives.
- c) The Village and the Union shall have the right to request the arbitrator to require the presence of witnesses or documents. The Village and the Union retain the right to employ legal counsel.
- d) The arbitrator shall submit his/her decision in writing within thirty (30) calendar days following the close of the hearing or the submission of briefs by the parties, whichever is later.
- e) More than one grievance may be submitted to the same arbitrator if both parties mutually agree in writing.

- f) The fees and expenses of the arbitrator and the cost of a written transcript, if any, shall be divided equally between the Village and the Union; provided however, that each party shall be responsible for compensating its own representatives and witnesses.

Section 18.4 Limitations on Authority of Arbitrator The arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the provisions of this Agreement. The arbitrator shall consider and decide only the question of fact as to whether there has been a violation, misinterpretation or misapplication of the specific provisions of this Agreement. The arbitrator shall be empowered to determine the issue raised by the grievance as submitted in writing at the Second Step. The arbitrator shall have no authority to make a decision on any issue not so submitted or raised. The arbitrator shall be without power to make any decision or award which is contrary to or inconsistent with, in any way, applicable laws, or of rules and regulations of administrative bodies that have the force and effect of law. The arbitrator shall not in any way limit or interfere with the powers, duties and responsibilities of the Village under law and applicable court decisions. Any decision or award of the arbitrator rendered within the limitations of this Section 18.4 shall be final and binding upon the Village, the Union and the employees.

Section 18.5 Time Limit for Filing No grievance shall be entertained or processed unless it is submitted at Step 1 within five (5) business days after the occurrence of the event giving rise to the grievance or within five (5) business days after the employee, through the use of reasonable diligence, could have obtained knowledge of the occurrence of the event giving rise to the grievance. A "business day" is defined as a calendar day exclusive of Saturdays, Sundays or holidays.

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 Village's last answer. If the Village does not answer a grievance or an appeal thereof within the specified time limits, the aggrieved employee and/or the Union may elect to treat the grievance as denied at that step and immediately appeal the grievance to the next step.

Section 18.6 Time Off The grievant and one Union Steward shall be given paid time off to participate in the Step 2 and 3 meetings if the meetings are conducted on working time. The grievant and one Union representative shall also be given paid time off to attend any arbitration hearing conducted on working time when their presence is necessary to a disposition of the grievance. No other time spent on grievance matters shall be considered time worked for compensation purposes except as otherwise specifically provided in this Article. This Section does not cover Section 16.2 disciplinary meetings where the Steward will be paid if the meeting is on working time.

ARTICLE XIX - NO STRIKE AND NO LOCKOUT

Section 19.1 No Strike Neither the Union nor any officers, agents or employees will instigate, promote, sponsor, engage in, or condone any strike, sympathy strike, slowdown, sit-down, concerted stoppage of work, concerted refusal to perform overtime, mass resignations, mass absenteeism, picketing or any other intentional interruption of the operations of the Village, 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 Village. Each employee who holds the position of officer or steward or committeeman of the Union occupies a position of special trust and responsibility in maintaining and bringing about compliance with the provisions of this Article. In addition, in the event of a violation of this Section of this Article the Union agrees to inform its members of their obligations under this Agreement and to direct them to return to work.

Section 19.2 No Lockout The Village will not lock out any employees during the term of the Agreement as a result of a labor dispute with the Union.

Section 19.3 No Penalty The only matter which may be made the subject of a grievance concerning disciplinary action imposed for an alleged violation of Section 19.1 is whether or not the employee actually engaged in such prohibited conduct. The failure to confer a penalty in any instance is not a waiver of such right in any other instance nor is it a precedent.

Section 19.4 Judicial Restraint Nothing contained herein shall preclude the Village or the Union from obtaining judicial restraint and damages in the event the other party violates this Article.

ARTICLE XX - NONDISCRIMINATION

Neither the Village nor the Union shall discriminate against any employee covered by this Agreement in a manner which would violate any applicable laws because of race, creed, color, national origin, age, sex, handicap status, or Union membership.

ARTICLE XXI - WORK RULES

The Village may adopt, change or modify work rules. Whenever the Village changes work rules or issues new work rules, the Union will be given at least ten (10) days' prior notice, absent emergency, before the effective date in order that the Union may discuss said rules with the Village before they become effective if the Union so requests in writing. In addition, copies of new work rules will be posted by the Employer or given to affected employees before such rules take effect, with a copy given to the Union.

ARTICLE XXII - UNIFORMS

Section 22. 1 Uniform Issuance The Employer shall continue to provide employees with eleven (11) sets of uniforms, two (2) lightweight jackets or equivalent (outerwear), and one (1) hooded parka as necessary for the proper performance of their duties. In addition to the foregoing items, each employee shall also be provided with either an additional (i.e., second) parka or a pair of coveralls (but not both), as the employee chooses. Such election may be made no more than once each contract year, and no employee shall at any time have both a second parka and a pair of coveralls (i.e., an employee wishing to change his/her election must first surrender the item he/she previously selected).

Employees shall wear their uniforms as instructed by the Employer and shall be responsible for the care of their uniforms. The Employer shall be responsible for the cleaning of uniforms.

Section 22.2 Safety Shoes Employees will be reimbursed for the cost of purchasing up to two (2) pairs of Village-approved safety shoes per contract year up to a total \$500/year. The Village's approval for the purchase of the shoes must be obtained before they are purchased by the employee.

Section 22.3 Clothing Allowance In addition to the abovementioned items in Sections 22.1 and 22.2, employees shall receive an annual clothing allowance of four hundred dollars (\$400.00) per year from the Village payable on the first payroll check in December of each year. Income taxes shall be deducted as required by law.

ARTICLE XXIII - LABOR MANAGEMENT & SAFETY MEETINGS

At the request of either party, representatives of the Village and the Union, not to exceed five (5) in number for each side, shall meet quarterly at mutually agreed-upon times for up to one and one-half (1-1/2) hours, to discuss matters of mutual concern relating to the interpretation, application or administration of this Agreement, existing work rules or issues of safety and health. More frequent meetings may be held upon mutual agreement. The party requesting the meeting shall prepare and submit a proposed agenda to the other party five (5) working days prior to the scheduled meeting. Two (2) of the four (4) meetings shall be scheduled during working time and the Village shall pay the Union's employee representatives in attendance their normal rate of pay for these two (2) meetings; attendance at all other meetings shall not be considered as time worked for the employees involved unless attendance is required by the Village.

Representatives of the Village and the Union shall attempt to meet at least two (2) days prior to a Village event or festival to brief each other on pertinent details of the event that affect Public Works operations and the scheduling of employees assigned to work at the event or festival. The Village and Union understand and agree that unanticipated operational or scheduling needs or issues not discussed at said meeting may arise before or during the event or festival and does not require another meeting. The Village shall respond and assign work to meet the needs of the event or festival in accordance with the contract and past practice.

ARTICLE XXIV - HEALTH AND SAFETY

Section 24.1 Compliance with Laws In order to have a safe place to work, the Village agrees to comply with all laws applicable to its operations concerning the safety of employees covered by this Agreement. Employees shall comply with all safety rules and regulations established by the Village, and failure to so comply may subject an employee to discipline up to and including discharge. Enforcement of the safety policy shall not be used in a form of employee harassment.

Section 24.2 Unsafe Conditions If an employee has justifiable reason to believe that his safety and health are in danger due to an alleged unsafe working condition, or alleged unsafe equipment, he shall immediately inform his supervisor, who shall have the responsibility to determine what action, if any, should be taken including whether or not the job should be shut down.

Section 24.3 Safety Grievances A grievance involving an alleged violation of this Article

may be submitted in writing directly to Step 2 of the grievance procedure and a grievance meeting shall be promptly scheduled.

Section 24.4 Commercial Drivers' License Agreement The Village of Homewood and AFSCME, Council 31, on behalf and with Local 2891 agree to the following:

1. The Village will allow employees to take new or renewal CDL exams during regular work hours at a state-approved testing site designated by the Village and at a time approved by the Village. Employees may use Village vehicles to complete the "road test" portion of the CDL exam.
2. Upon evidence of the issuance or renewal of a Class "A" CDL license with "Air Brake" and "Tanker" endorsement, the Village will reimburse the employee for the difference between the cost of a Class "A" CDL license (full or prorated fee, whichever may apply) and the cost of a Class "D" passenger vehicle driver's license or equivalent.
3. All employees will give at least a thirty (30) day notice to the Village when renewal of his/her CDL is necessary. The Village shall have funding available for all employees when the employee goes for testing.
4. Employees who fail to obtain a Class "A" CDL license with airbrake qualification and tanker endorsement renewal prior to the expiration date of their current CDL or who have their CDL revoked will be subject to discipline, up to and including discharge. Employees who have their CDL suspended may, at the Village's option, continue to be employed by the Village under a return to work agreement or will be subject to suspension without pay for the period not to exceed twelve (12) months. If an employee is unable to obtain his reinstatement of the CDL within the twelve (12) month suspension period, that employee may be terminated.
5. An employee shall not be entitled to any paid leave for training in preparation for CDL license renewal testing as may be required.
6. New hires will be required to obtain a Class "A" CDL license within 60 days of the date of their employment.

ARTICLE XXV - TUITION REFUND PROGRAM

Section 25.1 Tuition Reimbursement Program When a full-time employee is enrolled upon the request or permission of the Director of Public Works in an accredited university, college or adult education program, the following tuition reimbursement plan shall apply. If the university has not received accreditation, the Village Manager may recognize the institution for the benefits below.

Section 25.2 Payment If the employee is taking a course or courses upon the written recommendation of the Director of Public Works or his designee and approved by the Village Manager, the Village shall, upon receiving payment receipts and proof of the employee's grade in such course(s) reimburse the employee for one-hundred percent (100%) of the cost of tuition contingent upon a course grade of "C" or better. There shall be no reimbursement for any course(s) in which the employee receives a grade below "C." The Village shall also pay fifty percent (50%) of the cost of all books required for any such course(s) in which the employee receives a grade of "C" or better. There shall be no reimbursement of book costs for any course(s) in which the employee receives a grade below "C."

Employees who leave the employment of the Village within three (3) years of having received a tuition reimbursement check shall be obligated to pay back to the Village the amount of such reimbursement.

Section 25.3 Continuing Education For Licenses When the Director of Public Works determines that it is necessary for an employee to obtain a new or maintain an existing license or certification required to perform certain job functions, the Village shall pay for all costs associated with obtaining or maintaining the license or certification including course fees, meal and travel expenses, and wages.

ARTICLE XXVI - INSURANCE

Section 26.1 Coverage The Village shall continue to try to make available to non-retired employees and their dependents substantially similar group health and hospitalization insurance and life insurance coverage and benefits as existed prior to the signing of this Agreement.

The Village will try to make available to employees who are under the age of 65 and who retire during the life of this Agreement, individual and dependent coverage (where the dependent(s) are under the age of 65) at group rates, with such premiums to be paid by the retired employees, for the life of this Agreement. Employees who retire with a minimum of twenty (20) years' full-time service to the Village and who are at least fifty (50) years of age and less than sixty-five (65) years of age, and their dependents who are under age sixty-five (65) can remain as participants in the Village's health insurance plan. The Village shall pay the same portion of that retiree's insurance premium as they do for other Village employees, provided that the retiree is not eligible for insurance by some other employer. Dependents of deceased retirees can remain covered for a period of six (6) months. Except as otherwise provided in this Article, if the Village adopts policies or procedures which are universally applicable to all Village employees on the subject of retiree health insurance benefits, then retired bargaining unit employees shall be eligible for such benefits on the same terms and subject to the same conditions of any such universally applicable policies or procedures currently in effect.

Arrangements for reimbursement of premiums to the Village should be made with the Director of Finance. The Village reserves the right to change insurance carriers or benefit levels or to self-insure as it deems appropriate, so long as the new coverage and benefits are substantially similar to those which predated this Agreement.

All full-time employees hired after May 1, 1994 will be responsible for payment of 100% of premium for both individual and dependent health and hospitalization insurance coverage under the Village's group policy, upon fulfillment of the terms of retirement as outlined in Section 26.1 of this Agreement.

Section 26.2 Cost Effective November 1, 2011, the Village will pay eighty percent (80%) of the cost of the premiums for full-time employees' group health and hospitalization insurance coverage and the employee shall pay twenty percent (20%) of the cost of the premiums.

Section 26.3 Cost Containment The Village reserves the right to institute cost containment measures relative to insurance coverage so long as the basic level of insurance benefits remains substantially the same. Such changes may include, but are not limited to, mandatory second opinions for elective surgery, pre-admission and continuing admission review, and prohibition on weekend admissions except in emergency situations, and mandatory outpatient elective surgery for certain designated surgical procedures.

Section 26.4 Life Insurance The Village shall provide, at no cost to the employee, life insurance coverage in the amount of \$50,000.00 or one year's base salary, whichever is greater, up to a maximum of \$100,000.

Section 26.5 Insurance Re-Opener In the event the Village desires to eliminate the HMO coverage and/or provide health and hospitalization insurance coverage or benefits which are not substantially similar to that which existed prior to the signing of this Agreement, the Village shall notify the Union in writing of its desire to re-open this Agreement. Such re-opener shall be limited to negotiating terms and conditions contained in Sections 26.1 and 26.2 of this Agreement. Upon such notice being given, duly authorized representatives of the parties shall meet within fourteen (14) days of receipt of the notice for the purpose of negotiating with respect to said matters. All other provisions of this Agreement shall remain in full force and effect during any reopened negotiations.

Section 26.6 Mechanics' Tool Insurance Coverage The Village agrees that if mechanics' personal tools are damaged or lost because of negligence or other causes, and the value of the loss is less than \$250, the affected employee may submit a request to the Director of Public Works to review the circumstances which led to the loss. If such a request is made, the Director of Public Works will examine the facts concerning the loss and within his discretion will determine whether the individual will be reimbursed in whole or in part.

Section 26.7 Insurance Plans PPO/HMO/HSA/FSA Effective July 1, 2005, the Employer shall change the terms of the Group Health Plan to provide three component parts as follows:

A PPO component identical to that which is currently in effect. Additionally, the Employer shall establish and maintain a Flexible Spending Account (FSA) for each employee represented by the Union who had elected to be covered under the Plan's PPO component in 2004 and shall credit each such employee's FSA account with \$175.00 no later than the first payroll period in July 2005 and again in January 2006. Thereafter, the Employer will continue to maintain a FSA which will be funded solely by the employees.

An HMO component, including an annual Employer contribution to the FSA of each employee electing coverage under the HMO component in an amount equal to \$120.00 for those employees electing single coverage, \$240.00 for those employees electing single plus one coverage and \$360.00 for those employees electing family coverage no later than the first payroll period in July 2005 and annually in January of each year beginning in 2006.

Except as provided in this Agreement, an employee chooses either the Village's High Deductible PPO health insurance option, an employee agrees to the same terms and conditions that are offered to non-represented Village employees; the only exceptions are where as required by law and/or otherwise agreed to in writing by the Village and the Union.

Section 26.8 Dependent Insurance Death Benefit The Village shall provide subsidized group health and hospitalization insurance to the dependents of an employee who dies while employed by the Village. Such subsidized coverage shall be made available for a period of twelve (12) months after the employee's death under the same terms, conditions, and coverage in effect at the employee's death, except that the Village shall pay one hundred percent (100%) of the premium cost. Eligibility for this extended coverage shall only be available to those dependents who (a) were covered under the Village's group health and hospitalization insurance for one year immediately

prior to the employee's death, unless a dependent is less than one year old, in which case the one year prior coverage restriction shall not apply and (b) make a timely election for coverage under COBRA. The aforementioned provisions shall be in addition to any benefits currently available to employees and their dependents by law or existing Village of Homewood policy and shall be effective as of the execution of this Agreement and shall terminate on August 9, 2012. If the Village extends this benefit beyond this termination date, the termination date in this section shall also change to reflect the new termination date.

ARTICLE XXVII - SAVINGS CLAUSE

In the event any Article, section or portion of this Agreement should be held invalid and unenforceable by any Board, Agency or Court of competent jurisdiction, such decision shall apply only to the specific Article, section, or portion thereof specifically specified in the Board, Agency or Court decision; and upon issuance of such a decision, the Village and the Union agree to immediately begin negotiations on a substitute for the invalidated Article, section or portion thereof. During the course of such negotiations, Article XIX, No Strike-No Lockout, shall remain in full force and effect.

ARTICLE XXVIII - ENTIRE AGREEMENT

This Agreement constitutes the complete and entire Agreement between the parties, and concludes collective bargaining between the parties for its term except as stated in Section 26.5. This Agreement supersedes and cancels all prior practices and agreements, whether written or oral which conflict with the express terms of this Agreement. If a past practice is not addressed in the agreement, it may be changed by the Employer as provided in the management rights clause, Article III.

The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law or ordinance from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement.

ARTICLE XXIX - TERMINATION

Section 29.1 Termination This Agreement shall be effective as of the day after the day the contract is executed by both parties and shall remain in full force and effect until 11:59 p.m. on the 30th day of April, 2028. It shall be automatically renewed from year to year thereafter unless either party shall notify the other in writing at least sixty (60) days prior to the anniversary date that it desires to modify this Agreement. In the event that such notice is given, negotiations shall begin no later than thirty (30) days prior to the anniversary date.

In the event that either party desires to terminate this Agreement, written notice must be given to the other party no less than ten (10) days prior to the desired terminated date which shall not be before the anniversary date set forth in the preceding paragraph.

Section 29.2 Benefits Re-Opener Except as otherwise provided in this Agreement, if the Village grants other Village employees a significant improvement in a major fringe benefit, and if said improvement is universally applicable to all Village employees and exceeds the overall level of said fringe benefit set forth in this Agreement, the Union may give notice of its desire to reopen this Agreement and negotiate concerning a change in said benefit. The Union shall not request the Village to bargain or negotiate with respect to any other matter and the Village shall not have any obligation to negotiate or bargain concerning any other matter. The provisions of Article XIX of this Agreement shall at all times remain in effect, and neither party shall at any time resort to or threaten a strike or lockout in support of its position in connection with the negotiations provided for in this Section. If such a strike or lockout shall occur, this Agreement shall terminate at the beginning of said strike or lockout and neither party shall be required to adhere to any of its terms or provisions; provided, however, that if and when an agreement is reached concerning the fringe benefit in questions, this Agreement, together with such fringe benefit change as shall have been agreed upon, shall be reinstated and, as so modified, shall be in full force and effect.

Executed this this 26th day of August, 2025

VILLAGE OF HOMEWOOD

AFSCME COUNCIL 31, LOCAL 2891:

Richard A. Hofeld, Village President

Eric Stojakovich, AFSCME Council 31,
Local 2891 President

Nakina Flores, Village Clerk

David W. Dover, Staff Representative AFSCME
Council 31, AFL-CIO

APPENDIX A - DEDUCTION AUTHORIZATION FORMS

CITY - COUNTY

DUES DEDUCTION AUTHORIZATION

American Federation of State, County & Municipal Employees, AFL-CIO



(PLEASE PRINT)

This card is not applicable for employees of
the City of Chicago, Cook County or
Chicago City Colleges.

UNION LOCAL _____

HOME PHONE (_____) _____

HOME E-MAIL ADDRESS _____

WORK PHONE (_____) _____

NAME _____ EFFECTIVE PAY PERIOD _____

STREET _____ CITY _____ STATE _____ ZIP _____

CLASSIFICATION _____

SOCIAL SECURITY NUMBER _____ DEPT _____

EMPLOYER _____

I hereby authorize my employer to deduct the amount as certified by the Union as the current rate of dues. This deduction is to be turned over to AFSCME, AFL-CIO. Dues, contributions or gifts to AFSCME are not deductible as charitable contributions for federal income tax purposes. Dues paid to AFSCME, however, may qualify as business expenses and may be deductible in limited circumstances subject to various restrictions imposed by the Internal Revenue Service.

3/99 EMPLOYEE SIGNATURE _____ DATE _____

(Please Print)

VOLUNTARY PEOPLE DEDUCTION AUTHORIZATION NATIONAL PEOPLE COMMITTEE

LOCAL _____

NAME _____

STREET _____

Home Ph. # _____ Work Ph. # _____ Home E-Mail Address _____

SOCIAL SECURITY # _____ Department/Agency _____

DEDUCTION PER PAY PERIOD ☐ \$4.20 (MVP Club) ☐ OTHER _____ EFFECTIVE PAY PERIOD _____

PAYROLL CODE _____ ASSOCIATION CODE _____ EMPLOYEE I.D. NUMBER _____

I hereby authorize my employer and associated agencies to deduct each pay period the amount certified above as a voluntary contribution to be paid to AFSCME Council 51, P.O. Box 2320, 615 South Second Street, Springfield, IL 62705, to be used in accordance with the by-laws of the PEOPLE Qualified Committee for the purpose of making political contributions. My contribution is voluntary, and I understand that it is not required as a condition of membership in any organization, or as a condition of continued employment, and is free of reprisal, and that I may revoke this authorization at any time by giving written notice.

Signature _____ Date _____

Jacket Size XS ☐ SM ☐ M ☐ L ☐ XL ☐ 2XL ☐ 3XL ☐ 4XL ☐ Received Jacket Yes ☐ No ☐

Signed up by _____ Social Security # _____

In accordance with Federal Law, the PEOPLE committee will accept contributions only from members of AFSCME and their families. Contributions or gifts to the PEOPLE Qualified Fund are not tax deductible as charitable contributions for Federal income tax purposes.



7/03

APPENDIX A - DEDUCTION AUTHORIZATION FORMS

WE'RE STANDING TOGETHER

Together in a strong union, we have a voice in the decisions that affect our working lives. We can protect and improve our pay, health care, pension and rights on the job.

Through PEOPLE, we have the strength to help elect candidates who support working families and public services. At the state capitol, in city halls and on county boards, we can support policies that help union members.

YES! COUNT ME IN FOR A STRONG UNION. Sign and return to become AFSCME member.

: PLEASE PRINT

First Name: _____ Middle Initial: _____ Last Name: _____

Home Address: _____ City: _____ State: _____ Zip: _____

Cell Phone*: _____ Work Phone: _____ Home Phone: _____

Home Email: _____ Employer: _____ Department/Agency: _____

Job Classification: _____ Work Location: _____

I hereby affirm my membership in AFSCME Council 31, AFL-CIO and authorize AFSCME Council 31 (the "Union") to represent me as my exclusive representative on matters related to my employment.

I recognize that my authorization of dues deductions, and the continuation of such authorization from one year to the next, is voluntary and not a condition of my employment.

I hereby authorize my employer to deduct from my pay each pay period that amount that is equal to dues and to remit such amount monthly to the Union. This voluntary authorization and assignment shall be irrevocable for a period of one year from the date of authorization and shall automatically renew from year to year, irrespective of whether I am or remain a member of the Union, unless I revoke this authorization by sending written notice by the United States Postal Service to the Union postmarked not more than 25 days and not less than 10 days before the expiration of the yearly period described above, or as otherwise provided by law. This card supersedes any prior check-off authorization card I signed.

Payments to the Union are not deductible as charitable donations for federal income tax purposes.

Signature: _____ Date: _____ AFSCME

STRONG

*By providing your cell phone number you consent to receive calls (including recorded or autodialed calls, or texts) at that number from AFSCME and its affiliated labor, political and charitable organizations on any subject matter. Your carrier's rates may apply. You may modify your preferences by emailing webaction@afscme31.org.

FOR AFSCME COUNCIL 31 INTERNAL USE ONLY: Local Union No.

YES! I WANT A STRONG VOICE IN THE POLITICAL AND LEGISLATIVE PROCESS. Sign

and return to become a PEOPLE contributor.

DEDUCTION PER PAY PERIOD: CD \$4.20 (MVP Club) C] OTHER: EFFECTIVE PAY PERIOD:

PAYROLL CODE: ASSOCIATION CODE:

EMPLOYEE I.D. NUMBER:

PEOPLE is Public Employees Organized to Promote Legislative Equality, the political and lobbying arm of AFSCME.

I hereby authorize my employer and associated agencies to deduct each pay period the amount certified above as a voluntary contribution to be paid to AFSCME Council 31, P.O. Box 2328, 61 S South Second Street, Springfield, IL 62705, to be used in accordance with the by-laws of the PEOPLE Qualified Committee for the purpose of making political contributions. My contribution is voluntary, and I understand that it is not required as a condition of membership in any organization, or as a condition of continued employment, and is free of reprisal, and that I may revoke this authorization at any time by giving written notice. In accordance with Federal Law, the PEOPLE committee will accept contributions only from members of AFSCME are not tax deductible as charitable contributions for Federal Income Tax purposes.

Signature:

Signed Up By:

Social Security Number (last 4 digits):

AFSCME
PEOPLE

APPENDIX B

3-year Contract

- 1st year 2025 (current year) – 3.5% wage increase
- 2nd year 2026 – 3.5% wage increase
- 3rd year 2027 – 4.0% wage increase

	3.5%	3.50%	4.0%
Maintenance Worker	5/1/2025	5/1/2026	5/1/2027
A	68,058	70,440	73,257
B	69,609	72,045	74,927
C	71,196	73,688	76,635
D	72,819	75,367	78,382
E	74,478	77,085	80,168
F	76,177	78,843	81,997
G	77,914	80,641	83,867
H	79,690	82,479	85,778
I	81,508	84,361	87,736
J	83,366	86,283	89,735
K	85,267	88,251	91,781
L	87,210	90,263	93,873
M	89,199	92,321	96,014
N	91,232	94,426	98,203

	3.5%	3.50%	4.0%
Utility Service Technician	5/1/2025	5/1/2026	5/1/2027
A	74,370	76,973	80,052
B	76,065	78,727	81,876
C	77,800	80,523	83,744
D	79,574	82,359	85,653
E	81,387	84,236	87,605
F	83,243	86,156	89,603
G	85,142	88,122	91,647
H	87,082	90,130	93,736
I	89,069	92,186	95,873
J	91,099	94,288	98,059
K	93,177	96,438	100,296
L	95,300	98,636	102,581
M	97,473	100,885	104,920
N	99,695	103,184	107,312

	3.5%	3.50%	4.0%
Crew Leader	5/1/2025	5/1/2026	5/1/2027
A	74,855	77,475	80,574
B	76,563	79,242	82,412
C	78,307	81,048	84,290
D	80,092	82,896	86,211
E	81,919	84,786	88,177
F	83,786	86,719	90,188
G	85,696	88,696	92,243
H	87,651	90,718	94,347
I	89,650	92,787	96,499
J	91,694	94,904	98,700
K	93,785	97,067	100,950
L	95,922	99,280	103,251
M	98,109	101,543	105,605
N	100,346	103,859	108,013

	3.5%	3.50%	4.0%
Mechanic	5/1/2025	5/1/2026	5/1/2027
A	77,157	79,857	83,052
B	78,916	81,678	84,945
C	80,716	83,541	86,882
D	82,555	85,445	88,862
E	84,438	87,393	90,889
F	86,363	89,386	92,961
G	88,333	91,424	95,081
H	90,347	93,509	97,249
I	92,407	95,641	99,467
J	94,513	97,821	101,733
K	96,669	100,052	104,054
L	98,873	102,334	106,427
M	101,126	104,665	108,852
N	103,432	107,053	111,335

	3.5%	3.50%	4.0%
Building Maint & L&M	5/1/2025	5/1/2026	5/1/2027
A	74,370	76,973	80,052
B	76,065	78,727	81,876
C	77,800	80,523	83,744
D	79,574	82,359	85,653
E	81,387	84,236	87,605
F	83,243	86,156	89,603
G	85,142	88,122	91,647
H	87,082	90,130	93,736
I	89,069	92,186	95,873
J	91,099	94,288	98,059
K	93,177	96,438	100,296
L	95,300	98,636	102,581
M	97,473	100,885	104,920
N	99,695	103,184	107,312

APPENDIX C – SUBSTANCE ABUSE TESTING FORM

APPENDIX C

VILLAGE OF HOMEWOOD Request for Substance Abuse Screening Test

EMPLOYEE	DEPARTMENT	DATE
----------	------------	------

OBSERVED BEHAVIOR OR ACTIONS LEADING TO SUSPICION OF SUBSTANCE ABUSE

Date/Time	Behavior/Actions
-----------	------------------

RESULTS OF EMPLOYEE INTERVIEW

	Supervisor
Date of Interview:	
Time of Interview:	

Interviewer	Title
-------------	-------

RECOMMENDATION OF DEPARTMENT HEAD

- ☐ Based on the evidence, a test for substance abuse is not recommended.
- ☐ Based on the evidence, the employee should be referred to a Medical Review Officer for identification of a potential substance abuse problem.
- ☐ Employee should not be reassigned or placed on administrative leave.
- ☐ Employee should be ☐ reassigned ☐ placed on administrative leave.

Department Head	Date
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DETERMINATION OF VILLAGE MANAGER

- ☐ Based on the evidence, a test for substance abuse is not warranted.
- ☐ Based on the evidence, the employee is directed to report to a Medical Review Officer (MRO) and provide a urine specimen and blood sample if directed by the MRO for identification of a potential substance abuse problem. The employee shall report to

_____ on _____ at _____ for
(testing facility) (date) (time)

these purposes.

- ☐ Employee is not reassigned or placed on administrative leave.
- ☐ Employee is ☐ reassigned ☐ placed on administrative leave.

Village Manager	Date
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APPENDIX D – CALL OUT KEY

CALL OUT KEY BY DIVISION

	Utility	PI/Meter	Street	Vehicle	L&M	Building
Utility	1	2	2		3	
PI/Meters	2	1	3		4	
Street	3	3	1		2	
Vehicle	4	4	4	1	5	
L&M	5	5	5		1	
Building	6	6	6		6	1