

An Agreement  
Between the City of Sycamore  
And the  
American Federation of State, County, and  
Municipal Employees, Council 31, AFL-CIO,  
On Behalf of AFSCME Local 3957

May 1, 2023  
To  
December 31, 2025

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## **PREAMBLE**

This Agreement, entered into by the City of Sycamore, hereinafter referred to as the Employer, and AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES, COUNCIL 31, AFL-CIO, for and on behalf of LOCAL 3957, 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 rates of pay, hours of work and other conditions of employment.

## **ARTICLE I** **RESOLUTION**

### **Section 1. Recognition**

The employer recognizes the Union as the sole and exclusive bargaining representative for the purpose of establishing wages and salaries, hours, work conditions and other conditions of employment for employees of the City of Sycamore. Such recognition is pursuant to ISLRB certification S-RC-93-115 and unit clarification S-UC-(S)-01-021 and includes all employees in the unit: Laborer, Mechanic, Foreman, Accountant, Building Inspector, Account Clerk, Secretary, Billing Coordinator, Records Clerk, Custodian, Community Services Officer/Evidence Technician, Part- time Laborer, Part-time Custodian, Part-time Parking Meter Officer, Part-time Support Clerk, Part-time Records Clerk, Part-time Community Services Officer, and Part-time Engineering Assistant, and excluding all other employees of the City of Sycamore who are supervisory, managerial, and confidential employees as defined by the Act.

### **Section 2 New Classifications**

Where a new classification is instituted and the parties agree that the work of which falls within the scope of the unit, the Employer agrees to jointly petition the Illinois State Labor Board to seek the necessary unit clarification. If the parties are unable to agree as to its inclusion or exclusion from the unit, the question shall be submitted to the Illinois State Labor Relations Board. If the inclusion of a new position is agreed to by the parties or found appropriate by the Labor Board, the parties shall negotiate as to the proper pay grade for the classification. The Employer is free to assign a temporary rate pending the resolution of negotiations.

## **ARTICLE II** **NON-DISCRIMINATION**

### **Section 1. Prohibition Against Discrimination**

In accordance with applicable state and federal law, neither the Employer nor the Union shall discriminate against any employee on the basis of union activity, race, sex, creed, religion, color, marital or parental status, age, national origin, political affiliation and/or beliefs, disabilities, sexual orientation, or other non-merit factor.

### **Section 2. Americans with Disabilities Act**

Notwithstanding the other provisions of this Agreement, the Employer may take reasonable actions necessary to comply with the Americans with Disabilities Act.

### **Section 3. Gender**

Whenever the male gender is used in this Agreement, it shall be construed to include equally both male and female employees.

### **ARTICLE III** **MANAGEMENT RIGHTS**

The Employer continues to retain, whether exercised or not, the sole right to manage and direct its affairs in all respects. Any power or authority which the Employer has not delegated or modified by the express provisions of the Agreement is retained by the Employer. The rights of the Employer, to make and implement decisions, through its management officials, include, but are not limited to, the following:

- A. Determine the overall budget of the Employer.
- B. Determine, control and exercise discretion over the organization and efficiency of operations.
- C. Supervise and direct employees, including the right to assign work and overtime;
- D. Hire, examine, classify, promote, train, transfer, evaluate, assign, and schedule employees, including the right to contract services. In the event that the Employer is considering contractual services that would replace one or more Union positions, the Employer agrees to notify the Union as soon as practicable, but not later than sixty (60) days in advance of any proposed Council action. The Employer further agrees to meet and discuss alternatives to such contracting of services;
- E. Suspend, demote, discharge or take disciplinary action against employees for just cause (non-probationary only);
- F. Increase, reduce, change, modify, or alter the composition and size of the workforce, including the right to relieve employees from duty;
- G. Establish, modify, combine, or abolish job classifications;
- H. Determine the purpose of each of its service areas;
- I. Set standards for providing services to the public;
- J. Determine the locations, methods, means, and personnel by which operations are to be conducted, including the right to determine whether goods and services are to be provided or purchased;
- K. Change or eliminate existing methods, equipment, or facilities; and
- L. Establish, modify and enforce rules, regulations, orders and policies.

### **ARTICLE IV** **CHECK OFF/UNION SECURITY**

#### Section 1. Deductions

The Employer shall honor employees' individually authorized deduction forms, and shall make such deductions in the amounts certified by the Union for union dues, assessments, or fees; and PEOPLE contributions. Authorized deductions shall be irrevocable except in accordance with the terms under which an employee voluntarily authorized said deductions.

If the employee has no earnings due for that pay period, the Union shall be responsible for collection of said dues. The Union shall advise the Employer of any increase in dues or other approved deductions in writing at least fifteen (15) days prior to its effective date.

#### Section 3 Religious Exemption

Should any employee be unable to pay his contributions to the Union based upon bona fide religious tenets or teachings of a church or religious body of which such employee is a member, such amount equal to his fair share

shall be paid to a non-religious charitable organization mutually agreed upon by the employee affected and the Union.

If the Union and the employee are unable to agree on the matter, such payments shall be made to a charitable organization from an approved list of charitable organizations. The employee will, on a monthly basis, furnish a written receipt to the Union that such payment has been made.

#### Section 4        Notice and Appeal

The Union shall indemnify, defend, and hold the Employer harmless against any claim, demand, suit or liability and for all legal costs arising from any action taken or not taken by the Employer 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.

### **ARTICLE V UNION RIGHTS**

#### Section 1        Union Activity During Working Hours

Employees may, after receiving supervisory approval, be allowed reasonable time off without loss of pay for the Employee to attend grievance meetings (employee and Union representative), labor/management meetings or other meetings agreed to by the Employer, if such attendance does not interfere with Employer's operations.

#### Section 2        Access to Premises by Union Representatives

The Employer agrees that an AFSCME staff representative shall have reasonable access to the premises of the Employer after giving the appropriate notice, if such access does not interfere with the operating needs of the Employer. Such access shall be solely for the purpose of representing employees pursuant to the provisions of this Agreement. The Employer shall designate the area where the business is to be conducted. The Union representative may visit with the employees during their non-work time if such visit does not disturb the work of any other employee who may be on duty.

#### Section 3        Time Off for Union Activities

Local Union representatives may be allowed time off without pay or utilize any accumulated benefit time, excluding sick leave, for legitimate Union business such as Union meetings, State or area- wide Union committee meetings, State or International conventions, provided such representative shall provide a minimum of fourteen (14) day notice to his/her supervisor of such absence and if such time off does not interfere with the operating needs of the Employer.

#### Section 4        Union Bulletin Boards

Employer shall provide a portion of a bulletin board and/or space at each work station, for the sole and exclusive use of the Union, for the posting of union notices of a non-political, non-offensive nature. The Union will limit the posting of union notices to such space.

#### Section 5        Information Provided to Union

At least once each month, the Employer shall notify the union in writing of the following personnel transactions, if any, involving bargaining unit employees: new hires, layoffs, reemployment, discharges and terminations.

In addition, the Employer shall furnish the Union every month, the current seniority rosters and reemployment lists, applicable under the seniority provisions of this Agreement if requested by the Union.

#### Section 6        Rate of Pay

Any time off with pay provided under this Article shall be at the employee's regular straight-time hourly rate of pay.

## **ARTICLE VI** **LABOR/MANAGEMENT COMMITTEE**

### **Section 1. Labor/Management Committee**

The parties agree it is in the best interests of employees, the Union and the Employer to provide the best services possible to the public and to do so efficiently and cost effectively and at the same time improve the quality of work life for employees. The parties hereby agree there shall be a Labor/Management Committee comprised of members of AFSCME Local 3957 and management employees involved in the supervision of the work of the membership.

The focus of the committee will be to (a) discuss the administration of the contract, (b) notify the Union of changes in non-bargaining work conditions (c) discuss new and innovative ways to improve public services to the residents (d) give representatives an opportunity to express their views on work place safety, efficiency, technical training, public relations, maintenance programs, public responsibility, decision-making, communication, emergency preparedness and other topics including working toward resolving internal work issues.

Each party shall designate participants who represent the issues that are to be discussed. This may include members who have a specialized knowledge in a particular area of concern and may vary depending on the issue to be discussed. The AFSCME Staff Representative may be one of the representatives for the union.

Agenda items will be submitted by the Union President and the City Manager or his designee and will be finalized two working days in advance when possible. Both parties will make a good faith effort to share agenda items in advance of the meeting, however, additional items may be added to the agenda upon mutual agreement.

Meetings will be held every month and shall be scheduled during the work day at the mutual convenience of both parties. Meetings can be held more or less often at the mutual agreement of the parties. Agreed minutes will be kept for each meeting.

Meetings shall be co-chaired to facilitate discussion on individual agenda items at each meeting. The parties agree that ongoing communication among the Union and Management is critical in making this process successful. Successful efforts of the committee shall be publicized internally and to the community on an as needed basis.

## **ARTICLE VII** **DISCIPLINE**

### **Section 1. Definition**

The Employer agrees with the tenets of progressive and corrective discipline, where appropriate. Disciplinary action or measures shall be initiated in light of the seriousness of the offense and shall be limited to the following:

- a) Verbal reprimand;
- b) Written reprimand;
- c) Suspension; and
- d) Discharge.

Disciplinary action may be imposed upon a non-probationary employee only for just cause.

### **Section 2. Verbal Reprimands**

In case of verbal reprimands, the supervisor must inform the employee that he/she is receiving a verbal reprimand.

### **Section 3. Pre-Disciplinary Meeting**

Prior to suspending or discharging an employee, the Employer shall meet with the employee involved and inform him of the reason for such contemplated disciplinary action. Upon request, the employee shall be entitled to Union representation. Nothing contained herein shall prevent the Employer from suspending an employee with or without pay pending an investigation and determination of disciplinary action.

Section 4. Manner of Discipline

If the Employer has reason to discipline an employee, it shall not normally be done in a manner intended to embarrass the employee before other employees or the public.

Section 5. Notification and Measure of Disciplinary Action

The Employer shall provide to the employee and the Union written notice of the basis for all disciplinary actions involving bargaining unit employees prior to the discipline being imposed, if the nature of the infraction so allows, or as soon thereafter as practicable, however, the failure to so notify shall not negate the disciplinary action taken.

Section 6. Removal of Discipline

Upon request by the employee, a written reprimand shall be removed from an employee's official personnel file if, from the date of the last written reprimand, two (2) years has passed without the recurrence of similar conduct by the employee. This removal provision shall not be applicable to reprimands related to violations of criminal statutes or at issue in an administrative or judicial proceeding. Requests for removal must be made by the employee in writing to the Department Head and shall be approved by the City Manager.

## **ARTICLE VIII** **GRIEVANCE PROCEDURE**

Section 1. Definition and Procedure

- a. A grievance is defined as any dispute or difference, between the Employer and any employee with respect to the application, meaning or interpretation of the express terms of the agreement during the term of this Agreement.
- b. Grievances may be processed by the Union on behalf of an employee or on behalf of a group of employees or itself.

STEP 1: An employee or the Union shall submit the grievance in writing to the employee's Department Head or other person who is designated for this purpose by the Employer. The written grievance shall contain a complete statement of the facts, the provisions of the Agreement which the Employer is alleged to have violated and the relief requested. All grievances must be presented no later than ten (10) working days from the date of the occurrence of the matter giving rise to the grievance or within ten (10) days after the grievant, through the use of reasonable diligence, could have obtained knowledge of the occurrence giving rise to the grievance. The Department Head or his designee shall render a written answer within five (5) working days after such presentation.

STEP 2: If the grievance is not settled in Step 1 and the grievant wishes to advance the grievance to Step 2 of the grievance procedure, it shall be referred in writing to the City Manager within ten (10) working days after receipt of the Department Head's answer or after the Department Head's was due in Step 1, whichever was earliest. The grievance shall specifically state the basis on which the grievant believes the grievance was improperly denied. The City Manager may meet and hold other discussions in an attempt to resolve the grievance in writing within ten (10) working days following the presentation at Step 2 or the meeting, whichever is later.

### Section 3. Arbitration

- (1) If the grievance is not settled in Step 2 and the Union wishes to appeal the grievance from Step 2 of the grievance procedure, the Union may refer the grievance to arbitration as described below within ten (10) working days after the decision is provided at Step 2.
- (2) The parties shall attempt to agree upon an arbitrator within five (5) working days after receipt of notice of referral. In the event the parties are unable to agree to elect an arbitrator within said ten (10) working days, the parties shall immediately jointly request the Federal Mediation and Conciliation Service 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 Union and the City shall have the right to strike two (2) names from the panel. The party requesting final and binding arbitration shall strike the first two (2) names; the other party shall then strike two names. The person remaining shall be the arbitrator.
- (3) 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 Employer representatives.
- (4) The parties agree to attempt to arrive at a joint stipulation of the facts and issues as outlined to be submitted to the arbitrator.
- (5) The Employer and the Union shall have the right to request the arbitrator to require the presence of witnesses or documents. The Employer and the Union retain the right to employ legal counsel.
- (6) The arbitrator shall submit his/her findings in writing within thirty (30) days following the close of the hearing or the submission of briefs by the parties, whichever is later.
- (7) More than one grievance may be submitted to the same arbitrator if both parties mutually agree in writing.
- (8) The fees and expenses of the arbitrator and the cost of the written transcript shall be divided equally between the City and the Union; provided, however, that each party shall be responsible for compensating its own representative and witnesses.
- (9) Nothing in the Article shall preclude the parties from agreeing to the appointment of a permanent arbitrator(s), or list of arbitrators during the term of this Agreement or to use the expedited arbitration procedures of the American Arbitration Association.

### Section 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 only the issue raised by the grievance as submitted in writing at Step 1. 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 a decision contrary to or inconsistent with, in any way, applicable laws or 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 Employer under law and applicable court decisions. Any decision or award of the arbitrator rendered consistent with the provision shall be final and binding upon both the Employer and the Union and the employee(s) involved.

### Section 5. Time Limit for Filing

No grievance shall be entertained or processed unless it is submitted at Step 1 within ten (10) working days after the occurrence of the event giving rise to the grievance or within ten (10) working days after the grievant, through the use of reasonable diligence, could have obtained knowledge of the occurrence of the event giving rise to the grievance. If a grievance is not presented within the time limits set forth above, it shall be considered "waived." If a grievance is not appealed to the next step within the specified time limit or any agreed extension thereof, it shall be

considered settled on the basis of the Employer's last answer. If the Employer does not answer a grievance or an appeal thereof within the specified time limits, the aggrieved employee may elect to treat the grievance as denied at that Step and immediately appeal the grievance to the next Step. The parties may by mutual agreement in writing extend any of the time limits set forth in this Article.

Section 6.        Time Off

Grievances shall be investigated and processed only during non-working hours by the Union representatives. Such activity shall not interfere with the normal operations of the City. Grievance meetings shall be scheduled during off-duty hours or in a manner which does not interfere with the City operations.

Section 7.        Advanced Grievance Step Filing

Certain issues which by nature are not capable of being settled at Step 1 of the Grievance Procedure, may be filed at Step 2 which the action giving rise to the grievance was initiated.

**ARTICLE IX**  
**NO STRIKE/NO LOCKOUT**

Section 1.        No Strike

During the term of this Agreement neither the Union nor any officers, agents or employees covered by this Agreement will instigate, promote, sponsor, engage in, or condone any strike, sympathy strike, slowdown, sit down, stoppage of work, refusal to perform overtime, mass absenteeism, or any other intentional interruptions or disruptions of the operations of the City, regardless of the reason for so doing. Any or all employees who violate any of these provisions of this Article may be discharged or otherwise disciplined by the City.

Section 2.        Union Official Responsibility

Each employee who holds the position of officer or steward or committee person of the local Union occupies a position of special trust and responsibility in maintaining and bringing about compliance with the provisions of this Article. In the event of a violation of Section 1, the Union agrees to inform its members of their obligations under this Agreement and direct them to return to work.

Section 3.        No Lockout

During the term of this Agreement, the City will not lockout any employees as a result of a labor dispute with the Union.

**ARTICLE X**  
**SENIORITY**

Section 1.        Definition

For the purpose of this Agreement, the following definition shall apply unless otherwise provided herein:

"Seniority" means uninterrupted employment with the Employer beginning from the last date of hire with Employer in a position covered by this Agreement.

Seniority shall be calculated based upon full time equivalent service. Thus, part-time employees shall accumulate prorated seniority credit.

## Section 2. Loss of Seniority

An employee shall lose his seniority and no longer be an employee if:

- (1) He resigns or quits;
- (2) He is discharged (unless reversed through the Grievance Procedure or Arbitration Procedure);
- (3) He retires or is retired;
- (4) He is laid off for a period in excess of two (2) years;
- (5) He does not return to work from layoff within fourteen (14) calendar days after being notified to return except when the failure to return to work is due to circumstances beyond the control of the employee and the Employer has been so notified;
- (6) He is absent for three (3) consecutive working days without authorization.
- (7) Fails to report to work at the conclusion of an authorized leave of absence.

## Section 3. Reinstatement

If an employee resigns or quits, and subsequently is rehired by the Employer within twelve (12) months of the termination of his previous employment, his original seniority date will be restored upon completion of one (1) year of employment, excluding time on leave of absence or suspension and resignation.

# ARTICLE XI

## FILLING OF VACANCIES

### Section 1. Permanent Vacancy

If there is a vacancy in a classification covered by this Agreement which the Employer determines to fill on a permanent basis, a notice of the vacancy shall be posted on bulletin boards at each work location for five (5) working days. During this period, employees who wish to apply for the vacant job, including employees on layoff, shall submit an application in writing to the Human Resource Director. Nothing herein shall limit the right of the Employer to advertise the position at the same time it is posted.

### Section 2. Selection

Vacancies shall be filled based upon an individual's qualifications, experience, knowledge, skills and ability to perform the work, as determined by the Employer. First consideration shall be given to qualified applicants from the bargaining unit. If it is determined that the skills, abilities and qualifications of two (2) or more bargaining unit applicants for such vacancy are substantially equal, seniority shall govern in the selection of the employee for the position. If the Employer determines that there is no fully qualified bargaining unit applicant for the vacant position, the City may hire a new employee for the position.

Permanent vacancies shall be posted only after employees on lay-off have been given the opportunity to exercise their recall rights pursuant to Article XIII Section 2.

# ARTICLE XII

## PROBATIONARY PERIOD

### Section 1. Initial Probationary Period

All new employees of the bargaining unit shall serve a probationary period of twelve (12) months. During the probationary period, the employee shall have no seniority rights under this Agreement, and may be suspended, laid off, demoted or terminated at the sole discretion of the Employer without recourse to the grievance procedure. All

new employees will be subjected to all other provisions of this Agreement. Any employee requiring a professional certification as noted in Article XXIII, section 2, must satisfactorily complete the required certification within 12 months from the first available opportunity. These employees requiring professional certification shall remain on probation until they successfully attain said certification or 12 months whichever is greater. Upon satisfactory completion of the probationary period, an employee shall acquire seniority which shall be retroactive to the most recent hire with the Employer.

During the initial probationary period, the new employee and his/her department head shall take part in three (3) face-to-face performance evaluations at intervals of three, six and nine months. The results of these sessions shall be summarized by the management supervisor and documented in the employee's personnel file.

#### Section 2. Promotional Probationary Period

In the event an employee is transferred to a classification paying a higher wage rate, such employee shall be considered a probationary employee for twelve (12) months in the new position. During this probationary period, the Employer may return the employee or the employee may voluntarily elect to return to the employee's former position at the employee's former rate of pay if the position is vacant. If the employee's former position is not vacant, the Employer may reassign the employee to a position similar to the former position or lay off the least senior employee currently occupying the employee's former classification.

During the promotional probationary period, the employee and his/her department head shall take part in four face-to-face performance evaluations at intervals of three, six, nine and twelve months. The results of these sessions shall be summarized by the management supervisor and documented in the employee's personnel file.

#### Section 3. Lateral Transfer

In the event an employee is transferred to a position or classification paying the same wage rate, such employee shall be considered a probationary employee for the first six (6) months in the new position. During this probationary period, the Employer may return the employee or the employee may voluntarily elect to return to the employee's former position at the employee's former rate of pay if the position is vacant. If the employee's former position is not vacant, the Employer may reassign the employee to a position similar to the former position or lay off the least senior employee currently occupying the employee's former classification.

During the probationary period, the employee and his/her department head shall take part in two face-to-face performance evaluations at intervals of three and six months. The results of these sessions shall be summarized by the management supervisor and documented in the employee's personnel file.

## **ARTICLE XIII** **LAYOFF/RECALL**

#### Section 1. Layoff

The Employer, in its discretion, shall determine whether layoffs are necessary and from what department. The Employer shall notify the Union as soon as practicable, but no later than sixty (60) days in advance of any layoffs. The Employer agrees to meet and discuss alternatives to layoff with the Union and provide the Union with complete information pertinent to the decision to lay off any employee(s). If after such discussion the Employer determines that a layoff is still in order, employees shall be laid off in the following order:

1. Temporary and probationary employees;
2. Part-time employees, in inverse order of seniority;
3. Full-time employees, in inverse order of seniority.

## Section 2. Recall

Non-probationary employees who are laid off shall be placed on a recall list for a period of two (2) years. If there is a recall in the job classification from which the employee was laid off, employees who are on the recall list shall be recalled, provided they are fully qualified and able to perform the work to which they are recalled without further training.

Employees who are eligible for recall shall be given fourteen (14) 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 Employer of his intention to return to work within three (3) days after receiving notice of recall. The Employer 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 Employer with his latest mailing address. If an employee fails to respond in a timely fashion to a recall notice his name shall be removed from the recall list.

## Section 3. Effects of Layoff

During the period of time that non-probationary employees have recall rights as specified above, the following provisions shall be applicable to any non-probationary employees who are laid off by the City:

1. An employee shall be paid for any earned but unused vacation days.
2. An employee shall have the right to maintain insurance coverage by paying in advance the full applicable monthly premium for single and, if desired, family coverage.
3. If an employee is recalled, the amount of accumulated, non-compensated sick leave days that the employee had as of the effective date of the layoff shall be restored.
4. Upon recall, the employee's seniority shall be adjusted by the length of the layoff.

## **ARTICLE XIV** **PERSONNEL FILES**

An employee shall have the right, upon reasonable request, to review the non-confidential materials in his official personnel file, provided that no document shall be marked, altered or removed. If a request is made to copy documents in an employee's personnel file, the Employer may request that the employee reimburse the Employer for the reasonable cost of copying any such documents. Nothing herein shall require the Employer to collate or compile information. The provisions of this Section shall be in lieu of the Personnel Records Act, Ill. Rev. Stat., Ch.48, paragraph 2001, et seq.

## **ARTICLE XV** **ABSENCES AND TARDINESS**

### Section 1. General Provisions

It is understood that an unauthorized or unreported absence, excessive absenteeism, repeated, unreported or excessive tardiness or the abuse of sick leave (improper or excessive use) constitutes just cause for discipline, up to and including discharge.

### Section 2. Absence/tardiness

An employee who cannot report for duty at the scheduled time shall report the reason thereof to his immediate non-bargaining unit supervisor prior to the date of absence, when possible, but in no event later than one hour prior to the start of the shift, unless circumstances prevent the employee from so doing. All unauthorized or unreported absences and/or repeated or excessive tardiness shall be considered as without leave and a deduction of pay shall be made. An

unreported leave of three (3) days or more shall be grounds for discharge. The threshold between late arrival and unauthorized absence is one (1) hour after starting time.

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

### **Section 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.

### **Section 2. Normal Workweek and Workday**

Except as provided elsewhere in this Agreement, the normal workweek for full-time employees shall consist of forty (40) hours per payroll week. The normal workweek for regular part-time employees will vary but will generally not exceed an average of thirty (30) hours per week.

### **Section 3. Breaks/Meal Periods**

The Employer shall attempt to give full-time employees a fifteen (15) minute paid rest period during each one-half shift. Part-time employees scheduled to work three (3) or more but less than six and one-half (6 1/2) hours may receive one ten (10) minute break. Except in an emergency, an unpaid meal period shall be scheduled for employees who work more than five (5) hours in any given day.

The Employer shall attempt to give employees who are scheduled to work overtime breaks/meal periods on the same basis as above. Absent an emergency, if an employee works sixteen (16) straight hours, said employee will be allowed and may be required to take a four (4) hour unpaid rest period.

### **Section 4. Changes in Normal Workweek and Workday**

Should it be deemed necessary in the Employer's judgment to establish schedules departing from the normal workday or workweek, or to change an employee's schedule, shift, or days off, when such changes constitute a departure from the normal workday or workweek, the Employer will, absent an emergency, give as much advance notice as practicable of such change to all affected employees.

### **Section 5. Overtime**

It is recognized that in addition to the normal workday and workweek, an employee may be required to work such additional time as is necessary in the judgment of the Employer to serve the citizens of the City. A full-time employee shall be compensated at one and one-half (1 1/2) times his regular straight-time hourly pay for all hours worked in excess of forty (40) hours in any one payroll week, in cash or compensatory time, at the employee's option. Time paid but not worked shall count as hours worked for purpose of calculating overtime, when such overtime is worked for purposes of an "emergency situation."

The Employer shall not arbitrarily limit hours of work during a normal workweek to avoid overtime if scheduled work needs to be accomplished.

### **Section 6. Compensatory Time**

Effective December 31, 2023, no employee shall possess or accrue more than One Hundred (100) hours of compensatory time. Any employee who has accrued One Hundred (100) hours of compensatory time shall not be permitted to accrue compensatory time beyond the maximum One Hundred (100) hours and will instead be compensated at the applicable overtime rate of pay for all hours worked in excess of forty (40) hours in any one payroll week. Compensatory time may not be "cashed" out until the employee's separation from employment. At the

time of separation from City employment, employees shall be compensated for accrued compensatory time up to the maximum accrual of One Hundred (100) hours.

While employee wishes will be considered, the scheduling of compensatory time shall be subject to the paramount needs of the Department. Compensatory time may be used only in one-hour increments with forty-eight (48) hour notice subject to the approval of the Department Head. Such approval shall not be unreasonably denied.

Section 7. Overtime Distribution

The Employer shall attempt to distribute overtime as equitably as possible among the employees who normally perform the work. If an employee establishes that he did not receive an overtime opportunity that he should have received, the employee shall be offered the next available overtime opportunity for which he is qualified in order to attempt to restore balanced distribution.

Section 8. No Pyramiding

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

Section 9. Overtime List

The Employer, on a monthly basis, shall provide the Union with a list of the overtime hours worked.

Section 10. Call-In Pay

A full-time employee who is called back to work outside his normal hours of work (i.e. hours not contiguous to his regularly scheduled hours of work) will be compensated for a minimum of two (2) hours of work or for all hours worked outside his regularly scheduled hours of work, whichever is greater, at the applicable hourly rate. The employee may be required to perform work duties (related to the initial call or any other operational need) for the period of two hours for which he is being compensated, as needed.

This section shall not be applicable to scheduled or holdover overtime or where an employee is called back to correct an error or omission on the part of the employee.

Section 11. On-Call Pay and On-Call List

Eligible full-time employees, as assigned by their non-union supervisor, will receive Two-Hundred and Twenty-Five Dollars (\$225) of pay for a full regular week of being on call. For clarification purposes, compensation will be calculated as follows: \$25 per weekday day (Monday-Friday), \$50 per weekend day (Saturday and Sunday) and \$50 per City recognized Holiday. No more than one employee from each division (Street, Water, WWTP) shall be paid On-Call for the same day. The on-call period is normally from 7:00 AM Monday morning through 6:59 AM Monday Morning. If the assigned on-call employee does not respond to the call back outside of his or her normal hours of work (i.e., hours not contiguous to his or her regularly scheduled work hours) due to an unforeseen emergency that occurred while on call, the employee shall immediately contact the non-union supervisor upon learning of their unavailability.

The City reserves the right to review the on-call list and consider rotating the on-call status of any full-time employee at any time.

**ARTICLE XVII**  
**FMLA AND UNPAID LEAVES OF ABSENCE**

Section 1. Family and Medical Leave Act of 1993

The Employer and the Union agree that the Employer will adopt policies for bargaining unit employees to implement the Family and Medical Leave Act of 1993 that are in accord with what is legally permissible under the

Act. Subject to the approval of the City Manager, and in accordance with FMLA provisions, employees may take leave intermittently or on a reduced leave schedule on a case-by-case basis. Paid time off for recuperation from a non-work-related injury or serious health condition shall run concurrently, i.e., at the same time as FMIA, provided the employee is eligible for both paid leave and FMLA and the employee has accrued paid leave at the time FMLA commences. FMLA benefits also run concurrently with benefits provided by the Worker's Compensation program. Prior to receiving an unpaid family and medical leave, the employee shall be required to exhaust all accumulated paid benefit time but shall be allowed to select the order in which said accumulated paid benefit time can be utilized.

**Section 2. Unpaid Leave**

The Employer may grant an employee's request for an unpaid leave for purposes other than those specified above on such terms and conditions as the Employer in its sole discretion may determine.

**Section 3. Employee Rights Upon Timely Return from Leave**

When an employee returns from a leave of absence provided for in this Article, the Employer shall return the employee to the same job position in which the employee was in prior to the start of the leave, if such a position exists, and the employee is qualified to do the work, seniority permitting. If the employee does not have the seniority, the layoff provisions of this Agreement shall apply.

**Section 4. Failure to Return from Leave**

Failure to return from a leave of absence after the expiration date thereof shall subject the employee to disciplinary action, up to and including discharge.

**Section 5. Non-Employment Elsewhere**

A leave of absence will not be granted to enable an employee to try or accept employment elsewhere or for self-employment. Any employee who engages in employment elsewhere (including self-employment) while on any leave of absence shall be subject to discipline, up to and including discharge.

**Section 6. Accrual of Benefits**

Employees shall not accrue benefits during a period of disciplinary suspension or during a period of leave of absence in excess of thirty (30) days.

**ARTICLE XVIII Repealed**

**ARTICLE XIX  
PAID LEAVES OF ABSENCE**

**Section 1. Jury Duty**

A full-time employee who loses time from work during his regularly scheduled hours of work because of jury duty shall be paid his regular straight time rate of pay for such time lost upon receipt of the entire sum paid for jury service, which payment the employee shall submit to the City. In order to be eligible for such payment the employee must submit to the City a certificate of service duly signed by the circuit clerk. An employee released from jury duty shall return to work immediately upon said release.

**Section 2. Bereavement**

In the event of a death in the family of a full-time employee, including spouse, parents, mother-in law, father-in-law, brother, sister, child, grandparents, grandparents-in-law, grandchildren, son-in-law, daughter-in-law, step-child or

significant other, an employee shall be granted up to three (3) consecutive work days for a leave of absence without loss of his regular pay to make necessary arrangements and to attend the funeral service. An employee may request authorization for bereavement leave involving the death of family members other than those listed where the employee considers such leave justified, which the Employer in its sole discretion may grant or deny. The Employer may require satisfactory evidence of the need for such absence. "Significant Other" shall mean a person who has regularly resided with the employee for at least twelve (12) consecutive months prior to the death. Documents which demonstrate that the parties lived together for at least twelve consecutive months will generally suffice in meeting this requirement.

## **ARTICLE XX**

### **SICK LEAVE**

#### **Section 1.**

Sick leave amounting to nine (9) days per year shall be allowed and permitted to accumulate from one fiscal year to the next until a maximum of one hundred twenty (120) days or nine hundred sixty (960) hours of unused leave has been accumulated. Upon retirement, an employee shall receive one hour's pay for each unused hour of sick leave that is accumulated according to this Section 1. There shall be no advance payment of sick leave, excepting two (2) weeks of Workmen's Compensation payments by the City on behalf of the City's insurer.

An eligible employee incurring any illness or injury which renders the employee unable to perform the duties of this employment shall be eligible to receive sick leave to the extent accrued. An employee may also use accumulated sick leave for medical or dental appointments with the prior approval of his Department Head.

It is the responsibility of each employee requesting sick leave to notify his Department Head at least one (1) hour prior to the start of the shift. In the event such notification is not made, the provisions of Article XV Section 2 shall apply.

Sick leave notification must be made for each workday that paid leave is being requested, unless such notification has been excused by the Employer.

Sick leave may be used only in one (1) hour increments. The employee may use sick leave to care for a sick family member with the approval of their Department Head.

An employee who is sick or disabled for three or more consecutive workdays may be required to secure and submit a physician's release certifying the nature of the illness and that the employee is fit to return to work before the employee will be permitted to return to work. When the Employer suspects that an employee is abusing sick leave or has developed a pattern of sick leave usage, the Employer shall have the right to require the employee to provide a medical verification, regardless of the length of the sick leave. The Employer may also require, at its discretion, that an employee take a medical exam in conjunction with the above sick leave release procedure.

An employee shall provide the Employer with accurate information concerning the reason for sick leave usage, and fully cooperate with the Employer in connection with any inquiries or medical examination required by the Employer.

Once an employee exhausts all benefit time and has not returned to work, employee will not continue to accrue sick time until he returns to work. Sick leave is not a right but a benefit provided by the Employer in order to provide an employee protection against loss of pay for a specific period of time due to illness or injury. Employees who engage in other employment during sick leave shall be subject to discipline up to and including discharge.

The abuse of sick leave shall be grounds for disciplinary action, up to and including discharge.

#### **Section 2.**

A full-time employee shall be compensated in cash at his straight-time hourly rate for each accumulated, unused sick leave to a maximum of one hundred twenty (120) days, when he is permanently separated from employment as a result of retirement, death, resignation or discharge.

## **ARTICLE XXI** **VACATION**

### Section 1.      Eligibility

Effective May 1, 2023, all full time bargaining unit employees employed by the City on May 1, 2023, and who have completed at least 21 years of continuous service in a position covered by the bargaining unit will retain the same number of vacation days for which they were eligible on the aforesaid date as follows: (1) employees starting year 21 through completion of year 25 will retain a maximum of 30 days of vacation; and (2) employees starting year 26 and thereafter will retain a maximum of 36 days of vacation.

All other full time bargaining unit employees who have not started year 21 of service as of May 1, 2023 will not lose their existing vacation days/hours off, and they will fall into place with the new schedule at the next applicable step. All employees hired on or after May 1, 2023, will be eligible for paid vacation on his or her anniversary date of employment, based upon his or her number of years of continuous service in a position covered by the bargaining unit as follows:

Years of Service	Vacation Days	Vacation Hours
1	10	80
2	11	88
3	12	96
4	13	104
5	14	112
6	15	120
7	16	128
8	17	136
9	18	144
10	19	152
11	20	160
12	21	168
13	22	176
14	23	184
15	24	192
16 (and thereafter)	25	200

### Section 2.      Vacation Pay

Vacation pay for an eligible employee shall be based upon the number of hours that the employee is regularly scheduled to work. Example: If an employee is regularly scheduled to work 35 hours per week, the employee will be paid 35 hours of pay for each week of vacation, at the employee's regular straight-time hourly rate of pay in effect on the payday immediately preceding the vacation.

### Section 3. Vacation Scheduling

Within each job classification in each department, vacations shall be scheduled insofar as is practicable at times desired by each employee with the determination of preference made on the basis of an employee's seniority. However, it is expressly understood that the final right to designate vacation periods and the number of employee in any job classification and/or department who may be on vacation is reserved to the Employer because of the nature of the work and the requirement that the orderly performance and continuation of municipal services be maintained; provided that the Employer shall not arbitrarily limit the number of employees who may be on vacation at any one time.

Vacation shall be taken only after it is earned. An employee shall provide his Department Head with his choice of vacation at least thirty (30) days in advance of vacation of five (5) days or more. Fifteen-day notice shall generally be provided to use vacation of less than five days; provided, however, the Department Head shall have the discretion to approve vacation with less notice. The Department Head shall attempt to provide a response within seven (7) calendar days. Vacation shall not be changed or canceled except in an emergency or due to operational needs.

Employee's will be permitted to schedule up to a maximum of two weeks (10 work days) consecutively off within scheduling guidelines of this section. It will be at the discretion of the City Manager or his/her designee if an employee is requesting additional time off consecutively.

### Section 4. Limitation on Accumulation

Vacation time shall not accumulate from one year to the next and must be used within one year after it is earned or it shall be lost.

### Section 5. Liquidation

When an employee is entitled to three or more weeks of vacation, he or she has the option of receiving one week's pay in lieu of one week's vacation. Such liquidation shall occur within thirty (30) days of the employee's anniversary after reasonable notice has been given to the City's Finance office.

## **ARTICLE XXII** **HOLIDAYS**

### Section 1. Holidays

The following days shall be considered paid holidays for eligible full-time employees during the term of this Agreement:

New Year's Day  
Good Friday  
Memorial Day  
Juneteenth Day  
Independence Day  
Labor Day  
Veteran's Day  
Floating Holiday  
Thanksgiving Day  
Friday After Thanksgiving  
Christmas Day  
Christmas Eve Day  
Martin Luther King Jr.'s Birthday

For the purpose of this Article, if one of the above holidays falls on a Saturday, it shall be observed on the preceding Friday, and if one of the above holidays falls on Sunday, it shall be observed on the following Monday.

Section 2. Holiday Pay

For each holiday, an eligible employee shall receive holiday pay at his regular straight-time hourly rate based upon the number of hours that he would have been scheduled to work. If an employee works on a scheduled holiday, he shall additionally receive his regular straight-time hourly rate for all such hours actually worked. In each such holiday when an employee is called in to work, an eligible employee shall receive, in addition to his regular pay for the holiday, compensation at time and one-half (1 1/2) his regular straight-time hourly rate for all such hours actually worked.

Section 3. 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 the employee has been granted pre-approved paid time off (sick leave with verification, if requested).

Section 4. Holiday During Vacation

When a holiday falls within an eligible employee's approved vacation, he shall receive the appropriate holiday pay and retain the vacation day.

## **ARTICLE XXIII**

### **WAGES**

Section 1. Wage Schedule and General Increases

The wage schedule is set out and attached as Appendix "A" which shall form a part of, and be subject to, all the provisions of this Agreement. Appendix A reflects wage increases as follows: effective May 1, 2023, an across-the-board wage increase of 3%; effective January 1, 2024, an across-the-board wage increase of 2.75%; effective January 1, 2025, an across-the-board wage increase of 2.75%.

All new hires shall start at 100 percent (100%) of Step One for their classification, with the exception that the City may start a new employee at Step Two for his or her classification with the mutual consent of the parties.

Section 2. Repealed

Section 3. Clothing Allowance

Non-office personnel staff will have \$300 per employee per year budgeted for the purchase of work-related clothing. The City will order/purchase clothing twice per year. The City will track individual employee balances.

Section 4. IMRF

In the calculation of Illinois Municipal Retirement Fund (IMRF) benefits, compensation paid under an Internal Revenue Code Section 125 plan will be included.

Section 5. Repealed

## Section 6. Career Service Bonus

A "Career Service Bonus" shall be paid to full-time bargaining unit employees who have reached the eligible threshold of seniority per Article X, Section 1, as follows:

- In a fiscal year in which a bargaining unit member attains a new five-year threshold for service, he/she shall advance to the new bonus level pro-rated in his bi-weekly paycheck effective May 1 of that year.
- On completion of five years of full-time continuous service, a member shall receive an annual bonus of \$300.00.
- On completion of ten years of full-time continuous service, a member shall receive an annual bonus of \$600.00.
- On completion of fifteen years of full-time continuous service, a member shall receive an annual bonus of \$900.
- On completion of twenty years of full-time continuous service, a member shall receive an annual bonus of \$1,200.
- On completion of twenty-five of full-time continuous service, a member shall receive an annual bonus of \$1,500.
- On completion of thirty years of full-time continuous service, a member shall receive an annual bonus of \$1,800.

## ARTICLE XXIV INSURANCE

### Section 1. Benefits

The cost of the premiums for health insurance shall be paid as follows:

The Employer shall pay the premium minus \$100.00 with a \$250.00 to \$300.00 deductible per person for the employee and Employer shall pay 85% of the cost of the premium with a \$600.00 to \$750.00 deductible per family federal law, if insured, for the City-sponsored health insurance plan. The employee shall pay \$100.00 over 26 pay periods towards individual coverage with a total not to exceed 15% of the cost of the premium with a \$600.00 to \$750.00 deductible per family.

### Section 2. Cost Containment

The Employer reserves the right to maintain or institute cost containment measures relative to insurance coverage. Such changes may include, but are not limited to, mandatory second opinions for elective surgery, pre-admission and continuing admission review, prohibition on weekend admissions except in emergency situations, and mandatory out- patient elective surgery for designated surgical procedures.

### Section 3. Terms of Policy to Govern

The extent of coverage under the insurance policies referred to in this Article shall be governed by the terms and conditions set forth in said policies. Any questions concerning coverage shall be resolved in accordance with the terms and conditions in said policy and shall not be subject to the grievance procedure set forth in this Agreement.

### Section 4. National Health Insurance

Should some form of National Health Insurance be enacted which results in increased insurance costs to the Employer, the Employer may elect to reopen Article XXIV only.

### Section 5. Retiree Health Insurance

Full-time bargaining unit employees who retire from employment with the City during the term of this Agreement, shall be eligible for city sponsored health insurance in accordance with Section 18 of Ordinance No. 92.80 as it

existed on April 30, 1994. A copy of the relevant portions of this Ordinance is attached hereto as Appendix B. Any premium payments shall be remitted by the retiree directly to the City on a monthly basis. The City sponsored health insurance plan referred to herein shall be the same policy provided by the City to full-time bargaining unit employees, as the same may be modified from time to time by the City.

Section 6.        Life Insurance

The Employer shall provide twenty-five thousand dollars (\$25,000) in life insurance for each full-time employee covered by this Agreement.

**ARTICLE XXV**  
**MISCELLANEOUS**

Section 1.        Drug Testing

Effective January 1, 1996, all bargaining unit employee shall be subject to drug and alcohol testing consistent with the Department of Transportation rules governing drug and alcohol testing and implementing the Omnibus Transportation Employee Testing Act of 1991. The City may take all steps necessary to comply with the drug and alcohol testing provisions of the Omnibus Transportation Employee Testing Act of 1991. Bargaining unit employees not covered by the Omnibus Transportation Testing Act of 1991 shall nevertheless be subject to drug and alcohol testing consistent with the Act and rules and regulations provided for there under, except that said employee shall not be subject to random testing.

Use of proscribed (i.e. illegal) drugs at any time while employed by the City, abuse of prescribed drugs, as well as having proscribed drugs in the blood while on duty, shall be cause for discipline, including discharge.

Cause for discipline, including dismissal, shall exist when an employee consumes, possesses or is under the influence of alcohol at any time during the employee's working hours.

Nothing in this Section shall be construed to prevent an employee from requesting treatment in lieu of discipline.

Section 2.        Employee Assistance Policy

The Employer and the Union recognize the value of counseling and assistance programs to those employees who have personal problems which interfere with the employee's efficient and productive performance of an employee's job duties and responsibilities.

Section 3.        Fitness Examination

If there are any questions concerning an employee's fitness for duty or fitness to return to duty following a layoff or leave of absence, the Employer may require, at its expense that the employee have an examination by a qualified and licensed medical professional selected by the Employer. If, based on the results of the examination, it is determined that an employee is not fit for duty, the Employer may place the employee on sick leave or an unpaid medical leave, if the employee has exhausted all of his sick leave.

Section 4.        Union Contract

The Employer agrees to provide the Union with four (4) signed copies of the Collective Bargaining Agreement.

Section 5.        Driver's Licenses

All employees who are required to drive as part of their job shall obtain and maintain the required appropriate driver's license and endorsement. Failure to inform the City of a suspended or revoked license, or to obtain or maintain an appropriate driver's license and endorsement shall result in termination. The City shall pay all costs incurred by the employee toward the cost of the commercial driver's license (CDL) for employees whom the City requires to maintain a CDL.

## Section 6. Residency

All members shall reside and maintain their domicile within twenty (20) miles of the intersection of State and Main Streets in the City of Sycamore, Illinois. Residency must be established within twelve (12) months of the date of hire. All members not currently residing within twenty (20) miles from the intersection of State and Main Streets in the City of Sycamore, Illinois at the time this Agreement is entered shall not be required to change their residence, but if such an employee moves at any time after the date of this Agreement, the employee shall comply with this residency requirement.

## Section 7. Training

As part of the annual performance evaluations conducted by the City's department heads, members shall have an opportunity to suggest training opportunities that may assist the member in attaining or upgrading skills that might

eventually result in a stronger overall job performance or promotion. If the member and his department head agree on the training needs and if the City has allocated adequate departmental funds to finance relevant job-related training opportunities, the member may pursue the training in accordance with this section. Requests for training are subject to budgetary constraints and manpower availability and shall not otherwise be unreasonably denied. If the training is a course or seminar offered during regular working hours, the employee shall receive wage compensation at straight time and shall be reimbursed for legitimate travel expenses, registration fees or tuitions. If the training is a course or seminar offered by accredited institutions after regular working hours, the member shall be reimbursed for the class registration fees or tuition upon the satisfactory completion of the course or seminar with a grade of "C" or higher. Proof of such completion shall be necessary. The member will not be given wage compensation for the time involved in travel or attendance at the class after regular working hours. Attendance at such classes shall be on the employee's time. Employees will be required to fill out the Tuition Request Form prior to class in accordance with the City's Tuition Reimbursement Policy.

## Section 8. Employee Handbook

The language and intent of the City of Sycamore's Employee Handbook shall not take precedence over the terms of this Agreement.

## ARTICLE XXVI SAVINGS CLAUSE

In the event any Article, section or portion of this Agreement should be rendered or declared invalid and unenforceable by any board, agency or court of competent jurisdiction or by reason of any existing or subsequently enacted legislation, such decision or legislation shall apply only to the specific article, section or portion thereof specifically specified in the board, agency or court decision or legislation and the remaining part or portions of this Agreement shall remain in full force and effect.

## ARTICLE XXVII ENTIRE AGREEMENT

This Agreement, upon ratification, supersedes all prior practices and agreements, whether written or oral, unless expressly stated to the contrary herein, and constitutes the complete and entire agreement between the parties, and concludes collective bargaining for its term.

The Employer and the Union, for the duration of this Agreement, each voluntarily and unqualified waives the right, and each agrees that the other shall not be obligated, to bargain collectively with respect to any subject or matter referred to or covered in this Agreement, including the impact of the Employer's exercise of its rights as set forth herein on wages, hours or terms and conditions of employment. In so agreeing, the parties acknowledge that, during the negotiations which result 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 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 XXVIII**

### **DURATION AND TERM OF AGREEMENT**

This Agreement shall be effective as of the date the contract is executed by both parties and shall remain in full force and effect until 11:59 p.m. on the 31<sup>st</sup> day of December, 2025. It shall be automatically renewed from year to year thereafter unless either party shall notify the other in writing at least ninety (90) days prior to the anniversary date that it desires to modify this Agreement. In the event that such notice is given, negotiations shall begin no later than sixty (60) days prior to the anniversary date unless the party mutually agrees otherwise.

EXECUTED this \_\_\_\_ day of May, 2023

## CITY OF SYCAMORE

AFSCME

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## City Manager

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AFSCME Rep

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## AFSCME Union President

## AFSCME Union Vice President

## APPENDIX A

	3.00%							
May 1, 2023 - December 31, 2023	Salary							
Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Foreman II	\$ 70,973.87	\$ 73,056.74	\$ 75,202.08	\$ 77,411.79	\$ 79,687.78	\$ 82,032.08	\$ 84,446.69	\$ 86,933.76
Foreman I	\$ 69,428.87	\$ 71,511.74	\$ 73,657.08	\$ 75,866.79	\$ 78,142.78	\$ 80,487.08	\$ 82,901.69	\$ 85,388.76
Mechanic / Laborer II	\$ 65,205.99	\$ 67,162.18	\$ 69,177.05	\$ 71,252.34	\$ 73,389.92	\$ 75,591.62	\$ 77,859.38	\$ 80,195.14
Building Inspector II	\$ 68,042.24	\$ 70,021.71	\$ 72,060.55	\$ 74,160.60	\$ 76,323.61	\$ 78,551.53	\$ 80,846.27	\$ 83,209.86
Building Inspector I	\$ 66,291.24	\$ 68,270.71	\$ 70,309.55	\$ 72,409.60	\$ 74,572.61	\$ 76,800.53	\$ 79,095.27	\$ 81,458.86
Accountant	\$ 65,982.24	\$ 67,961.71	\$ 70,000.55	\$ 72,100.60	\$ 74,263.61	\$ 76,491.53	\$ 78,786.27	\$ 81,149.86
Laborer I	\$ 60,936.55	\$ 62,764.67	\$ 64,647.59	\$ 66,587.03	\$ 68,584.62	\$ 70,642.16	\$ 72,761.44	\$ 74,944.29
CSO / Evidence Tech / Office Manager	\$ 54,726.45	\$ 56,368.26	\$ 58,059.31	\$ 59,801.09	\$ 61,595.13	\$ 63,442.96	\$ 65,346.25	\$ 67,306.64
Administrative Assistant	\$ 48,516.36	\$ 49,971.88	\$ 51,471.01	\$ 53,015.12	\$ 54,605.60	\$ 56,243.75	\$ 57,931.07	\$ 59,669.02
Account Clerk	\$ 48,516.36	\$ 49,971.88	\$ 51,471.01	\$ 53,015.12	\$ 54,605.60	\$ 56,243.75	\$ 57,931.07	\$ 59,669.02
Billing Coordinator	\$ 48,516.36	\$ 49,971.88	\$ 51,471.01	\$ 53,015.12	\$ 54,605.60	\$ 56,243.75	\$ 57,931.07	\$ 59,669.02
Custodian	\$ 42,694.41	\$ 43,975.24	\$ 45,294.51	\$ 46,653.32	\$ 48,052.94	\$ 49,494.51	\$ 50,979.35	\$ 52,508.74
Records Clerk	\$ 41,918.17	\$ 43,175.68	\$ 44,470.96	\$ 45,805.10	\$ 47,179.25	\$ 48,594.62	\$ 50,052.48	\$ 51,554.01
PT Community Service Officer	\$ 26.31	\$ 27.10	\$ 27.91	\$ 28.75	\$ 29.61	\$ 30.50	\$ 31.42	\$ 32.36
PT Engineering Assistant	\$ 20.20	\$ 20.80	\$ 21.41	\$ 22.05	\$ 22.72	\$ 23.39	\$ 24.10	\$ 24.82
PT Laborer	\$ 20.20	\$ 20.80	\$ 21.41	\$ 22.05	\$ 22.72	\$ 23.39	\$ 24.10	\$ 24.82
PT Custodian	\$ 20.20	\$ 20.80	\$ 21.41	\$ 22.05	\$ 22.72	\$ 23.39	\$ 24.10	\$ 24.82
PT Clerk	\$ 19.42	\$ 19.97	\$ 20.60	\$ 21.19	\$ 21.84	\$ 22.48	\$ 23.20	\$ 23.87
PT Administrative Assistant	\$ 19.42	\$ 19.97	\$ 20.60	\$ 21.19	\$ 21.84	\$ 22.48	\$ 23.20	\$ 23.87
PT Records Clerk	\$ 19.42	\$ 19.97	\$ 20.60	\$ 21.19	\$ 21.84	\$ 22.48	\$ 23.20	\$ 23.87
PT Parking Officer	\$ 18.23	\$ 18.78	\$ 19.36	\$ 19.92	\$ 20.52	\$ 21.15	\$ 21.77	\$ 22.43

	2.75%							
January 1, 2024 - December 31, 2024	Salary							
Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Foreman II	\$ 72,925.65	\$ 75,065.80	\$ 77,270.14	\$ 79,540.62	\$ 81,879.20	\$ 84,287.97	\$ 86,768.98	\$ 89,324.44
Foreman	\$ 71,338.16	\$ 73,478.31	\$ 75,682.65	\$ 77,953.13	\$ 80,291.71	\$ 82,700.48	\$ 85,181.49	\$ 87,736.95
Mechanic / Laborer II	\$ 66,999.16	\$ 69,009.14	\$ 71,079.41	\$ 73,211.78	\$ 75,408.14	\$ 77,670.39	\$ 80,000.51	\$ 82,400.51
Building Inspector II	\$ 69,913.40	\$ 71,947.30	\$ 74,042.22	\$ 76,200.01	\$ 78,422.51	\$ 80,711.70	\$ 83,069.54	\$ 85,498.13
Building Inspector I	\$ 68,114.25	\$ 70,148.15	\$ 72,243.06	\$ 74,400.86	\$ 76,623.35	\$ 78,912.54	\$ 81,270.39	\$ 83,698.98
Accountant	\$ 67,796.75	\$ 69,830.65	\$ 71,925.57	\$ 74,083.36	\$ 76,305.86	\$ 78,595.05	\$ 80,952.89	\$ 83,381.48
Laborer	\$ 62,612.31	\$ 64,490.70	\$ 66,425.40	\$ 68,418.17	\$ 70,470.70	\$ 72,584.82	\$ 74,762.37	\$ 77,005.26
CSO / Evidence Tech / Office Manager	\$ 56,231.43	\$ 57,918.39	\$ 59,655.94	\$ 61,445.62	\$ 63,289.00	\$ 65,187.64	\$ 67,143.27	\$ 69,157.57
Administrative Assistant	\$ 49,850.56	\$ 51,346.11	\$ 52,886.46	\$ 54,473.04	\$ 56,107.26	\$ 57,790.45	\$ 59,524.18	\$ 61,309.92
Account Clerk	\$ 49,850.56	\$ 51,346.11	\$ 52,886.46	\$ 54,473.04	\$ 56,107.26	\$ 57,790.45	\$ 59,524.18	\$ 61,309.92
Billling Coordinator	\$ 49,850.56	\$ 51,346.11	\$ 52,886.46	\$ 54,473.04	\$ 56,107.26	\$ 57,790.45	\$ 59,524.18	\$ 61,309.92
Custodian	\$ 43,868.50	\$ 45,184.56	\$ 46,540.11	\$ 47,936.29	\$ 49,374.40	\$ 50,855.61	\$ 52,381.28	\$ 53,952.73
Records Clerk	\$ 43,070.92	\$ 44,363.02	\$ 45,693.91	\$ 47,064.74	\$ 48,476.68	\$ 49,930.97	\$ 51,428.92	\$ 52,971.75
PT Community Service Officer	\$ 27.03	\$ 27.84	\$ 28.68	\$ 29.54	\$ 30.43	\$ 31.34	\$ 32.28	\$ 33.25
PT Engineering Assistant	\$ 20.75	\$ 21.37	\$ 22.00	\$ 22.66	\$ 23.35	\$ 24.03	\$ 24.76	\$ 25.51
PT Laborer	\$ 20.75	\$ 21.37	\$ 22.00	\$ 22.66	\$ 23.35	\$ 24.03	\$ 24.76	\$ 25.51
PT Custodian	\$ 20.75	\$ 21.37	\$ 22.00	\$ 22.66	\$ 23.35	\$ 24.03	\$ 24.76	\$ 25.51
PT Clerk	\$ 19.95	\$ 20.52	\$ 21.17	\$ 21.77	\$ 22.44	\$ 23.10	\$ 23.83	\$ 24.52
PT Administrative Assistant	\$ 19.95	\$ 20.52	\$ 21.17	\$ 21.77	\$ 22.44	\$ 23.10	\$ 23.83	\$ 24.52
PT Records Clerk	\$ 19.95	\$ 20.52	\$ 21.17	\$ 21.77	\$ 22.44	\$ 23.10	\$ 23.83	\$ 24.52
PT Parking Officer	\$ 18.73	\$ 19.29	\$ 19.90	\$ 20.47	\$ 21.08	\$ 21.73	\$ 22.37	\$ 23.05

	2.75%							
January 1, 2025 - December 31, 2025	Salary							
Title	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
Foreman II	\$ 74,931.11	\$ 77,130.11	\$ 79,395.07	\$ 81,727.98	\$ 84,130.88	\$ 86,605.89	\$ 89,155.12	\$ 91,780.86
Foreman	\$ 73,299.96	\$ 75,498.96	\$ 77,763.92	\$ 80,096.84	\$ 82,499.73	\$ 84,974.74	\$ 87,523.98	\$ 90,149.72
Mechanic / Laborer II	\$ 68,841.64	\$ 70,906.89	\$ 73,034.10	\$ 75,225.10	\$ 77,481.87	\$ 79,806.32	\$ 82,200.53	\$ 84,666.52
Building Inspector II	\$ 71,836.02	\$ 73,925.86	\$ 76,078.38	\$ 78,295.51	\$ 80,579.13	\$ 82,931.27	\$ 85,353.95	\$ 87,849.33
Building Inspector I	\$ 69,987.39	\$ 72,077.23	\$ 74,229.75	\$ 76,446.89	\$ 78,730.50	\$ 81,082.64	\$ 83,505.82	\$ 86,000.70
Accountant	\$ 69,661.17	\$ 71,751.00	\$ 73,903.52	\$ 76,120.66	\$ 78,404.27	\$ 80,756.41	\$ 83,179.09	\$ 85,674.47
Laborer	\$ 64,334.14	\$ 66,264.19	\$ 68,252.10	\$ 70,299.67	\$ 72,408.64	\$ 74,580.90	\$ 76,818.34	\$ 79,122.91
CSO / Evidence Tech / Office Manager	\$ 57,777.80	\$ 59,511.15	\$ 61,296.48	\$ 63,135.37	\$ 65,029.45	\$ 66,980.31	\$ 68,989.71	\$ 71,059.40
Administrative Assistant	\$ 51,221.45	\$ 52,758.13	\$ 54,340.84	\$ 55,971.04	\$ 57,650.21	\$ 59,379.69	\$ 61,161.09	\$ 62,995.94
Account Clerk	\$ 51,221.45	\$ 52,758.13	\$ 54,340.84	\$ 55,971.04	\$ 57,650.21	\$ 59,379.69	\$ 61,161.09	\$ 62,995.94
Billing Coordinator	\$ 51,221.45	\$ 52,758.13	\$ 54,340.84	\$ 55,971.04	\$ 57,650.21	\$ 59,379.69	\$ 61,161.09	\$ 62,995.94
Custodian	\$ 45,074.89	\$ 46,427.14	\$ 47,819.96	\$ 49,254.54	\$ 50,732.19	\$ 52,254.14	\$ 53,821.76	\$ 55,436.43
Records Clerk	\$ 44,255.37	\$ 45,583.00	\$ 46,950.49	\$ 48,359.02	\$ 49,809.79	\$ 51,304.07	\$ 52,843.22	\$ 54,428.47
PT Community Service Officer	\$ 27.77	\$ 28.61	\$ 29.47	\$ 30.35	\$ 31.26	\$ 32.20	\$ 33.17	\$ 34.17
PT Engineering Assistant	\$ 21.32	\$ 21.96	\$ 22.61	\$ 23.28	\$ 23.99	\$ 24.70	\$ 25.45	\$ 26.21
PT Laborer	\$ 21.32	\$ 21.96	\$ 22.61	\$ 23.28	\$ 23.99	\$ 24.70	\$ 25.45	\$ 26.21
PT Custodian	\$ 21.32	\$ 21.96	\$ 22.61	\$ 23.28	\$ 23.99	\$ 24.70	\$ 25.45	\$ 26.21
PT Clerk	\$ 20.50	\$ 21.09	\$ 21.75	\$ 22.37	\$ 23.05	\$ 23.74	\$ 24.49	\$ 25.20
PT Administrative Assistant	\$ 20.50	\$ 21.09	\$ 21.75	\$ 22.37	\$ 23.05	\$ 23.74	\$ 24.49	\$ 25.20
PT Records Clerk	\$ 20.50	\$ 21.09	\$ 21.75	\$ 22.37	\$ 23.05	\$ 23.74	\$ 24.49	\$ 25.20
PT Parking Officer	\$ 19.25	\$ 19.82	\$ 20.44	\$ 21.03	\$ 21.66	\$ 22.32	\$ 22.99	\$ 23.68