

CONTRACT BETWEEN  
THE CITY OF BEARDSTOWN, ILLINOIS  
AND  
THE UNITED FOOD & COMMERCIAL  
WORKERS  
DISTRICT LOCAL 431

**Effective: May 1, 2024**  
**Expires: April 30, 2027**

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DEFINITIONS:

UNION United Food & Commercial Workers District Local #431, AFL-CIO CLC

EMPLOYER City of Beardstown, Illinois

BARGAINING UNIT The employees and the departments referred to In this Agreement who are members and are represented by the United Food & Commercial Workers Union District Local #431

GENERAL MAINTENANCE All work as required by the city of its employees for the daily operation and maintenance of the City. These operations to include, but are not limited to, street repair, water & sewer maintenance and repair and all cemetery work.

OPERATOR MECHANIC During the term of this Agreement, the term operator will be used to describe the person who is required to operate the Backhoe, Pead Grader, and Street Sweeper. Mechanic will be the person who is required to make repairs or overhaul City equipment inside the city maintenance shop.

LEAD PERSON An employee, when designated by the city, to supervise employees. This employee will be a member of the bargaining unit. Lead persons shall be allowed to perform all work.

REGULAR Full Time An employee who has fulfilled all requirements of the City and has become a member of the Union.

PROBATIONARY An employee who is hired with the express purpose of becoming a full-time employee and a member of the Union.

OPEN BIDDING PROMOTIONS This will apply only to those jobs covered by the bargaining unit.

CUSTODIAL JANITOR An employee who is hired for the purpose of general maintenance and cleaning inside and outside the buildings owned, leased, or controlled by the City. This shall also include grounds keeping and grass cutting.

**DEFINITIONS - cont'd**

|                        |   |
|------------------------|---|
| SICK PAY               | The pay an employee will receive only when off Sick or injured. This sickness or injury need not be job related.                              |
| FUNERAL PAY            | The pay an employee will receive when he is off due to a death in his family.   |
| PERSONAL DAYS          | Days as established by the City and Union that Employees may use for any reason and be allowed a basic day's pay.                             |
| PAY PERIOD             | The date established by the City and Union that each employee will be paid on.  |
| GRIEVANCE<br>PROCEDURE | The method established by the City and Union to handle all disputes and misunderstandings that might arise from this Agreement.               |
| DEPARTMENT             | New employees will be assigned to a department When hired and the seniority date in each Department will be used for the purpose of a Layoff. |

## AGREEMENT

This Agreement is made and entered into this 1<sup>st</sup> day of May 2021 by and between the City of Beardstown an Illinois Municipal Corporation, hereinafter referred to as the 'Employer' and the United Food and Commercial Workers, District Local #431, AFL-CIO & CLC, hereinafter referred to as the 'Union.'

## MANAGEMENT'S RIGHTS

The Union recognized the City as the Employer and except as specifically limited by the express provisions of this Agreement, as having the rights to manage and direct the affairs and operations of the City and to manage and direct its employees. These rights include, but are not limited to, the following to plan, direct, control, and determine all the operations and services of the City; to supervise and direct the work forces.

The City retains the exclusive right to establish the qualifications for employment and promotions; to create or abolish jobs, to establish job descriptions and reasonable levels of job performance, to establish work, to establish standards, to assign overtime. The City retains the right to determine the methods, means, organization and number of personnel by which the operation and services of the City shall be conducted.

The City has the right to suspend or discharge employees for just cause. To change or eliminate existing methods, equipment, or facilities, provided that the exercise of any of these rights shall not conflict with any of the express written provisions of this Agreement, nor shall such right be used to discriminate against the Union or its members.

The City reserves the right to bring in outside contractors for work that is not normally performed by the bargaining unit. The City reserves the right to place all trash and garbage collecting in an outside contractor at any time.

The City reserves the right to provide custodial or janitor service to any or all buildings owned, leased, or controlled by the City, with employees outside the bargaining unit. This language shall remain in effect provided o department employee(s) within the bargaining unit positions are permanently discontinued. If the current employee quits or is terminated, the job will be posted in the normal manner.

The City reserves the right to bring in outside contactors for work that is not normally performed by the bargaining unit, including but not limited to the following:

- a. Trash and garbage collection.
- b. Providing dispatching services.

**ARTICLE I. RECOGNITION OF THE UNION**

- A. The City recognizes the Union as the exclusive bargaining agent for all regular full-time employees covered by the bargaining unit in all matters relating to wages, hours, and condition of employment. During the term of this Agreement, the bargaining unit will represent employees from the Water & Sewer Department, Street & Alley Department, Cemetery Department, City Clerks Department, and janitors.
  
- B. The Union shall inform the Employer in writing of their members who are elected or selected to represent the Union. The Union Business Representative shall be permitted on the Employer's property and to visit with officers or members for reasonable times as required to enforce the terms of this Agreement. During the course of these meetings, when held on City property, the Union Officer will experience no loss of pay.
  
- C. City employees excluded from the bargaining unit shall be allowed to perform all work normally performed by the bargaining unit. Department Heads not covered by the bargaining unit shall not perform work outside of their departments normally performed by members of the bargaining unit. His provision shall not prevent Department Heads from instructing bargaining unit members outside of their departments. In emergency situations, all city employees not covered by the bargaining unit, shall be allowed to perform all work normally covered by the bargaining unit. The City agrees that the provisions of this paragraph will not be used to use Department Heads from another department for the purpose of laying off bargaining unit members.

D. The provisions of this Agreement shall be applied to all employees without regard to race, color, sex, or sexual orientation, gender identity, national origin, religion, age, citizenship status, marital status, disability, disabled veterans, Vietnam Era veterans or any other protected condition or characteristic in conformance with federal, state, and local laws and regulations. Neither the City nor the Union will discriminate against employees because of legitimate Union activities or membership in the Union.

E. Upon receipt of a voluntary written individual order from any of its employees covered by this Agreement, on forms provided by the Union, the City will deduct the amounts required for initiation fees, union dues, assessments, A.B.C. and death benefits. The amounts to be deducted will be specified in writing by District Local #431. These deductions will be made each pay period and remitted by the end of the month in which they are deducted to the Secretary-Treasurer of District Local 431.

In addition, the City agrees to make payroll deductions each pay period for participating employees to the First National Bank of Beardstown. Deductions for the above financial institution will be remitted promptly to the respective institution. The City shall be saved harmless in the event of any legal controversy involving this provision.

F. The Union shall represent all employees in the bargaining unit fairly and equally. All employees, hired in the departments represented by the bargaining unit, after January 1, 1983, shall become members of the bargaining unit. Only those employees represented by the bargaining unit shall be required to become members.

**ARTICLE II. EMPLOYMENT STATUS PROBATIONARY PERIOD**

A. ALL EMPLOYEES SHALL BE CLASSIFIED AS: SEASONAL

OR TEMPORARY (Terms are interchangeable)

These are employees who are hired either for a single term employment or for regularly recurring terms of employment. Such terms of employment shall not exceed ninety (90) days in any calendar year; however, by agreement between the Union and the City, such term may be extended on an individual basis by mutual agreement with the Union.

A seasonal or temporary employee that has worked more than ninety (90) calendar days who is selected for a full-time position will be considered as having served his probationary period.

B. REGULAR FULL-TIME

These are employees who are hired with the express intent of permanent appointment after completion of the probationary period.

C. REGULAR PROBATIONARY

These are employees who are hired with the express intent of permanent appointment, after completion of the probationary period, The term of the probationary period shall not exceed ninety (90) calendar days. However, by agreement between the Union and the Employer, such term may be extended on an individual basis. (Clerks) probation period for new clerks will be ninety (90) days to allow time for evaluation.

All newly hired regular employees shall be on probation for the first ninety (90) calendar days. Regular probationary employees whose employment has been extended beyond ninety (90) calendar days shall at the end of this extension be considered

to have completed their probationary period and no other notice shall be required.

- D. Regular employees while on probation shall not be entitled to sick leave or vacation. However, upon completion of the probationary period, employees shall have their seniority established as of the date they first commenced employment and shall be entitled to sick leave and vacation credits from such date.
- E. In filling open positions, seniority will be the determining factor. A reasonable training period will be given to each successful applicant.
- F. Such promoted employees shall be on trial for the first fifteen (15) days, and should they be found unqualified to perform the work, shall be returned to the position from which they were promoted. Employees who disqualify themselves within the first fifteen (15) working days shall return to their last previous job.

**ARTICLE III. CLASSIFICATION - SENIORITY**

1. The bargaining units will consist of four classes of employees, General Maintenance and Operator-Mechanic, clerical, and janitorial. A separate wage scale will be established for each class of employee. Each classification is bump exempt (there shall be no bumping between departments).

A.) Operator-Mechanic wage scale will be paid to an employee required to perform mechanic work, run the backhoe, street sweeper, motor grader, or other such equipment that requires a higher set of skills. An employee working as an Operator-Mechanic will be paid a minimum of four hours when working in that class.

The mechanics, sweeper operator, water lead, operator and second operator earning operator/mechanic pay, will receive their days off at the operator/mechanic pay.

Example: If an employee is required to perform mechanic work or run the backhoe or street sweeper from 8:00 am to 9:00 am, he will be allowed four (4) hours at that rate of pay.

B.) A bargaining unit member that has taken a job outside the bargaining unit (such as supervisor/foreman or department head/supervisor) may return to the bargaining unit with the same seniority at the time the bargaining unit member left, for whatever the reason may be.

**CITY CLERK AND JANITOR DEPARTMENT EMPLOYEES**

2. This department is bump exempt.

- a.) The office of the City Clerk will administer all personnel matters. Such authority shall include, but not be limited to, tabulation of payroll checks and records, review of attendance records, leave time, holidays, vacations, sick leave and other like personnel matters.
- b.) The City shall prepare and post a seniority roster which shall lists all employees of the bargaining unit in the order of their seniority and classification. Each employee's seniority shall start with his seniority date as reflected by the records of the City Clerk as January 15, 1990. The City shall be responsible for the posting of up-to-date seniority list annually March 1.

Should any employee find a mistake in the seniority roster, it will be corrected as soon as it is brought to the attention of the City.

- c.) Whenever a job opening occurs or a new job is created within the bargaining unit, the City shall post notices in locations where all employees will see it when coming to or leaving work. Notices will include the job title, rate of pay, hours of work and a space for interested employees to apply for the position. The notice shall remain posted for five (5) working days (excluding Saturdays and Sundays before being awarded to the senior applicant).

Employees absent from work for any excused reason will have forty-eight (48) hours upon their return to apply for an win one (1) job that was posted in their absence.

- d.) Seniority will be established on a departmental basis. Layoffs will be done according to department seniority, provided the employees remaining on the department's

payroll are qualified and immediately proficient to perform the work remaining to be done.

- e.) Employees who are laid off and have one (1) year or more seniority may bump any employee working in another department who has less seniority. An employee who exercised his bump shall return to the department from which he was laid off when recalled to the department. When the layoffs are necessary senior employees may elect to volunteer for the layoff once in a rolling 12-month period.
- f.) Because of the training required by the Water Plant Operators, this department will be bump exempt.
- g.) *Should the City designate an employee from within the bargaining unit to supervise any group of employees they will be classed as a lead man and while working in that class will be paid four dollars (\$4) above the base pay.*

When this section is invoked, a form provided by the City and signed by the Supervisor will be given to the employee to verify the assignment. Lead pay will be granted for the entire shift regardless of the actual hours.

- h.) An employee who is on a continuous seniority layoff for more than twelve (12) months shall be considered as terminated. This 12-month period may be extended by mutual agreement between the City and Union.
- i.) In the event of the illness, vacation or any sort of leave the city may require someone with skills or qualification to cover the missing employee the covering employee shall receive the full pay of the covering position if such position comes with a higher pay and for replacement of 16 or more hours or more, in the event of salary position, the pay will be based on the current salary at the time covered, the pay will all be based on 2080 hours per year.

Job covering would only apply to the titles of Director, Cemetery Sexton, and Foreman.

For example, the Director made 71,319 in 2023 which equates to 34.29 per hour, which means anyone covering would have had their pay raised to the 34.29/hr. in days covered in 2023.

In the event the Director job needs covering by the Foreman, both of those duties would need covered. Eg. Foreman covers director, leaving the Foreman spot to be covered as well.

Anyone who covers the Foreman would still assume their own daily duties.

Job covering will be a mutual decision between City Mayor and Union Reps.

- j.) All full-time employees holding a spray license shall receive an additional \$2 while spraying for hours worked for a minimum of 1 hour.

**Article**

**IV.**

**Wages**

**Effective May 1, 2024, clerks, general maintenance, janitors and operator mechanic classifications will receive:**

| <b>Clerks</b>  | <b>5/1/2023</b> | <b>5/1/2024</b> | <b>5/21/2025</b> | <b>5/21/2026</b> |
|----------------|-----------------|-----------------|------------------|------------------|
| Starting       | \$18.46         | \$19.91         | \$ 20.71         | \$ 21.33         |
| After 1 year   | \$18.90         | \$20.37         | \$ 21.19         | \$ 21.83         |
| After 5 years  | \$19.20         | \$20.69         | \$ 21.52         | \$ 22.17         |
| After 10 years | \$19.46         | \$20.96         | \$ 21.80         | \$ 22.45         |
| After 15 years | \$19.76         | \$21.27         | \$ 22.12         | \$ 22.78         |
| After 20 years | \$20.26         | \$21.80         | \$ 22.67         | \$ 23.35         |
| After 30 years | \$21.01         | \$22.59         | \$ 23.49         | \$ 24.19         |

Each clerk will receive an additional .90 cents per hour for billing of water, sewer, ambulance, sanitation, and trash as long as they are performing the job of clerk and billing.

**General Maintenance**

|                |         |         |          |          |
|----------------|---------|---------|----------|----------|
| Starting       | \$19.88 | \$21.40 | \$ 22.26 | \$ 22.93 |
| After 1 year   | \$20.38 | \$21.92 | \$ 22.80 | \$ 23.48 |
| After 5 years  | \$20.68 | \$22.24 | \$ 23.13 | \$ 23.82 |
| After 10 years | \$21.00 | \$22.58 | \$ 23.48 | \$ 24.18 |
| After 15 years | \$21.29 | \$22.88 | \$ 23.80 | \$ 24.51 |
| After 20 years | \$21.79 | \$23.40 | \$ 24.34 | \$ 25.07 |
| After 30 years | \$22.54 | \$24.19 | \$ 25.16 | \$ 25.91 |

**Janitor**

|                |         |         |          |          |
|----------------|---------|---------|----------|----------|
| Starting       | \$16.31 | \$18.44 | \$ 19.18 | \$ 19.76 |
| After 1 year   | \$16.71 | \$18.86 | \$ 19.61 | \$ 20.20 |
| After 5 years  | \$16.94 | \$19.10 | \$ 19.86 | \$ 20.46 |
| After 10 years | \$17.20 | \$19.37 | \$ 20.14 | \$ 20.74 |
| After 15 years | \$17.95 | \$20.16 | \$ 20.97 | \$ 21.60 |
| After 20 years | \$18.45 | \$20.68 | \$ 21.52 | \$ 22.17 |
| After 30 years | \$19.20 | \$21.47 | \$ 22.33 | \$ 23.00 |

**Operator/Mechanic** will be paid \$1.25 above the general maintenance pay scale.

**ARTICLE V. HOURS OF WORK - OVERTIME HOURS**

- A. The specific arrangements and adjustments of hours of the day and work week shall be the responsibility of the City. Employees by seniority and classification may be required to workdays or nights. If a night shift is established, it shall be filled in accordance and with posting procedures established in Article III-C of this document.

The normal work schedule will be eight (8) hours per day, forty (40) hours per week Monday through Friday. The current work week for the Water Treatment Plant will be the only exception to the Monday through Friday work week.

It is clearly understood there will be not split shifts. Any break longer than one (1) hour will be considered a split shift.

The practice of scheduling regular hours of work will continue through the life of this Agreement. It is not the intent of this Section to rotate or alternate shifts.

- B. Employees shall receivedtime-and-one-half their hourly rate of pay for all time worked in excess of the basic eight (8) hour day and/or basic (40) hour week. Vacations and holidays shall be considered as time worked in computing overtime as provided. Sick days shall not be considered in computing overtime pay.
- C. All hours worked on the sixth (6<sup>th</sup>) day will be paid at one-and-one-half (1 ½) times the employee's regular straight time hourly rate of pay. All hours worked on the seventh (7<sup>th</sup>) day will be paid at two (2) times the employee's regular straight time hourly rate of pay. All hours worked on an employee's scheduled holiday will be paid at two (2) times the employee's regular straight time rate of pay in addition to the holiday pay.

All overtime work must be authorized by the City or representative thereof.

- D. Employees will be granted two (2) fifteen (15) minute breaks per shift. The first break will normally be scheduled mid-way between start time and lunch time. The second break will normally be scheduled mid-way between lunch time and quit time. If it becomes necessary to work overtime, and employee will receive a paid fifteen (15) minute break after ten (10) hours, twelve (12) hours, etc.
- E. Employees required to dig or fill in a grave opening on a weekend or holiday, will be paid a minimum of four (4) hours at their Saturday, Sunday, or holiday rate. If the job lasts longer than four (4) hours, the employee will be compensated for actual hour worked.
- F. Employees working 2<sup>nd</sup> and 3<sup>rd</sup> shifts, shall receive a \$0.35/hour shift differential for all hours worked. Employees called in for emergency work after completing their shift, shall be entitled to \$0.35/hour shift differential for all hours worked from the time they report and 6:00 a.m.
- G. "An employee who is called out to work will be guarantee a minimum of four (4) hours work or pay in lieu of "for snow removal/salting, sewer repair, water breaks and digging/closing of graves.

**ARTICLE VI. ANNUAL PAID VACATIONS**

A. All regular full-time employees (excluding seasonal or temporary) shall be granted an annual vacation as follows:

*After 1 year of service -----1 week*  
*After 2 years of service -----2 weeks*  
*After 5 years of service -----3 weeks*  
*After 10 years of service -----4 weeks*  
*After 15 years of service -----5 weeks*  
*After 20 years of service -----6 weeks*

Employees who have earned more than one (1) week of vacation may elect to take four weeks of their vacation on a single day vacation in 1-day increments. Vacation pay shall be calculated as one-fifty-second (1/52) of the previous year's W-2 Form or forty (40) hours whichever is greater.

- B. Vacations must be taken within a twelve (12) month period after the completion of the year in which it is earned and shall not be accumulated from one year to another. Vacation leave shall not be granted in amounts of less than one eight (8) hours day as determined by the Department Head with exception that an employee may be granted vacation leave in amounts of four (4) hour increments for their one (1) week single day vacation schedule as determined by the Department Head.
- C. All permanent full-time employees (an employee who works thirty (30) hours or more per week) will qualify for an annual vacation.
- D. An employee who has completed six (60 months, excluding vacation pay, will be considered to have earned vacation time.
- E. Vacation time will be computed from January 1 through December 31 of each year and earned vacation will be allowed during the following year starting January 1.

Example: An employee who hires on July 1, 1985, and works through December 31, 1985, would qualify for one (1) week of vacation during 1986.

F. The employer shall arrange and designate vacation periods for the employees within the departments according to the needs of the personnel by classification as indicated by their vacation according to their seniority within each classification. They shall indicate, in the manner required by the employer, their selection prior to the 15<sup>th</sup> of April of the year in which the vacation shall be used. No employee having selected his vacation according to seniority shall be denied such vacation.

(first Vacation) If an employee does not meet the Requirements to qualify for the full vacation benefit, the employee will receive pro-rated vacation benefits equal to 1/12 one week's pay for each month or major fraction of a month's work from the date of hire through the following January 1. However, when the partial week of vacation earnings is equal to one (1) day or more, the employee may, at this choice, have additional time off without pay not to exceed five (5) working days provided that the additional time off is taken consecutively with the earned vacation time.

This Section also applies to employees who do not meet The requirements to qualify for full vacation benefits after their first January 1. Such employees will receive 1/12 of the vacation benefit as outline per schedule in Article VI for each month or major fraction of a month's work from January 1 through the following December 31. When a partial week of vacation earnings is equal to one (1) day or more, the employee may, at his choice, have additional time off without pay not to exceed five (5) working days provided that the additional time off is taken consecutively with the earned vacation time.

- G. An employee who is called out to work will be guaranteed a minimum of four (4) hours work or pay in lieu of for snow removal/salting, sewer repair, water breaks and digging/closing of graves.
- H. An employee who is called out to work while on vacation will be paid at one-and-one half (1-1/2) times the employee's regular straight time hourly rate of pay in addition to the vacation pay.
- I. This will only apply for the following reasons: 1) Water main breaks. 2) Snow removal provided the vacation was requested at least 14 days in advance.

**ARTICLE VII. PAID HOLIDAYS**

A. All regular full-time (excluding seasonal and temporary) employees shall be entitled to the following paid holidays: New Year's Eve, New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Friday after Thanksgiving, Christmas Eve, Christmas Day. For the period May 1, 2021 through December 31, 2021 employees will receive their birthday as a holiday.

A.1 The Birthday Holiday may be taken up to five (5) days prior to the actual birthday or it may be scheduled at a later date which is agreeable with both the Employee and the City.

B. When any of the above holidays fall on a Sunday, the holiday will normally be observed on the following Monday. When any of the above holidays fall on Saturday, they will be observed on the Friday before. An employee on vacation will be paid the holiday. If it is impractical or not reasonable in the best interests of serving the public to grant Friday or Monday off (if the holiday falls on Saturday or Sunday), the employee shall have the option of taking the holiday or another day.

C. Employees will be paid one (1) day's at the basic straight time rate for each of the above legal holidays.

An employee who is called for emergency duty during a Holiday will be paid double time for all hours worked. Emergency call-ins will be for a minimum of one (1) hour.

D. In order to qualify for holiday pay, an employee must work the day before and the day after the holiday. Vacations, excused absences, and sickness accompanied by medical evidence will qualify an employee for holiday pay.

Holiday pay may be granted for absences surrounded by Unusual circumstances if the City agrees.

**ARTICLE VIII. JURY DUTY PAY**

- A. The employee will receive full pay while serving on jury duty. Jury duty salary shall be turned over to the City and the employee shall provide the City with a Court provided log of their attendance. The employee is entitled to retain any and all expense allowance paid by the Court. If an employee is not picked to serve jury duty on a given day, he or she must return to work without delay.

**ARTICLE IX. FUNERAL LEAVE PAY**

- A. Bereavement Leave eligibility requires the employee to be an actively working employee on the date of death. Employees must notify the city of the necessity of absence not later than the first day of such absence, employee must furnish proof of death of the family member; this document must be submitted to Human Resources within 10 days of returning to work.
- B. An employee may be granted up to (3) days, according to the employee's regularly scheduled shift, of bereavement leave of absence with pay when there is a death in the employee's immediate family.  
For a purpose of administering this benefit, the immediate family is defined as spouse (same sex or opposite sex) domestic partner, child (including miscarriage), stepchild, grandchild, parent, siblings, step siblings, spouse of siblings, spouse of child, grandparent, grandparent in law.
- C. The city may authorize up to (3) consecutive additional workdays of unpaid bereavement leave. This additional time may be taken separately or in conjunction with the paid leave.

An employee may be granted up to (1) regularly scheduled workdays of bereavement leave of absence with pay when there is a death in the employee's extended family. For purpose of administering this benefit, the extended family is defined as great-grandparent, aunt, uncle, niece, or nephew.

- D. Domestic partner if identified under the city paid life insurance plan, the employee will receive 3 days off, payment will be made for 3 days absence to attend a memorial service or the funeral.

- E. An employee may be granted up to one (1) regularly scheduled Workday(s) of bereavement leave of absence without pay when there is death in the employee's extended family. Bereavement leave of absence to attend the bereavement of other close relative and friends up to two (2) days. Vacation day must be requested for this time off. If a vacation day is not available, an unpaid day can be granted.
- F. Bereavement leave can be used continuously or intermittently during the 10 calendar days following the date of death or funeral. Weekends or other non-workdays are not payable. Should unusual circumstances arise, the Union and the City will meet and discuss a resolution.

Bereavement leave days eligible for pay will be paid at the Employees' current hourly rate, bereavement will not count as an occurrence under the attendance program.

#### **ARTICLE X. LEAVE OF ABSENCE**

- A. Seniority and continuous service rights are not broken while an employee is on an approved leave of absence. However, an employee, while on leave of absence, shall not apply for, not be available for, or accept another job or go into business for himself. If the employee does, this automatically terminates his or her employment.

Leaves of absence will be granted for the following:  
Sickness, personal reasons, or military.

Sickness leave will not be granted unless all sick time has been exhausted.

Personal leave will not be granted unless all personal days have been exhausted.

- B. Union Leave of Absence - The City agrees that members Of the Union shall be granted time off without pay in order to take care of local business activities, such as negotiations and settlement of grievances. It is further agreed that members of the local Union be given time off without pay to attend Union activities, such as, conventions, safety conferences, etc. The local Union Steward will be allowed time from his daily work schedule, with pay, when handling a grievance with the Mayor or Department Head.
- C. A paid leave of absence of 5 working days will be granted to an

employee in case of birth of his or her child. Such leave can only be granted to the mother or the father of the child with no penalty to use sick time or vacation.

**ARTICLE XI. SICK LEAVE POLICY**

A. Sick leave will be earned in the following manner:

0-2 years 4 hours per month, 6 days per year 3-4  
years 8 hours per month, 12 days per year

5 years and thereafter 12 hours per month, 18 days per year

B. An employee on sick leave shall notify their Department Head each morning by phone to be eligible for sick pay. If an employee is off work more than one consecutive day, he or she must present a doctor's statement before returning to work.

C. An employee must be off sick or injured to be entitled to receive sick leave pay. No sick leave pay will be allowed when an employee is being paid workers' compensation.

D. Employees will be allowed to carry over sick leave up to maximum of sixty (60) days.

E. In addition to the sick days, the City shall provide Short Term Disability Insurance (STDI) for all bargaining unit members. The premium costs of STDI shall be split evenly between the City and the employee. STDI may be supplemented by earned sick leave in hourly increments. An employee drawing STDI payments will be treated as an "active duty" employee and will continue to earn contract benefits.

**ARTICLE XII. PERSONAL DAYS**

- A. Beginning January 1 of each year, all employees covered by the bargaining unit shall be credited with four (4) personal days to be taken any time during the calendar year.
- B. Beginning January 1 of each year, each employee shall retain their four (4) personal days and receive one (1) additional personal day for each five (5) years of past service. The personal days must be taken in the year they are earned.
- C. All requirements for personal days will be the same as the requirements for vacation pay.

**ARTICLE XIII. ILLINOIS MUNICIPAL RETIREMENT FUND**

- A. All employees who meet the requirements must participate in the Illinois Municipal Retirement Fund. An employee meeting these requirements cannot be excused from participation. All employees not meeting the requirements as a participating employee will be covered by Social Security.
- B. The general requirements for IMRF participation are as follows. An employee must be employed in a position normally requiring performance of duty for one thousand (1000) hours or more in a twelve-month period. The exception would be current grandfathered employees.
- C. There is no minimum age for IMRF participation. Employees hired at age sixty or above are not eligible to participate in IMRF unless service under IMRF goes back before age sixty. If an employee has had previous service, he is allowed to participate. This includes a person receiving an IMRF pension and returns to work after age sixty.
- D. Employees will not be covered under the IMRF while serving their probationary period. Seasonal or temporary employees will not be covered under the IMRF pension. At the end of the probationary period, the employee will be placed in the IMRF pension fund.
- E. All employees will be governed by the rules of the IMRF. An employee who draws this money from the fund will be considered as terminating his employment.

with the City. This applies to all employee regardless of circumstances.

#### ARTICLE XIV. GRIEVANCE PROCEDURE

Grievances shall be processed in the following manner, except that grievances involving discipline and discharge With loss of compensation may be initiated at Step 2. Time Limits set forth shall be exclusive of Saturday, Sunday, And holidays and may be extended by mutual agreement.

- Step 1. The aggrieved employee shall present his grievance in writing, with or without his Union Steward, to his foreman within five (5) days of its occurrence or his knowledge of the occurrence. The foreman shall respond in writing within five (5) days.
- Step 2. If the grievance remains unresolved, it shall be presented in writing not later than five (5) days after the foreman's response is received or the last date that due by the Union Grievance Committee to the Department Head. The Department Head shall respond in writing within five (5) days thereafter.
- Step 3. If the grievance remains unresolved, it shall not later than five (5) days after the Department Head's answer is received or last day due, be presented to the Mayor by the Union Grievance Committee and/or the Union Representative. The Mayor shall respond in writing to the Union within Five (5) days after receipt of the grievance.
- Step 4. A panel of seven (7) arbitrators shall be requested from the Federal Mediation and Conciliation Service. Upon receipt of the panel, arrangements will be made by representative of each party to select the arbitrator to hear the dispute. The Arbitrator shall be selected by each party alternately sticking names until one (1) remains. The Arbitrator shall submit his answer to both parties, in writing, as soon as he reaches a decision. The arbitrator's decision shall be final and binding on both parties.

The decision shall be based solely on the provisions of this Agreement as applied to the facts of the grievance presented. The arbitrator shall have no power or right to amend, modify, nullify, ignore, add to or subtract from this Agreement and shall

only consider and make a decision with respect to the specific issue submitted by the City and the Union, and shall have no right or Authority to make a decision on any other issue not submitted. The cost of arbitration shall be borne equally by the parties except that each party shall be responsible for the cost of its representation and witnesses.

At any step in this grievance procedure the Executive Board of the Local Union shall have the final authority, in respect to any aggrieved employee covered by this Agreement, to decline to process a grievance, complaint, difficulty, or dispute further, if in the judgement of the Executive Board such grievance or dispute lacks merit or lacks justification under the terms of this Agreement, or has been adjusted or justified under the term of this Agreement of the satisfaction of the Executive Board.

It is agreed that the Union shall be furnished With any pertinent information requested for the study and processing of grievances.

#### **ARTICLE XV. SENIORITY LIST**

The Union will be provided with a current seniority list upon request. The list will include the employee's name, seniority date, and current job being performed.

When it becomes necessary for the City to place the employees from the bargaining unit's labor pool to known openings that will last for an entire shift, it will be done on the basis of seniority.

Job descriptions will be available for each job and will be available for review upon request.

#### **ARTICLE XVI. INSURANCE**

- A. The City shall maintain the amounts paid by the City for Health Insurance of \$850.00 per month for single coverage and \$1010.00 per month for family the first year of the Agreement, increasing \$0.00 per year each year thereafter (No Change on insurance plans - stays at current rate)

The City shall contribute \$1010.00 per month toward the

cost of family or dependent coverage for the term of the c contract.

- B. The City will maintain an employee's medical insurance While an employee is off work due to a work-related injury or illness.
- C. Employee who are laid-off will have insurance for the Remainder of the month in which they are laid off and one (1) month after they are laid-off.
- D. The Employer and Union agree to establish a joint citywide labor-management insurance search committee. The insurance search committee shall meet periodically during the year to review health insurance costs and related issues. Beginning in July of each year, the insurance plans and Insurance regarding plans. Committee shall meet to review insurance seek bids for insurance, if necessary. The Committee shall make recommendations adoption of alternative health insurance.
- E. Dental and Vision insurance will be provided by the city as Additional coverage without cost increase.

#### ARTICLE XVII. GUARANTEE OF TERMS

The Employer agrees that this Agreement shall be immediately sent to its legislative body for ratification and adopted in ordinance form. Such action by the legislative body shall commit the Municipality to enact no subsequent ordinance, executive order or rules having the force and effect of law which would impair the binding of or make unenforceable the terms of this Agreement.

#### MISCELLANEOUS

1. It shall be a violation of the contract for any person to perform community service work when bargaining unit employees are laid off or working reduced hours without first offering this work to bargaining unit employees who are on layoff or working less than 40 hours per week.
2. The City shall not hold any conference or interview with an employee who is being interviewed in connection with imposition of discipline or the issuance of a warning which is to be entered in the employees' record (provided such interview or conference goes beyond the announcement of the disciplinary action or the delivery of the warning) unless the city shall have advised the employee

of his right to be represented at such occasion by a Union representative of his choice and shall afford the employee, if he or the Union representative request, the opportunity to consult privately with such Representative before the commencement of the meeting.

No letters or notations of the warning or of disciplinary action shall be entered in any employee's personnel record unless the City first advises the employee of its intent to enter such writing in his record and affords him an opportunity to read such material. Upon reasonable notice, an employee shall be afforded an opportunity to read and obtain copies of any material in the employee's personnel record of file concerning verbal or written warnings or disciplinary action affecting such employee or any other material in the employee's personnel file relevant to a pending grievance which is brought on behalf of such employee.

3. Should any portion of this Contract be in violation of any State or Federal law, such portion of the Contract will be invalid. The invalidation of such parts or portions of this Agreement shall not invalidate the remaining portions thereof and they shall remain in full force and effect during the life of such Agreement. Both parties agree to meet within thirty (30) days to renegotiate that portion found to be invalid to comply with the law.
4. The parties recognize the Americans with Disabilities Act (ADA) prohibits discrimination against individuals with disabilities. Accordingly, the Company and the Union agree to cooperate fully In compliance with ADA regulation.
5. OVERTIME EQUALIZATION AGREEMENT. Overtime will be equalized as Uniformly and fairly as possible. However, this does not obligate the City to create overtime to correct imbalances. It will be the employee's obligation to notify Management when a problem arises within this provision.

A voluntary overtime sheet will be posted. When an employee wants to be considered for overtime, the employee will sign the overtime sheet and give a phone number where he or she can be reached.

Any employee not signing the overtime sheet will not be considered. Should said employee elect to sign the overtime sheet at a later date, said employee will be charged with any and all overtime hours worked by the employees who have chosen to work overtime prior to said employee electing to sign the overtime sheet.

Overtime will be rotated among the employees who have signed the overtime sheet. If an employee lacks the necessary skill to perform the jobs requiring overtime, reasonable efforts will be made to train that employee for future overtime.

The City will maintain records of all overtime worked by each individual and maintain copies of the sign-up sheets to insure compliance with the Overtime Agreement.

In order to help administer equalization of overtime, the city agrees to post weekly overtime assignments for review.

Whoever digs the graves has the 1st option to fill the grave before it is offered for overtime.

6. COMPENSATORY TIME. It shall be the employee's choice to be paid overtime or receive compensatory time for extra hours worked beyond eight (8) hours in one day, forty (40) hours in one week, Saturday, Sunday, or holidays. Employees shall not be allowed to accumulate more than 125 hours of compensatory time
7. SICK LEAVE PAY UPON TERMINATION OF EMPLOYMENT. When an employee terminates their employment with the City, they will be reimbursed for one-half (1/2) of their unused sick pay. If an employee retires or passes away, they will receive 100% of unused sick pay and vacation as long as they were vested.
8. The City will pay each employee a \$450.00 clothing allowance the first (1<sup>st</sup>) pay period in December each year of the agreement.
9. Safety equipment, specialized clothing for foul weather such as rain gear, hip boots, rubber boots, rubber gloves, safety glasses, ear plugs, etc. will be furnished by the City.
10. The City agrees to pay all costs associated with obtaining a CDL license if required by the City to perform his or her job.
11. The City will credit the negotiating committee with comp time for all hours spent during contract negotiations.

UFCW LOCAL UNION 431

Davenport Office  
2411 W. Central Park Avenue  
Davenport IA 52804  
(563)323-3655  
1-800-292-7293

You can contact your local union

on the Internet Our Web Site

Address is:

[www.ufcw431.com](http://www.ufcw431.com)

AGREEMENT

This agreement entered into by the City of Beardstown, Illinois herein referred to as the Employment or the City and District Local 431 of the United Food & Commercial Workers Union, AFL-CCO & CLC herein referred to as the Union.

This agreement will commence on May 1, 2024 and will run through April 30, 2027.

The City and the Union agree to all terms of this agreement and both parties agree that this agreement will remain in effect until a new agreement is duly executed and signed by both parties.

The Union agrees that it will not, during the life of this Agreement, support any strike action against the Employer.

The Employer agrees that is will not LOCKOUT employees covered by the terms of this agreement.

SIGNED AT BEARDSTOWN, ILLINOIS THIS 23rd DAY OF  
September., 2024

FOR THE CITY BEARDSTOWN

FOR THE UNITED FOOD & COMMERCIAL  
WORKERS DISTRICT LOCAL 431

Tim Harris, Mayor



Erick Alderman



Simplice M. Kuelo  
Union President



Keaton Taylor  
Chief Steward



Oliver Hoenes  
Member

