

RESOLUTION NO. 25-604

RATIFICATION OF A 3 YEAR COLLECTIVE BARGAINING AGREEMENT WITH
METROPOLITAN ALLIANCE OF POLICE CHAPTER #798

Whereas, the FOREST PRESERVE DISTRICT OF DU PAGE COUNTY and the METROPOLITAN ALLIANCE OF POLICE, CHAPTER #798, entered into negotiations for a collective bargaining agreement; and

Whereas, the negotiating teams for both parties have resolved all outstanding issues for a new three-year collective bargaining agreement to cover the period June 1, 2025, through May 31, 2028; and

Whereas, the Board of Commissioners has determined that it is reasonable, necessary and desirable to approve the terms of said collective bargaining agreement.

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Forest Preserve District of DuPage County, as follows:

1. The preambles set forth above are incorporated herein and made a part hereof.
2. The Board of Commissioners hereby approves the collective bargaining agreement.
3. The Secretary of the Commission is hereby authorized and directed to transmit a certified copy of this Resolution to the Manager of Human Resources for the FOREST PRESERVE DISTRICT.

PASSED AND APPROVED by the President and Board of Commissioners of the FOREST PRESERVE DISTRICT OF DUPAGE COUNTY, this 16th day of December 2025.

APPROVED:



President

ATTEST:



Secretary

**AGREEMENT
BETWEEN
THE FOREST PRESERVE DISTRICT
OF DUPAGE COUNTY
AND
METROPOLITAN ALLIANCE OF POLICE,
CHAPTER #798,
(MAINTENANCE WORKERS)
June 1, 2025 through
May 31, 2028**

TABLE OF CONTENTS

| | |
|---|---|
| PREAMBLE | 1 |
| Article I: RECOGNITION..... | 1 |
| Section 1.1. Recognition | |
| Section 1.2. Probationary Period | |
| Section 1.3. Fair Representation | |
| Section 1.4. Gender | |
| Section 1.5. Chapter Officers | |
| Article II: CHAPTER SECURITY And DUES CHECK-OFF | 3 |
| Section 2.1. Dues Deductions | |
| Section 2.2. Revocation of Dues | |
| Section 2.3. Bulletin Boards | |
| Section 2.4. Labor-Management Meetings | |
| Section 2.5. Chapter Business | |
| Section 2.6. Indemnification | |
| Article III: MANAGEMENT RIGHTS | 5 |
| Section 3.1. Management Rights | |
| Article IV: SENIOITY And LAYOFFS | 6 |
| Section 4.1. Seniority | |
| Section 4.2. Maintenance of Seniority List | |
| Section 4.3. Forfeiture of Seniority | |
| Section 4.4. Layoff | |
| Section 4.5. Recall | |
| Section 4.6. Effects of Layoff | |
| Article V: NO STRIKE/NO LOCKOUT | 8 |
| Section 5.1. No Strike | |
| Section 5.2. No Lockout | |
| Section 5.3. Judicial Restraint | |
| Article VI: GRIEVANCE PROCEDURE..... | 9 |
| Section 6.1. Definition of Grievance | |
| Section 6.2. Grievance Procedure | |
| Section 6.3. Binding Arbitration | |
| Section 6.4. Arbitrator's Authority | |
| Section 6.5. Time Limits | |
| Section 6.6. Fees and Expenses of Arbitration | |
| Section 6.7. Methods of Determination | |
| Section 6.8. Rights | |
| Section 6.9. Aggrieved Employee | |
| Section 6.10. Miscellaneous | |
| Section 6.11. Grievance Meetings | |
| Section 6.12. Class Grievance | |

Section 6.13. Forms

| | |
|---|----|
| Article VII: NO DISCRIMINATION | 14 |
| Section 7.1. No Discrimination | |
| Section 7.2. Americans with Disabilities Act | |
| Section 7.3. Chapter Activity | |
| Article VIII: HOURS OF WORK..... | 15 |
| Section 8.1. No Guarantee | |
| Section 8.2. Hours of Work | |
| Section 8.3. Special Assignments | |
| Section 8.4. Snow Removal | |
| Section 8.5. Overtime | |
| Section 8.6. Emergency/Call Back/Early Start/Holdover/Lunch Break Pay | |
| Section 8.7. Compensatory Time | |
| Section 8.8. No Pyramiding | |
| Section 8.9. Guidelines for Emergency Closing of the Workplace | |
| Article IX: SICK LEAVE | 19 |
| Section 9.1. Purpose and Use | |
| Section 9.2. Sick Leave Accrual | |
| Section 9.3. Use of Sick Time | |
| Section 9.4. Monetary Compensation Upon Termination | |
| Section 9.5. Me-Too Clause | |
| Article X: OTHER LEAVES OF ABSENCE | 23 |
| Section 10.1. Jury Duty | |
| Section 10.2. Bereavement Leave | |
| Section 10.3. Military Leave | |
| Section 10.4. Family Medical Leave | |
| Article XI: VACATIONS | 24 |
| Section 11.1. Eligibility and Accrual of Vacation | |
| Section 11.2. Vacation Pay | |
| Section 11.3. Vacation Scheduling | |
| Section 11.4. Vacation Pay Upon Separation | |
| Article XII: HOLIDAYS And PERSONAL DAYS | 27 |
| Section 12.1. Holidays | |
| Section 12.1. Eligibility Requirements | |
| Section 12.3. Holiday Pay | |
| Section 12.4. Callback on Holiday Pay | |
| Section 12.5. Personal Days | |
| Article XIII: WAGES..... | 29 |
| Section 13.1. Wage Increases | |

| | |
|---|----|
| Section 13.2. Workgroups | |
| Section 13.3. Performance Stipends | |
| Section 13.4. Promotions/Demotions | |
| Article XIV: INSURANCE..... | 31 |
| Section 14.1. Coverage | |
| Section 14.2. District Insurance Benefit Reciprocity | |
| Section 14.3. Terms of Insurance Policies to Govern | |
| Section 14.4. Refusal of District Health Insurance | |
| Article XV: DISCIPLINE..... | 32 |
| Section 15.1. Discipline | |
| Section 15.2. Just Cause | |
| Section 15.3. Disciplinary Measures | |
| Section 15.4. Limitation on the Use of Prior Discipline | |
| Section 15.5. Pre-Suspension or Discharge Meeting | |
| Section 15.6. Arbitration of Suspension or Discipline | |
| Section 15.7. Disciplinary Rights of a Covered Employee | |
| Section 15.8. Personnel Files | |
| Article XVI: MISCELLANEOUS PROVISIONS | 35 |
| Section 16.1. Ratification and Amendment | |
| Section 16.2. Union Representatives | |
| Section 16.3. Education Benefits | |
| Section 16.4. Light Duty | |
| Section 16.5. Drug and Alcohol Testing | |
| Section 16.6. Uniform Benefits | |
| Article XVII: SAVINGS CLAUSE | 40 |
| Article XVIII: ENTIRE AGREEMENT | 40 |
| Article XIX: TERMINATION..... | 41 |
| APPENDIX A | 42 |
| APPENDIX B | 43 |
| APPENDIX C | 45 |
| APPENDIX D..... | 46 |
| APPENDIX E | 48 |

PREAMBLE

This Agreement, entered into by the Forest Preserve District of DuPage County (hereinafter referred to as the “Employer,” or the “District,” and the Metropolitan Alliance of Police Forest Preserve District of DuPage County Facilities Management Chapter #798, hereinafter referred to as the “Chapter” is the recognition of the Chapter’s status as the representative of the District’s full-time workers in the Facilities Management Department, hereinafter referred to as “Covered Employees”. (see Appendix A).

It is the intent and purpose of this Agreement to set forth the parties’ entire agreement with respect to the rates of pay, hours of employment, fringe benefits, and other conditions of employment that will be in effect during the term of this Agreement for employees covered by this Agreement; to prevent interruptions of work and interference with the operations of the District; to encourage and improve efficiency and productivity; to maintain the highest standards of personal integrity and conduct at all times; and to provide procedures for the prompt and peaceful adjustment of grievances as provided herein.

THEREFORE, in consideration of the mutual promises and agreements contained in the Agreement, the District and the Chapter do mutually promise and agree as follows:

ARTICLE I **RECOGNITION**

Section 1.1. Recognition:

Pursuant to an election and certification by the Illinois Labor Relations Board under Case No. S-RC-22-050, dated May 11, 2022, and the certification issued thereon to the Chapter by the State of Illinois Labor Relations Board, the Employer recognizes the Chapter as the exclusive bargaining agent for the purpose of establishing wages, hours, and other conditions of employment for all full-time workers (See Appendix A) in the Facilities Management Department, employed by the Forest Preserve District of DuPage County, and excluding all other management, supervisory, confidential, and professional employees as defined by the Illinois Public Labor Relations Act, as amended. None of the provisions of this Agreement shall be construed to require either the Employer or the Chapter to violate any Federal or State Laws.

Should either party believe that a provision of this agreement conflicts with either Federal or State Law, the parties shall discuss the alleged conflict at the next Labor-Management Meeting or sooner if requested by either party. If both parties agree that such a conflict with either Federal or State Law exists in this agreement, then the parties shall discuss an agreed modification to this contract to comply with the identified Federal or State Law at issue.

Section 1.2. Probationary Period:

The probationary period for employees is twelve (12) calendar months in duration from the starting date of employment.

During the probationary period, an employee is subject to discipline, including discharge, without cause and with no recourse to the grievance procedure or any other forum. It is further agreed that probationary employees shall be entitled to all other rights, privileges, and benefits provided in this Agreement.

Time Absent from duty in excess of thirty (30) calendar days annually shall not apply towards satisfaction of the probationary period.

Section 1.3. Fair Representation:

The Chapter recognizes its responsibility as bargaining agent and agrees fairly to represent all employees in the bargaining unit and included in this bargaining agreement, whether or not they are members of the Chapter.

Section 1.4. Gender:

Whenever gender is used in this Agreement, it shall include female, male, and gender-neutral pronouns.

Section 1.5. Chapter Officers:

For purposes of this Agreement, the term "Chapter Officers" or "Chapter Representative" shall refer to the Chapter's duly elected President, Vice-President and Secretary. Chapter shall notify the District within 5 business days of any change in the Chapter Officer.

ARTICLE II
CHAPTER SECURITY And DUES CHECK-OFF

Section 2.1. Dues Deductions:

Upon receipt of proper written authorization from an employee, the Employer shall deduct each month's Chapter dues in the amount certified by the President of the Chapter from the pay of all employees who are members of the Chapter and who, in writing, authorize such deductions. Such written authorizations shall remain in effect unless the member revokes such written authorization by providing written notice to the District. Such money shall be submitted to the Metropolitan Alliance of Police within fifteen (15) calendar days after the deductions have been made.

Section 2.2. Revocation of Dues:

A Covered Employee desiring to revoke the dues checkoff may do so by written notice to the Employer at any time upon thirty (30) calendar days' notice.

Section 2.3. Bulletin Boards:

The District shall provide the Chapter with designated space for a reasonably sized bulletin board, for posting of Chapter announcements, seniority roster, and other items of routine, non-controversial Chapter business. The District reserves the right to remove postings that it reasonably believes are illegal, inflammatory, or political in nature. All other posting shall be subject to the approval of the Chief Human Resources Officer.

There shall be no distribution or posting by Covered Employees of advertising or political material, notices, or other kinds of literature on District property other than herein provided.

Section 2.4. Labor-Management Meetings:

The Chapter and the Employer agree that, in the interest of efficient management and harmonious employee relations, meetings will be held between Chapter representatives and representatives of the Employer. The District in its sole discretion shall determine its representatives at such meetings. Such meetings will be held at least twice annually, and additional meetings will be held as determined by the District. Such meetings may be requested by either party at least fourteen (14) calendar days in advance by delivering a written request to the other for a "labor-management meeting"

and providing the agenda for such meeting. Such meetings, times and locations shall be limited to all of the following conditions:

- a) discussion on the implementation and general administration of the Agreement;
- b) sharing of general information of interest to the parties; and
- c) safety issues.

Nothing in this section shall be construed to prevent the District from addressing safety issues immediately and unilaterally. It is expressly understood and agreed that such meetings shall be exclusive of the grievance procedure. Specific grievances being processed under the grievance procedure shall not be considered at "labor-management meetings," nor shall negotiations for the purpose of altering any or all of the terms of this Agreement be carried out at such meetings. The failure of the parties to hold or conduct labor-management meetings as contemplated herein shall not constitute a breach of this Agreement.

Covered Employee participants who are scheduled to work will notify their Supervisor prior to their attendance at a meeting and if such attendance is approved, the employee will be permitted to attend the meeting during the employee's regular hours of work with no loss of pay. However, nothing contained in this Article shall be deemed to entitle an employee attending said meeting outside the employee's regular hours of work to any form of compensation for time spent at the meeting. Nothing in this section should be construed to compel an employee to attend a Labor-Management Meeting uncompensated.

Section 2.5 Chapter Business:

Unless otherwise provided in this Agreement, no Chapter business shall be conducted during the paid work time (not including paid lunch breaks) of any employee covered by this Agreement.

Section 2.6 Indemnification:

The Chapter/Union shall indemnify, defend and hold harmless the District and its officials, representatives and agents against any and all claims, demands, suits or other forms of liability (monetary or otherwise) and for all reasonable costs for counsel that shall arise out of or by reason of action taken or not taken by the District in complying with the provisions of this Article provided that the District does not initiate the action. If an improper deduction is made, the Chapter/Union shall refund any such amount to the Covered Employee.

ARTICLE III

MANAGEMENT RIGHTS

Section 3.1. Management Rights:

Except as expressly limited by the express provisions of this Agreement, the District retains all traditional rights to manage and direct the affairs of the District in all of its various aspects and to manage and direct its employees, including but not limited to the right to make and implement decisions with respect to the following matters without having to negotiate over such decisions or the effects of such decisions: to establish, plan, direct, control and determine the budget and all the operations, services, policies and missions of the District; to supervise and direct the working forces; to determine the qualifications for employment and job positions and to employ employees; to determine policies affecting the training of employees; to schedule and assign work, to transfer and reassign employees; to establish work, performance and productivity standards and, from time to time, to change those standards; to assign overtime; to purchase goods and services; to determine the methods, means, organization and number of personnel by which departmental services shall be provided or purchased; to make, alter and enforce rules, regulations, orders and policies; to hire, suspend, discipline, terminate, evaluate, promote or demote employees; to establish new job classifications and/or modify, revise, combine or eliminate current job classifications; to determine whether work and/or services are to be provided by employees covered by this Agreement (including which employees) or by other District employees or persons not covered by this Agreement; to change or eliminate existing equipment or facilities and to introduce new equipment or facilities; to subcontract work; to establish change, add to or reduce the number of hours, shifts and schedules to be worked; and to relieve or lay off employees. The District shall also have the right to take any and all actions as may be necessary to carry out the mission of the District in the event of civil emergency as may be declared by the Board President, the Executive Director, or their authorized designees, which may include, but are not limited to, riots, civil disorders, tornado conditions, floods or other catastrophes or financial or other emergencies, and to suspend the terms of this Agreement during such emergency.

ARTICLE IV
SENIORITY And LAYOFFS

Section 4.1 Seniority:

Unless stated otherwise in this Agreement, seniority for the purpose of this Agreement shall be defined as a Covered Employee's length of continuous, full-time service with the District since the Covered Employee's last date of hire. Seniority shall accrue during all authorized paid leaves of absence. Seniority shall not accrue during layoff or unpaid leaves of absence excluding FMLA. In the event that Covered Employees in a job classification have the same seniority date, for purposes of breaking a tie in seniority, the Covered Employee whose last name falls first in the alphabet shall have the greater seniority.

Section 4.2 Maintenance of Seniority List:

A current and up-to-date seniority list showing the names and length of service of each Covered Employee in each position covered by this agreement shall be maintained for inspection by all Covered Employees and shall be updated on an annual basis.

Section 4.3 Forfeiture of Seniority:

Seniority and the employment relationship shall be terminated for all purposes, if the Covered Employee:

- a) resigns from the District;
- b) is discharged for just cause;
- c) voluntarily retires;
- d) voluntarily transfers to a department outside of the bargaining unit titles;
- e) is laid off for a period in excess of twelve (12) months, or the employee's length of service, whichever is less;
- f) does not perform work for the District for a period in excess of twelve (12) months;
- g) is laid off and fails to notify the Chief Human Resources Officer or designee of their intention to return to work within three (3) calendar days after receiving notice of recall or fails to return to work within two (2) working days after the established date for the Covered Employee's return to work;

- h) fails to report to work at the conclusion of an authorized leave or vacation unless there are proven extenuating circumstances beyond the Covered employee's control that prevent notification; or
- i) is absent for two (2) consecutive working days without authorization unless there are proven extenuating circumstances beyond the Covered Employee's control that prevent notification.

Accumulated seniority rights shall be reinstated provided that any Covered Employee who has a break in service meets one or more of the following conditions:

1. A Covered Employee is dismissed and later reinstated by a court of competent jurisdiction.
2. A Covered Employee is separated due to a layoff or reduction in force and is later reinstated.

Section 4.4 Layoff:

If the District in its sole discretion determines that a layoff is necessary within the bargaining unit, Covered Employees shall be laid off in reverse seniority within their job classification, also known as job title. A list of job classifications/job titles is included in this contract as Appendix A. Where possible the Employer will provide reasonable notice of forthcoming layoffs. All probationary employees in a job classification affected by layoff shall be separated before any non-probationary employee shall be subject to such a reduction in the work force.

No Covered Employee will be adversely affected in hours worked (excluding overtime hours) by reason of the assignment of work to an employee not covered by this Agreement, subcontracting or by reason of a volunteer performing work for the District. No work normally assigned to a Covered Employee will be performed by non-covered employees, subcontractors or volunteers when any unit member on layoff has the skills, knowledge and proven ability to perform the work (with licensure if required) or is scheduled to work less than 40 hours per week because of lack of work.

Section 4.5. Recall:

Covered Employees who are laid off shall be placed on a recall list for a period of twelve (12) months. If there is a recall, Covered Employees who are still on the recall list shall be given written

notice of a recall by certified or registered mail. The Covered Employee shall notify the District's Chief Human Resources Officer, in writing, of the Covered Employee's intention to return to work within three (3) calendar days after receiving notice of recall or seven (7) calendar days from the date of the mailing of the notice, whichever is less. The District shall be deemed to have fulfilled its obligations by mailing the recall notice to the Covered Employee's last known mailing address, by certified or registered mail, return receipt requested, it being the obligation and responsibility of the Covered Employee to provide the District with the Covered Employee's latest mailing address. If a Covered Employee does not respond in a timely manner to a recall notice, the Covered Employee's name shall be removed from the recall list and shall lose their right to be re-employed. Recalled Covered Employees shall report to work within fourteen (14) days after their notification of intent to return to work (or such further date as may, in the sole discretion of the District, be designated).

Section 4.6. Effects of Layoff:

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

1. A Covered Employee shall be paid for any earned but unused vacation days.

A Covered 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.

ARTICLE V **NO STRIKE/NO LOCKOUT**

Section 5.1. No Strike:

The Union agrees on behalf of itself and the Chapter that neither it, nor they, will, singly or in concert, engage in, induce, call, authorize, support, promote, condone or participate in any strike, work stoppage, sympathy strike, intentional withholding of services, picketing of District offices or homes of District officials, slow-down, sit-in, "tan-flu", or intentional refusal to work at any time for any reason.

Any or all Covered Employees who violate any of the provisions of this Article may be disciplined by the District as provided for in this Agreement. Each employee who holds a position covered under this agreement or steward of the Chapter occupies a position of special trust and

responsibility in maintaining and bringing about compliance with the provisions of this Article. In addition, in the event of a violation of this Section of this Article, the Chapter agrees to inform its Covered Employees of their obligation under this Agreement and to direct them to return to work. Nothing contained herein shall preclude the District from obtaining judicial restraint and damages in the event there is a violation of this Section. Unless the parties agree otherwise, and unless there is a successor agreement in place, this Section 5.1 shall sunset upon the conclusion of the term of this Agreement.

Section 5.2. No Lockout:

The District will not lockout Covered Employees. A “lockout” shall refer to a refusal by the District to allow Covered Employees to work in order to obtain a concession with regard to rates of pay, hours of work, and other conditions of employment; this term does not apply to a reduction in force, curtailment of operations or disciplinary action involving termination or suspension. Unless the parties agree otherwise, and unless there is a successor agreement in place, this Section 5.2 shall sunset upon the conclusion of the term of this Agreement.

Section 5.3. Judicial Restraint:

Nothing contained herein shall preclude the District or the Chapter from obtaining judicial restraint or any other remedy as allow under law in the event the other party violates this Article.

ARTICLE VI
GRIEVANCE PROCEDURE

Section 6.1. Definition of Grievance:

It is mutually desirable and hereby agreed that all grievances shall be handled in accordance with the following steps. For the purposes of this Agreement, a grievance is any dispute or difference of opinion raised by a Covered Employee or the Chapter against the District involving the meaning, interpretation or application of the express provisions of this Agreement. The District shall not be required to pay any Covered Employee wages for grievance related work, unless the Covered Employee is the grievant and is required by the Division Director or their designee to be present in a grievance meeting on the Covered Employee’s on-duty time, in which case the Covered Employee shall receive their regular rate of pay for all time spent. The Chapter may appoint a Chapter Representative or

designee, who may attend grievance meetings scheduled pursuant to Steps One through Four. When possible, the Chapter shall notify the Facilities Manager in writing of the name of the Chapter Representative or designee designated to do so, provided that the District shall not be required to recognize a Chapter Representative who has not completed a suspension.

Section 6.2. Grievance Procedure:

Recognizing that grievances should be raised and settled promptly, a grievance must be raised within ten (10) calendar days after the first occurrence of the event giving rise to the grievance or within ten (10) calendar days after the Grievant, through the use of reasonable diligence, should have become aware of the first event giving rise to the grievance in accord with the following procedure:

Step One: Facilities Manager. By written notification from the Grievant to the Facilities Manager, the grievance is to set forth the facts giving rise to the grievance, the contract provision(s) allegedly violated, and the remedy requested. The Facilities Manager or designee shall render a written response to the grievance within seven calendar days after receipt of the grievance and shall, if requested by the Chapter or the Grievant, meet to discuss the grievance prior to answering it, in which case the Facilities Manager or designee's response will be due within seven calendar days after such meeting.

Step Two: Appeal to the Division Director. If the grievance is not settled in Step One, or, if a reply is not given within the time provided therefore and the Grievant decides to appeal, the Employee shall, within seven (7) calendar days from receipt of the Step One response of the Facilities Manager or designee int, appeal the grievance in writing to the Division Director. The Division Director or designee may meet with the Grievant and a Chapter Representative at a mutually agreeable time to discuss the grievance. If a meeting is held and no agreement is reached or if no meeting is held, the Division Director or designee will submit a written response to the grievance within seven (7) calendar days of the date the grievance is appealed to Step Two or within seven (7) calendar days after the conclusion of the meeting, whichever is applicable.

Step Three: Appeal to the Chief Human Resources Officer. If the grievance is not settled in Step Two and the Grievant decides to appeal, said Grievant shall within seven (7) calendar days

after receipt of the response of the Division Director or designee in Step Two or after the expiration of time therefore, file a written appeal to the Chief Human Resources Officer of the District. In response to such notice, the Chief Human Resources Officer may meet with the Grievant and the Chapter Representative at a mutually agreeable time to discuss the grievance. If a meeting is held and no agreement is reached or if no meeting is held, the Chief Human Resources Officer or their designee shall submit a written response to the grievance within fourteen (14) calendar days from the date the grievance is appealed to Step Three or within fourteen (14) calendar days of the conclusion of the meeting, whichever is applicable.

Step Four: Appeal to the District Executive Director. If the grievance is not settled in Step Three and the Grievant decides to appeal further, said Grievant shall within seven (7) calendar days after receipt of the response of the Chief Human Resources Officer or designee in Step Three or after the expiration of time therefore, file a written appeal to the District Executive Director. In response to such notice, the District Executive Director may meet with the Grievant and the Chapter representative at a mutually agreeable time to discuss the grievance. If a meeting is held and no agreement is reached or if no meeting is held, the District Executive Director or their designee shall submit a written response to the grievance within fourteen (14) calendar days from the date the grievance is appealed to Step Four or within fourteen (14) calendar days of the conclusion of the meeting, whichever is applicable.

Section 6.3. Binding Arbitration:

If the grievance is not settled in accordance with the foregoing procedure, the Grievant or the Chapter may refer the grievance to binding arbitration by giving written notice to the District Executive Director within fifteen (15) calendar days after receipt of the District Executive Director's reply in Step Four or after the expiration of time therefore. Grievances will not be submitted for arbitration unless it is first approved by the Union. In the event the parties are unable to agree upon an arbitrator, they shall jointly request the Federal Mediation and Conciliation Service to submit a panel of seven (7) arbitrators, all of whom shall be members of the National Academy of Arbitrators. If the Federal Mediation and Conciliation Services is unavailable to hear the dispute then the parties shall jointly submit the dispute to the American Arbitration Association. Upon receipt of the panel, the party requesting arbitration shall strike the first name and the parties shall thereafter strike names alternately until only one name remains.

The person whose name remains shall become the arbitrator, provided, that either party, before striking any names, shall have the right to reject one panel of arbitrators. The arbitrator shall be notified of their selection by a joint letter from the District and the Chapter. In addition to providing notice of his appointment, such letter shall request that they set a time and a place for the hearing, subject to the availability of District and Chapter representatives.

Section 6.4. Arbitrator's Authority:

The arbitrator shall not have the power to amend, ignore, delete, add to or change in any way any of the terms of this Agreement. The arbitrator shall consider and decide only whether there has been a violation, misinterpretation or misapplication of the express provisions of this Agreement. In addition, the arbitrator shall have no authority to impose upon any party any obligation not provided for explicitly in this Agreement. The Arbitrator shall render their decision in writing to the parties within thirty (30) calendar days following the close of the arbitration hearing or the date on which briefs are submitted, whichever is later. Any decision or award of the arbitrator rendered within the limitations of this Section 6.4 shall be final and binding upon the District, the Union, the Chapter and the employees covered by this Agreement. No decision or remedy of the arbitrator shall be retroactive beyond the period specified in Step One of this grievance procedure.

Section 6.5. Time Limits:

No grievance shall be entertained or processed unless it is filed within the time limits set forth in Section 6.2. If a grievance is not appealed within the time limits governing appeal, it shall be deemed settled on the basis of the last reply of the District, unless the parties have mutually agreed in writing to extend a relevant time period. If the District fails to provide a reply within the time limits so provided, the grievant or Chapter, whichever is applicable, may immediately appeal to the next step within the applicable time limits therefore. If a time limit falls on a day/date that the District offices are closed for any reason, the time limit to respond shall be extended to the next day/date that the District offices are open.

Section 6.6. Fees and Expenses of Arbitration:

The fee and expenses of the arbitrator, including the cost of written transcript, shall be borne equally by the District and the Union; provided, however, that each party shall be responsible for

compensating its own representatives and witnesses. Should only one party request a transcript, that party shall pay the costs of the transcript.

Section 6.7. Method of Determination:

It is understood these grievance and arbitration procedures shall not apply to any matter as to which the District is without authority to act and that the filing and pendency of any grievance shall not preclude the District from taking the action or continuing to follow the course complained of which is the subject of the grievance. There shall be no suspension or interference with work because of any grievance or any incident which is or could have been the subject of a grievance.

Section 6.8. Rights:

It is acknowledged that the Chapter has the right to exercise its discretion to refuse to process an employee grievance that the Chapter believes is not meritorious. If the Chapter refuses to process an employee grievance, the employee may process their grievance with the Facilities Manager and must notify the Union that they are proceeding with a grievance without the Chapter. The Union shall assign a representative to assist the employee at each step of the Grievance Process. The same time frames delineated in Section 6.8 shall apply to this section.

Section 6.9. Aggrieved Employee:

A Covered Employee who files a grievance must have a direct interest in the grievance in that the outcome of the grievance directly affects the Covered Employee's own contractual rights as set out and determined by the provisions of this Agreement. Each grievance shall be considered a separate matter and shall be handled separately and distinctly. Separate grievances shall not be arbitrated together, except by mutual written agreement of the District and the Union.

Section 6.10. Miscellaneous:

No action, statement, agreement, settlement, or representation made by any Covered Employee of the bargaining unit shall impose any obligation or duty or be considered to be authorized by or binding upon the District unless and until the District has agreed thereto in writing. Nor shall any alleged action or inaction by any Covered Employee of the bargaining unit be considered as the basis for

a grievance under this Agreement unless such action or inaction is specifically authorized or directed by the District.

Section 6.11. Grievance Meetings:

If a grievance meeting at any of the steps of the grievance procedure set forth in this Article is scheduled during the regularly scheduled working hours of any Covered Employee involved in the meeting, any such Covered Employee will be permitted to attend the meeting without loss of pay. However, nothing contained in this Article shall be deemed to entitle a Covered Employee attending said meeting outside the Covered Employee's regular hours of work to any form of compensation for time spent at the meeting.

Section 6.12. Class Grievance:

The Union may file a "class grievance" if it (a) affects two (2) or more Covered Employees, (b) involves the same facts and issue(s), and (c) requires the interpretation or application of the same contractual provision(s). A "class grievance" can be submitted by the President of Chapter #798 within the time limits for the filing of a grievance as set forth in this Article. A decision on a "class grievance" shall be final and binding on all affected bargaining unit Covered Members who are in the class.

Section 6.13. Forms:

The Union shall furnish a mutually acceptable grievance form, which shall be used by both parties.

**ARTICLE VII
NO DISCRIMINATION**

Section 7.1. No Discrimination:

In accordance with applicable federal and state law, neither the District nor the Union shall discriminate against any Covered Employee because of race, sex, creed, color, religion, marital status, age, sexual orientation, political affiliation and/or beliefs, reported mental and/or physical disabilities, national origin, and Chapter Participation. The Union shall represent all Covered Employees fairly.

Section 7.2. Americans with Disabilities Act:

Notwithstanding any other provisions of this Agreement, it is agreed that the District has the right to take any actions deemed necessary to be in compliance with the requirements of the Americans with Disabilities Act.

Section 7.3. Chapter Activity:

The District and Chapter agree that no employee shall be discriminated against, intimidated, restrained or coerced in the exercise of any rights granted by law or by this Agreement, or on account of membership or non-membership in the Chapter.

ARTICLE VIII
HOURS OF WORK

Section 8.1. No Guarantee:

This Article is intended only as a basis of calculating overtime payments, and nothing in this Agreement shall be construed as a guarantee of hours of work per day, week, work period, or year.

Section 8.2. Hours of Work:

The paid workday for Covered Employees is eight (8) hours and the work week is forty (40) hours. The standard hours for Covered Employees will be an eight (8.0) hour shift which will include a thirty minute (30) paid lunch, Sunday through Saturday.

- For Workgroups A, B, and C, the Employer reserves the right to adjust the standard hours of work as operational needs arise to conduct business in the most efficient manner with fourteen (14) days prior notice to the affected Covered Employees.
- For Workgroup AA (Custodians), the Employer reserves the right to adjust the standard hours of work as operational needs arise to conduct business in the most efficient manner with seven (7) days prior notice to the affected Covered Employees.

The Employer agrees that it will not change the standard hours of work arbitrarily and it shall only be for legitimate operational needs and benefit to the District. The Employer shall not adjust the hours of work to avoid paying overtime compensation. The Employer reserves the right adjust the hours of work for time sensitive assignments, that may impact a single Covered Employees or a crew of Covered Employees to complete the work for such instances. Time sensitive assignments would include issues that pose a risk to District infrastructure or adversely impact occupants or operations of the infrastructure.

During their 8.0 hour shift, Covered Employees will be given one paid thirty (30) minute lunch break. The Facilities Manager or their designee, has the authority to adjust the times of paid lunch breaks at their discretion, when in the best interest of the operations.

Section 8.3. Special Assignments:

Special shifts may be assigned on a voluntary basis first come first serve. The lowest ranking non-probationary Covered Employee who normally perform the work type, within their trade or job classification will be assigned the special assignment if there are no volunteers. Once a non-probationary Covered Employee has been assigned for the month, they will go to the bottom of the assignment list for that month. No Covered Employee shall be required to work more than one special assignment per month, unless there have been insufficient volunteers and all Covered Employees who normally perform the work at issue within their trade or job classification have been previously assigned one time that month. The Employer may, but is not required to, assign a special assignment shift to a Covered Employee who does not normally perform the work at issue within their trade or job classification, if necessary. There shall be as much advance notice provided by email, text message, or scheduling system notification to the affected Covered Employee as possible, but no less than three (3) working days' notice, when this issue is not time sensitive. Such special shifts shall not be arbitrarily assigned.

Section 8.4. Snow Removal:

For Workgroups A, B, and C, Snow Removal shifts shall consist of being voluntarily assigned on-call snow removal duties in one calendar week (Monday-Sunday) increments and be assigned on a voluntary basis, first come first serve, with the lowest ranking Covered Employees (who meet all eligibility requirements for snow removal duties) being assigned to vacant shifts/weeks (in a particular month in order) if there are insufficient volunteers to cover the assignments. Snow removal shifts shall be paid at the rate of one and one-half (1.5) times the Covered Employee's then regular hourly rate of pay for actual hours worked, beyond a forty (40) hour work week. Once a non-probationary Covered Employee has been non-voluntarily assigned a snow removal shift/week for the month, they will go to the bottom of the assignment list for that month. No Covered Employee in Workgroups A, B, and C shall be required to work more than one snow removal shift/week per month, unless there have been insufficient volunteers and all Covered Employees have been previously assigned a one-week assignment that calendar month.

Covered Employees may trade or voluntarily cover another Covered Employee's scheduled snow assignment or portions of it, to trained and qualified members for the assignment. The Facilities Manager or designee must be notified of the requested assignment change no less than two (2) workdays in advance of an affected shift, for schedule changes. Schedule change requests must be approved in advance of the actual assigned shift.

All hours paid under this section shall be paid time or compensatory time, at the Covered Employee's election within the Compensatory Time Bank limits reflected in Section 8.7.

The terms of this section do not apply to Workgroup AA. Covered Employees in Workgroup AA will perform snow removal duties at District sites as assigned by their supervisor.

Section 8.5. Overtime:

Any hours actually worked by employees covered by this agreement in excess of forty (40) hours per week shall constitute overtime, which shall be paid at the rate of one and one-half (1.5) times the Covered Employee's then regular hourly rate of pay. For purposes of overtime calculation, holidays, personal days, vacation days and compensatory time shall be included in hours worked. Sick days, bereavement leave, jury duty, and workers' compensation shall not be included in hours worked.

Section 8.6. Emergency/Call Back/Early Start/Holdover/Lunch Break Pay:

Emergency call-back or emergency holdover is defined as a situation in which a Covered Employee is called back to work or held over in order to respond to an emergency or a significant unplanned occurrence that requires immediate response.

A holdover or early start is approved or assigned additional time before or after a regular work shift that extends the hours worked for the day beyond eight (8) hours. The additional time shall be compensated at one and one-half (1 ½) times a Covered Employee's regular straight-time hourly rate of pay for all hours worked in increments of 15 minutes for holdover or early start when the hours worked that week exceeds forty (40) hours. If the hours worked that week do not exceed forty (40) hours, the additional time will be compensated at regular straight-time hourly rate.

Call back or emergency call back is defined as time worked and not continuous with the regular work shift. This applies after leaving for the day and returning to work or called in on unscheduled day. A two (2) hour minimum will be compensated for all emergency or callback occurrences. Hours worked beyond the minimum will be compensated in increments of fifteen (15) minutes. One-half (1/2) hour of travel time will be compensated for callbacks and will be included in the two (2) hour minimum

if the callback time worked is less than one and one-half (1 ½) hours. If the time worked on the callback exceeds one and one-half (1 ½) hours, the one-half (1/2) hour of travel time will be added in time accounting as time worked. Employees who answer an emergency after-hours phone call, and can diagnose and provide analysis of the issue without coming into work, shall be compensated for one-half (½) hour minimum. Time spent on the matter in excess of one-half (½) hour will be calculated in increments of fifteen (15) minutes. The after-hours call must be initiated or pre-approved by the Facilities Manager or designee. After-hours calls initiated between Covered Employees without pre-approval from management will not be eligible for compensation under this provision. Phone calls for purposes of scheduling a call-out are also excluded.

At the discretion of the Facilities Manager or designee, a Covered Employee can be pre-approved to work through a lunch break, if necessary. The additional time shall be compensated at one and one-half (1 ½) times an employee's regular straight-time hourly rate of pay when the work week exceeds forty (40) hours. If the hours worked that week does not exceed forty (40) hours, the additional time will be compensated at regular straight-time hourly rate.

The Facilities Manager or designee can elect to adjust a Covered Employee's unpaid lunch time to an alternated time for that day or shorten the workday in lieu of overtime, when reasonable. The Facilities Manager or designee can offset the unpaid break with an early leave of ½ hour that day or within that pay period week, as compensatory time or as paid time.

A Covered Employee that is off work on vacation, personal time, compensatory time may voluntarily be available for callback.

This section shall not be applicable to scheduled overtime, scheduled meetings, training programs, or other pre-scheduled events or activities. If an employee has called in sick on a given workday, they will not be called for an emergency call-back.

Section 8.7. Compensatory Time:

In lieu of overtime pay, Covered Employees may elect to accumulate up to a maximum of eighty (80) hours of compensatory time at any one time (unless otherwise limited in any other section of this article), upon approval. Compensatory time shall be granted on the basis of one and one-half hours of compensatory time for each hour of overtime worked. Compensatory time may be carried over to the next calendar year as long as the maximum of eighty (80) hours at any one time is not exceeded. Once per calendar year with a request by the Covered Employee or notice by the District to the Covered

Employee, the District shall pay a Covered Employee for a portion or all of their accumulated compensatory time, not to exceed 40 hours of compensatory time, at their then current hourly rate of pay. Once a request for use of compensatory time has been approved, that compensatory time shall not be subject to this payout provision. Upon termination or retirement, a Covered Employee will be paid for all accumulated but unused compensatory time at the Covered Employee's current hourly rate of pay.

Upon a Covered Employee banking the limit of eighty (80) hours compensatory time, any hours worked in excess of a 40-hour work week, will be applied as paid overtime in that work week, within that pay period.

Covered Employees employed on or before December 31, 2011 who have earned compensatory time and retire from the District, may elect to have the payout on their last paycheck in one lump sum, spread out over the last four (4) months of employment, have a portion of payouts paid and reported not to exceed IMRF's 125% rule and the rest held and paid in the second calendar month, or held to be paid in the second calendar month after termination (five (5) months' notice must be given).

Covered Employees employed on or after January 1, 2012 who have earned compensatory time and retire from the District will have the payout, on their last paycheck.

Section 8.8. No Pyramiding:

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

Section 8.9. Guidelines for Emergency Closing of the Workplace:

If the District opens late, closes early, or closes for the full day while a Covered Employee is at work, the Covered Employee will be compensated at his regular rate of pay for a standard workday. If a Covered Employee is not at work but is scheduled to work a day when the District opens late, closes early, or closes for the full day, the Covered Employee will be compensated at their regular rate of pay for a standard workday, Covered Employees with previously scheduled paid time off shall take the time off as scheduled and will be unaffected by this provision. A Covered Employee who is required to work when the District is closed will be granted equivalent time off to be taken at a time mutually convenient to the Covered Employee and the District's operating needs.

ARTICLE IX

SICK LEAVE

Section 9.1. Purpose and Use:

Sick time can be used for an approved absence that falls under the following guidelines: Illness or injury of a Covered Employee, their dependent(s), or immediate family member(s), medical or dental care, preventative health or been recent exposure to a contagious disease and could endanger others by attendance on duty. Immediate family member includes: mother, father, mother-in-law, father-in-law, brother, sister, spouse, children, grandchildren, grandparents, and stepparent. The above also applies to a person who is legally acting as a guardian.

Section 9.2 Sick Leave Accrual:

Effective January 1 following a Covered Employee's hire date and every year of full-time employment thereafter, an employee will receive eight (8) sick days per calendar year, accrued at .67 days per month. Accrual of sick time ceases during any medical or personal leave of absence over thirty (30) calendar days.

During the first calendar year of employment as a regular full-time Covered Employee, the following sick day accrual schedule shall apply:

| If Hired: | Eligible For: |
|---------------------|----------------------|
| January – February | <u>8</u> days |
| March – May | <u>6</u> days |
| June – August | <u>4</u> days |
| September – October | <u>2</u> days |
| November – December | <u>0</u> days |

Section 9.3. Use of Sick Time:

Each Covered Employee must notify their immediate supervisor when illness or injury prevents the Covered Employee from coming to work. Notice to the supervisor should be given no later than thirty (30) minutes before the Covered Employee's scheduled starting time and for each shift the Covered Employee is unable to report for work unless the nature of the illness or injury makes

notification impossible. If notification cannot be made prior to the start of the Covered Employee's shift, the Covered Employee must make notification as soon as reasonably possible, including the reason for the delay in notification.

Sick time is not counted as time worked for purposes of overtime computation. It shall be the Covered Employee's responsibility to provide their supervisor with complete and accurate information on their time document regarding the use of sick time. Sick time may not be taken in smaller denominations than one-fourth (1/4) of an hour.

For any absences caused by illness or injury of Five (5) consecutive days or longer, or as more frequently permitted by the FMLA, a doctor's statement will be required before returning to work. It is the responsibility of the Covered Employee to update their supervisor daily, via phone, email or text message, of the status of their injury or illness.

A doctor's statement will also be required when a Covered Employee demonstrates frequent, chronic, or other operationally disruptive patterns of sick leave use regardless of the amount of sick time used. If the Covered Employee's doctor's statement does not substantiate disability or fitness for duty, they may be required to take an independent medical examination at District expense. The Covered Employee's time to attend independent medical examination shall be compensated time either through paid administrative leave or counted as hours worked. A Covered Employee determined to be abusing sick leave shall result in denial of sick leave and subject to the appropriate disciplinary action.

Section 9.4. Monetary Compensation Upon Termination:

Upon a Covered Employee's termination, their sick leave accruals shall be paid out as follows:

- A. **Sick Leave Accrued On or Before December 31, 2016 (eligible employees employed on or before December 31, 2011).** Upon the employee's voluntary termination of employment, accompanied by an irrevocable letter of resignation or retirement, or as the result of a non-job performance related layoff, the employee will receive either (1) IMRF service credit*; or (2) monetary compensation for accrued but unused sick leave, based on continuous service through December 31, 2016, per the schedule below. An employee must choose one option or the other, but not both. If the employee chooses monetary compensation, it will be paid in one lump sum in the second calendar month after termination. Such payment will not be reportable to IMRF as earnings and will not be considered by IMRF when it calculates the employee's final rate of earnings. Effective December 31, 2016, the accrual of such sick leave shall cease and the value of the sick leave accrued as of that date will be frozen. Employees may, however, at any time

use such days as sick days pursuant to the terms of this policy, resulting in a reduced payout or reduced IMRF service credit* at termination.

| Years of Completed Continuous Service** | Monetary Compensation Percentage Rate |
|--|--|
| 5 through 7 years | 50% |
| 8 through 10 years | 67% |
| 11 through 15 years | 75% |
| 16 years or greater | 100% |

*Note that IMRF service credit is only available to retiring employees who meet IMRF rules, policies and guidelines

**As of December 31, 2016.

- B. Sick Leave Accrued on or Before December 31, 2016 (eligible employees employed on or after January 1, 2012, but before January 1, 2017).** Any sick leave accrued shall be added to the employee's bank, subject to the 120-day maximum accrual discussed in paragraph C, below. Such accrued sick time may be used as needed, according to the guidelines above. Alternatively, it may be used toward IMRF service credit, per the terms of paragraph C, below.
- C. Sick Leave Accrued Effective January 1, 2017 (all eligible employees).** Effective January 1, 2017, sick time may be accrued up to a maximum of 120 days. This accrued sick leave bank will be maintained separately from sick time earned by those employed on or before December 31, 2011, whose value in that bank is now frozen (see paragraph A., above.) Sick time accrued effective January 1, 2017, under this policy, may be used as needed, according to the guidelines above.

Effective January 1, 2017, upon an eligible employee's voluntary termination of employment, accompanied by an irrevocable letter of resignation or retirement, or as the result of a non-job performance related layoff, the employee may obtain IMRF service credit for sick leave accrued under this paragraph C., to the full extent permitted by Illinois law and IMRF rules, policies and

guidelines. Such credit will be limited to a maximum of 120 days of accrued sick leave under this policy.

NOTE: An employee's combined sick leave banks pursuant to paragraphs A, B and C may not exceed 250 total accrued sick days. For example, if an employee has accrued 250 sick days or more under paragraph A, above, the employee will not be eligible to accrue any additional days under paragraph C, unless and until he uses sick days and his balance under paragraph A falls below 250 accrued days. The employee will not be eligible to accrue additional days under paragraph A under any circumstances.

Upon dismissal from employment for cause, sick leave credits will be forfeited.

Section 9.5. Me-Too Clause:

The parties agree that should the District confer an increased amount of Sick Leave Accrual to any or all non-contractual District Employees (this includes non-represented employees and employees represented by a collective bargaining agent but does not include members of MAP #471) at a date subsequent to the effective date of this Agreement, that such increase shall be conferred upon the Covered Employees pursuant to a Side Letter of Agreement and shall be adopted into the next successor Agreement.

ARTICLE X **OTHER LEAVES OF ABSENCE**

Section 10.1. Jury Duty:

An Covered Employee who is required to report for jury duty shall be excused from work without loss of pay for the period of time which the Covered Employee is required to be away from work and during which the Covered Employee would have otherwise been scheduled to work. If a Covered Employee reports for jury duty and is excused, the Covered Employee shall report for work at his regularly scheduled starting time, or as soon thereafter as possible.

A Covered Employee shall notify their supervisor if the Covered Employee is required to report for jury duty. In order to be compensated for performing jury duty, a Covered Employee must sign over to the District any check received for performance of such jury duty.

Section 10.2. Bereavement Leave:

A Covered Employee is eligible to take Bereavement Leave in the event of the death of a member of their family in order to attend the funeral. Bereavement Leave should be taken consecutively but may be split at the discretion of the Covered Employee's supervisor/manager. Payments made under this policy are not counted as time worked for purposes of overtime computation. If a Covered Employee requests additional paid days off under another accrued paid time off provision (personal, vacation, or compensatory time), such days may be scheduled with the approval of the Covered Employee's supervisor and said approval shall not be unreasonably denied. Covered Employees are allowed bereavement leave in accordance with the following schedule:

| UP TO THREE (3) DAYS LEAVE | | | UP TO ONE (1) DAY LEAVE |
|--|--|-------------|-------------------------|
| Mother | Spouse or Civil Union Partner (as defined by Illinois law) | Grandparent | Sister-in-law |
| Father | Child | Grandchild | Brother-in-law |
| Brother | Mother-in-law | Step-parent | Grandparent-in-law |
| Sister | Father-in-law | Step-child | Son-in-law |
| Or a person who is legally acting in one of the above capacities | | | Daughter-in-law |

The District retains the right to require proof of the funeral and the Covered Employee's attendance at the funeral.

Section 10.3. Military Leave:

Military leaves will be granted in accordance with applicable laws.

Section 10.4. Family Medical Leave Act:

The District agrees to abide by the provisions of the Family and Medical Leave Act of 1993, as amended, but the enforcement of this provision shall be as provided in said Act and shall not be subject to the grievance and arbitration procedure set forth in this Agreement. The parties agree that the District may take any steps that the District deems appropriate to implement and comply with the Act and the rules and regulations issued thereunder, or as amended.

ARTICLE XI **VACATIONS**

Section 11.1. Eligibility and Accrual of Vacation:

All employees covered by this agreement who have completed six (6) months of continuous service are eligible to accrue vacation, per the schedule below.

The vacation time accrual schedule for all employees is as follows:

| YEARS OF CONTINUOUS SERVICE | VACATION DAY ANNUAL EQUIVALENT | VACATION HOURS ACCRUED MONTHLY |
|-----------------------------|---|--------------------------------|
| 0-1 year* | 12 days | 8 hours |
| 2 years | 13 days | 8.67 hours |
| 3 years | 14 days | 9.33 hours |
| 4 years through 9 years | 15 days | 10 hours |
| 10 years through 14 years | 20 days | 13.33 hours |
| 15 years through 23 years | 20 days plus 1 additional day for each year of service from 15 – 23 years | Varies |
| 24 years or more | 30 days | 20 hours |

*Although, for payroll purposes, an employee's record may reflect vacation hours "banked" prior to their six (6) month anniversary, these hours are not available for use or payout until the employee has reached their six (6) month anniversary.

Vacation time hours are accrued, calculated, and credited as they are earned in accordance with District payroll administration practices. Vacation time payouts after the last day worked shall not

extend a Covered Employee's length of service. A Covered Employee in an unpaid leave status does not accrue benefit time, including vacation time. A Covered Employee who has separated employment from the District and has been re-hired shall accrue vacation time as of their most recent benefit eligible employment date unless the Covered Employee is separated for less than thirty (30) days.

A Covered Employee may carry over up to two (2) weeks or ten (10) days of vacation time from one (1) calendar year to the next calendar year. A Covered Employee who requests to carry over more than two (2) weeks of vacation time in one (1) calendar year must submit a written request for approval to the Division Director, explaining the need for the additional carryover hours. The Employer shall inform the Covered Employee of whether or not the request is approved within (30) days of the written request being made.

If a Covered Employee resigns, they may not use earned vacation time in lieu of a two (2) week notice unless the time was approved in advance.

Once a Covered Employee has completed five (5) consecutive years of service, they may elect to receive a monetary payment for up to five (5) days of their earned vacation accrual at full value. Upon completion of fifteen (15) years of continuous service, a Covered Employee may elect to receive a monetary payment for up to ten (10) days of their earned vacation at full value. A Covered Employee is eligible to receive this payment one (1) time per calendar year.

Covered Employees requesting to be paid for accrued but unused vacation time as permitted by District policy as it may exist from time to time.

Section 11.2. Vacation Pay:

The rate of vacation pay shall be the Covered Employee's regular straight-time rate of pay in effect on the payday immediately preceding the Covered Employee's vacation.

Section 11.3. Vacation Scheduling:

Requests for vacation shall be submitted up to one (1) year in advance and are subject to the approval of the Facilities Manager or designee. The length of advanced notice is determined by the Facilities Manager or designee but shall be no less than seven (7) calendar days. The Covered Employee will receive correspondence within three (3) workdays of approval or denial of the request.

Requests for vacation time use shall not be unreasonably denied. In the first three quarters of the year, should a Covered Employee's individual, unique vacation requests be denied three or more times,

the Facilities Manager and affected Covered Employee shall meet prior to the start of the fourth quarter (at the Covered Employee's request) to schedule an approved vacation time usage of all vacation hours in excess of the allowable carryover hours. This scheduled vacation time usage shall be subject to mutual approval of the affected Covered Employee and the Facilities Manager. In lieu of this process, the Division Director can, at their sole discretion, offer to approve the carryover of the Covered Employee's vacation time in excess of the normal carryover hours cap. Any excess carryover hours must be used in the first quarter of the next year or be forfeited.

The final right to designate vacation periods and the number of employee(s) who may be on vacation at any one time is reserved by the Facilities Manager or designee and shall be reasonably related to service and the mission of the District. Vacation requests will be granted on a first come, first served basis. Where there are requests for the same vacation day(s) received at the same time, job classification seniority will determine whose request is honored.

Section 11.4. Vacation Pay Upon Separation:

A Covered Employee who leaves the employment of the District shall be compensated for vacation which is earned and unused on the date of termination, less any monies owed to the District, at their then hourly rate of pay. The date of termination cannot be extended by the use of vacation. It is the District's expectation, when possible, that a Covered Employee will provide at least two weeks written notice prior to separation.

If a Covered Employee separates employment before the end of the calendar year and has used or received payment for any unearned vacation time, their final paycheck will be reduced by the value of the unearned time that was used or paid out. If the amount of the final paycheck is insufficient, the Covered Employee must pay the District back the remaining value of the used portion of vacation time at the same rate it was advanced to them.

ARTICLE XII **HOLIDAYS And PERSONAL DAYS**

Section 12.1. Holidays:

The following twelve (12) listed holidays, and any additional holidays approved by the Board of Commissioner, are the recognized holidays for purposes of this Article. Covered Employees may be

scheduled to work in accordance with Article VIII on a holidays. For schedule and payroll purposes, the actual date of the holiday shall be at the same date observed by the District for all employees.

| | |
|---------------------------|------------------------|
| New Year's Day | Columbus Day |
| M.L. King Day | Veteran's Day |
| President's Day | Thanksgiving Day |
| Memorial Day | Day After Thanksgiving |
| Independence Day (July 4) | Labor Day |
| Christmas Day | Juneteenth |

Section 12.2. Eligibility Requirements:

To be eligible for holiday pay, the Covered Employee shall work their last scheduled workday before the holiday and the first scheduled workday after the holiday, unless the absence on either or both of these workdays is for good cause and approved by the Facilities Manager or designee. Covered Employees on bereavement or jury duty leaves of absence are eligible for holiday pay, but Covered Employees on other types of leave are not eligible.

If one of the holidays listed in Section 12.1 falls on a day that the Covered Employee is off on paid vacation, the Covered Employee shall be paid for the holiday and shall not be charged for the vacation day.

Section 12.3. Holiday Pay:

A Covered Employee who meets the eligibility requirements set forth in Section 12.2 shall receive eight (8) hours of straight time paid, at the Covered Employee's regular hourly rate, for their holiday. In addition, any Covered Employee called-in to work on a Holiday or scheduled to work on a Holiday in Accordance with Article VIII shall receive additional straight time pay, at their regular hourly rate, for all hours worked during their normal shift hours and two (2) times their regular hourly rate for all hours worked outside of their normal shift hours. If the Covered Employee is called-in or scheduled to work on a Holiday, the Covered Employee is guaranteed a minimum of two hours of pay, if the time worked is less than two hours, at the applicable rate as determined by the time of day the Holiday work occurs. The two (2) hour minimum only applies if the Covered Employee is on-site at

their designated work location for less than two (2) hours during their particular call-in or scheduled Holiday assignment.

Section 12.4. Callback on Holiday Pay:

A Covered Employee who is called in to handle an emergency, or for any other reason, occurring on any of the Holidays listed in Section 12.1, shall receive one (1) hour of paid travel time at the Covered Employee's regular hourly rate regardless of the time the travel occurs on the particular Holiday. Travel Holiday Pay does not apply to on-call shifts or scheduled shifts, such as Snow Removal in Article VIII.

Section 12.5. Personal Days:

Covered Employees shall earn five (5) personal days per calendar year. During the first calendar year of employment, the following personal day accrual schedule shall apply:

| <u>IF HIRED</u> | <u>ELIGIBLE FOR</u> |
|----------------------------|----------------------------|
| January – February | 5 days |
| March – April | 4 days |
| May – June | 3 days |
| July – August | 2 days |
| September – October | 1 day |
| November – December | 0 days |

Approval for the use of such days will be at the Facilities Manager or designee's discretion. Personal days will not be paid out and will be forfeited if not used within the calendar year. A Covered Employee who voluntarily separates employment will receive a payout of accrued but unused personal time at a pro rata basis. Covered Employees who terminate prior to completing 6 months of service will not receive a payout for accrued personal days. If a Covered Employee resigns, they may not use earned personal days' time in lieu of notice, unless the time is approved in advance. Required to pay back used unearned time, include signing acknowledgment prior to using unearned time, in the same manner as other District employees.

Personal time off can be requested in increments of no less than fifteen (15) minutes. The Chapter and the District have bargained the terms of paid personal days under this section after the passage of Paid Leave for All Workers Act, 820 ILCS 192/. The Chapter and the District agree to waive the requirements of the Paid Leave for All Workers Act, as permitted under 820 ILCS 192/15(n).

ARTICLE XIII **WAGES**

Section 13.1. Wage Increases:

Effective June 1st, 2025:

- Work Group AA – Wage increase of 3% plus an additional \$0.10 per hour
- Work Groups A, B & C – Wage increase of 4.25% plus an additional \$0.10 per hour

Effective June 1st, 2026:

- All Work Groups – Wage increase of 4.25%

Effective June 1st, 2027:

- All Work Groups – Wage increase of 4.25%

An employee's rate of pay may not be less than the minimum or more than the maximum for the Salary Range (Appendix B) associated with their position and workgroup as identified in Section 13.2.

Section 13.2. Workgroups:

Job Titles for the Bargaining Unit are batched into four Workgroups. Each Workgroup has a separate and distinct Salary Range as reflected in Appendix B.

- Work Group AA shall consist of the following job titles:
 - Custodian
- Work Group A shall consist of the following job titles:
 - Facilities Maintenance Worker
 - Field Technician
 - Sign Technician

- Work Group B shall consist of the following job titles:
 - Painter
 - Construction Laborer/Operator
 - Sign Coordinator
 - Cement/Stone Mason
 - Carpenter
- Workgroup C shall consist of the following job titles:
 - Electrician
 - Master Plumber/Pipefitter
 - HVACR Technician

Section 13.3. Performance Stipends for Employees at Salary Range Maximums:

A Covered Employee's rate of pay may not exceed the maximum for the Salary Range associated with their position. However, the portion of a Covered Employee's wage increase that exceeds the Salary Range maximum may be paid to the Covered Employee as a non-tacking lump sum performance stipend. Eligibility to receive the stipend shall be based on the Covered Employee's most recent annual performance appraisal. The parties agree that performance reviews shall be conducted in a fair manner based on the ratings and criteria specified on the Performance Appraisal Form included as Appendix E.

Performance stipends for employees at the salary range maximum will be denied if the Covered Employee's appraisal meets any of the following criteria:

- One (1) or more performance ratings of "Below Expectations."
- Three (3) or more performance ratings of "Does Not Fully Meet."
- Performance rating of "Does Not Fully Meet" in the same performance category as the prior annual performance cycle.

For the purposes of denying a Covered Employee at max range the lump sum stipend, an allegation that the employee failed to meet the minimum standards shall be subject to the grievance procedure set forth in Article VI of this Agreement. The employer must show by a simple preponderance that the performance appraisal was even-handed, achievable, and that performance requirements were clearly communicated to the employee. Employees shall be timely informed of deficiencies that could result in a failure to meet required performance ratings to afford the employee an opportunity to rehabilitate their performance rating.

The total value of the rate of pay increase + the stipend shall equal the total value of the wage increase associated with the employee's work group.

EXAMPLE – Ryan's rate of pay on 5/31/26 is \$40.58 (the range maximum for workgroup C) and the wage increase for Ryan's work group is 4.25% effective 6/1/27.

- $\$40.58 \times 4.25\% = \1.72
- 6/1/2027 new range max for Group C = \$41.29
- Ryan receives a base pay rate increase of \$0.71 per hour (reaches range max of \$41.29)
- Assuming Ryan's performance appraisal met standards, Ryan also receives the remaining value of the pay increase as a lump sum stipend of \$2,100.80 (calculated at \$1.01 x 2080).
- Base pay rate increase (\$0.71) + stipend (calculated at \$1.01 x 2080 hours) = \$1.72.

Section 13.4. Promotions/Demotions:

If a Covered Employee changes position/job titles within their assigned Workgroup, this shall not be considered a promotion or a demotion and there shall be no change in their salary step or anniversary date.

If a Covered Employee changes position/job titles to a position/job title assigned to a higher Workgroup (Workgroup C is the highest, then B, then A and then AA is the lowest Workgroup for purposes of this Section in the CBA), this shall be considered a promotion and the Covered Employee shall receive a 5% pay rate increase or move to the pay range minimum associated with the new Workgroup (whichever is greater) and their anniversary date shall be reset to the date they start in their new position/job title in the new Workgroup.

If a Covered Employee changes position/job titles to a position/job title assigned to a lower Workgroup, this shall be considered a demotion and the Covered Employee shall retain their current rate of pay without a reduction unless their rate of pay exceeds the Pay Range maximum associated with the new Workgroup, and their anniversary date shall be reset to the date they start in their new position/job title in the new Workgroup.

Under no circumstances shall a Covered Employee's pay rate be less than the Pay Range minimum or more than the Pay Range maximum associated with the Workgroup for their position/job title.

ARTICLE XIV **INSURANCE**

Section 14.1. Coverage:

The District agrees to provide medical, dental, and life insurance for employees as set forth herein. Notwithstanding the foregoing, the District retains the right to change insurance carriers or to self-insure or to adopt a Health Maintenance Organization (HMO) or PPO plan for the provision of life insurance or medical benefits, and the District further reserves its right to institute, maintain and change cost containment, benefit and other provisions of the medical plan provided that such changes are made in the plan for all other regular, full time management and unrepresented District employees.

Section 14.2. District Insurance Benefit Reciprocity:

In recognition of the desirability of maintaining a uniform policy District-wide with respect to insurance benefits and notwithstanding the foregoing provisions contained in this Article, the parties agree that if the District makes any changes, modifications or improvements with respect to any of the District's life insurance, dental insurance or medical/hospitalization insurance programs that are applicable to all other regular, full-time management and unrepresented District employees, then such changes, modifications, or improvements (including the cost sharing arrangements between the District and the employee) shall likewise be applicable to the employees covered by this Agreement on the same terms and on the same date that they are applicable to other full-time District employees.

Section 14.3. Terms of Insurance Policies to Govern:

The extent of coverage under the insurance plan documents (including HMO or PPO plans) referred to in this Agreement shall be governed by the terms and conditions set forth in those policies. Any questions or disputes concerning such insurance documents, or benefits under them, shall be resolved in accordance with the terms and conditions set forth in the policies and shall not be subject to the grievance and arbitration procedures set forth in this Agreement. The failure of any insurance carrier(s) or organization(s) to provide any benefit for which it has contracted or is obligated shall result in no liability to the District, nor shall such failure be considered a breach by the District of any obligation under this Agreement. However, nothing in this Agreement shall be construed to relieve any insurance carrier(s) or organization(s) from any liability it may have to the District, District employee or beneficiary of any District employee.

Section 14.4. Refusal of District Health Insurance:

In the event the District, in its sole discretion, adopts a policy providing compensation to any employee(s) who decline(s) membership in the Forest Preserve District of DuPage County health insurance plan, Covered Employees covered by the agreement shall also be entitled to such benefit.

ARTICLE XV
DISCIPLINE

Section 15.1. Discipline:

The District has the right to discipline Covered Employees. The type of disciplinary action imposed will be at the discretion of the District in consideration of all relevant factors, but disciplinary action may only be imposed upon a non-probationary Covered Employees for cause. The District may adopt rules and regulations governing Covered Employees conduct and, from time to time change or modify them. The District shall either post or provide copies of any rules and regulations, which are adopted or amended, to the Covered Employees.

Section 15.2. Just Cause:

A non-probationary employee covered by this Agreement shall not be disciplined or dismissed without just cause. Probationary employees may be disciplined or dismissed without just cause. Covered Employees who are discharged shall be paid for all earned and accrued unused vacation time and compensatory time within two pay periods of the termination date.

Section 15.3. Disciplinary Measures:

Although discipline shall normally be progressive and corrective, the District need not apply these types of discipline in sequence for more major offenses, but rather may base the type of discipline to fit the severity of the offense and/or infraction involved. Giving consideration to the severity of the infraction, disciplinary actions may include the following:

- Written Warning a/k/a Written Expectation
- Written Reprimand a/k/a Written Acknowledgement
- Suspension
- Discharge

The Employer agrees to use its best efforts to follow the tenets of progressive discipline. However, nothing in this agreement shall be construed as limiting the Employer's right to summarily discharge or suspend a Covered Employee for a sufficiently serious offense. Discipline shall be timely.

The Covered Employee will be given the opportunity to submit their written response outlining their point of view in regard to any incident that results in a record of discipline being placed in their personnel file. The Covered Employee's written response will be attached to and remain part of the record, for as long as the record of discipline remains in their file.

Section 15.4. Limitation on the Use of Prior Discipline:

Written Expectations and Written Acknowledgements will serve as the basis for additional progressive discipline unless there is no further related disciplinary infraction occurring within (3) three years from the date of the Written Expectation/Acknowledgement.

Prior Suspensions may serve as a basis for determining the level of discipline imposed for related conduct, but the amount of time that passes between infractions shall be a factor taken into consideration in determining the level of discipline to be imposed.

Section 15.5. Pre-suspension or Discharge Meeting:

Prior to suspending a non-probationary Covered Employee without pay or discharging a non-probationary Covered Employee, the District shall offer to convene a pre-suspension or discharge meeting. The District shall offer to meet with the Covered Employee involved, and their union representative, should the Covered Employee request such representation, to discuss the circumstances giving rise to the contemplated suspension and/or discharge. During this meeting, the District or designee will afford the Covered Employee an opportunity to present their side of events and address any charges against them.

Section 15.6. Arbitration of Suspension or Discipline:

If a non-probationary Covered Employee elects to dispute any discipline imposed on the Covered Employee by the District, the non-probationary Covered Employee may file a grievance pursuant to the provisions of Article VI of this Agreement. If a non-probationary Covered Employee is discharged by the District, the non-probationary Covered Employee may file a grievance at step 4 of the grievance

procedure set forth in Article VI of this Agreement. The contractual grievance and arbitration procedure shall be the sole recourse for appealing such disciplinary action.

Probationary employees may be discharged without recourse to the grievance procedure. No grievance or other appeal may be filed or processed under this Agreement for discharge of a probationary employee.

An Arbitrator's decision with respect to a disciplinary suspension or discharge, if rendered in accordance with the terms of this Agreement, shall be final and binding on the Covered Employee(s), the Union, and the District, subject only to an appeal in accordance with the provisions of the Uniform Arbitrator Act, as provided in Section 8 of the IPLRA, 5 ILCS 315/8.

Section 15.7. Disciplinary Rights of a Covered Employee:

Any Covered Employee who is questioned concerning alleged conduct that they believe could give rise to discipline may request and shall be entitled to have Union representation at such a meeting. Prior to such questioning, the District shall inform the Covered Employee whether or not disciplinary action is contemplated.

Section 15.8. Personnel Files:

The District agrees to comply with the provisions of the Illinois Personnel Record Review Act, 820 ILCS 40/1, et. seq.

ARTICLE XVI
MISCELLANEOUS PROVISIONS

Section 16.1. Ratification and Amendment:

This agreement shall become effective when ratified by the Board of Commissioners and the Chapter and signed by authorized representatives thereof and may be amended or modified during its term only with the mutual written consent of both parties.

Section 16.2. Union Representatives:

The Union may visit the District to speak with authorized representatives of the District or Covered Employees. The Union must first provide reasonable notice to the Chief Human Resources Officer. Notice must consist of the topic necessitating the requested meeting, the Covered Employee(s)

or District Official that the Union is seeking to meet with, the date and time of the requested meeting and the anticipated length of the meeting. Meetings requested under this provision will be scheduled to occur at the Facilities Management Office or the District Headquarters. The meeting request will be scheduled for a mutually agreeable date and time that does not disrupt the operational activities of the District. The District shall retain the right to deny a meeting request that is outside the scope of this Collective Bargaining Agreement.

Section 16.3.Education Benefits:

The District will make reimbursement, subject to the availability of budgeted funds, for college tuition when the course is directly related to the Employee's position with the District or, when deemed by the District to be of sufficient importance to warrant reimbursement or, is a necessary general-education prerequisite for a program of study related to one of the above listed requirements. The following provisions shall also apply:

1. Employees who seek reimbursement for a particular course must, prior to enrolling in said course, obtain the approval of the Division Director that the course is eligible for reimbursement and provide any information or documentation necessary to verify that the course is eligible for reimbursement.
2. The cost of mileage to and from the school is the responsibility of the Employee. Hours spent in attending, traveling, preparing, attending and/or completing study material or any other time spent by the Employee is considered non-working hours and as such not payable by the District.
3. Tuition reimbursement pursuant to this section shall not exceed \$3,000.00 per year. Expenses such as books, student fees, lab fees, and similar expenses shall be eligible for reimbursement.
4. Reimbursement expenses shall be available for courses taken at accredited colleges or universities, determined by reference to the North Central Association of Colleges and Schools, and for courses taken at trade schools accredited by the Accrediting Commission of Career Schools and Colleges (ACCSC) and the Council on Occupational Education (COE).
5. Reimbursement is subject to the availability of budgeted funds. The District is unable to guarantee that funds will always be available.
6. Tuition, lab fees, and books will be reimbursed at one hundred percent (100%), included in the \$3,000 fiscal maximum, upon completion of the course and submitting documentation of a grade of "C" or better.
7. If the employee is receiving tuition benefits from an outside source, District tuition payments shall not exceed an amount equal to the difference between those outside funds and the tuition cost.
8. An employee participating in this program is expected to commit to employment with the District for at least one (1) year following the last course completed. Employees not completing one (1) year of employment following the last course completed agree to consent to the deduction of a pro-rated amount of the cost of the course, books, and lab fees from their final paycheck, even if

such deduction is greater than 15% of the employee's final pay. If the repayment amount is greater than the employee's final compensation, the employee will agree to repay any remaining sums due within thirty (30) days of termination.

9. The Tuition Reimbursement Application form shall be available in Human Resources and on the District's intranet. The application should be filled out by the employee, signed by the division director, and submitted to Human Resources for approval before the start of the course.
10. The employee must submit proof of registration and all costs of requested reimbursement to Human Resources along with the Tuition Reimbursement Application form.
11. Upon completion of a course, the employee must submit documentation of a passing grade of "C" or better to Human Resources.
12. Receipts for reimbursement must be turned in to Human Resources no more than ninety (90) days after completion of the course.
13. An original receipt for the books must accompany requests for book reimbursement. The employee must then submit the receipts to Human Resources with the actual books for payment consideration.

EXCEPTIONS:

The following are not covered under the tuition reimbursement policy:

1. Seminars
2. Travel/Parking expenses
3. District sponsored certificate programs

Training Required for Maintaining License:

Subject to prior approval by the Facilities Manager, the District shall pay for or reimburse a Covered Employee for the Covered Employee's required license or attending any training or continuing education required to maintain any licensure needed for the Covered Employee's duties per the Covered Employee's job description or as determined and approved by the Facilities Manager. Expenses related to such licensure, training, and continuing education shall be paid by the District. Expenses related to this Section shall not be included in, or subject to the restrictions of any other Section of this Agreement.

For any District position which requires a Commercial Driver's License (CDL), the District shall pay all costs associated with obtaining and maintaining such licensure, excluding fees for issuance or renewal through the Secretary of State. When possible, employees shall fulfill CDL requirements during working hours.

Section 16.4. Light Duty:

Any Covered Employee who is injured and thus unable to perform their full-time duty will be allowed, with a written physician's approval, the opportunity to light duty, subject to the Chief of Human Resource's approval and in accordance with the operational needs of the District. In order to be eligible for a particular light-duty assignment, the Covered Employee must possess the required job skills and knowledge to perform all of the assigned tasks of the light duty assignment. Nothing in this section shall be construed to create an obligation on the District to create or designate work which might be considered to be "light duty." The District and the Chapter agree that there shall be no pyramiding of benefits of light duty assignments with workmen's compensation or other disability benefits.

Section 16.5. Drug and Alcohol Testing:

Generally. The District may require a Covered Employee to submit to drug and/or alcohol tests in the following circumstances: (1) post offer of employment; (2) if the District determines there is Reasonable Suspicion for such testing; (3) Post-Accident; and (4) Follow-up Tests (Employees who voluntarily seek help for substance issues, may be required to take follow-up tests or employees who were offered to participate in an approved rehabilitation or drug abuse assistance program). For Reasonable Suspicion Tests, the District shall provide the Covered Employee with the basis for such suspicion in writing within 5 business days after the test is administered. The time period to grieve a Reasonable Suspicion Test shall be tolled while awaiting the District's production of the basis for the test.

The District shall use only licensed clinical laboratories for such testing and shall be responsible for maintaining the proper chain of custody. If the first test results in a positive finding, a confirmatory test (GC/MS or a scientifically accurate equivalent) may be conducted if required by the policy of the District or the District's contracted testing laboratory. Upon request, the District shall provide an Covered Employee with a copy of any test results which the District receives with respect to such Covered Employee. A portion of the tested sample shall be retained by the laboratory so that the Covered Employee may arrange for confirmatory test (GC/MS or a scientifically accurate equivalent) to be conducted by a licensed clinical laboratory of the Covered Employee's choosing and at the Covered Employee's expense. Once the portion of the tested sample leaves the clinical laboratory selected by the District, the Covered Employee shall be responsible for maintaining the proper chain of custody for said portion of the tested sample.

The results of any positive tests shall be made available to the District. If a Covered Employee tests positive for the use of a proscribed drug (i.e., an illegal drug, contraband), the District can take such

action as the District, in its discretion, deems appropriate. Notwithstanding the foregoing, the District retains the right to take such action as the District, in its discretion, deems appropriate if a Covered Employee consumes alcohol while on duty. The illegal use, sale, possession of prescribed drugs or production of same at any time while employed by the District, abuse of prescribed drugs, as well as being under the influence of alcohol or the consumption of alcohol while on duty, shall be cause for discipline including termination. All other issues relating to the testing process (e.g., whether there is reasonable suspicion for ordering an employee to submit to a test, whether a proper chain of custody has been maintained, etc.) may be grieved in accordance with the grievance and arbitration procedure set forth in this Agreement. Except where there is imminent danger to the life of an employee or others, the administrator of the District's EAP program shall maintain in strict confidentiality the fact that an employee has voluntarily sought assistance from the District's EAP. Seeking confidential assistance from the District's EAP shall not be grounds for disciplinary action.

CDL Drug and Alcohol Testing. If a Covered Employee's job requires a commercial driver's license (CDL) and if the Federal or State government requires a drug test in conjunction with the application for a commercial driver's license, employees covered by this Agreement will submit to mandatory drug testing as prescribed and directed by the Federal or State government statutes. The District will establish the required rules, regulations and procedures governing the misuse of alcohol and/or the use of controlled substance as set forth by the Omnibus Transportation Employee Testing Act of 1991 and detailed in 49 CFR Parts 382, 391, 392 and 395. The District reserves the right to make necessary changes to these procedures to comply with any federal/state mandated regulations.

Section 16.6. Uniform Benefits:

Initial Hire Provision:

At the time of hiring a new Covered Employee, the District shall outfit the new Covered Employee with uniform items and safety related gear as appropriate for the work assigned to that new Covered Employee. Effective January 1st following their initial hire, the Covered Employee shall receive the same Uniform Benefits as all other Covered Employees.

Yearly Uniform Benefit:

Effective January 1st of each year, each Covered Employee shall be credited with a \$400 uniform allowance to be used for replacing District issued uniform items (listed on "Appendix D" of this Agreement) using the District's procurement process. Effective January 1st of each year, Covered Employees shall also be credited \$225.00 for the purchase of ANSI (American National Standards Institute) approved Safety-Toe Work Boots and be credited \$50.00 for the purchase of ANSI approved Safety Glasses. Such purchases shall be made by the Covered Employee and reimbursed by the District upon request (with accompanying receipt) of the Covered Employee.

Any portion of a Covered Employee's annual uniform allowance which is unspent within the calendar year shall be forfeited. Notwithstanding the above, items ordered in the calendar year that do not arrive during that year due to backorder, shall not be deducted from the employee's subsequent year uniform allowance. Backordered items from the prior year that do not arrive by March 1 of the subsequent year shall be reordered, or a reasonable substitution shall be ordered. The Covered Employee shall not have their uniform allowance debited twice for the same item regardless of the calendar year in which the item arrived.

Replacement of Destroyed Uniform Items:

Any District issued uniform item that is destroyed (not ongoing wear and tear) in a single occurrence in the line of duty without negligence of the Covered Employee involved must be reported by the Covered Employee immediately, or as soon as reasonably possible, to the Covered Employee's direct supervisor and shall be repaired or replaced by the District at its expense upon return to the District with a submitted written request (email is sufficient) for replacement. Damage (structural in nature, not scratch(es)) or destruction of ANSI approved Safety Glasses, occurring on duty, shall be replaced or repaired by the District at its expense, up to a maximum of \$100.00. Affected employees must provide receipts for repair or replacement of items pursuant to this Section. Payment pursuant to this Section shall not include reimbursement for eye examinations.

Uniform Pricing List Changes/Amendments to Uniform and Safety Related Gear:

The Union and the District may incorporate into existing regularly scheduled Labor Management meetings issues related to this Uniform Article. The District shall furnish to the Chapter a uniform item/price list upon the Chapter's request.

ARTICLE XVII
SAVINGS CLAUSE

If any provision of this Agreement or any application thereof should be rendered or declared unlawful, invalid or unenforceable by virtue of any judicial action, or by any existing or subsequently enacted Federal or State legislation, or by Executive Order or other competent authority, the remaining provisions of this Agreement shall remain in full force and effect. In such event, upon the request of either party; the parties shall meet promptly and negotiate with respect to substitute provisions for those provisions rendered or declared unlawful, invalid or unenforceable.

ARTICLE XVIII
ENTIRE AGREEMENT

This Agreement constitutes the complete and entire Agreement between the parties and concludes collective bargaining between the parties for this term. This Agreement supersedes and cancels all prior practices and agreements, whether written or oral, which conflict with the express terms of this Agreement.

The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law or ordinance from the area of collective bargaining, and that the understanding and agreements arrived at by the parties after the exercise of that right or opportunity are set forth in this Agreement. Accordingly, the Union, Chapter and the District, for the duration of this Agreement, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated, to bargain collectively with respect to any subject or matter, whether or not referred to or covered in this Agreement. Except that the Association retains its right to impact and effects bargaining for the life of this Agreement.

ARTICLE XIX
TERMINATION

Unless otherwise specifically provided herein, this Agreement shall be effective as of the day after it is executed by both parties and shall remain in force and effect until May 31, 2028. This Agreement shall be automatically renewed from year to year thereafter unless either party shall notify

the other in writing at least sixty (60) days, but no earlier than one hundred twenty (120) 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 from the date of notice.

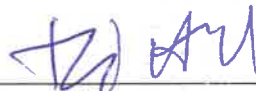
Notwithstanding any provision of this Article or Agreement to the contrary, this Agreement shall remain in full force and effect after the expiration date and until a new agreement is reached.

Executed this 16th day of December 2025.

METROPOLITAN ALLIANCE OF POLICE
CHAPTER #798

FOREST PRESERVE DISTRICT OF
DUPAGE COUNTY

By: 
President, M.A.P.

By: 
Daniel Hebreard, President

By: 
Chapter President, M.A.P. #798

APPENDIX A

MAP-Forest Preserve of DuPage County Facilities Management Chapter #798 and Forest Preserve District of DuPage County, Case No. S-RC-22-050

List of Job Classifications/Job Titles (Covered Employees)

Cement/Stone Mason
Carpenter
Construction Laborer/Operator
Custodian
Electrician
Facilities Maintenance Worker
Field Technician
HVACR Technician
Master Plumber/Pipefitter
Painter
Sign Coordinator
Sign Technician

APPENDIX B

Salary Ranges

| SALARY RANGES (\$ per hour) June 1, 2025 through May 31, 2026 | | | |
|--|---------|---------|---------|
| WORK GROUP | Min | Mid | Max |
| AA | \$19.92 | \$22.88 | \$25.84 |
| A | \$27.09 | \$29.94 | \$32.80 |
| B | \$30.20 | \$34.09 | \$37.99 |
| C | \$32.80 | \$36.69 | \$40.58 |

| SALARY RANGES (\$ per hour) June 1, 2026 through May 31, 2027 | | | |
|--|---------|---------|---------|
| WORK GROUP | Min | Mid | Max |
| AA | \$20.27 | \$23.28 | \$26.30 |
| A | \$27.56 | \$30.46 | \$33.37 |
| B | \$30.73 | \$34.69 | \$38.65 |
| C | \$33.37 | \$37.33 | \$41.29 |

| SALARY RANGES (\$ per hour) June 1, 2027 through May 31, 2028 | | | |
|--|---------|---------|---------|
| WORK GROUP | Min | Mid | Max |
| AA | \$20.62 | \$23.69 | \$26.76 |
| A | \$28.04 | \$31.00 | \$33.95 |
| B | \$31.27 | \$35.30 | \$39.33 |
| C | \$33.95 | \$37.98 | \$42.01 |

APPENDIX C

Dues Deduction

I _____ hereby authorize my Employer, the Forest Preserve District of DuPage County, to deduct from my wages the uniform amount of monthly dues set by the Metropolitan Alliance of Police Forest Preserve District of DuPage County Facilities Management Chapter #798, for expenses connected with the cost of negotiating and maintaining the collective bargaining agreement between the parties.

Signature: _____

Date: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____

Please remit all dues deductions to: 235 Remington Blvd., Suite B, Bolingbrook, IL 60440

APPENDIX D

Uniform Items

(Items Eligible for Uniform Allowance Purchase)

COVERALLS/OVERALLS

- Coverall-unlined - patched, printed or embroidered (Carhart Dickies, and Berne or equivalent quality)
- Bib overall- insulated (Carhart Dickies, and Berne or equivalent quality)
- Bib overall- unlined (Carhart Dickies, and Berne or equivalent quality)

COATS/JACKETS

- Hooded work jacket - patched, printed or embroidered (Carhart Dickies, and Berne or equivalent quality)
- Parka with detachable hood - patched, printed or embroidered (Carhart Dickies, and Berne or equivalent quality)
- High Visibility Jacket / Lightweight
- High Visibility / Winter-Heavyweight

SHIRTS/SWEATSHIRTS

- Long sleeve work shirt - patched, printed or embroidered (Red Kap or equivalent quality)
- Short sleeve work shirt patched, printed or embroidered (Red Kap or equivalent quality)
- Men's long sleeve twill shirt patched, printed or embroidered (Harrington or equivalent quality)
- Men's short sleeve twill shirt patched, printed or embroidered (Harrington or equivalent quality)
- Long sleeve original; sand, safety green, black (limit 2)
- Short sleeve original; sand, safety green, black patched, printed or embroidered (limit 5)
- Men's full zip fleece jacket - patched, printed or embroidered (Core 365 or equivalent quality)
- Hooded zip-up sweatshirt - patched, printed or embroidered (Carhart Dickies, and Berne or equivalent quality)
- Pullover Hooded sweatshirt - patched, printed or embroidered (Carhartt, Dickies, Berne, or equivalent quality)
- Crewneck sweatshirt - patched, printed or embroidered (Jerzees or equivalent quality)

JEANS/SHORTS

- Jeans (Wrangler or equivalent quality)
- Twill trousers (Dickies or equivalent quality)
- Carpenter jeans (Dickies or equivalent quality)
- Uniform tactical pant (Propper or equivalent quality)
- Men's lightweight tactical pant (Propper or equivalent quality)
- Regular fit jeans (Wrangler or equivalent quality)
- B&T regular fit jeans (Dickies or equivalent quality)
- Relax fit jeans (Dickies or equivalent quality)
- B&T relax fit jeans (Wrangler or equivalent quality)
- B&T Carpenter jeans (Wrangler or equivalent quality)
- Canvas work shorts (Dickies or equivalent quality)
- Denim work shorts (Carhart Dickies, and Berne or equivalent quality)

MISCELLANEOUS

- Boonie/Outback hat (Norwood or equivalent quality)
- 6 panel Chino structured cap (Valucap or equivalent quality)
- 6 panel cool and dry tricot cap (Flex Fit or equivalent quality)
- Knit cap (Carhart Dickies, and Berne or equivalent quality)
- Neck Gaiter (Port Authority or equivalent quality)

APPENDIX E

Performance Appraisal (Non-Management)



Employee: _____ Job Title: _____
 Department / Division: _____ Supervisor: _____
 Review Period: _____ to _____ Review Type: _____

EXPECTATION RATINGS ARE AS FOLLOWS

- Exceeds Expectations:** Performance excels and accomplishments in the category frequently rise above expectations.
- Meets Expectations:** Performance consistently aligns with expectations and may sometimes surpass expectations.
- Does Not Fully Meet:** Performance matches expectations at times but work is inconsistent and/or improvement in specific areas within the rating category is needed.
- Below Expectations:** Performance fails to meet minimum expectations for the role. Immediate and sustained improvement is mandatory.

District Mission and Values

Select Rating

- ▶ Maintains a supportive working environment and demonstrates a desire to exceed the expectations of internal and external customers.
- ▶ Demonstrates respect and relies on the attributes, expertise, skills, and diversity of others while promoting teamwork.
- ▶ Operates under the assumption of positive intentions and strives to elicit the optimal qualities in others.
- ▶ Consistently demonstrates a positive representation of the entire District.
- ▶ Demonstrates a commitment to safety as a top priority in the workplace.

Job Knowledge and Skills

Select Rating

- ▶ Proficient working knowledge of routine work applications.
- ▶ Demonstrates proficiency in job responsibilities and exhibits expertise in utilizing resources, equipment, tools, internal systems, and procedures.
- ▶ Demonstrates a consistent record of completing tasks effectively and ensuring a minimal amount of error.
- ▶ Shares knowledge with others and actively seeks opportunities to enhance professional expertise and skills.

Accountability

Select Rating

- ▶ Takes personal initiative and exhibits self-motivation.
- ▶ Assumes full accountability for assigned roles and responsibilities.
- ▶ Approaches problems as an improvement opportunity.
- ▶ Exhibits a consistent track record of dependability and reliability in meeting deadlines and attendance.
- ▶ Consistently abides by the established policies, rules, and procedures of the department and District.

Communication

Select Rating

- ▶ Adjusts communication techniques and approaches to minimize miscommunication or misconceptions.
- ▶ Demonstrates proficient verbal and written communication skills; articulates thoughts and ideas with professionalism.
- ▶ Promotes an environment of transparent and effective communication with an emphasis on promptness and timeliness.

Efficiency and Aptitude

Select Rating

- ▶ Able to overcome challenges and handle multiple activities to accomplish work objectives and meet goals.
- ▶ Prioritizes, organizes, and coordinates tasks efficiently.
- ▶ Becomes knowledgeable and proficient in new job assignments.

Performance highlights, achievements, or goals accomplished during the review period:

Performance highlights, achievements, or goals accomplished during this review period related to:
assisting in recruitment, training, etc. of seasonal/volunteers; participating in committees (applies only
if assigned these responsibilities):

| |
|--|
| |
|--|

Opportunities for improvement identified during the review period:

| |
|--|
| |
|--|

Set goals to be achieved over the next review period:

| |
|--|
| |
|--|

An employee is expected to sign the performance evaluation form at the end of the performance discussion. Your signature
acknowledges that the performance discussion occurred.

Employee Comments: _____

| | |
|----------------------------|------------|
| Employee Signature _____ | Date _____ |
| Supervisor Signature _____ | Date _____ |
| Manager Signature _____ | Date _____ |
| Director Signature _____ | Date _____ |