

COLLECTIVE BARGAINING AGREEMENT

BETWEEN

**THE CITY OF HERRIN, ILLINOIS
(CLERICAL)**

AND

**THE LABORERS' INTERNATIONAL UNION OF NORTH AMERICA, THE DOWNSTATE
ILLINOIS LABORERS' DISTRICT COUNCIL AND
LABORERS' LOCAL 773**



DURATION: MAY 1, 2026 THROUGH APRIL 30, 2030

**THE CITY OF HERRIN, ILLINOIS
(CLERICAL)**

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**THE CITY OF HERRIN, ILLINOIS
(CLERICAL)**

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COLLECTIVE BARGAINING AGREEMENT

THIS AGREEMENT is entered into by and between the City of Herrin, Illinois, hereinafter referred to as "City", and the Laborers' International Union of North America, the Downstate Illinois Laborers' District Council and Laborers' Local 773, hereinafter referred to as the "Union".

ARTICLE 1 PURPOSE

This Agreement is entered into for the purpose of prescribing the rights of the employees, Union and Employer, to provide and orderly collective bargaining relationship between the Employer and the Union, and to clarify the terms upon which the relations depend. It is the intent of the City and the Union to work together and to provide and maintain satisfactory terms and conditions of employment and to prevent and adjust misunderstandings and grievances relating to hours and working conditions.

ARTICLE 2 RECOGNITION

The Employer hereby recognizes the Laborers' International Union of North America as the sole and exclusive collective bargaining representative on matters relating to wages, hours and other terms and conditions of employment for clerical employees, specifically Assistant Budget Director, City Clerk Secretary, Water Office Manager, Water Clerk/Cashier, Water Billing Clerk, and Fire Department Dispatcher.

The City agrees not to enter into any agreements or contracts with its employees covered by this Agreement, individually or collectively, nor negotiate or bargain with them, except with the duly authorized Union Representative. All individual contracts shall be null and void.

ARTICLE 3 NON-DISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY

Neither the City nor the Union shall discriminate against any employee. Both the City and the Union agree that they are committed to providing equal employment opportunities for all persons without regard to sex, race, creed, pregnancy, color, national origin, religion, age and disability, sexual preference, less than honorable discharge from the military, or persons who have sought an Order of Protection, or any other protected class established by federal or state law (including the new Illinois Pregnancy Accommodation law). The use of the masculine pronoun in this document is understood to be for clerical convenience only, and it is further understood that the masculine pronoun includes the feminine pronoun as well.

**ARTICLE 4
UNION MEMBERSHIP AND DUES**

The City agrees to deduct from the wages of each employee, who has authorized the City to do so in writing, such initiation fees and monthly dues as the Union shall designate. Such deductions shall be made in the same weekly pay period of each month and shall be remitted monthly to the Secretary-Treasurer of Laborers' Local 773.

The Union shall indemnify and hold the City, its agents and employees, harmless from any and all claims, demands, or suits resulting from any reasonable action or failure to act by the City, or any of its agents or employees for the purpose of complying with the provisions of this Article.

The dues authorization to be signed by the employees will be made a part of the Agreement in Appendix "B".

**ARTICLE 5
MANAGEMENT RIGHTS**

Subject to the provisions of this Agreement, the management of the operations of the City; the determination of its policies, budget, and operations; the manner of exercise of its statutory functions and the direction of its work force, including, but not limited to the right to hire, promote, transfer, allocate, assign and direct employees; to establish the number and classification of positions; to discipline, demote, suspend, and discharge for just cause; to relieve employees from duty because of lack of work or for other legitimate reasons; to make and enforce reasonable rules of conduct and regulations; to determine the departments and divisions, and work to be performed by employees; to determine quality and the number of hours of work, to establish and change work schedules and assignments; to introduce new methods of operations; to eliminate, relocate, transfer, or subcontract work and to maintain efficiency is vested exclusively in the City, provided the exercise of such rights by Employer does not conflict with the provisions of the Agreement.

**ARTICLE 6
NO STRIKE, NO LOCKOUT**

No Strike:

Neither the Union, nor any officers, agents or employees will instigate, promote, sponsor, engage in or condone any strike, sympathy strike, secondary boycott, slow down, speed up, sit down, concerted stoppage of work, concerted refusal to perform overtime, mass absenteeism, or any other intentional interruption or disruption of the operations of the city, regardless of the reason for such action.

Any and all employees who violate any of the provisions of this Article may be discharged or otherwise disciplined by the City, and the only issue that may be raised in any proceeding in which such discipline or discharge is challenged is whether or not the employee actually

engaged in such prohibitive conduct. The failure to confer a penalty in any instance is not a waiver of such right in any other instance, nor is it to be a precedent. Each employee who holds the position of officer or steward of the Union occupies a position of special trust and responsibility in maintaining and bringing about the compliance with the provisions of this Article. In addition, in the event of a violation of this Section of this Article, the Union agrees to inform its members of their obligations under this Agreement and direct them to return to work.

No Lockout:

The City will not lockout any employee during the term of this Agreement as a result of a labor dispute with the Union.

**ARTICLE 7
DISCIPLINE AND DISCHARGE**

The Employer and Union recognize the principals of progressive and corrective discipline. Disciplinary action or measures shall include:

- Verbal Warning
- Written Warning
- Suspension
- Discharge

Disciplinary action may be imposed upon an employee only for just cause. If the Employer has reason to reprimand an employee, it shall be done in a manner that will not embarrass the employee.

Verbal Warning:

A verbal warning is provided by a supervisor for the purpose of correcting a deficiency in the employee's performance. A verbal warning shall be noted in the employee's personnel file. A verbal reprimand shall be removed from the personnel file in six (6) months if no other violations occur within the six (6) month period.

Written Reprimand:

A written reprimand shall specify the performance problem and the expected standards for correction, the consequences if no correction is made and a scheduled review date. The written reprimand is placed in the employee's personnel file and a copy is provided to the employee. A written reprimand shall be removed from the personnel file in twelve (12) months if no other violations occur within the twelve (12) month period.

Suspension:

The Employer may immediately suspend an employee when the conduct of the employee is such that it may jeopardize or negatively impact upon the operations of the City. The suspension may be without pay pending a review of the conduct. The reason for the suspension shall be in writing, a copy of which shall be given to the employee and to the Union

representative, and a copy placed in the employee's personnel file.

Performance Probation:

The City shall have the right to place an employee on performance probation not to exceed sixty (60) days for less than adequate job performance. The employee shall be notified of the areas in which performance must improve or if no improvement is made, he will be discharged. While on performance probation, an employee will not lose benefits or other contractual rights.

Limitation:

The Employer's agreement to use progressive and corrective disciplinary action does not prohibit the Employer from imposing discipline which is commensurate with severity of the offense, up to and including discharge.

**ARTICLE 8
GRIEVANCE PROCEDURE AND DISPUTE RESOLUTION**

Grievance:

A grievance is defined as any difference, complaint or dispute between the Employer and the Union or any employee regarding the application, meaning or interpretation of this Agreement.

General Requirements:

- A. All grievances shall be initiated no later than three (3) working days from the date the grievant becomes aware of the occurrence giving rise to the complaint. Knowledge by the employee, or by a Union representative, is considered knowledge by the Union.
- B. The grievance shall be in writing, on a form approved by the Employer, and shall include the following:
 1. The date of the alleged violation;
 2. Statement of facts upon which grievance is based;
 3. The provision(s) of the Agreement violated;
 4. The remedy requested;
 5. Initial list of witnesses known at the time;

Unintentional mistakes made on the written grievance form shall not be deemed a waiver of the grievance.

- C. Time frames at any point throughout the grievance procedure may be extended by mutual agreement of the parties.
- D. Any waiver by Employer of the technical requirements of a written grievance shall not be considered the establishment of a past practice for future grievances.
- E. Nothing in this Agreement prevents an employee from presenting a grievance to the Employer and having the grievance heard and settled without intervention of the Union; provided, that the Union is afforded the opportunity to be present at such

conference and that any settlement made shall not be inconsistent with the terms of any agreement in effect between the Employer and the Union.

Grievance Steps:

Step 1:

An employee and/or the Union shall present the grievance in writing to the Department Director within three (3) working days of the occurrence giving rise to the grievance. The Director shall meet with the employee in an effort to resolve the grievance informally. In the event the employee reports directly to the mayor, the grievance shall be presented to the mayor.

Step 2:

In the event the grievance is not resolved at Step One, the Union may file the grievance with the mayor within two (2) working days after receiving a response from the Department Director. Within seven (7) working days from the receipt of the grievance, the mayor, or his designee, shall meet with the grievant and the Union. The mayor or his designee shall render a decision within three (3) working days of the grievance meeting.

Step 3:

In the event the grievance is not settled in the previous two steps, the Union may submit the grievance to arbitration. Any grievance not appealed from one step of the grievance procedure to the next and within the specified time limits as prescribed above shall be considered settled on the basis of the City's last reply.

Failure of the City to act within the time limits set forth in any step shall entitle the Union to proceed to the next step.

Upon written request from either the Union or the City, time limits may be extended as mutually agreed upon but in no event shall the additional time exceed ten (10) calendar days at any one step and will require a written request at each such extension.

A joint request for an arbitrator shall be made to the Illinois Public Labor Relations Board. Upon receipt of the list, an arbitrator shall be selected by the Union and the City by alternating striking one name each until one nominee remains, with the Union striking the first name. The remaining nominee shall serve as the arbitrator. The arbitrator shall be notified of his selection by a joint letter from the City and the Union requesting that he set a time and place for a hearing, subject to the availability of the City and the Union.

Arbitration Procedure:

The parties agree to attempt to arrive at a joint stipulation of the facts and issues to be submitted to the arbitrator. The arbitrator shall act in a quasi-judicial manner and shall have no right or authority to amend, modify, nullify, ignore, add to, or subtract from the provisions of this Agreement. The arbitrator shall only consider and make decisions with respect to the specific issue submitted and shall have no authority to make a

decision on any other issue not so submitted. Any issue of the arbitrability shall be decided by the arbitrator prior to any hearing on the issue. The decision and award of the arbitrator shall be final and binding on the Employer, the Union and the employee.

The City and the Union shall share all of the arbitrator's fee and costs equally. If either party desires a verbatim record of the proceeding, it may cause such record to be made, providing it pays for the record and makes a copy available without charge to the arbitrator. If the other party desires a copy it shall pay for the cost of its copy.

ARTICLE 9 UNION RIGHTS

Union Activity:

Employees shall not participate in any form of Union activity during normal working hours. A grievant, or a Union representative of a grievant, will be permitted a reasonable time, without loss of pay, during work hours to investigate and process a grievance. No employee or Union representative shall leave his work site to investigate or process a grievance without first notifying and making arrangements with his immediate supervisor.

Union Access:

Employer agrees the Representative and Officers of Laborers' Local 773 shall have reasonable access to the public premises of the Employer, after giving notice upon arrival to the appropriate City Representative.

Union Bulletin Board:

The Union shall be allowed to place one (1) bulletin board in City Hall to be used solely and exclusively by the Union.

Union Steward:

The Business Manager of the Local Union shall appoint a steward who shall, in conjunction with the Business Manager, when necessary, deal directly with the City on all matters involving the interpretation and enforcement of the Agreement. There shall be no reduction of pay from a grievant and or steward when directly involved in meetings with management during working hours. During any grievance or arbitration hearing, employees involved in the grievance, including witnesses and Union Representatives, shall not lose any pay when required to be presented during working hours.

ARTICLE 10 EMPLOYEES

For purposes of this Agreement, the following definitions shall be applicable:

Probationary Employee:

All new employees shall be considered probationary for the first six (6) months following

the date of hire with the Employer. The Employer may terminate a probationary employee without cause and that employee shall have no recourse to the grievance procedure or any other right or privileges set forth in this Agreement.

Regular Full-Time Employees:

Regular full-time employees are those individuals who work thirty-five (35) or more hours per week on a regular and continuing basis. Regular full-time employees are entitled to all the benefits provided in this Agreement.

Regular Part-Time:

Regular part-time employees are those employees who regularly work less than thirty-five (35) hours per week. Regular part-time employees are not entitled to any benefits provided in this Agreement.

Temporary Employees:

Temporary employees may be full-time or part-time employees who are employed for specific purpose and for a prescribed limited period of time. Temporary employees are not entitled to any benefits provided in this Agreement.

ARTICLE 11 HOURS OF WORK

Workweek:

The workweek for employees is Monday through Friday and shall start at 8:00 a.m. and go until 4:00 p.m. and includes a one (1) hour paid lunch break. Time worked after 4:00 p.m. will be paid at one and one half (1 ½) times the normal rate of pay.

Hours:

The regular workweek shall be thirty-five (35) hours, with the normal workday being seven (7) hours a day. The provision is not intended to be a guarantee of any number of hours or a limitation on the Employer's right to schedule overtime. The City reserves the right to modify all work schedules and hours in order to meet the needs of the City.

Required Overtime:

The Department Director shall have the right to require overtime work. In the event overtime is necessary, volunteers will be requested for the overtime hours. If no volunteers are forthcoming, the Department Director shall assign the overtime work.

Overtime Approval:

All overtime shall be approved, in advance, by the appropriate Director.

Breaks:

All employees shall be entitled to two (2) ten (10) break periods per workday. Breaks shall be taken so as not to interfere with City operations.

Lunch Period:

Lunch periods are one (1) hour in duration and shall be scheduled by the appropriate

Department Director in order to meet the operational needs of the city. The lunch period, whether officially taken, shall not be used for compensatory time or as a substitute for tardiness. Lunch periods may not be taken at the end of the day or in conjunction with the breaks, without the express permission of the appropriate supervisor. The Employer retains the authority to require on-site lunch breaks for operational needs of the City.

ARTICLE 12 HOLIDAYS

The following days shall be recognized and observed as paid holidays:

| | |
|-----------------|---------------------------|
| New Year's Eve | New Year's Day |
| President's Day | Good Friday |
| Memorial Day | Fourth of July |
| Labor Day | Veteran's Day |
| Thanksgiving | Friday After Thanksgiving |
| Christmas Eve | Christmas Day |

If a holiday falls on a Saturday, the preceding Friday will be observed as the holiday and if the holiday falls on a Sunday, the following Monday shall be observed as the holiday.

If the City grants another bargaining unit additional holidays, the members of this bargaining unit will receive the same benefit.

ARTICLE 13 VACATION

Vacation with pay is granted to all regular full-time employees as follows:

Employees hired after May 1, 1999, shall earn vacation as follows:

| | |
|---------------------------------|------------------------|
| Completion of 1 year of service | Five vacations days |
| Completion of 3 year of service | Ten vacations days |
| Completion of 5 year of service | Fifteen vacations days |

One additional day of vacation shall be added for each year of service over five (5) years.

No employee shall earn more than thirty (30) days' vacation in any one year regardless of the number of years of service.

Employees may not accrue vacation from year to year, however, in the case where an employee has requested vacation time off and where the Employer has rejected the request, the employee will, with the approval of the Employer, be allowed to carry those days into the next year only or be paid for the days denied within that previous year.

Employees will be allowed the option to sell back a maximum of one (1) weeks' vacation (forty (40) hours) per year at the employee's current rate of pay. The request will be paid in straight time once they have made the request one-week in advance and after it is approved by the Budget Director. It is also understood that multiple requests shall be decided by seniority.

Requests for vacation may be denied for operational need of the Department.

An employee who is separated from service with the City shall be paid for all unused vacation accumulated at their current rate of pay.

ARTICLE 14 SICK LEAVE

Regular full-time employees shall receive one (1) sick day per month, beginning the seventh month of employment, upon completion of the probationary period.

Such leave may be used for the care of a member of the employee's immediate family or household. For purposes of the Article, "immediate family or household" shall mean any person living in the employee's household for whom the employee has legal custodial responsibility, and who requires the employee's care.

An employee who is unable to report to work because of illness shall telephone his supervisor at least one-half (½) hour before the start of the workday. Employees who are absent three (3) consecutive days may be required, at the option of the Department Director, to provide a written confirmation of the illness from a physician. The City reserves the right to require the doctor's slip when it has reasonable suspicion that sick leave is being abused.

Upon retirement, an employee will be paid (50%) of their accrued sick time at their current rate of pay. The remaining half (50%) of accrued sick days shall be credited to the employee's Illinois Municipal Retirement Fund account.

Family Medical Leave:

In accordance with the Family Medical Leave Act, the City will provide job protected unpaid family medical leave to eligible male or female employees for up to twelve weeks per twelve-month period for any one or more of the following reasons:

1. The birth of a child in order to care for such, or the placement of a child with the employee for adoption or foster care (leave for this reason must be taken within the twelve-month period following the child's birth or placement with the employee); Or
2. In order to care for an immediate family member (spouse, child, or parent) of the employee if such family member has a serious health condition; Or
3. The employee's own serious health condition that makes the employee unable to perform the functions of his/her position.

In addition, eligible employees whose spouse, son, daughter, or parent is on covered active duty or call to covered action duty status may use their twelve-week entitlement to address certain qualifying exigencies. In addition, eligible employees also may be entitled to special leave that permit them to take up to twenty-six weeks of leave to care for a covered service member during a twelve-month period.

Bereavement Leave:

Up to three (3) days of bereavement leave may be granted in the event of a death in the immediate family of an employee. The Employer agrees to provide the employee leave without loss of pay as a result of death in the immediate family, not to exceed one (1) day beyond the date of burial. This may be extended to one (1) week by the Director. In the event of a death outside the immediate family, the employee will be granted sufficient time off without loss of pay to attend the funeral. For purposes of this Section, immediate family is defined as: spouse, child, (including step-child), parent, sibling, grandchild, grandparent, mother-in-law, father-in-law, son-in-law or daughter-in-law.

Personal Days:

Each full-time regular employee shall receive three (3) personal days per year upon completion of their six (6) month probationary period. Except in cases of emergency, the Director shall receive forty-eight (48) hours' notice of the intent to use a personal day. Personal days shall not be accumulated.

Jury Duty:

Leave with pay shall be granted to employees for time spent in jury and grand jury service. The Employer will pay the employee's regular salary and the employee shall present the check received for jury duty properly endorsed to the City. To qualify for jury duty, leave, the employee shall submit a copy of the notice and documentation of all payments received.

ARTICLE 15 INSURANCE

The City agrees to pay the single rate of the employee's monthly health insurance premium. In the event an employee chooses not to be covered by the health insurance plan, the City shall pay seventy-five percent (75%) of the current single rate monthly premium in their paycheck as part of their non-pensionable salary. This payment will be made on the first pay period of each month.

In the event the City contributes more than the single rate health insurance premium per month toward the premium for health insurance coverage for employees in other bargaining units, then the same benefit shall be provided to the employees covered under this Agreement.

At the time of retirement, so long as the employee is currently an active member on the medical insurance plan through the city, the retiree may continue to retain the city's medical insurance. However, upon retirement, the retiree will be responsible for the full cost of the premium. Medical insurance coverage for the retiree may continue as long

as the premium is continually paid. If at the time of retirement, the employee is not on the medical insurance plan, at any time the retiree cancels their active coverage, or at any time the retiree does not pay their premium, the retiree forfeits their right to retain the city's insurance plan at any time in the future. At age 65, a retiree will be Medicare eligible and therefore is no longer eligible to retain the city's medical insurance.

**ARTICLE 16
LIUNA PENSION FUND/SECTION 457 PLAN**

Section 1:

The Employer agrees to contribute to the Laborers' National (Industrial) Pension Fund (the "Pension Fund") for all employees covered by this Agreement in accordance with this Article.

Section 2:

Beginning on May 1, 2026 and for the term of this Agreement the Employer shall contribute to the Pension Fund at the rate specified in Appendix "A". The parties agree that these pension contributions that would otherwise be paid in salary or wages, instead will be contributed by the Employer (pre-tax) to the Pension Fund. The contributions are to be considered Employer contributions for purposes of the tax laws and they are not taxable income to the employees, rather taxation is deferred until benefits are paid.

Section 3:

The city agrees to participate in the 457 Plan and to contribute \$100.00 (one hundred dollars) per month for each employee covered by this Agreement.

**ARTICLE 17
WAGES**

The following wage increases will be given:

- May 1, 2026 the wage increase will be \$1.50
- May 1, 2027 the wage increase will be \$1.00
- May 1, 2028 the wage increase will be \$0.30
- May 1, 2029 the wage increase will be \$0.30

The Starting Rate for New Hires Beginning May 1, 2026 Will Be \$17.00.

**ARTICLE 18
LONGEVITY**

Employees hired before May 1, 2018 shall receive twenty cents (\$0.20) per hour longevity beginning the third year of employment and paid retroactive to the start date of May 1, 2018.

Any employee hired after May 1, 2018 shall receive longevity payments as follows: Annual Longevity Pay is non-cumulative and shall be the sole amount per year as shown in the table herein below. Maximum Longevity shall be capped at \$3720.00 per year for any and all years beyond 30 years of service.

| Year | Amount | Year | Amount | Year | Amount |
|---------|------------|------|------------|------|------------|
| 1 and 2 | \$ - | 16 | \$2,040.00 | 30 | \$3,720.00 |
| 3 | \$ 480.00 | 17 | \$2,160.00 | | |
| 4 | \$ 600.00 | 18 | \$2,280.00 | | |
| 5 | \$ 720.00 | 19 | \$2,400.00 | | |
| 6 | \$ 840.00 | 20 | \$2,520.00 | | |
| 7 | \$ 960.00 | 21 | \$2,640.00 | | |
| 8 | \$1,080.00 | 22 | \$2,760.00 | | |
| 9 | \$1,200.00 | 23 | \$2,880.00 | | |
| 10 | \$1,320.00 | 24 | \$3,000.00 | | |
| 11 | \$1,440.00 | 25 | \$3,120.00 | | |
| 12 | \$1,560.00 | 26 | \$3,240.00 | | |
| 13 | \$1,680.00 | 27 | \$3,360.00 | | |
| 14 | \$1,800.00 | 28 | \$3,480.00 | | |
| 15 | \$1,920.00 | 29 | \$3,600.00 | | |

**ARTICLE 19
SENIORITY**

Seniority is defined as the length of continuous service a regular full-time employee has in a specific department, specifically Public Works, Budget Office, and Fire Department.

Seniority shall prevail for layoffs and recalls, subject in all cases to the employee's ability to perform in a particular job.

An employee shall lose seniority rights in the event of the following:

- A. Resignation of the employee.
- B. Discharge for cause.
- C. Absence from work for three consecutive workdays without authorization or without notifying his supervisor as required by Article 14.
- D. Failure to report to work when recalled from layoff within three (3) days of the notice to the employee and the Union
- E. Absence from work by reason or layoff or any other reason for a period which exceeds twelve (12) months.
- F. The city may fill any vacancy regardless of seniority while waiting for recalled employee to return to work.

**ARTICLE 20
LAYOFF AND RECALL**

Layoff:

In the event of a reduction in force, the Employer shall select the employee for layoff who has the least seniority in the Department, so long as operational needs of the Department are met.

Recall:

Recall is subject, in all cases, to the employee's ability to perform the job for which the recall is made. Recall rights are strictly limited to twelve (12) months.

**ARTICLE 21
VACANCIES**

Posting:

Whenever a vacancy occurs in any existing job classification or as a result of the creation of a new classification or position, the City shall post a notice of such vacancy on an official City bulletin board for five (5) days. During this five (5) day period, any employee who wishes to apply for the vacant position shall submit his application.

Selection:

Any employee who makes timely application for a bargaining unit job opening shall be granted an interview if he meets the minimum qualifications as stated on the posting. If the employee applicant clearly does not meet the minimum qualifications for the opening, the employee shall so be advised in advance of any decision being made on filling the bargaining unit job vacancy.

When selecting from among two or more employees in the bargaining unit who have applied for the vacancy, the City shall give consideration to the most senior employee when the City determines that qualifications are substantially equal. Qualifications shall mean the present possession by the employee of educational prerequisites, skill, aptitude, training, experience, and ability to perform the work in a satisfactory manner without training. The City retains the right to hire an outside applicant when there are no qualified bargaining unit applicants.

Change In Qualifications:

In the event the city determines that the qualifications warrant modification, the city will review the new qualifications with the Union prior to posting the position.

**ARTICLE 22
LEAVE WITHOUT PAY**

The city agrees to grant leave without pay pursuant to the Family Medical Leave Act, and the submit applications to IMRF for those employees who are temporarily disabled and unable to work.

**ARTICLE 23
IMPASSE**

In the event impasse is reached during negotiations, the parties agree to utilize the services of the Federal Mediation and Conciliation Service in an attempt to reach an agreement.

**ARTICLE 24
SAVINGS CLAUSE**

Should any Article, Section, or portion thereof, of this Agreement be held unlawful or unenforceable, such determination shall apply to the specific Article, Section, or portion thereof. Upon the issuance of such decision, the parties hereto agree to immediately negotiate a substitute for the invalidated Article or Section. The remaining Articles and Sections of this Agreement shall remain in full force and effect.

**ARTICLE 25
CLOTHING ALLOWANCE**

Each employee shall receive a clothing allowance for appropriate office attire of one thousand dollars (\$1,000.00) per year. Appropriate attire is defined as business casual attire. Further, business casual attire is defined as slacks or khakis, dress shirt or blouse, open-collar or polo shirt, a dress or skirt at knee-length or below, a blazer, knit shirt or sweater, and loafers or dress shoes. With the exception of casual Friday (when a City of Herrin or Support a Cause shirt can be worn), wearing a t-shirt or sweatshirt is not allowed. Jeans will only be considered acceptable on casual Friday; however, they may not contain any rips or holes that would show bare skin. The employee shall be reimbursed by first providing to the City a bill from a vendor where an item was purchased. In order to receive reimbursement for all clothing purchased, receipts must be turned in to the budget office no later than the Wednesday preceding the last council meeting in April.

ARTICLE 26 AMENDMENTS

It is hereby agreed that this Agreement contains the complete agreement between the parties and no additions, deletions, changes, or amendments shall be made except by mutual agreement, in writing, of the parties hereto.

ARTICLE 27 JOB DESCRIPTIONS

WATER OFFICE MANAGER

This is a full-time, union position in the Water Department Office. The Water Office Manager will be appointed by the mayor with the consent of the City Council. The Water Office Manager will report to the Director of Public Works. The Office Manager shall be considered probationary for the six (6) months from the date of hire. The Employer will provide a performance review after sixty (60) days of the date of hire. An annual review within sixty (60) days of hire date will also be performed. The Employer may terminate the Office Manager without cause during the probationary period of six (6) months, and said employee shall have no recourse to the grievance procedure or any other right or privileges set forth in the Agreement. Following the probationary period of six (6) months, the Office Manager may be terminated with cause based on the performance review. If the Office Manager position is filled within the bargaining unit, and the previously held position by the bargaining unit member is filled, the member forfeits the right to return to said position.

The Water Office Manager is required to plan, direct, and review all aspects of the Water Office. The position has the authority to write up any employee within the water office. The write up will then go to the Director of Public Works who will decide on a course of discipline. This position is responsible for ensuring continuity with the office staff and field personnel. This position is required to provide customer service and resolve conflicts in a professional, respectful manner.

Job Duties:

1. Management and supervision of Water Department Office employees.
2. Supervises daily operations of the Water Department Office.
3. Develop, recommend and institute operational policies and procedures necessary in the water office.
4. Review and take necessary action on delinquent accounts collection, including bad debt.

5. Prepares monthly water, sewer, and trash collection sales reports for the Budget Office.
6. Prepares operations reports for City council meetings as needed.
7. Responsible for all water office daily cash transactions, daily balancing all cash transactions and making the daily bank deposit.
8. Prepare ACH (bank drafts) transfers.
9. Responsible for the training of water office employees.
10. Responsible for billing the commercial accounts.
11. Review of all billing registers/meters checks before bills are approved for print.
12. Responsible for scheduling shut offs for nonpayment and rendering final decisions for shut offs. Responsible for scheduling of reinstating off for nonpayment accounts.
13. Responsible for the reconciling and posting of all credit card and check payments that are paid via the phone or online.
14. Responsible for the posting of all mail and drop box check payments.
15. Process insufficient funds return (credit card and check payments).
16. Responsible for all adjustments that are given.
17. Responsible for granting of any and all extensions on accounts.
18. Responsible for processing of final bills and refund of deposits.
19. Prepare documents for records disposition.
20. Prepare record compilation for auditors
21. Review and take action on water office outstanding work orders over 10 days old.
22. Review complaints and initiates necessary action.
23. Responsible for the preparation of time sheets for clerks in the water office which will be sent to the Director of Public Works for review.
24. Responsible for scheduling of vacations within the water office.
25. Be flexible to work overtime to help with any duties within the office.
26. Perform any other duties of the water clerks or billing clerks in the water office in the event someone is on vacation or out due to illness.
27. Inventory and order office supplies.
28. Answering the phone.
29. Any and all other duties assigned by the Director of Public Works.

Works Qualifications:

- * Excellent customer service skills required.
- * Previous Management experience required.
- * Ability to multitask.
- * High School Degree or equivalent required.
- * Degree in Finance, Accounting, or Business Management preferred.

- * Ability to learn financial/utility billing software.
- * Background/knowledge in bookkeeping, mathematics, and cash collections.
- * Competent writing skills and computer knowledge (Excel/Word).
- * Satisfactory background and credit checks required.
- * Satisfactory Drug screening will be required.

Benefits:

Hourly rate will be based upon experience and/or current rates within the department at the time of hire.

This position has a union designation; therefore, any other benefits will be derived from the terms of the Collective Bargaining Agreement in force.

The City of Herrin is an Equal Opportunity Employer; the city does not discriminate in employment.

It is the City's policy not to refuse to hire a qualified individual with a disability because of the person's need for accommodation that would be required by the ADA.

WATER CLERK/CASHIER

This is a regular, full-time union position in the Water Department Office. The Water Clerk/Cashier will report to and is supervised by the Water Office Manager. The Water Clerk/Cashier will confer with the Water Office Manager for duties and prioritizing based on the Water Billing Clerks available for that day.

List of Duties:

1. Display a courteous and helpful attitude toward all customers.
2. Resolve issues with customers in a non-confrontational manner.
3. Demonstrate sound communication skills, both verbal and in writing.
4. Demonstrate good computer and math skills.
5. Be on time and ready for work.
6. Responsible for taking all cash payments in the water office each day.
7. Prepare preliminary daily cash report for the Water Office Manager.
8. Balance drawer daily per schedule, with not less than 95% efficiency.
9. Place stubs in received order and then file them.
10. Answer phones for customer and contractor concerns.
11. Prepare any daily work orders.
12. Count the petty cash box after the drawer has been balanced for the day.

13. Take deposits for new customer accounts.
14. Reinstate customers for nonpayment.
15. Assist at the counter with customer service.
16. Any and all other duties as assigned by the Water Office Manager.

This position has a union designation and therefore all benefits and pay will be derived from all the terms of the Collective Bargaining Agreement.

WATER BILLING CLERK

This is a regular, full-time union position in the Water Department Office. The Water Billing Clerk will report to and is supervised by the Water Office Manager. The Water Billing Clerk will confer with the Water Office Manager for duties and prioritizing based on the Water Clerk/Cashiers available for that day.

List of Duties:

1. Display a courteous and helpful attitude toward all customers.
2. Resolve issues with customers in a non-confrontational manner.
3. Demonstrate sound communication skills, both verbal and in writing.
4. Demonstrate good computer and math skills.
5. Be on time and ready for work.
6. Ensure reader equipment is prepared for the Meter Reader.
7. Download and reload reader equipment.
8. Check "high/low" reports for irregularities and prepare work orders for meter checks when necessary.
9. Print bills.
10. Mail bills.
11. Answer phones for customer service.
12. Prepare any daily work orders.
13. Print past due notices.
14. Print and process disconnects.
15. Assist at the counter with customer service.
16. Set up new taps.
17. Any and all other duties assigned by the Water Office Manager.

This position has a union designation and therefore all benefits and pay will be derived from all the terms of the Collective Bargaining Agreement.

**ARTICLE 28
RETIREMENT CLARIFICATION**

Every employee with the City of Herrin must file a letter of intent to retire by January 1, of the upcoming fiscal year in which they intend to retire.

Example: If an employee is going to retire between fiscal year May 1, 2026 and April 30, 2027, their letter of intent to retire must be filed by January 1, 2026.

In cases of emergency, the council shall consider a later date of notification.

**ARTICLE 29
SENIORITY LIST**

| | | |
|-----------------|-----------|----------|
| Jodi Miller | 5/23/2006 | |
| Heather Charlet | 5/25/2014 | |
| Angela Tessone | 1/13/2020 | (TIER 2) |
| Krista Lee | 11/5/2025 | (TIER 2) |

**ARTICLE 30
BOUNDARY REQUIREMENT**

Employees may reside outside the city limits of Herrin as long as they reside within ten (10) miles of the intersection of Park Avenue and Walnut Street, and within Williamson County.

**ARTICLE 31
TEMPORARY RESTRICTED DUTY**

1. Temporary Restricted Duty is defined as the temporary change or reduction in an employee's job duties and/or responsibilities to accommodate a physical condition that temporarily restricts the employee from performing certain functions of their job or that temporarily threatens the safety or health of themselves or others.
2. All employees with temporary medical/physical restrictions from job related injuries are eligible for consideration for Temporary Restricted Duty.

3. While every effort will be made to accommodate an employee's particular situation, it may not always be possible to do so. In such cases, Temporary Restricted Duty may not be available and the city will not be required to provide it. The City reserves the exclusive right to deny or terminate Temporary Restricted Duty.
4. Temporary Restricted Duty shall be exclusively assigned by the City. For each separate injury or condition, Temporary Restricted Duty may be assigned for up to thirty (30) calendar days initially. Each case will be reviewed every thirty (30) days. Temporary Restricted Duty may be assigned for a maximum additional one hundred eighty (180) calendar days. Temporary Restricted Duty cannot be assigned until the employee's workman's compensation case has been approved.
5. Temporary Restricted Duty is assigned by the Human Resources Director after consulting with the employee's department head and/or supervisor and the department head of the department where the employee might be assigned (if applicable). The employee may appeal a Temporary Restricted Duty assignment to the mayor within one regular work day of the assignment.
6. To be eligible for Temporary Restricted Duty, an employee must provide a written note from a licensed medical doctor stating the employee may return to work with certain restrictions (if applicable). The City reserves the right to require an employee on Temporary Restricted Duty or under consideration for Temporary Restricted Duty to be examined by a licensed medical doctor of the City's choice. Each case will be reviewed automatically every thirty (30) days. The City may require reaffirmation of the medical restriction or physical condition at any time.
7. In no instance will an assignment of a Temporary Restricted Duty position be considered to have created a permanent working position within any department regardless of the length of time an employee is in said temporary position.

**ARTICLE 32
DURATION**

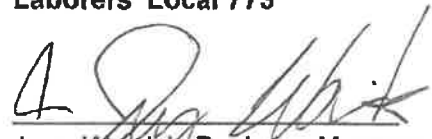
The Agreement shall be effective as of the 1st day May 2026 and shall remain in full force and effect until the 30th day of April 2030. It shall be automatically renewed from year to year thereafter unless either party shall notify the other in writing at least one hundred and eighty-one (181) days November 1 prior to the anniversary date that it desires to modify the Agreement. In the event that such notice is given, negotiations shall, unless mutually agreed otherwise, begin no later than sixty (60) days prior to the anniversary date.

IN WITNESS WHEREOF, the parties hereto have set their hand and seal on 27th of April, 2026.

**FOR THE EMPLOYER:
City of Herrin, Illinois**


Steve Frattini, Mayor

**FOR THE UNION:
Laborers' Local 773**


Jerry Wornick, Business Manager

**DOWNSTATE ILLINOIS
LABORERS' DISTRICT
COUNCIL**


Shelly Huggins, City Clerk


Dustin Ramage, Business Manager

APPENDIX "A"

LABORERS' NATIONAL INDUSTRIAL PENSION FUND PREFERRED SCHEDULE

Whereas the undersigned Union and Employer are parties to a Collective Bargaining Agreement that provides for contributions to the Laborers' National (Industrial) Pension Fund; and

Whereas, a copy of the Plan has been provided to the Union and Employer; and

Whereas, the Plan, in accordance with the PPA, requires that the signatories to every Collective Bargaining Agreement providing for contributions to the Pension Fund adopt one of the Schedules included in the Plan; and

Whereas, the Union and the Employer have agreed to adopt the Plan's Preferred Schedule and wish to document that Agreement;

It is hereby agreed by the Undersigned Union and Employer as follows:

Section 1: The Employer agrees to contribute to the Laborers' National (Industrial) Pension Fund (the "Pension Fund") for all employees covered by this Agreement in accordance with this Article.

Section 2: Beginning on May 1, 2026 and for the term of this Agreement the Employer shall contribute to the Pension Fund 2.36% of all salary or wage payments that each employee covered by this Agreement is paid by the Employer (including months or portions of months of paid holidays, vacations, sick leave, personal leave, other paid leave, and overtime, as well as any salary or wage bonus).

Section 3: Contributions shall be due and paid on a monthly basis. Specifically, contributions earned during a calendar month shall be due and paid by the twentieth (20th) day of the immediately following calendar month.

Section 4: Unless otherwise agreed by the Pension Fund, contributions shall be paid by check made payable to the "Laborers' National (Industrial) Pension Fund" and delivered to the Pension Fund at 905 16th Street, N.W., Washington, D.C. 20006 by U.S. Mail or commercial carrier.

Section 5: Together with each contribution payment, the Employer shall deliver to the Pension Fund such written reports as the Pension Fund may require to verify and properly credit the contributions. If acceptable to the Pension Fund, the Employer may submit its contribution reports electronically.

Section 6: The Employer shall retain the payroll records on which its contribution reports are based. The Pension Fund shall be entitled to have an independent certified public accountant audit the Employer's records from time-to-time to reasonably verify the accuracy and completeness of the Employer's contributions.

**APPENDIX "B"
DUES AUTHORIZATION**

**LABORERS' LOCAL 773
5102 LABORERS' WAY
MARION, IL. 62959**

**AFFILIATED WITH
THE LABORERS' INTERNATIONAL UNION OF NORTH AMERICA**

CHECK-OFF AUTHORIZATION AND ASSIGNMENT

CITY OF HERRIN (CLERICAL)

I, _____ (print name), do hereby assign to Laborers' Local Union No. 773, Laborers' International Union of North America, such amounts from my wages as shall be required to pay an amount equivalent to the initiation fees, readmission fees, membership dues, and assessments of the Local Union as may be established for its members from time to time. My Employer, including my present Employer and any future Employer, is hereby authorized to deduct amounts from my wages and pay the same to said Local Union and/or its authorized representative, in accordance with the Collective Bargaining Agreement in existence between the Union and my Employer.

This authorization shall be operative upon the effective date of each Collective Bargaining Agreement entered into between my Employer and the Union.

This authorization shall be irrevocable for a period of one year, or until termination of the collective bargaining agreement in existence between my Employer and the Union, whichever occurs sooner; and I agree and direct that this authorization shall be automatically renewed and shall be irrevocable for successive periods of one year each, or for the period of any subsequent agreement between my Employer and the Union, whichever is shorter, unless written notice is given by me to my Employer and the Local Union not more than twenty (20) days and not less than ten (10) days prior to the expiration of each period of one (1) year, or of each applicable Collective Bargaining Agreement between my Employer and the Union, whichever occurs sooner. For the effective period of this check-off authorization and assignment, I hereby waive any right I may have to resign my Union membership. Furthermore, this check-off authorization shall continue in accordance with the above renewal and revocation provisions irrespective of my membership in the Union.

Union Dues and fees are not tax deductible as charitable contributions for federal income tax purposes. Local dues may qualify as business expenses, however, and may be deductible in limited circumstances subject to various restrictions imposed by the Internal Revenue Service.

This assignment has been executed this ____ day of _____, 20__.

Phone

Employee Signature

Date of Birth

Social Security Number

Street Address

City

State

Zip Code

Initiation Fee

Date of Employment

Dues

Section 7: Contributions to the Pension Fund are part of the compensation package that the Employer has agreed to pay the employees covered by this Agreement of their labor. In the event that the Employer fails to submit contributions and/or contribution reports as required by this Agreement, the Pension Fund shall be entitled to pursue all available legal or equitable recourse to enforce the Employer's obligations under this Agreement, without regard to any grievance or arbitration procedure under this Agreement.


Section 8: The Union and the Employer hereby adopt by reference the Pension Fund's Agreement and Declaration of Trust which governs the operations of the Pension Fund established for the purpose of providing retirement income to eligible participants and beneficiaries. A copy of the Agreement and Declaration of Trust has been provided to the Employer.

To acknowledge their Agreement to this Addendum, the Union and Employer have caused Their Authorized Representatives to place their signatures below and date on this 27th day of April, 2026.

FOR THE EMPLOYER:
City of Herrin, Illinois


Steve Frattini, Mayor

FOR THE UNION:
Laborers' Local 773


Jerry Womick, Business Manager

**DOWNSTATE ILLINOIS
LABORERS' DISTRICT COUNCIL**


Shelly Huggins, City Clerk


Dustin Ramage, Business Manager