

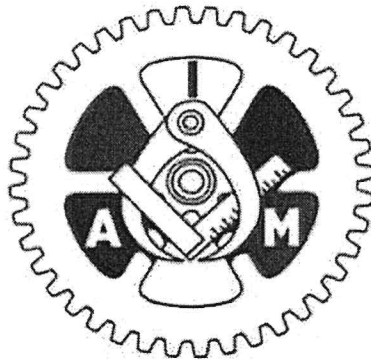
COLLECTIVE BARGAINING AGREEMENT

BETWEEN

CITY OF QUINCY  
ADMINISTRATION OFFICES

AND

DISTRICT NO. 9  
INTERNATIONAL ASSOCIATION OF MACHINISTS  
AND AEROSPACE WORKERS, AFL-CIO



MAY 1, 2026 THROUGH APRIL 30, 2027

## Table of Contents

	Preamble.....	1
Article 1	Recognition.....	1
Article 2	Management Rights.....	2
Article 3	Union Representation.....	3
Article 4	Seniority.....	4
Article 5	Filling Vacancies.....	6
Article 6	Reduction in Force.....	7
Article 7	Recall.....	8
Article 8	New Job Classification.....	8
Article 9	Transfers.....	8
Article 10	Holidays.....	9
Article 11	Payday.....	10
Article 12	Vacations.....	10
Article 13	Hours of Work.....	11
Article 14	Overtime.....	12
Article 15	Personal Leaves.....	13
Article 16	Jury Duty.....	13
Article 17	Sick/Unrestricted Leave.....	14
Article 18	Major Illness Leave.....	15
Article 19	FMLA/Medical Leave.....	17
Article 20	Bereavement Leave.....	17
Article 21	Show-Up Pay.....	18
Article 22	Grievance Procedure and Arbitration.....	18
Article 23	Union Bulletin Boards.....	20
Article 24	Insurance.....	20
Article 25	Safety.....	21
Article 26	Employee Certification/Licensing/Shift Differential.....	21
Article 27	Worker's Compensation.....	22
Article 28	General Terms.....	22
Article 29	Production Work by Supervisors.....	23
Article 30	Labor/Management Committee.....	23
Article 31	Purging of Personnel Files.....	23
Article 32	Salaries.....	24
	Signatures.....	24
	Appendix A.....	25

**PREAMBLE**  
**Working Agreement**

THIS AGREEMENT made and entered into this 1<sup>st</sup> day of May 2026 by and between the City of Quincy, hereinafter referred to as the "City", and Lodge No. 822-District No. 9, International Association of Machinists and Aerospace Workers and City of Quincy Administration Offices, hereinafter referred to as the "Union".

It is the intent and purpose of the parties that this Agreement will promote and improve the welfare of the City of Quincy and its employees; that it will eliminate interruption of work; that it will provide for a harmonious relationship between the parties; and it will contribute to the existence of sound collective bargaining.

The masculine gender as used herein shall be deemed to include the feminine gender unless, in the context of the provision(s) concerned, the feminine gender is clearly inappropriate.

In consideration of the agreements of each of these parties hereto, it is mutually agreed as follows:

This Agreement shall be and remain in full force and effect from May 1, 2026, and shall continue in full force and effect for a period of one (1) year, until April 30, 2027, unless one of the parties hereto on or before the sixtieth (60<sup>th</sup>) day next preceding any anniversary date shall notify the other party hereto, in writing, of its desire to terminate or amend this Agreement.

**ARTICLE 1**  
**Recognition**

**Section 1.** The City recognizes the Union as the collective bargaining agent for all employees covered by this Agreement, excluding supervision in the Administration Offices and City Hall. The unit further excludes Central Services crew members, Police and Fire employees covered under Policemen's Benevolent & Protective Association Labor Committee (PBPA) in the Police Department and employees covered under IAFF Union in the Fire Department and agree to bargain collectively with the properly constituted representatives of the Union on matters affecting wages, hours, and working conditions.

**Section 2.** The Union agrees that it will make membership in the Union available to all employees covered by this Agreement on the same terms and conditions, as are generally applicable to other members of the Union.

**Section 3.** In accordance with applicable laws, the provisions of this Agreement shall be applied equally to all employees in the bargaining unit without discrimination as to age, sex, marital status, race, color, creed, religion, national origin, membership or non-membership, activity or non-activity, on behalf of the Union. This Union shall share equally with the City the

responsibility for applying this provision of the Agreement.

**Section 4.** Upon receipt of a signed authorization form, the City will deduct from the employee's pay the initiation reinstatement fee, M.N.P.L. donation, and monthly dues payable by them to the Union during the period set forth in said authorization. In the event said authorization form is modified, the City department heads will be sent a copy.

**Section 5.** Deductions shall be made on account of such fees and/or dues, such deductions will be divided equally between the pay checks of the employee after receipt of such authorization. The deduction shall be remitted to the Secretary-Treasurer of District No. 9 of the Union no later than the fifteenth (15<sup>th</sup>) day of the month following the deduction and shall include all deductions made in the previous month. The City shall furnish the Secretary-Treasurer monthly with a written record of those for whom deductions have been made and the amounts of the deductions.

**Section 6.** The Union will from time to time notify the City in writing of the names of the Secretary-Treasurer, the amounts of initiation fee, reinstatement fee, and monthly dues, which shall be reasonable in amount and conform with the Constitution and By-Laws of the Union and the law.

**Section 7.** In the event of under-deductions or over-deductions, adjustments will be made in subsequent deductions and the Union will indemnify the City against any liability.

**Section 8.** Fair share is an amount that shall be no more than the regular monthly dues of membership in District No. 9 to be paid to the Union each month by non-members.

**Section 9.** Should an employee have an objection to the amount he shall first file his objections with the Union.

## **ARTICLE 2** **Management Rights**

**Section 1.** The City retains the sole right to manage the departments and direct the working force; to maintain order and efficiency in its departments and operations; to hire, layoff, assign, transfer, promote, and determine the qualifications and classifications of the employees; to establish and maintain at their discretion a "Labor Pool"; to determine the starting and quitting time and the number of hours to be worked, subject only to such regulations governing the exercise of these rights as expressly provided in this Agreement.

**Section 2.** The City retains the sole right to discipline employees, including suspension, layoff, and discharge for proper cause, including violation of any of the terms of this Agreement, or to relieve employees of duties because of lack of work.

**Section 3.** The City retains the sole right to determine methods, processes, products and services, schedule of routes, schedules of production, and the extent to which its facilities or any part thereof shall be operated or shut down or production reduced or increased.

**Section 4.** Any of the rights, powers, and authority the City had prior to entering into this Agreement are retained by the City, except as expressly and specifically abridged, delegated, granted, or modified by this Agreement.

**Section 5.** Subject to the grievance and arbitration procedure as set forth in Article 22 of this Agreement, there shall be no work stoppage, slowdown, or other interference with production. Nor shall there be any lockout of any employee by the City during the term of this Agreement by reason of any grievance or disagreement by the parties hereto.

**Section 6.** The City retains the right to discipline or discharge any employee who violates this provision.

**Section 7.** The Union, its members, and the employees recognize that efficient operation of the City's facilities is necessary for the continued safe and adequate supply of water and other services to the City's customers. The Union, its members, and employees, hereby pledge themselves jointly to make an earnest and conscientious effort to maintain the highest quality and quantity of the City's products and services.

### **ARTICLE 3** **Union Representation**

**Section 1.** The City will recognize three (3) Union Committeepersons.

**Section 2.** The City will further recognize three (3) Union Stewards. The six (6) Union Stewards shall be selected from the following areas: Police Records, Comptroller, Airport, Central Services, Planning and Development, Treasury, Fire Department office staff, and City Hall. No employee will be recognized for any of these positions, unless they are a full-time employee on the active payroll, and the Union has properly notified the City in writing of their identity.

**Section 3.** The City will pay Committeepersons and Stewards for lost working time not to exceed thirty (30) minutes per grievance in the adjustment of the grievances during the working hours, under Article 13, but not to exceed two (2) hours per week, and they shall check "out" and "in" with their Supervisor during such activity. Payment shall be computed at the regular hourly rate of the Committeeperson and/or Steward.

**Section 4.** The City will agree to such arrangements as may be necessary for the Union Representative to properly and expeditiously carry on their union duties within the area they represent on their shift. Such arrangements shall include permission for the Union Representatives to leave their work area to go to another work area within the bargaining unit,

provided they have informed the Supervisor of that work area before contacting the employee requesting assistance.

**Section 5.** The Employer agrees to allow the Chairperson or Steward thirty (30) minutes of time with a newly hired employee for orientation purposes.

## **ARTICLE 4** **Seniority**

**Section 1.** All new employees shall be considered probationary employees until they have had three (3) months service with the City, after which their seniority shall date from their original hiring date. In the event the City desires additional time to determine the abilities and/or qualifications of any probationary employee, it shall notify the Chairman of the Admin Committee or the Union office prior to the end of the three (3) month service its wish to extend the period up to no more than one (1) additional month worked. During this time, the City may terminate the employee's service at its sole discretion.

For purposes of this Section 1, "three months service" means through the close of business on the numerical date corresponding to the employee's start date in the third month next succeeding employee's start date. Employees hired on the 29th, 30<sup>th</sup>, or 31st of any month shall be deemed to have completed three months service on the last day of the third month next succeeding that start date.

**Section 2.** Seniority is defined as an employee's continuous length of service with the City in years, months, and days. Bargaining unit seniority is an employee's length of service with the City in years, months, and days, while covered under the working agreement including their probationary period.

**Section 3.** Seniority employees who are transferred to jobs outside the bargaining unit, as defined herein, shall retain the bargaining unit seniority they had or have at the time of transfer, but shall not accumulate bargaining unit seniority outside the bargaining unit. Employees who return to the bargaining unit after such transfer shall exercise their bargaining unit seniority in any classification previously qualified in or in any classification in any department previously worked, if such bargaining unit seniority less such time spent outside the bargaining unit is great enough to obtain a job and the employee has the ability to perform the available work.

**Section 4.** An employee shall lose their seniority and their name shall be removed from the seniority list, if:

- a) They quit;
- b) They are discharged for proper cause;

- c) They are absent for two (2) consecutive days and do not report for work at the beginning of the shift on the third consecutive workday without notifying the City;
- d) They misrepresent the facts on their employment application and such misrepresentation is material to their employment;
- e) They give false reasons for obtaining a leave of absence, or do not present proof of necessity within a reasonable period, or do not report for work as scheduled upon termination of their leave of absence without notifying the City;
- f) They fail to return to work within five (5) days, when they have been laid off and notified by the City by certified mail, return receipt requested, or telegram, to return to work, unless they present acceptable reason for their failure to return at such time;
- g) They fail to return to work at the end of a disciplinary lay-off;
- h) They have less than eighteen (18) months seniority and are laid off for a period of eighteen (18) months or length of service up to three (3) years whichever is greater;
- i) An employee who is absent due to illness, injury, or disability:
  - (a) for a period of twelve (12) months; or
  - (b) for a total cumulative period of twelve (12) months in any eighteen (18) month period; or
  - (c) for a period equal to or greater than the equivalent of the number of working days within a calendar year in any eighteen (18) month period; or
  - (d) under circumstances, which renders the employee eligible to receive social security disability benefits.
- j) An employee is absent because of compensable industrial injury; their seniority shall not terminate until their absence extends beyond the period of twenty-four (24) months.
- k) Employees do not reside and maintain their bonafide place of residence within the boundaries described in Article 28, Section 3.

**ARTICLE 5**  
**Filling Vacancies**

**Section 1.** If the City decides to fill a vacancy in a department, the job opening will be posted for bid in that Department only for three (3) working days for the employees permanently assigned to that Department to bid on. If no one bids on the job opening, the job opening will then be posted for bid City-wide for three (3) working days. The vacancy shall be awarded to the applicant with the ability to perform the work and where qualifications are relatively equal. Bargaining unit seniority shall govern. Bargaining unit seniority shall be deemed feasible, unless the Employer can demonstrate the senior applicant cannot perform the essential functions of the position.

- a) Nothing in this Section 1 shall prevent other interdepartmental bidding, as provided elsewhere in the Agreement and in the Policies and Procedures of the City of Quincy.
- b) Nothing in Section 1 is intended by the parties to limit the City's opportunity to use the Labor Pool Concept, as elsewhere provided.
- c) Employees who receive a bid shall be moved to the new job within thirty (30) calendar days of being awarded the bid.

**Section 2.** Any senior employee wishing to apply for such an opening, must fill out a request form signed by the employee and Union Steward and turn it in to their Supervisor during the same three (3) day period. The Supervisor shall then sign and forward the request to their Director. Once an employee has bid, it cannot be withdrawn.

**Section 3.** There will be a thirty (30) day qualifying period.

**Section 4.** If an employee fails to qualify, they shall return to their former job assignment if it still exists. If not, the reduction-in-force procedure shall apply. Employees who fail to qualify shall not make a further bid or request for a period of three (3) months from the day the qualifying began. Employees who have been selected for a job opening, whether by bid or by request, shall not make a further bid for a period of six (6) months from the date of selection, except that such six (6) months restriction shall not apply if: (1) the employee has been supplanted; (2) the employee's job is permanently discontinued; (3) if the employee becomes physically disabled and requests lighter work; or items (1), (2), and (3) shall also apply to employees who have been disqualified. However, they shall not be allowed to bid on the job they had been disqualified from during the six (6) month period.

**Section 5.** Employees who take a job in a lower classification through a job opening shall immediately receive the maximum rate of the lower rated classification.

**Section 6.** It is understood that, in certain classifications, employees may have to meet Federal and/or State requirements, as well as City requirements to be considered qualified for that classification.

**Section 7.** The City may fill any permanent opening, which cannot be filled by the procedure set forth in this Article, by transfer of a probationary employee, transferring any employee with their consent, or by hire. The time limits and other provisions of this Article shall apply to the employees assigned to permanent openings under the provisions of this paragraph.

**Section 8.** If employees fail to bid on a permanent opening and the City does not fill the opening, it shall be reposted before assigning anyone to the opening, if forty- five (45) calendar days have passed since the opening was posted.

**Section 9.** The City has the right to reject any employee who may not be able to do the job because of medical reasons.

**Section 10.** Employees who bid back into a former classification through a job opening shall immediately receive the maximum rate for that classification.

**Section 11.** Employees off duty on any approved leave of absence, but not on a disciplinary suspension, may bid on any job opening if they are able to return to work within forty-five (45) days of the job opening.

## **ARTICLE 6** **Reduction in Force**

**Section 1.** For lay-off and recall purposes only and during their term of office, the Committee person, when properly designated by the Union, will lead the seniority list, provided they are qualified to perform the work being done.

**Section 2.** In the event of a reduction-in-force, employees with the least bargaining unit seniority in the affected classification shall be removed from their classifications. Affected employees may exercise their bargaining unit seniority to bump into any classification, in which they have previously qualified. Affected employees may bump into classifications in which they have not previously qualified only to the following extent: The City shall disclose the number of persons reduced; the City and the Union shall identify the least senior employees equal to that number; then, by seniority, the affected employees, as described in the second sentence of this paragraph two and who have not already bumped into a position pursuant to that sentence, may bump any of the specific employees and no other from their classifications. Nothing in this Article shall permit an employee who fails to timely qualify for a classification or position to remain in it after bumping.

**Section 3.** When an affected employee bumps into a job in a lower-rated classification

due to a reduction-in-force, they shall receive the rate of pay for their regular classification for the next succeeding thirty (30) days worked. If such employee is still on the job after thirty (30) days worked, they shall receive the maximum rate of the lower- rated classification to which they have been assigned. For purposes of this Article 6, Section 3, "days worked" includes days or parts of days where the affected employee was actually on the job and also includes benefit days. If their regular classification again becomes available, they shall be given the opportunity to return to their regular classification, in line with their seniority, and the rate for their regular classification shall be put into effect immediately upon their return.

## **ARTICLE 7**

### **Recall**

**Section 1.** The procedure for recall of seniority employees who are laid off shall be in the order of their bargaining unit seniority, provided the employee is capable of performing the available work. There shall be no responsibility of the City under this Agreement for the re-employment of probationary employees who are laid off or discharged.

## **ARTICLE 8**

### **New Job Classification**

**Section 1.** When a new job classification is established, the City will submit a description in writing and a proposed wage assignment to the Union within thirty (30) days. Any unresolved difference of opinion between the parties in regard to wages will be subject to the grievance procedure.

## **ARTICLE 9**

### **Transfers**

**Section 1.** Employees temporarily transferred to a higher-rated classification other than their own for two (2) hours or more shall receive the maximum rate for the new classification for the entire shift. An employee who is required to work in a classification which is compensated at a lower rate than the employee's present rate shall continue to receive their present rate. Temporary transfers shall not exceed thirty (30) days.

**Section 2.** The City will not use temporary transfers for disciplinary purposes.

**Section 3.** When an employee is absent due to an extended leave of absence such as an FMLA leave, which includes medical leave, worker's compensation leave, and personal leave, to take care of a qualified relative, and when that leave is expected to last longer than thirty (30) days, the position will be posted as a temporary position. Any employees transferred in order to fill the temporary position and to backfill any vacancies generated will be returned to their previous positions, when the regular employee returns.

**Section 4.** Record Clerks and Typists in the Police Department may be utilized to help in performing each other's job assignments when needed without it being considered a transfer within this Article, provided that no one in that classification is on lay-off.

## **ARTICLE 10** **Holidays**

**Section 1.** Holidays with pay for full-time employees shall be New Year's Day, Martin Luther King Day, Presidents Day, Good Friday, Memorial Day, Juneteenth, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, Thanksgiving Friday, Christmas Eve, and Christmas Day. Easter will be considered as a holiday for call-in purposes only.

**Section 2.** When any of the holidays enumerated above are not worked, an eligible employee shall receive eight (8) hours' pay at their regular hourly rate. The eligibility:

- a) The employee must have passed their probationary period preceding the holiday;
- b) The employee must have worked their last work period scheduled for them prior to the holiday and their first scheduled work period after the holiday, unless they are excused by the Department Head or they have a justified excuse such as fire, tornado, floods, or other disastrous weather conditions considered as "acts of God", provided they can furnish satisfactory proof to the City of the reason for such absence as required by the Department Head in the form of documented proof of medical illness or justifiable excuse.

**Section 3.** Employees who work as Typists on the 2<sup>nd</sup> and 3<sup>rd</sup> shifts in the Police Department Sunday through Thursday shall observe holidays as follows: Should a holiday fall on Monday, the Sunday prior shall be observed as the holiday. Should the holiday fall on Tuesday, Wednesday, or Thursday, one employee shall observe the holiday on the day before and the other employee shall observe it on the day of the holiday, except for Thanksgiving Day, which shall be observed on the Wednesday before by the employees. Should the holiday fall on Friday or Saturday, it shall be observed on Thursday prior to.

**Section 4.**

- a) For employees who work four (4) ten (10) hour shifts, if a holiday falls on a scheduled workday, employees shall receive ten (10) hours of holiday pay.
- b) If a holiday falls on a scheduled day off, employees shall receive an alternative day within the same pay period.

**ARTICLE 11**

**Payday**

**Section 1.** Employees will be paid once every two (2) weeks.

**ARTICLE 12**

**Vacations**

**Section 1.** Full-time employees are eligible for vacation, as set forth below. Vacation shall be accrued on a monthly basis and awarded the first day of the month following accrual. New employees must complete their probationary period before becoming eligible to take vacation. New employees will be eligible to take the time they have accrued on the first of the month following the completion of their probationary period. Employees will earn vacation time according to the following schedule:

<b><u>Length of Service</u></b>	<b><u>Vacation Earned</u></b>	<b><u>Annualized Equivalent</u></b>
Probation – 5 years	6.67 hours per month	2 weeks
6 thru 14 years	10 hours per month	3 weeks
15 thru 24 years	13.34 hours per month	4 weeks
25 years	16.67 hours per month	5 weeks

**Section 2.** Employees shall not receive pay in lieu of vacation time except at the time of termination, provided at least two (2) weeks' written notice is given. The employee must be employed on the last day of the month to receive the accrual for the month. Employees may carry over one (1) year of their annualized equivalent vacation time into a succeeding calendar year. Any unused amount over the allowed carry-over will be forfeited on January 1 of the succeeding year.

For example: 11 years of service may carry over a maximum of 3 weeks (120 hours) on January 1 and continue to accrue 10 hours monthly. By the end of the calendar year the employee must use vacation time down to the carryover amount of 120 hours or less. If not, the employee will forfeit any excess.

**Section 3.** The employee may request their vacation time all together or in parts, as is most convenient to them, but in no case can vacation be taken for less than two (2) hours. Request for vacation time must be approved by the Supervisor and requested on a time-for-time basis. For example, if two (2) hours of vacation is requested, two (2) hour notice must be given. If a scheduling conflict arises among the employees in the department or division, priority will be given to the employee who has submitted their vacation request first; if the date of the vacation request is the same, consideration will be given based on seniority.

## **ARTICLE 13** **Hours of Work**

### **Section 1. Normal Workweek**

The normal work week shall be forty (40) hours per week, Monday through Friday, with eight (8) hour workdays, except as provided below.

### **Section 2. Department Specific 4-10 Schedule**

- a) In Departments where a four (4) ten (10) hour workday schedule is established, such schedule shall apply only to those positions within the department designated by the City and agreed to by the Union.
- b) The implementation and continuation of any four (4) ten (10) hour schedule shall be subject to mutual agreement between the City and Union and shall not be expanded to other departments or positions without such agreement.
- c) Employees shall not be required to work a four (4) ten (10) hour schedule unless assigned to a position for which such schedule has been mutually established.

**Section 3.** Where operationally feasible, an employee may flex their scheduled workday with management approval and one (1) day notice. Flexing may include a change in start time, end time, or a split schedule. Flex time shall be used in thirty (30) minute increments. Employees may flex no more than two (2) hours cumulatively in a thirty (30) day period, unless management approved. Flex time cannot be accrued to the following pay period. Approval shall be based on operational needs. Employees shall not lose pay or incur discipline, when using approved flex time or accrued leave.

**Section 4.** The office clerical employees in the Police Department may elect to use a flexible workweek/workday schedule. If the employees choose such schedule, each employee must inform their Supervisors of what hours they intend to work each week and each day and the employees will be allowed to work such hours with Supervisors' approval.

**Section 5.** Lunch Breaks - The Union acknowledges and agrees that the City may require the employees to utilize floating break and lunch times depending upon the work being performed. Employees required by their Supervisor to work more than six (6) hours from the start of the shift without a lunch break will have the option of being paid one-half hour overtime or go home one-half hour early. Comptroller, Police, and/or Fire Department employees may elect to extend their lunch period to one (1) hour. Departments electing to do so shall adjust their beginning and ending shift times accordingly.

Central Services Department shall receive a twenty (20) minute on the job period paid

lunch break and work a straight eight (8) hours.

**Section 6. Rest Period Entitlement**

Employees shall be entitled to two (2) paid rest periods of fifteen (15) minutes each during each full eight (8) hour workday.

**Section 7. Non-Precedent/Limitation**

The establishment of a four (4) ten (10) hour schedule in any department shall not create a past practice or entitlement for employees in other departments or classifications.

**ARTICLE 14**

**Overtime**

**Section 1.** The normal workday, for the purpose of computing overtime, shall start at the beginning of the employee's regular shift and end twenty-four (24) hours later.

**Section 2.** The hours worked by an employee before the beginning of their regular shift on any workday shall be considered as part of the shift for that day, for the purpose of computing overtime pay, any employee called in before the beginning of their regularly scheduled shift shall be granted the opportunity to work out regularly scheduled shift. Overtime will not be paid to an employee who requests and is granted paid time off during their regular shift.

**Section 3.** Time and one-half pay shall be paid for all hours worked in excess of eight (8) hours per day and forty (40) hours per week (for which overtime has not previously been earned). If you are flexing your time in any given week, overtime will not be computed until you have reached forty (40) hours.

**Section 4.** Benefit pay and holiday pay shall be considered as part of the forty (40) hour work week for the purposes of computing overtime.

**Section 5.** Inasmuch as the parties have negotiated premium pay for overtime hours worked, it is agreed that all employees will be required occasionally to work some overtime, in addition to regularly scheduled overtime hours. However, when an employee desires not to work overtime on certain specified dates, the employee concerned must notify the Supervisor, prior to being informed of the requirement for overtime work. It is understood that these employee requests cannot be regular in nature. The Supervisor will make every effort to honor such request, barring developments beyond their control. Should it develop, the employees would have been scheduled to work overtime on that specific date, they shall be charged the overtime they would have worked, had they not "unscheduled" themselves.

**Section 6.** Without limiting the City's rights where a legitimate reason exists, the City will not lay an employee off during their regular scheduled shift hours of a day or week for the sole purpose of defeating overtime work for which the employee would otherwise be entitled to be

credited.

**Section 7.** Overtime shall be distributed as equally as practical among the employees within the Division of the City who have completed their qualifying period by shift and classification, according to seniority within the classification. New equalization periods shall begin as of January 1 of each calendar year. Payment of overtime will not be pyramided.

**Section 8.** Employees working an established four (4) ten (10) hour schedule shall receive overtime compensation for all hours worked in excess of ten (10) hours in a day or forty (40) hours in a work week.

## **ARTICLE 15** **Personal Leaves**

**Section 1.** Any employee with seniority may be granted a personal leave of absence for a period not to exceed thirty (30) days upon written applications of the employee and approval by their Supervisor and the Director. In general, personal leaves of absence are granted in cases involving death or illness of the immediate family of the employee or the employee's spouse, or in cases of marriage of the employee, or in cases where it is necessary for the employee to request a leave of absence for the purpose of settlement of an estate or lawsuit. The Director shall notify the Union of personal leaves granted, personal leaves not granted, and extension of personal leaves granted. A personal leave of absence so granted may be extended by the Director, if they so desire. An employee to whom such a leave has been granted shall not be entitled to return to work until the expiration of their leave, but the City may avail itself of their services, upon their request, prior to such expiration, if it wishes. An employee granted leave of absence for personal reasons shall accumulate seniority during such absence. No leave of absence, which permits an employee to be gainfully employed elsewhere, shall be granted under this Section. Under all circumstances personal leave shall be without pay.

If an employee on an unpaid leave of absence pays for a portion of their health insurance or has voluntary insurance, they are required to make their own arrangements with Human Resources to pay for those benefits while on unpaid status.

**Section 2.** Two (2) employees shall be granted short-term leaves of absence without pay for the purpose of attending Union conventions, meetings, and schools, with a maximum of thirty (30) days per calendar year per employee. The second shift Committeeperson shall be granted three (3) hours per month to attend the monthly Union meeting.

## **ARTICLE 16** **Jury Duty**

**Section 1.** Employees who are required to serve on a jury, to serve as an ordinary witness, to report for draft examination, or U.S. Armed Forces Encampment, and actually lost time from

work as a result, will be paid for any loss not covered by other payment for such services up to a limit of fifteen (15) consecutive days, except for jury service, when all lost time shall be computed. Such supplemental pay will be limited to a maximum of eight (8) hours per day. Supplemental pay will be limited to actual loss of earnings and will not be paid if the time of service occurs on a nonscheduled workday.

## **ARTICLE 17** **Sick / Unrestricted Leave**

**Section 1.** Current full-time employees prior to May 1, 2011, will be grandfathered, as follows:

Any full-time employee will be entitled to one (1) day or eight (8) hours per month of sick leave. Sick leave will be accrued monthly and awarded the first day of the month following accrual. New employees will be eligible to use sick leave upon completion of their probationary period. Unused sick leave shall be accumulative up to a maximum established by the City's "Sick Leave Buy Down Initiative" (see Appendix A) will be paid at their current rate for all the excess hours. To be eligible for sick leave the employee may be required to prove sickness, provided, however, the sickness referred to shall not be the direct or indirect result from the use of alcoholic beverages or drugs. An employee may not use sick leave for less than one (1) hour. The City reserves the right to implement "Sick Leave Buy Down Initiative" and is in no way obligated to do so.

Any full-time employee hired after May 1, 2011, will be entitled to six (6) hours per month of sick leave during their first eight years of earned service time, after which time the employee will be entitled to eight (8) hours per month of sick leave. Sick leave will be accrued monthly and awarded the first day of the month following accrual. New employees will be eligible to use sick leave upon completion of their probationary period. Unused sick leave shall be accumulative up to a maximum established by the City's "Sick Leave Buy Down Initiative" outlined in the 2015 Memorandum of Understanding. At the end of the calendar year, those employees who have exceeded the maximum hours established by the City's "Sick Leave Buy Down Initiative" (See Appendix A) will be paid at one-half (1/2) their current rate for all the excess hours. To be eligible for sick leave the employee may be required to prove sickness, provided, however, the sickness referred to shall not be the direct or indirect result from the use of alcoholic beverages or drugs. An employee may not use sick leave for less than one (1) hour. The city reserves the right to implement "Sick Leave Buy Down Initiative" and is in no way obligated to do so.

**Section 2.** Any unused sick leave credit standing to the employee's account shall be paid at the employee's current rate one-half (1/2) the unused hours to the employee in a lump sum upon termination. If permitted by IMRF policies and procedures, the remaining one-half (1/2) shall be credited towards retirement. Those employees who voluntarily terminate their services at their request must give at least two (2) weeks written notice to the Director. Any unused sick leave credit standing to the employee's account upon his death shall be paid at full pay rate to the employee's estate in a lump sum.

**Section 3.** Current full-time employees prior to May 1, 2011, will be grandfathered, as follows:

Employees may use up to twelve (12) days per calendar year of their sick time to take care of their immediate family. The immediate family shall include mother, father, spouse, son, daughter, stepson, stepdaughter, or legal guardian.

Any full-time employee hired after May 1, 2011, may use up to nine (9) days per calendar year of their sick time to take care of their immediate family. The immediate family shall include mother, father, spouse, son, daughter, stepson, stepdaughter, or legal guardian.

**Section 4.** Employees may use up to thirty-two (32) hours per calendar year of their sick time in the form of unrestricted leave for any personal purpose of the employee. Where possible, employees shall give a business days' notice to management of intention to take unrestricted leave. Where that is not possible, the departmental policy regarding notice of taking sick time shall be observed by the employee. No medical excuse or explanation of purpose is required of an employee taking an unrestricted leave. The thirty-two (32) hours unrestricted cannot be used in conjunction with holidays. For example, if a holiday falls on a Monday, the employee cannot use unrestricted leave for at the end of the work day Friday or at the beginning of the work day Tuesday. The thirty-two (32) hours unrestricted can be used in conjunction with vacation time and sick time. An employee may not use unrestricted leave for less than one (1) hour.

## **ARTICLE 18** **Major Illness Leave**

**Section 1.** In case of loss of time due to a non-work-related injury or illness, an employee will be entitled to major illness leave.

**Section 2.** Any permanent employee will be entitled to major illness leave in addition to sick leave of a total of not to exceed twelve (12) working days or ninety-six (96) hours per calendar year. (Accumulating at the rate of eight (8) hours per calendar month.) Unused major illness leave shall be accumulated up to a maximum of one hundred twenty (120) working days. Any leave provided under this Section shall be in lieu of and shall be credited against any employee - Federal Family and Medical Leave Act of 1993 (FMLA) entitlement or rights to leave.

**Section 3.** To be eligible for major illness leave, an employee must provide proof to the Director of Human Resources, in the form of a doctor's written statement, as to one (1) of the conditions below:

- a)
  - 1) That such an accident or illness is of a nature to require the employee to be absent from work for more than three (3) consecutive working days, whereupon the major illness leave

would start on the fourth (4th) working day lost. The major illness leave shall be used for such illness only after all accumulative sick leave has been used.

- 2) An accident or illness resulting in emergency room or ambulatory care treatment has taken place and was then immediately followed by or included "setting" of fractures, orthopedic surgery, thoracic surgery, cardiac catheterization, abdominal surgery of any kind, eye surgery, urinary surgery or intraoral surgery for the cause of the emergency room, or ambulatory care visit resulting in the employee's absence from work for more than three (3) consecutive working days and that the emergent nature of the treatment precluded notice, as provided for in Section (c), then the major illness leave would start on the fourth (4th) working day lost. For purposes of this Section (a)(2), "surgery" means a procedure wherein the given part of the body is cut or separated to effect relief.
- b) That such accident or illness is of nature as to require the employee to be hospitalized overnight. Major Illness Leave will start on the first (1st) day of hospital confinement and continue until the doctor releases the employee for work.
  - c) That such accident or illness is of nature to require outpatient surgery resulting in the employee's absence from work for more than three (3) consecutive working days, the major illness leave would start on the fourth (4th) working day lost. "Outpatient Surgery", for purposes of this Section, shall mean any scheduled medical or intraoral procedure, which the treater certifies, and such certification is provided to the City at least one (1) business day in advance, that the procedure will result in the employee being off work for more than three (3) days.
  - d) For leaves based upon the circumstances described in Sections (a)(2) and (c) which do not ultimately result in any overnight hospitalization, no employee shall be permitted more than five (5) days per calendar year of Major Medical Leave. Nothing in this Section (d), however, prohibits an employee from taking their five (5) Major Medical Leave days under Sections (a)(2) or (c) then, at a later time and after their sick leave time has been consumed accessing Major Medical Leave under Section a (1).

**Section 4.** Major illness leave will not have the one-half (1/2) pay clause in any case. Major illness pay shall be at the employee's present rate of pay when taken ill.

**ARTICLE 19**  
**FMLA/ Medical Leave**

**Section 1.** Any employee with seniority shall be eligible for a Medical Leave of Absence subject to "medical certification", which would entitle an employee to leave under the "Family and Medical Leave Act Of 1993" (FMLA) (29 U.S.C. Sec. 2601 et seq.) Any leave provided under this Section shall be in lieu of and shall be credited against any employee FMLA entitlement or rights to leave. An employee who has been granted a Medical Leave of Absence shall keep the City informed of the employee's medical status at least every thirty (30) days and will provide such additional "medical certification", as may be reasonably required by the City to confirm such medical condition or status. The employee's seniority shall accumulate during such leave, but the employees shall not otherwise accrue benefits (for example vacation, sick days, and the like) during such absence.

**Section 2.** In cases wherein the job assignments of employees granted Leave of Absence under the provisions of Section 1 of this Article have been filled, the employees affected may exercise their right as contained in Article 5.

**Section 3.** Conformance with State and Federal Laws. If any provision of this Agreement shall conflict with State or Federal Law or with regulations imposed by an Agency of the State or Federal Government, then such provisions shall be construed to conform to such laws or regulations, while they remain effective.

**ARTICLE 20**  
**Bereavement Leave**

**Section 1.** Employees will be given up to five (5) days off with pay for time lost as a result of the death of his/her spouse, son, or daughter. Employees will be given up to three (3) days off with pay for actually lost as a result of the death of his/her mother, step-mother, father, step-father, mother-in-law, father-in-law, brother, sister, son-in-law and daughter-in-law, or grandchild, and, if living with the employee, a stepson or stepdaughter. Leave will not be granted, unless the employee attends the funeral of the deceased.

**Section 2.** Employees will be given one (1) day off with pay to attend the funeral of a grandmother, grandfather, spouse's grandparent, brother-in-law, and/or sister-in-law, and any other extended family member (i.e., aunt, uncle, cousin, etc.).

**Section 3.** Should employees desire time off to attend funerals for people other than the immediate family, the Management and Supervisory personnel will make every effort to accommodate such requests, within the limits of production requirements. Any time off granted for this purpose will be without pay.

**Section 4.** Should an employee be requested by the family of a deceased employee or

former employee to act as a pallbearer, the City will allow such request and pay each employee the lost time required to perform the duties, if the request by the family is made to the Management.

## **ARTICLE 21** **Show-Up Pay**

**Section 1.** Employees reporting for work on their regularly scheduled shifts, unless instructed not to report, shall be guaranteed a minimum two (2) consecutive hours of work, provided, however, the City shall have no obligation under this Section if failure to provide work is caused by any partial or total shutdown for reasons beyond the control of the City, as fire, power failure, storms, or labor disputes involving the City's operation.

## **ARTICLE 22** **Grievance Procedure and Arbitration**

**Section 1.** A grievance is defined as any dispute between the City and the Union, or between the City and any employee covered by this Agreement concerning the interpretation, application, or claimed violation of any of the provisions of this Agreement.

**Section 2.** It is agreed that all grievances, which may arise, shall be handled in accordance with the following procedure, and that an earnest effort shall be made by both parties to settle promptly such grievances as may arise.

**Step 1.** Any employee having an alleged grievance will take it up with their Supervisor and may be accompanied by his/her Steward or Committeeperson, if they so wish, and allowed three (3) business days to complete Step 1 of the grievance procedure.

The Supervisor shall attempt to adjust the grievance and give his verbal reply within the next working day.

If no satisfactory adjustment is reached, Step 2 will follow.

**Step 2.** If the grievance is not settled in Step 1, the grievance shall be reduced to writing within three (3) days on an approved form signed by the Committeeperson or Steward and presented to the Director or Management Representative concerned who shall give their written answer within three (3) days. If the grievance cannot be satisfactorily adjusted, a meeting shall be scheduled between the Superintendent or Management Representative and a representative of the Local and/or International Union. This meeting shall take place within five (5) days and the Superintendent or Management Representative shall give their answer in writing within two (2) days after the meeting to the employee, Committeeperson or Steward, and the Union office. Additional meetings may be held by mutual agreement between the City and the Union. The disposition of any grievance that is made in this step or the preceding steps shall be considered

as final and binding by both parties, unless it is appealed to the next step of the grievance procedure during the specified time or unless the Union notifies the City of its intent to submit the grievance to arbitration within thirty (30) calendar days.

The City and the Union shall jointly request the Federal Mediation and Conciliation Services to submit the names of five (5) arbitrators. The City shall have the right to strike two (2) names from the list and the Union shall strike two (2) names from the list. This shall be done alternately, one at a time, with a "flip of a coin" determining the first party to strike a name. The remaining arbitrator shall be selected to conduct the arbitration proceedings. The fees and expenses of the Arbitrator, hearing room, etc., shall be borne equally by the parties. Each party shall bear the expense of its representatives and witnesses. The party ordering a record thereof shall bear the cost of such record, unless the other party desires a copy, in which case the total cost of the record shall be borne equally by the parties. Either party may request the presence of any necessary witness at the hearing.

The Arbitrator shall make his decision on the basis of the evidence, which is presented at the hearing, and shall do so within forty (40) calendar days of the date of the hearing.

The jurisdiction of the arbitration shall be limited to grievances arising out of the interpretation, application, or claimed violation of this Agreement. The arbitrator shall not have jurisdiction to arbitrate provisions of a new agreement, nor to add to, subtract from, or modify this Agreement or any supplement hereto. The arbitrator's responsibility is to decide as to whether or not there has been a violation of this Agreement. The arbitrator shall render an award in each and every case in line with the provisions of this Section. The award of the arbitrator shall be final and binding on both parties.

**Section 3.** Any employee, Committeeperson, or Steward who loses time during their regular scheduled working hours for the purpose of attending a grievance meeting(s), except for arbitration hearings, under the terms of this Agreement, shall be compensated by the City at their regular hourly rate for such time lost.

**Section 4.** In the event any employee being discharged from employment believes that they have been unjustly dealt with, such grievances shall constitute a case for adjustment under the grievance procedure. Such case of discharge shall be taken up within three (3) working days from the date of discharge, starting under Section 2, Step 2 of this Article.

**Section 5.** No claims for back wages made by or on behalf of any employee covered by this Agreement shall be valid for a period of not more than thirty (30) days prior to the date on which the grievance concerning same is filed, in writing, with the City or prior to the date an alleged grievance is taken up with a Supervisor, as provided for in Section 2, Step 1 of this Article.

**Section 6.** Time limits set forth in this Article may be extended by mutual agreement. In the computation of time limits in this Article, Saturday, Sunday, and holidays will be excluded.

**Section 7.** Should an answer not be given by either party within the specified time limits as spelled out in the steps, the grievance will be considered to have been settled.

## **ARTICLE 23** **Union Bulletin Boards**

**Section 1.** The City will maintain bulletin boards in each Department to be used for posting notices of Union meetings, Union elections, Union appointments, results of elections, and Union social activities. All notices must be submitted to the Director for approval before posting. No other place on City property shall be used by the Union for posting notices, advertisements, or information of any kind.

## **ARTICLE 24** **Insurance**

**Section 1.** Insurance: All employees will be offered the City's group insurance program the first day of employment. Employees participating in the City's group insurance program shall pay a percentage of the actual premium, in accordance with the following schedule:

- a) Effective January 1, 2025, 15 percent of the actual premium for that level of coverage.
- b) Employee plus one (1) dependent – 25 percent of the actual premium for that level of coverage.
- c) Employee plus two (2) or more dependents – 28.5 percent of the actual premium for that level of coverage.

The City will pay the full cost of eligible dependent insurance coverage for the month(s) that an employee is absent due to illness at least one-half (1/2) of the working days in that month and the employee has all his major illness time used (i.e., the employee is on unpaid medical leave of absence) not to exceed (a) twelve (12) consecutive months; or (b) a total cumulative period of twelve (12) months in any eighteen (18) month period. The City reserves the management right to change insurance carriers and/or the level of benefits upon sixty (60) days written notice to the Union. The City agrees to invite a Union representative to participate in discussions with appropriate City representatives prior to implementation of any changes in carriers or benefits, but the decision of the City shall be determinative and final.

**Section 2.** Insurance Committee: The City and the Union agree to participate in an Insurance Committee established to review ways and means of controlling or reducing health insurance costs. The Insurance Committee may make recommendations to the City Council for changes in health coverage that are intended to reduce or minimize increases in health care premiums. The Committee shall consist of one (1) representative from the Union and two (2)

management representatives. The City will pay the Union representatives for lost working time to attend Insurance Committee meetings during working hours, and they shall check "out" and "in" with their Supervisor during such activity. Payments shall be computed at the regular hourly rate. The Union shall promptly replace a representative that fails to make a good-faith effort to participate in the Insurance Committee's activities. Recommendations may be made with two-thirds (2/3) majority of the Committee. Any recommended changes remain subject to approval by the City Council. Any savings generated by plan changes that are enacted through the work of the Committee following the execution of this Agreement shall result in a proportionate decrease in premium costs.

**NOTE:** City agrees to allow the Union to review all of the other City bargaining units' insurance language and will agree to a "ME TOO" clause as to insurance, if the IAM so requests in writing.

## **ARTICLE 25**

### **Safety**

**Section 1.** The City agrees to maintain safe and healthful conditions in each division. It shall be the policy of each department to encourage the effective operation of a safety committee.

**Section 2.** The City will reimburse up to two hundred fifty dollars (\$250.00) on the purchase of safety boots required for the performance of their job duties with management approval. Employee must furnish the city with receipts to be reimbursed.

Safety footwear purchased under this provision must meet the safety standards required by the Employer.

Employees may request replacement safety footwear when their current footwear becomes worn, damaged, or no longer provides adequate protection. Replacement footwear may be approved at the discretion of the employee's Supervisor following an inspection of the footwear upon the employee's request.

This provision shall not be limited to a one-time issuance during employment, but shall instead allow for replacement purchases when approved through the inspection process described above.

## **ARTICLE 26**

### **Employee Certification/Licensing/Shift Differential**

**Section 4.** Night shift differential for regularly assigned second shift shall be fifty cents (\$0.50) per hour and one dollar (\$1.00) per hour for regularly assigned third shift. Such differential shall be included in the computation of overtime.

**ARTICLE 27**  
**Worker's Compensation**

**Section 1.** Employees who are injured and sent to the doctor shall be paid for the time spent in going to the place of treatment, waiting for and receiving treatment, and returning to their place of employment and, if in the opinion of the doctor the employee is sent home due to such injury, he shall be paid his hourly wage up to the end of his normal work day for the day of the injury only. Employees cannot accumulate benefits while on worker's compensation leave, until employer receives proper documentation of employee's ability to return to employment duties.

**ARTICLE 28**  
**General Terms**

**Section 1.** This Agreement supersedes and cancels all prior practices, memoranda of understanding and agreements, whether written or oral, unless expressly stated to the contrary herein and constitutes the complete and entire agreement between the parties and concludes collective bargaining (except as provided for in the grievance procedure) for its term.

**Section 2.** Employees shall not be required at any time to search and/or surveillance on any person, place, or thing.

**Section 3.** Employees shall maintain their bonafide place of residence within a forty (40) mile radius of City Hall located at 730 Maine Street. "Bonafide place of residence" shall mean the domicile or place where the employee lives and has their true, permanent home, and to which, whenever the employee is absent, they have an intention of returning. Any non-resident applicant for employment may be employed by the City subject to the condition or requirement that such employee establish and maintain their residence within the forty (40) mile radius of City Hall within six (6) months of the effective date of appointment or employment by the City. Failure to comply with the requirements of this policy shall be deemed good, just, or sufficient cause for discharge or termination of employment of said employee.

**Section 4.** Any new programs offered by the City after May 1, 2011, for employee fitness shall be offered to Union employees as well.

**Section 5.** Training: The responsibility for training and instructing employees shall rest with management or with individuals specifically designated by the Employer to perform training duties.

Bargaining unit employees shall not be required to train or be responsible for the training of other employees. Nothing shall prevent a bargaining unit employee from responding to routine questions or providing professional assistance to coworkers in the normal course of performing their duties. Such assistance should not be considered formal training or an

assignment of training responsibility.

No employee shall be disciplined or penalized for declining to perform training duties that are not part of their job.

Any dispute arising under this Section shall be subject to the grievance and arbitration procedure of this Agreement.

**ARTICLE 29**  
**Production Work by Supervisors**

**Section 1.** Production work by supervisors shall always be permitted in the following cases:

- a) Emergencies
- b) Instruction of employees
- c) Operational difficulties

**ARTICLE 30**  
**Labor / Management Committee**

**Section 1.** A Labor/Management Committee meeting will be held once a month. The meetings shall not exceed one (1) hour, unless both parties agree to an extension. These meetings may be attended by three (3) Union Committee members, Union Business Representative, and members of Management.

**ARTICLE 31**  
**Purging of Personnel Files**

**Section 1.** Any documentation received of discipline shall remain in the employee's personnel file. However, such documentation cannot be used to establish progressive discipline, in accordance with the following schedule:

- a) Verbal or written reprimand after one (1) year from the date of the write-up.
- b) Suspension after five (5) years from the return-to-work date following suspension.

If a new disciplinary action is taken against an employee with discipline subject to the above schedules, the time frames for all previous disciplinary actions subject to the above

schedule shall reset to the then current date.

**ARTICLE 32**

**Salaries**

The wage increase for employees covered under this Agreement shall be a one dollar and fifty cents (\$1.50) increase on current hourly wage. This increase shall be effective from May 1, 2026 through April 30, 2027.

In witness whereof the said City of Quincy has caused its name to be hereunto subscribed by the Mayor of the City of Quincy pursuant to the approval and authority of the City Council of the City of Quincy and the said Union has caused its name to be hereunto subscribed by the Business Representative of Lodge No. 822-District No. 9, International Association of Machinists and Aerospace Workers, pursuant to approval and authority of said names being described this 29<sup>th</sup> day of May, 2026.

DISTRICT NO. 9, INTERNATIONAL  
ASSOCIATION OF MACHINISTS  
AND AEROSPACE WORKERS

CITY OF QUINCY, ILLINOIS

BY [Signature]  
Business Representative

BY [Signature]  
City of Quincy Mayor

DATE 5/29/2026

DATE 5/29/2026

BY [Signature]  
Committee Person

BY [Signature]  
Director of Human Resources

DATE 29 May 2026

DATE 5/29/2026

BY [Signature]  
Committee Person

DATE 5-29-2026

BY [Signature]  
Committee Person

DATE 5-29-2026

SA:ps  
OPEIU #13  
5/28/26

## Appendix A

Any unused sick leave credit standing to the employee's account upon termination shall be paid, as follows: employees who voluntarily terminate their services with at least two (2) weeks written notice to the Department Head or his designee shall be paid one-half (50%) of all accrued sick time; and also employees taking a retirement or disability retirement will be paid one-half (50%) at the employee's current rate of all accrued sick time and the remaining one-half (50%) shall be credited towards the employee's retirement benefit in the form of service credit, if drawing a pension within sixty (60) days as allowed by the Illinois Municipal Retirement Plan. Any unused sick leave credit standing to the employee's account upon their death shall be paid at full pay rate to the employee's estate in a lump sum payment.