

COLLECTIVE BARGAINING AGREEMENT

BETWEEN

**THE INTERNATIONAL UNION OF OPERATING ENGINEERS, LOCAL 150
PUBLIC EMPLOYEES DIVISION**

AND

VILLAGE OF BURR RIDGE

November 1, 2020 THROUGH APRIL 30, 2025

AGREEMENT

This Collective Bargaining Agreement ("Agreement") has been made and entered into by and between the Village of Burr Ridge, Illinois, (hereinafter referred to as the "Employer") and the International Union of Operating Engineers, Local 150, Public Employees Division (hereinafter referred to as the "Union"), on behalf of certain employees described in Article I.

PREAMBLE

In order to establish harmonious employment relations through a mutual process, to provide fair and equitable treatment to all employees, to promote the quality and continuance of public service, to achieve full recognition for the value of employees and the vital and necessary work they perform, to specify wages, hours, benefits and working conditions, and to provide for the prompt and equitable resolution of disputes, the parties agree as follows:

ARTICLE I

UNION RECOGNITION/MANAGEMENT RIGHTS

SECTION 1.1: RECOGNITION

The Employer recognizes the Union as the sole and exclusive bargaining representative in all matters establishing and pertaining to wages and salaries, hours, working conditions and other conditions of employment on which it may lawfully bargain collectively for employees for all persons employed full time or regular part time by the Village of Burr Ridge in the following classifications: General Utility Worker I, General Utility Worker II, and Assistant Water Operator within the Department of Public Works, as certified by the Illinois State Labor Relations Board in No. S-RC-12-055. Excluded are any and all other employees of the Village of Burr Ridge.

SECTION 1.2: MANAGEMENT RIGHTS

Except as specifically limited by the express provisions of this Agreement, the Village retains all traditional rights to manage and direct the affairs of the Village in all of its various aspects, and to manage and direct its employees, including, but are not limited to, the following: to plan, direct, control and determine the budget and all the operations, services and missions of the Village; to supervise and direct the working forces; to establish the qualifications for employment and to employ employees; to schedule and assign work; to layoff employees or otherwise relieve employees from duty for lack of work or other legitimate reasons; to establish work and productivity standards and, from time to time, to change those standards; to contract out for goods and services; to determine the methods, means, organization and number of personnel by which such operations and services shall be made or purchased; to make, alter and enforce reasonable rules, regulations, orders, policies and procedures; to evaluate employees; to establish reasonable performance standards for employees; to discipline, suspend and discharge non-probationary employees for cause (probationary employees without cause); to change or eliminate existing methods, equipment or facilities or introduce new ones; to determine training needs and assign employees for training; to determine equipment to be used and uniforms to be worn; to determine work hours; to develop job descriptions for the positions covered by this Agreement, which shall be subject to change from time to time by the Village; to determine internal investigation procedures.

SECTION 1.3: PART TIME

Part time employees are defined as those employees who are regularly scheduled to work less than 30 hours per week. Part time employees in the classifications of General Utility Worker I and General Utility Worker II shall be members of the bargaining unit but shall not be entitled to

any fringe benefits hereunder. Part time employees shall be subject to such limitations on maximum allowable hours of work as the Employer shall determine. There shall be no limitation on the number of part time employees that the Village may employ. There shall be no limitation on the number of non-bargaining unit seasonal and/or temporary employees that the Village may employ, or the work they are assigned to perform.

ARTICLE II

UNION RIGHTS

SECTION 2.1: UNION ACTIVITY DURING WORKING HOURS

The Village shall provide to the Union, including its agents and employees, reasonable access to employees in the bargaining unit. This access shall be at all times conducted in a manner so as not to impede normal operations. This access includes the right to meet with one or more employees on the employer's premises during the work day to investigate and discuss grievances and workplace-related complaints without charge to pay or leave time of employees. Representatives of the Union shall have the right to conduct worksite meetings during lunch and other non-work breaks, and before and after the workday (provided advance permission is granted by the Village), to discuss collective bargaining negotiations, the administration of the collective bargaining agreement, other matters related to the duties of the exclusive representative, and internal matters involving the governance or business of the exclusive representative, without charge to pay or leave time of the employees. Provided, however, any non-employee Union representative shall provide advance notice to the Director or the Director's designee before entering the worksite.

SECTION 2.2: TIME OFF FOR UNION ACTIVITIES

Employees may utilize any accumulated time off other than sick leave (holiday, personal, vacation, etc.) for union business, provided that all notice requirements in effect for the use of any such leave are satisfied and the use does not interrupt the Employer's working schedule.

SECTION 2.3: UNION BULLETIN BOARD

The Village will make available bulletin board space on one (1) of the visible and accessible bulletin boards in the Public Works Facility for the posting of official Union notices and information of a non-political and non-inflammatory nature. The Union will limit the posting of Union notices to said bulletin board.

ARTICLE III

UNION DUES/FAIR SHARE CHECKOFF

SECTION 3.1: DEDUCTIONS

The Employer agrees to deduct from the pay of those employees who are Union members any or all of the following:

Union membership dues, assessments, or fees;

Requests for any of the above shall be made on a form provided by the Union and shall be made within the provisions of the State Salary and Annuity Withholding Act and/or any other applicable State statute.

Upon receipt of an appropriate written authorization from an employee, such authorized deductions shall be made in accordance with the law and shall be remitted to the Union on a bi-weekly basis at the address designated in writing by the Union. The Union shall advise the

Employer of any increases in dues or other approved deductions in writing at least thirty (30) days prior to its effective date. The Union agrees that no deduction amount shall be changed more than twice per calendar year.

SECTION 3.2: HOLD HARMLESS

The Union shall hold and save the employer harmless from any and all responsibility and claims in connection with the collection and disbursement of monies under this Article and Agreement.

ARTICLE IV
HOURS OF WORK AND OVERTIME

SECTION 4.1: WORKDAY AND WORKWEEK

A. The normal workday is eight (8) hours, and the normal workweek is forty (40) hours.

B. The normal hours/workdays for bargaining unit employees shall be 7:00 a.m. to 3:30 p.m., with one-half (1/2) hour unpaid lunch, exclusive of drive/wash up time, Monday through Friday. Additionally, where the requirements of the job dictate that employees work through their lunch period, employees may be allowed to leave work thirty (30) minutes early, or shall be compensated at the appropriate rate of overtime should an employee not leave work early.

C. Employees will be provided with one (1) fifteen (15) minute work break in the morning and one (1) fifteen (15) minute work break in the afternoon. If employees work more than four hours of overtime, they will be entitled to one (1) fifteen (15) minute paid break for every four hours worked.

D. The Village may establish temporary work shifts in cases of emergency or where weather or unusual circumstances exist, not to exceed seven (7) calendar days in duration, and may assign employees to work on the temporary shift according to the skills and classifications needed to complete the work to be performed on the temporary shift. The Employer may send an employee home early from his or her regular shift when weather forecasts indicate a possible callback for snow plowing. An employee assigned to overnight work shift(s) will receive their straight-time hourly rate of pay for the first 8 hours worked during regular or overnight shift(s) of a regular workday, which hours may not be consecutive. However, if any employee(s) are sent home early for this reason and not called back, they shall be paid from the time they were sent home to the scheduled end of that work shift which hours in total shall not be less than eight (8) and shall constitute their regular workday.

SECTION 4.2: OVERTIME COMPENSATION

The compensation paid employees for overtime work shall be as follows:

A. Except as set forth elsewhere in this agreement, a bargaining unit employee shall be paid at one and one-half times the employee's regular hourly rate of pay when required to work in excess of 40 hours per week. Overtime will be rounded up to the nearest $\frac{1}{4}$ hour.

B. Compensated time not actually worked shall be counted as "time worked" for purposes of computing overtime compensation.

SECTION 4.3: OVERTIME DISTRIBUTION

The Village may require overtime work, and employees may not refuse overtime assignments unless compelling reason is shown. Overtime work will be offered and equitably distributed annually to employees in the job classification in which the need for overtime arises.

In addition, notwithstanding the above, the Village retains the right to assign specific individuals to perform specific overtime assignments due to their qualifications or to complete work in progress. If any employee establishes that he/she has not received an overtime opportunity that he/she should have received, the employee shall have first preference to future overtime opportunities until the matter is remedied. The Village reserves the right to assign work normally performed by bargaining unit members to non-bargaining unit persons where, in the reasonable opinion of the Director, such assignment is sound from an operational perspective (such as, a need for supervisory or technical knowledge or skills, preservation of employee rest period(s), or scheduled need for specific employee(s) on a subsequent shift).

For each week beginning Friday at 3:30PM and ending the following Friday at 7:00AM, two (2) employees from the bargaining unit shall be assigned to standby duty. One such standby bargaining unit employee shall be selected from a list that rotates exclusively among the classifications of General Utility Worker II and Assistant Water Operator. The other standby bargaining unit employee shall be selected from a list that rotates exclusively in the classification of General Utility Worker I. The employee selected for a standby assignment shall not be granted leave from any normal workday during the week (i.e. vacation, compensatory, personal, or holiday allowance) but may find a substitute to cover his/her weeklong assignment from within the exclusive classification(s). Coverage for a standby assignment from outside the exclusive classification(s) may be allowed by the Director if the substitute employee has demonstrated skills and experience similar to the employee making the request for substitution. Substitutions shall be provided by written notice to the Director or his/her designee.

A General Utility Worker II or Assistant Water Operator on standby duty shall be paid one hundred fifty (\$150) for each weeklong standby assignment. A General Utility Worker I on

standby duty shall be paid one hundred fifty (\$150) for each weeklong standby assignment. A standby employee called during his/her standby assignment shall be compensated at the employee's hourly rate for hours worked with the minimum callback guarantee as stated elsewhere herein.

Except in times of emergency when immediate actions are required to control the situation, or when weather forecasts indicate a possible callback for snow plowing and route assignments have been made by the managing Supervisor, an unscheduled overtime assignment shall be to a qualified bargaining unit employee on standby duty within the job classification that normally performs the work.

Overtime assignment for scheduled or special event assignments shall be:

- (1) First, to the qualified standby personnel within the job classification that normally performs the work,
- (2) Second, to any qualified employee who affirmatively advise the managing Supervisor of their interest and availability to work the overtime assignment, and such assignments shall be equitably distributed.

A managing Supervisor calling a bargaining unit employee for an unscheduled overtime assignment will leave a voicemail message and callback number if the call is unanswered. Employees on standby duty shall respond to such call within ten (10) minutes. All other employees called for an unscheduled overtime assignment shall respond within twenty (20) minutes. Bargaining unit employees on standby duty who do not respond in the aforementioned timeframe will forfeit the entirety of their standby pay for the weeklong assignment and may be subject to corrective actions as well as progressive discipline.

SECTION 4.4: CALLBACK

A callback is an official assignment of work which does not continuously follow an employee's regularly scheduled working hours. Callbacks shall be compensated with a guaranteed minimum of two (2) hours at the appropriate overtime rate for each such callback with pay beginning at the time the employee arrives at the job site. Employees shall be given a reasonable amount of time to respond to the Village facility, but shall make every effort to respond within one hour, weather and traffic conditions dependent. In the event of consecutive callbacks within the guaranteed minimum two (2) hour period, the employee will not be paid for two (2) separate callbacks.

SECTION 4.5: COMPENSATORY TIME

In lieu of paid overtime employees may opt to earn compensatory time off. Compensatory time shall be granted in the minimum of fifteen (15) minute blocks. Employees may accumulate up to forty-eight (48) hours of compensatory time in lieu of overtime at any given time. Compensatory time cannot be scheduled before it is earned. Compensatory time may be cashed in by the employee at the normal cash in periods in April and November.

SECTION 4.6: MANDATORY REST PERIOD

Unless an Employee agrees otherwise, Employees will not be required to work more than sixteen (16) hours in a twenty-four (24) hour period without being allowed an eight (8) hour rest period on or off site at the employee's discretion. The rest period shall be unpaid, but the employee shall be allowed to substitute vacation time, personal time or compensatory time for any time that the rest period extends into a scheduled work shift.

ARTICLE V
SENIORITY

SECTION 5.1: SENIORITY DEFINED

An employee's seniority shall be the period of the employee's most recent continuous regular full time employment within Department of Public Works for the Employer. Seniority is not transferable into the bargaining unit from previously held non-bargaining unit positions. When two employees have the same seniority date, a coin flip shall determine their seniority for the purposes of this Agreement.

SECTION 5.2: BREAKS IN CONTINUOUS SERVICE

An Employee's continuous service record shall be broken by voluntary resignation, layoff in excess of twelve (12) months, discharge for just cause (or without cause in the case of a probationary employee), retirement, failure to return from a leave of absence and being absent for three (3) consecutive days without reporting off. However, if a laid off employee returns to work in any capacity for the Employer within twelve (12) months of layoff, the break in continuous service shall be removed from his/her record.

SECTION 5.3: SENIORITY LIST

The Employer shall maintain a seniority list which shall be furnished to the Union upon request. Any objections to the seniority list will be waived if not raised in writing by the Union within ten (10) days of the furnishing of the list.

SECTION 5.4: PROBATIONARY EMPLOYEES

An employee is probationary for the first twelve (12) months of employment. Employees who are promoted within the bargaining unit shall not be required to serve an additional probationary period.

A probationary employee shall have no seniority, except as otherwise provided for in this Agreement, until he/she has completed their required probationary period. Upon such completion, he/she shall acquire seniority retroactively from the date of employment. During this period of probation, the employee may be disciplined or discharged without cause, and no grievance may be filed by or on behalf of such employee regarding discharge or discipline.

ARTICLE VI **LAYOFF AND RECALL**

SECTION 6.1: DEFINITION AND NOTICE

A layoff is defined as a reduction in currently filled bargaining unit jobs. The Village Administrator, with the approval of the Village Board, retains full authority to lay off and assign work. Layoffs may be implemented by reason of shortage of work or funds, the abolition of the position, material changes in the duties or organization, or for other reasons which may be determined by the Village. The temporary or permanent separation of an employee from employment as a penalty or disciplinary action, or the removal of a probationary employee during the probationary period, shall not be considered a layoff. The Employer shall give the Union and the laid off employee(s) at least forty five (45) days notice of any layoffs, unless such notice is impracticable.

SECTION 6.2: GENERAL PROCEDURES

The basis for determining layoffs of employees shall include but not be limited to seniority, licensing, and qualifications. In the event that licensing and qualifications are determined by the Village to be equal, seniority in classification shall be the determining factor.

SECTION 6.3: RECALL OF LAID-OFF EMPLOYEES

The names of laid-off employees shall be placed on a recall list for a period of one (1) year. If there is a recall, employees who are on the recall list shall be recalled in the inverse order of their layoff, provided that they are presently qualified to perform the work without further training in the position classification to which they are recalled. The Employer shall notify the employee via certified mail to the employee's last known address with a copy to the Union that he/she is being recalled. The employee shall notify the Village Administrator, in writing, of the employee's intention to return within three (3) calendar days after receiving notice of recall or seven (7) calendar days for the date of the mailing of the notice, whichever is less. The Village shall be deemed to have fulfilled its obligations by mailing the recall notice to the employee's last known mailing address, it being the obligation and responsibility of the employee to provide the Village with the employee's last mailing address. If the employee does not respond in time, the employee will no longer be considered for employment. Recalled employees shall report for work within fourteen (14) days after their notification of intent to return or at some further time as may be designated by the Village.

ARTICLE VII
DISCIPLINARY PROCEDURES

SECTION 7.1: EMPLOYEE DISCIPLINE

The Employer agrees with the tenets of progressive and corrective discipline and that it shall be imposed only for just cause (probationary employees without cause). Discipline may include the following steps, which are not exhaustive:

- (A) Oral warning with documentation of such filed in the employee's personnel file.
- (B) Written reprimand with copy of such maintained in the employee's personnel file.
- (C) Suspension without pay with documentation of such maintained in the employee's personnel file.
- (D) Discharge with documentation of such maintained in the employee's personnel file.

However, the Employer shall retain the right to invoke discipline which it determines to be appropriate under the circumstances surrounding each individual incident giving rise to disciplinary action, provided just cause exists (except for probationary employees). Therefore, the Employer may invoke either a suspension or discharge without oral warning or written reprimand should the seriousness of the offense warrant suspension or discharge without oral warning or written warning.

Prior to actual imposition of a suspension without pay, the employee will be afforded an opportunity to discuss his/her views concerning the conduct causing such disciplinary action with the Director of Public Works. In the case of termination, the employee will be given the opportunity to discuss the matter with the Village Administrator. Such discussion should take

place as soon as practicable and not be unduly or unreasonably delayed, and the employee shall be informed clearly and concisely of the basis for such action.

All disciplinary action (including verbal warnings if documented) shall be signed by the employee as having been received by the employee, not that it is agreed to, with a copy given to the employee prior to placement in the personnel file, unless the employee refuses to sign the disciplinary action in which case the Employer shall so indicate on the disciplinary action that the employee has refused to sign it.

SECTION 7.2: RIGHT TO REPRESENTATION

Prior to any disciplinary discussions with the employee, where the imposition of discipline beyond an oral warning is contemplated, the employee shall not be denied his/her rights to Union representation upon request due to the fact that disciplinary action may be taken.

ARTICLE VIII **GRIEVANCE PROCEDURE**

SECTION 8.1: GRIEVANCE DEFINED

A grievance is defined as any claim of violation of this Agreement.

SECTION 8.2: PROCESSING OF GRIEVANCE

Except for Step 1 and 2, grievances shall be processed only by the Union on behalf of an employee or on behalf of a group of employees or itself setting forth name(s) or group(s) of the employee(s). The Grievant or one Grievant representing a group of Grievants may be present at any step of the grievance procedure, and the employee is entitled to Union representation at each and every step of the grievance procedure. The resolution of a grievance filed on behalf of a group of employees shall be made applicable to the appropriate employees within that group.

SECTION 8.3: GRIEVANCE STEPS

STEP ONE: IMMEDIATE NON-BARGAINING UNIT SUPERVISOR

The Union or employee may submit a written grievance to the affected employee's immediate non-bargaining unit supervisor within seven (7) calendar days of the event giving rise to the grievance or the employee's reasonable knowledge of the events giving rise to the grievance. The Supervisor or his/her designee shall schedule a conference within fourteen (14) calendar days of receipt of the grievance to attempt to adjust the matter. The Supervisor shall submit a written response within ten (10) business days of the conference. If the conference is not scheduled, the Supervisor shall respond to the grievance in writing within fourteen (14) calendar days of receipt of the grievance. If the Supervisor does not respond in a timely fashion, the grievance shall thereby be deemed as denied and the grievance may advance.

STEP TWO: DIRECTOR OF PUBLIC WORKS

If the grievance remains unsettled at Step One, the Director or his/her designee shall schedule a conference within fourteen (14) calendar days of receipt of the grievance to attempt to adjust the matter. The Director shall submit a written response within ten (10) business days of the conference. If the conference is not scheduled, the Director shall respond to the grievance in writing within fourteen (14) calendar days of receipt of the grievance. If the Director does not respond in a timely fashion, the grievance shall thereby be deemed as denied and the grievance may advance.

STEP THREE: VILLAGE ADMINISTRATOR

If the grievance remains unsettled at Step TWO, the Union or employee may advance the written grievance to the Village Administrator within fourteen (14) calendar days of the response

in step one or when such response was due. The Village Administrator or his/her designee shall schedule a conference within fourteen (14) calendar days of receipt of the grievance to attempt to adjust the matter. The Village Administrator shall submit a written response within fourteen (14) calendar days of the conference. If the conference is not scheduled, the Village Administrator shall respond to the grievance in writing within fourteen (14) calendar days of receipt of the appeal. If the Village Administrator does not respond in a timely fashion, the grievance shall thereby be deemed as denied and the Union may move the grievance to the next step.

STEP FOUR: ARBITRATION

If the grievance remains unsettled after the response in step three, the Union may refer the grievance to arbitration within fourteen (14) calendar days of the Step Three response. The Union shall request the Federal Mediation and Conciliation Service to submit a panel of arbitrators. The parties shall alternately strike the names of arbitrators, taking turns as to the first strike. The person whose name remains shall be the arbitrator, provided that either party, before striking any names, shall have the right to reject one (1) panel of arbitrators.

Both parties agree to attempt to arrive at a joint stipulation of the facts and issues as outlined to be submitted to the arbitrator. Both parties shall have the right to request the arbitrator to require the presence of witnesses and/or documents. Each party shall bear the costs of its own witnesses.

Questions of procedural arbitrability shall be decided by the arbitrator. The arbitrator shall make a preliminary determination on the question of arbitrability. If it is determined that the matter is arbitrable, the arbitrator shall then proceed to determine the merits of the dispute.

The arbitrator shall neither amend, modify, nullify, ignore, add or subtract from the provisions of this Agreement.

The expenses and fees of the arbitrator and the cost of the hearing room shall be shared equally by the parties. Nothing in this Article shall preclude the parties from agreeing to the appointment of a permanent arbitrator(s) during the term of this Agreement or to use the expedited arbitration procedures of the American Arbitration Association.

If either party desires a verbatim record of the proceedings, it may cause such 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 equally pay for the expense of such.

Issue(s) presented to the arbitrator shall be limited to those issue(s) presented at Step Two unless otherwise agreed by the parties.

The arbitrator shall render his/her decision in writing to the parties within a reasonable time following the close of the arbitration hearing or the submission date of briefs, whichever is later. The arbitrator shall support his/her findings with a written opinion. The decision and opinion shall be based solely on and directed to the issue presented. The award shall clearly direct the parties as to what action(s) must be taken in order to comply with the award. The arbitrator's decision shall be final and binding on the Employer, employee, and Union, shall be within the scope and terms of this Agreement, and shall not change any of the terms of this Agreement.

SECTION 8.4: GRIEVANCE FORMS

The written grievance required under this Article shall be on a form which shall be provided by the Union. It shall contain a statement of the Grievant's complaint, the section(s) of this Agreement that have been allegedly violated, the date of the alleged violations and the relief being sought. The form shall be signed and dated by the Grievant and/or his/her representative. An

improper grievance form, section citation or other procedural error (other than timeliness) shall not be grounds for denial of the grievance.

SECTION 8.5: SETTLEMENTS AND TIME LIMITS

Any grievance not appealed to the next succeeding step in writing and within the appropriate number of work days of the Employer's last answer will be considered settled on the basis of the employer's last answer and shall not be eligible for further appeal.

SECTION 8.6: UNION STEWARDS

Two (2) duly authorized bargaining unit representatives shall be designated by the Union as Stewards. The Union will provide written notice to identify the Stewards.

ARTICLE IX
LEAVES

SECTION 9.1: HOLIDAYS

Holidays are:

New Year's Day

Memorial Day

Independence Day

Labor Day

Thanksgiving Day

Day after Thanksgiving

Christmas Eve Day

Christmas Day

New Years Eve (1/2 Day Only)

Beginning January 1, 2022, in addition to the recognized holidays above, each full-time employee will receive three (4) extra days per calendar year as personal days. These days can be

taken at any time during a calendar year at a time approved by the employee's supervisor. Such approval shall not be unreasonably denied.

Full-time employees who begin employment between January 1 and April 30 will be eligible to receive four (4) personal days immediately upon employment- Full-time employees who begin employment between May 1 and August 31 will be eligible to receive three (3) personal days immediately upon employment. Full-time employees who begin employment between September 1 and December 31 shall be eligible for two (2) personal day immediately upon employment.

Personal Days must be taken in the calendar year they were received and may not be carried over into the new year. An exception to this policy will be made for employees who begin employment on December 1 or later. In this instance, full-time employees will be allowed to use said time off between December 1 and April 30 of the following year upon approval of the employee's supervisor.

An employee leaving the employ of the Village shall not be entitled to be paid for any accumulated, but unused. Personal Days.

All employees shall receive eight (8) hours pay for each holiday. Employees who work on a holiday shall be compensated at two (2) times their regular rate of pay for all time actually worked on such holiday, with a guaranteed minimum of two (2) hours double time pay should an employee be called out on a holiday. For example, an employee is called out to plow snow on Christmas Day for 6 hours. He shall be compensated as follows: 8 hours of straight time pay and 6 hours of double time pay. Assuming his pay rate is \$20 per hour, he will receive \$400 for the day. There shall be no pyramiding and these hours shall not count towards additional overtime if they put the employee over 40 hours for the week.

SECTION 9.2: HOLIDAYS FALLING ON WEEKENDS

The holiday shall be the day as established by the national holiday and as determined by the Employer and not necessarily the observed calendar day. Normally, if a recognized holiday falls on a Saturday, the designated holiday shall be on the previous Friday. If a recognized holiday falls on a Sunday, the designated holiday shall be on the Monday following the holiday. However, for the purpose of holiday pay, the actual day on which the holiday falls shall be considered the day on which holiday pay will be awarded. For Christmas Eve and New Year's Eve, the holiday shall begin at noon and end at midnight. In years when Christmas Eve and New Year's Eve fall on a Friday, Saturday or Sunday, employees will receive a total holiday allowance of twelve (12) hours (8 hours for Christmas Eve, 4 hours for New Year's Eve) and will be allowed to use said time off between the 23rd of December and the 30th of April the following year. This holiday allowance time off must be scheduled in advance and approved by the Department Head.

SECTION 9.3: VACATION LEAVE

Unless specified otherwise, regular full-time employees in the Village service completing a probationary period shall be allowed vacation leave according to the following schedule:

<u>Completed Years of Service</u>	<u>Earned Vacation Leave</u>
After 1 year	2 weeks
After 5 years	3 weeks
After 10 years	4 weeks
After 17 years	5 weeks

Vacation leave is awarded at the beginning of each calendar year. The additional week of vacation which is granted to an employee on their 5th, 10th, and 17th year shall be awarded on the

employee's anniversary date. All of the annual vacation days to which the employee is entitled in a calendar year will expire at the end of the calendar year, except for forty (40) hours which an employee may carry over into the next year and which must be used in the next year. Exceptions to this policy will be granted under the following circumstances:

1. For employees whose one, five, ten or seventeen year anniversary falls between November 1 and December 31. In this instance, employees will be allowed to use said vacation leave between November 1 and April 30 of the following year.
2. For new employees to allow them to take their first week of accrued vacation after six months of service between their six-month anniversary and the end of the calendar year following their one-year anniversary date.
3. For unusual circumstances which cause the Department Head to either revoke or otherwise not grant vacation time, due to the needs of the Department, when recommended by the Department Head and approved by the Village Administrator.

Vacation leave must be taken in minimum increments of one day (or less with Department Head approval, such approval not to be unreasonably denied). All vacation schedules shall be arranged in advance and approved by the Department Head, using the Request for Authorized Leave form. Up to two (2) weeks vacation will be granted by seniority, if requested prior to March 1. After March 1, vacations will be granted on a first come, first served basis. Requests for vacation time off in excess of two (2) weeks must receive the approval of the Village Administrator.

Thereafter, employees may select a single or more days of vacation leave with one (1) day's notice using the Request for Leave Form. Vacation requests with reasonable notice shall not

be unreasonably denied. Requests to use personal days or compensatory time shall be made using the Request for Leave Form at least one full work day before the requested day off.

In case of emergency, the Department Head may cancel and reschedule any or all approved vacation leaves in advance of their being taken, and, if necessary, may call back an employee from a vacation in progress, provided that the employee has remained at home for his or her vacation.

The time at which an employee may take vacation leave shall be ultimately determined by the Department Head, with due regard to seniority, the wishes of the employee, and to the needs of the Department. . During the Winter season, defined as November 1 through March 31 of a calendar year, no more than two employees covered by this Agreement shall be granted leave (i.e. vacation, compensatory, personal, or holiday allowance) and therefore relief from their snow fighting responsibilities that includes Saturdays, Sundays, and Holidays. Additional bargaining unit employees may be granted time off for leave (i.e. vacation, comp time- personal or holiday allowance) if they provide written confirmation that they will be available to cover their snow fighting responsibilities during their approved time off and if all other circumstances permit. Employees covered by this Agreement that are unavailable because of extended leave (i.e. FMLA, injury, restricted duty, military leave) shall be included in the totals of personnel allowed off on any given day and will eliminate relief (not scheduled time off) of the lowest-seniority employee covered by this Agreement.

Employees shall be eligible for accrued vacation upon termination. Upon the death of a Village employee, the named beneficiary or estate of the deceased employee shall be entitled to receive such sum for any accrued vacation period to which the employee was entitled at the time of death.

SECTION 9.4: SICK LEAVE

Bargaining unit employees shall earn sick leave at the rate of 3.077 hours per pay period worked, in accordance with the applicable provisions of the Village Personnel Manual.

An employee may be eligible for sick leave for the following reasons:

- A. Personal illness or physical incapacity;
- B. Quarantine of an employee by a physician;
- C. Illness, injury or medical appointment of immediate family (including step relations) of employee (immediate family is defined as spouse, parent, child, brother, sister, mother-in-law or father-in-law);
- D. Maternity as directed by a physician;
- E. Doctor and Dentist Appointments.

Sick leave may be accumulated up to a maximum of 260 days. Sick leave may never be taken in advance of earning the time. In addition, employees covered under IMRF will be permitted to accumulate sick days beyond the 260-day limit, but only for the purpose of receiving credit for IMRF benefits at the time of retirement. Time accumulated beyond 260 days cannot be used for paid time off.

An employee, unable to report for work because of the above reasons, shall notify his/her supervisor or department head as soon as possible, but in no event shall such notice occur less than 30 minutes prior to the time they are expected to report for work. Sick leave with pay in excess of three (3) consecutive working days shall be allowed only after presenting a written statement from a physician certifying that the employee's condition prevented the employee from reporting to work if so requested by the Employer. The Employer shall also have the right to request

appropriate medical certification of any employee's need for sick leave or fitness to return to work whenever it reasonably determines such certification is necessary.

SECTION 9.5: JURY DUTY LEAVE

A full-time employee shall be granted leave with pay when required to be absent from work for jury duty or as a subpoenaed trial witness in a case involving the Village, including cases where an employee is subpoenaed because they witness an incident while on duty, but excluding cases where the employee is the plaintiff or complainant.

When an employee is notified for jury duty, the employee is to provide notification to his/her supervisor or department head the following business day after receiving such notification. When serving on a jury, the employee must make regular contact with his/her supervisor or department head. An employee who must attend court on a non-work related matter must take vacation days or personal days or compensatory time to cover the time off from work. If the employee has used his/her allotted vacation or personal days or comp time the employee will be granted leave without pay.

SECTION 9.6: MILITARY LEAVE

Employees shall be eligible for military leave in accordance with applicable state and federal law.

SECTION 9.7: FUNERAL LEAVE

In the event of the death of a member of the immediate family of an employee or his/her spouse, the employee will be granted up to three (3) days off with pay to attend the funeral. For the purposes of this Section, immediate family shall be defined as the husband/wife, son/daughter, step son/step daughter, mother/father, mother-in-law/father-in-law, sister/brother,

grandmother/grandfather of the employee and/or the employee's spouse. The Village retains the right to require proof of the funeral and the employee's attendance at the funeral.

If any portion of the approved leave falls on a day(s) the employee is not scheduled to work, the employee will receive compensation only for those days normally worked. Vacations will be extended as a result of a death of an immediate family member, occurring during vacation. Should an employee need additional time off due to a death of a family member, he shall be permitted to use vacation, personal or compensatory time as permitted by the Department of Public Works, such approval not to be unreasonably denied.

ARTICLE X

LABOR MANAGEMENT CONFERENCES

SECTION 10.1: LABOR-MANAGEMENT CONFERENCES

In the interest of efficient management and harmonious employee relations, meetings shall be held between Union and Employer representatives when appropriate. Such meetings shall be at a time mutually agreed upon by the parties, and shall be limited to:

- (A) Discussion of the implementation and general administration of this Agreement;
- (B) A sharing of general information of interest to the parties;
- (C) The identification of possible health and safety concerns.

A Union representative and/or one Union Steward may attend these meetings. The Employer may assign appropriate management personnel to attend. All meetings shall start no later than 3:00 pm. There shall be a maximum of four (4) meetings per year unless otherwise mutually agreed to.

SECTION 10.2: PURPOSE

Such meetings shall be exclusive of the grievance procedure. Such meetings shall be chaired by the Employer representative. Grievances and arbitrations shall not be discussed at such meetings.

SECTION 10.3: UNSAFE CONDITIONS

Employees who reasonably and justifiably believe that their health and safety are in danger due to an alleged unsafe working condition, equipment or vehicle, shall immediately inform their supervisors, who shall make a prompt in-the-field determination as to the continuation of the assignment. Ongoing concerns should be addressed at the first available labor management conference.

SECTION 10.4: PROTECTIVE CLOTHING

The Employer shall provide necessary items of protective clothing and safety gear, as determined by the Employer, including but not limited to hip boots, rain gear, safety vests, hard hats, ear protection, chaps, gloves, and non-prescription safety glasses.

ARTICLE XI

MISCELLANEOUS PROVISIONS

SECTION 11.1: GENDER

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

SECTION 11.2: UNIFORMS

The Village will supply all public works employees with uniforms as exist on the date of this Agreement. Boot allowance shall be \$125 per year in the first two years of the contract and shall increase to \$150 in the second two years of the contract.

SECTION 11.3: LICENSE/CERTIFICATION REIMBURSEMENT

The Employer shall reimburse all employees required by the Employer to carry any licenses and certifications (e.g., CDL) as well as the cost of the license/certification and any renewals as well as endorsements it may require.

SECTION 11.4: DRUG AND ALCOHOL TESTING

The Village may require employees to submit to a urinalysis test and/or other appropriate drug or alcohol testing at a time and place designated by the Village, providing, in the opinion of the Director of Public Works or his designee, there is sufficient cause for such testing, i.e., reasonable individualized suspicion. Without limiting the foregoing, drug or alcohol testing may also be required at any time when an employee is involved in any work-related incident which has resulted in personal injury or property damage. The Village also may require any or all employees to participate in random drug testing. Any random testing performed shall comply with federal and state regulations relating to employees with CDL licenses.

At the time of any urinalysis or other test, the employee may request that a blood sample be taken at the same time so that a blood test can be performed if the employee tests positive in

the urinalysis or other test. If an employee tests positive in any such test, the test results shall be submitted to the Public Works Director and/or his designee for appropriate action.

Prohibition. Use, sale, purchase, delivery or possession of illegal drugs at any time and at any place (on or off the job) while employed by the Village, abuse of prescribed drugs, failure to report to the Director of Public Works any known adverse side effects of medication or prescription drugs which the employee may be taking, consumption or possession of alcohol while on duty, or being under the influence of alcohol while on duty (which shall be defined as a blood alcohol level of more than .02%), shall be grounds for immediate termination.

SECTION 11.5: MISCELLANEOUS BENEFITS

1. ICMA DEFERRED COMPENSATION PROGRAM

All full-time employees are eligible to participate in the International City Managers Association Retirement Corporation's (ICMARC) Deferred Compensation Program.

2. EMPLOYEE ANNIVERSARY RECOGNITION PROGRAM

The Village has an established program for recognizing its employees for their length of service to the Village. Employees who have served the Village for each period of five years, commencing with the initial 5 year anniversary will be recognized by their department heads and will be given a bonus check in the amount of \$500 in appreciation for their service to the Village of Burr Ridge. The Village will cover the cost of withholding taxes so that employees will not see a tax deduction when they receive their recognition award.

3. RETIREE BONUS PLAN

All full-time employees who retire at age 55 years or older with 20 or more years of service are eligible to receive a \$5,000 cash bonus.

4. GROUP TERM LIFE INSURANCE

Effective upon the date of employment, employees are covered by group term life insurance in the amount of \$50,000.

5. EDUCATIONAL ASSISTANCE PROGRAM

The Village shall continue to offer an Educational Assistance Program for full-time employees of the Village as set forth in Appendix A.

6. WORKERS COMPENSATION

Employees on approved workers compensation leave shall be paid the difference between the compensation provided pursuant to the Workers Compensation Act and their full salary (based on 40 hour work week) for a period of up to one (1) year from the date of injury.

7. ACTING UP PAY

If a General Utility Worker II (GU II) is temporarily assigned to perform the duties of a non-bargaining unit supervisor for 5 or more consecutive work days, then such employee shall be paid an additional Five Percent (5%) above their regular hourly rate for the duration of such assignment.

ARTICLE XII
SUBCONTRACTING

The Village recognizes the value of having work performed by its own employees and does not intend to use subcontracting as a means to eliminate the bargaining unit. Nevertheless, the parties recognize that subcontracting is and always has been the prerogative of the Village. At any time during the term of this Agreement or thereafter, the Village shall have the right to subcontract or reassign any or all of the existing and future operations and/or work performed by employees

covered by this Agreement. However, the Village agrees that it will not contract out any type of work that has not previously been contracted out while any full time bargaining unit employee is on layoff status.

ARTICLE XIII

NON-DISCRIMINATION

SECTION 13.1: PROHIBITION AGAINST DISCRIMINATION

Both the Employer and the Union agree not to discriminate against any employee on the basis of race, sex, creed, religion, color, sexual orientation, marital or parental status, age, national origin, political affiliation and/or beliefs, or other non-merit factors. Rights of employees pursuant to this Article may be grieved but cannot be arbitrated.

SECTION 13.2: UNION ACTIVITY

The Employer and the Union agree that no employee shall be discriminated against, intimidated, restrained or coerced in the exercise of any rights granted by this Agreement, or on account of membership or non-membership in, or lawful activities on behalf of the Union. Violations of this Section may be grieved through arbitration and may be processed through other competent jurisdictions.

ARTICLE XIV

NO STRIKE/NO LOCKOUT

SECTION 14.1: NO STRIKE

Neither the Union nor any of its officers, agents, or employees covered by this Agreement will instigate, promote, sponsor, engage in, or condone any job action, strike, sympathy strike,

slowdown, sitdown, concerted refusal to perform overtime, mass absenteeism or any other intentional interruption or disruption of the operations of the Village, during the life of this Agreement. The Union agrees to notify all employees covered by this Agreement of their obligation and responsibility to maintain compliance with this Article, including their responsibility to remain at work during any interruption which may be caused or initiated by others. Any violation of this Section shall constitute just cause for discharge.

SECTION 14.2: NO LOCKOUT

During the term of this Agreement, the Employer shall not lockout any bargaining unit employees.

ARTICLE XV
FILLING OF VACANCIES

SECTION 15.1: POSTING

Whenever the Employer determines there is a vacancy in an existing job classification, that the Employer determines should be filled, or that a new bargaining unit job has been created, a notice of such vacancy shall be posted on all bulletin boards for ten (10) working days. During this period, employees who wish to apply for such vacancy, including employees on layoff, may do so.

SECTION 15.2: FILLING OF VACANCIES

The Employer shall determine whether or not to fill any vacancy, and if it determines to fill a vacancy it shall determine whether there are any current employees who are qualified to fill the vacancy. If two employees are equally qualified, as determined by the Employer, the most

senior employee shall be selected to fill the vacancy. If the Employer determines that no employees are qualified, the vacancy may be filled from outside the bargaining unit.

ARTICLE XVI

INSURANCE

SECTION 16.1 COVERAGE

The Village agrees to continue to provide medical, dental and life insurance coverage for employees through the Intergovernmental Personnel Benefit Cooperative (IPBC). Notwithstanding the foregoing, the Village retains the right to change insurance provider(s), carrier(s), third party administrator(s), or to self-insure for the provision of health, dental, and/or life insurance benefits, and the Village further reserves its right to institute, maintain and change cost containment, benefits and other provisions of the plan(s), provided that such changes are made in the plan(s) for other Village employees. For employee coverage, the Village will pay 90% of the cost of employee coverage and the employee shall pay the remaining 10% of the cost. For dependent coverage, the Village will pay 75% of the specified premium cost and the employee, if he/she elects to have dependent coverage, shall pay the remaining 25% of the cost.

SECTION 16.2 VILLAGE INSURANCE BENEFIT RECIPROCITY

In recognition of the desirability of maintaining a uniform policy Village-wide with respect to insurance benefits and notwithstanding the foregoing provisions contained in this Article, the parties agree that if the Village makes any changes, modifications or improvements with respect to any of the Village's health, life, or dental insurance programs or any medical insurance opt-out programs (when and if established) that are applicable to all other full-time Village employees, then such changes, modifications, or improvements (including the cost sharing arrangements

between the Village and the employee) shall likewise be applicable to the employees covered by this Agreement on the same terms and on the same date that they are applicable to all other full-time Village employees.

SECTION 16.3 TERMS OF INSURANCE POLICIES TO GOVERN

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

SECTION 16.4 FLEX PLAN

The Village will offer employees, under the same terms and conditions that are offered from time to time to other Village employees, the opportunity to participate in the Village's Section 125 Flex Plan. The Village will continue to offer this program only so long as the program continues to be authorized by the Internal Revenue Service.

ARTICLE XVII

WAGE RATES

SECTION 17.1: WAGE RATES

Employees covered by this Agreement shall be paid pursuant to the wage schedule attached hereto and incorporated herein as Appendix D. Employees will move from one step to the next on their anniversary date of hire based upon the employee's most recent date of beginning continuous full-time employment in a bargaining unit position, provided that they achieve a rating of "meets expectations" or better on his annual evaluation. If an employee is in danger of receiving an evaluation rating below "meets expectations" he will be given reasonable advance warning by the Village.

The Village, at its sole discretion, may determine the step for newly hired employees within the established pay plan. If in the exercise of that discretion the Village determines that a newly hired employee shall be compensated at a rate higher than the beginning step, it may do so.

In the event of a General Utility Worker 1 or 2 being promoted to the position of General Utility Worker 2 or Assistant Water Operator, the promoted employee shall be immediately reclassified to the step which is no less than 5% above their current range in their new table, but at no point shall the promoted employee be classified as lower than range 7 in the General Utility Worker 2 or Assistant Water Operator table.

ARTICLE XVIII

SAVINGS CLAUSE

If any provision of this Agreement or the application of any such provision should be rendered or declared invalid by any court action, or by reason of any existing or subsequently

enacted legislation, the remaining parts or portions of this Agreement shall remain in full force and effect and the subject matter of such invalid provision shall be open to immediate re-negotiation.

ARTICLE XIX
ENTIRE AGREEMENT

This Agreement constitutes the complete and entire agreement between the parties and concludes the collective bargaining between the parties for its term. This Agreement supersedes and cancels all prior practices and agreements, whether written or oral, which conflict with the express terms of this Agreement. If a past practice is not addressed in this Agreement, it may be changed by the Village as provided in the Management Rights clause (Section 1.3). The parties acknowledge that during the negotiations that resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Accordingly, the Village and the Union, for the duration of this Agreement, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated, to bargain collectively with respect to any subject or matter referred to or covered in this Agreement. The Union also specifically waives any right it may have to impact or effects bargaining for the life of this Agreement.

ARTICLE XX
TERMINATION

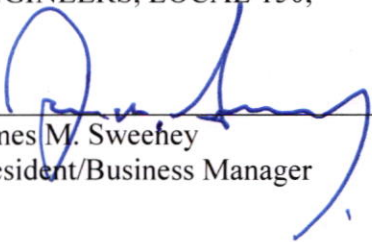
This Agreement shall be effective when ratified by both parties and shall remain in full force and effect until the 30th day of April, 2025. It shall be automatically renewed from year to year thereafter unless either party notifies the other in writing at least ninety (90) days prior to the anniversary date that it desires to modify this Agreement. In the event that such notice is given, negotiations shall begin not later than sixty (60) days prior to the anniversary date, unless mutually agreed.

IN WITNESS WHEREOF, the parties have executed this Agreement this 14th day of


March

, 2022 in the Village of Burr Ridge, ILLINOIS.

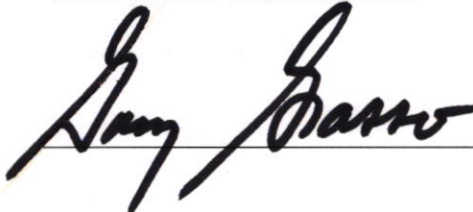
INTERNATIONAL UNION OF OPERATING
ENGINEERS, LOCAL 150,


James M. Sweehey
President/Business Manager


Bryan Diemer

 Attorney
Public Sector Department

VILLAGE OF BURR RIDGE



APPENDIX A

XI. Educational Assistance Program

The following Educational Assistance Program shall be applicable to full-time employees of the Village of Burr Ridge:

- A. This program is offered to encourage employees to improve their job skills, to increase their value to the Village and to assist them in preparing for future advancement with the Village.
- B. The scope of the program does not include special seminars or "short courses" of a few days' duration which will continue to be considered on an individual and departmental training basis as in-service training.
- C. The following provisions are established to govern the administration of the Village's Educational Assistance Program:
 1. Application for Educational Assistance may be made by any full-time permanent employee who has completed the designated probationary period.
 2. Applications will not be considered if the employee is eligible for or receiving funds for the same course from any other source (G.I. Bill, scholarship, vocational rehabilitation, LEAA, etc.).
 3. Applications are to be submitted for approval by the department head and Village Administrator in advance of beginning the course and only for course work directly related to the employee's present job, future responsibilities or directly related to a promotional position.
 4. Reimbursement shall be made only for course work completed at accredited high schools, trade schools, junior colleges, colleges and universities.
 5. Reimbursement shall be limited to Seven Hundred and Fifty Dollars (\$750.00) per participant per fiscal year for undergraduate credit courses and One Thousand Dollars (\$1,000.00) per participant per fiscal year for graduate credit courses. There shall be a One Hundred Dollar (\$100.00) limitation per participant per fiscal year for non-credit courses. Employees will be reimbursed up to \$100 for textbooks per semester. (Revised 2-08)
 6. Reimbursement for tuition shall be according to the following schedule:
 - a. 100% reimbursement of eligible costs for courses completed with a "C" or better, or numerical equivalent;
 - b. 0% reimbursement of eligible costs for courses completed with a grade less than a "C" or its numerical equivalent or when the employee receives an indication that the employee did not complete the course requirements.
 7. For non-graded courses, when the grade received is "Satisfactory" or "Passing", the reimbursement will be calculated at 50% of eligible costs, subject to maximum amounts established in (5) above.

8. Employees must submit a copy of the school transcript showing final grade received. The employee shall be considered as having completed a class when the term for which the school received the tuition fee is concluded unless the school indicates the employee did not complete the course's requirements.

9. **Degree Program Assistance**

An employee may apply for Educational Assistance toward the attainment of a specific degree (see Attachment #6). (Added 2-96) Requests for a degree program shall be approved by the Village Board. Courses that are either required or pertinent to the approved degree program shall be considered eligible for Educational Assistance. In order to receive Educational Assistance for a degree program, the employee must sign the Tuition Reimbursement Agreement (see Attachment #7). (Revised 2-96)

Employees receiving approval of a degree program are eligible to apply for financial assistance in the amount of eighty percent (80%) of eligible tuition costs up to a maximum reimbursement of Three Thousand Dollars (\$3,000.00) per fiscal year. (Rev. 5-07)

Once an employee has received approval from the Village Board for Educational Assistance toward the attainment of a specific degree, a renewal of this approval is not needed each fiscal year, provided, however, the employee demonstrates a continuous progression to attainment of the degree as determined by the Village Administrator. (Revised 2-94) All other provisions of this section regarding Educational Assistance are applicable.

Employees receiving approval of a degree program may elect, as an alternative to the assistance outlined immediately above, to be reimbursed for tuition as provided in (6) above.

10. As funds for Educational Assistance are limited, priority shall be governed by the time and date that completed applications are received. Approval and reimbursement for Educational Assistance is contingent upon the availability of budgeted funds, the employee's successful completion of the course and adherence to the policies and procedures.

11. After May 1, 1991, employees who apply for and receive Educational Assistance toward a degree must continue employment with the Village for a period of two years following the last award of money towards the degree or be required to pay back the amount received during the two previous years on the following basis:

Less than one year worked after last award of money towards a degree - full amount paid by the Village during the previous two years preceding the last award of money;

Between one and two years worked after last award of money towards a degree - one-half the amount paid by the Village during the previous two years preceding the last award of money. (Revised 3-91) No reimbursement shall be required in the event of the death or total disability of the employee. (Revised 2-96)

12. Expenses such as student fees, matriculation fees, lab fees, parking, mileage, etc. shall not be part of the Educational Assistance Program. (Revised 3-91)(Revised 2-08)

APPENDIX B

GU1 PT	Current	11/1/2020-10/31/2021		11/1/2021-4/30/2022		5/1/2022-4/30/2023		5/1/2023-4/30/2024		5/1/2024-4/30/2025	
1	\$ 18.80	\$ 19.18	\$ 19,176	\$ 19.56	\$ 19,560	\$ 20.00	\$20,000	\$ 20.45	\$20,450	\$ 20.96	\$20,961
2	\$ 19.74	\$ 20.13	\$ 20,135	\$ 20.54	\$ 20,537	\$ 21.00	\$21,000	\$ 21.47	\$21,473	\$ 22.01	\$22,009
3	\$ 20.67	\$ 21.08	\$ 21,083	\$ 21.51	\$ 21,505	\$ 22.00	\$22,000	\$ 22.50	\$22,495	\$ 23.06	\$23,057
4	\$ 21.61	\$ 22.04	\$ 22,042	\$ 22.48	\$ 22,483	\$ 23.00	\$23,000	\$ 23.52	\$23,518	\$ 24.11	\$24,105
5	\$ 22.54	\$ 22.99	\$ 22,991	\$ 23.45	\$ 23,451	\$ 24.00	\$24,000	\$ 24.54	\$24,540	\$ 25.15	\$25,154
6	\$ 23.48	\$ 23.95	\$ 23,950	\$ 24.43	\$ 24,429	\$ 25.00	\$25,000	\$ 25.56	\$25,563	\$ 26.20	\$26,202
7	\$ 24.41	\$ 24.90	\$ 24,898	\$ 25.40	\$ 25,396	\$ 26.00	\$26,000	\$ 26.59	\$26,585	\$ 27.25	\$27,250
8	\$ 25.35	\$ 25.86	\$ 25,857	\$ 26.37	\$ 26,374	\$ 27.00	\$27,000	\$ 27.61	\$27,608	\$ 28.30	\$28,298

GU1 FT	Current	11/1/2020-10/31/2021		11/1/2021-4/30/2022		5/1/2022-4/30/2023		5/1/2023-4/30/2024		5/1/2024-4/30/2025	
1	\$ 22.12	\$ 22.56	\$ 46,930	\$ 23.01	\$ 47,868	\$ 24.70	\$51,376	\$ 25.26	\$52,532	\$ 25.89	\$53,845
2	\$ 23.22	\$ 23.68	\$ 49,264	\$ 24.16	\$ 50,249	\$ 26.20	\$54,496	\$ 26.79	\$55,722	\$ 27.46	\$57,115
3	\$ 24.32	\$ 24.81	\$ 51,597	\$ 25.30	\$ 52,629	\$ 27.70	\$57,616	\$ 28.32	\$58,912	\$ 29.03	\$60,385
4	\$ 25.42	\$ 25.93	\$ 53,931	\$ 26.45	\$ 55,010	\$ 29.20	\$60,736	\$ 29.86	\$62,103	\$ 30.60	\$63,655
5	\$ 26.52	\$ 27.05	\$ 56,265	\$ 27.59	\$ 57,390	\$ 30.70	\$63,856	\$ 31.39	\$65,293	\$ 32.18	\$66,925
6	\$ 27.62	\$ 28.17	\$ 58,599	\$ 28.74	\$ 59,771	\$ 32.20	\$66,976	\$ 32.92	\$68,483	\$ 33.75	\$70,195
7	\$ 28.72	\$ 29.29	\$ 60,932	\$ 29.88	\$ 62,151	\$ 33.70	\$70,096	\$ 34.46	\$71,673	\$ 35.32	\$73,465
8	\$ 29.82	\$ 30.42	\$ 63,266	\$ 31.02	\$ 64,531	\$ 35.20	\$73,216	\$ 35.99	\$74,863	\$ 36.89	\$76,735

GU2	Current	11/1/2020-10/31/2021		11/1/2021-4/30/2022		5/1/2022-4/30/2023		5/1/2023-4/30/2024		5/1/2024-4/30/2025	
		\$ 23.56	\$ 49,010	\$ 24.01	\$ 49,948	\$ 25.70	\$ 53,456	\$ 26.28	\$ 54,659	\$ 26.94	\$ 56,025
1	\$ 23.98	\$ 23.56	\$ 49,010	\$ 24.01	\$ 49,948	\$ 25.70	\$ 53,456	\$ 26.28	\$ 54,659	\$ 26.94	\$ 56,025
2	\$ 24.87	\$ 24.68	\$ 51,344	\$ 25.16	\$ 52,329	\$ 27.20	\$ 56,576	\$ 27.81	\$ 57,849	\$ 28.51	\$ 59,295
3	\$ 25.74	\$ 25.81	\$ 53,677	\$ 26.30	\$ 54,709	\$ 28.70	\$ 59,696	\$ 29.35	\$ 61,039	\$ 30.08	\$ 62,565
4	\$ 26.62	\$ 26.93	\$ 56,011	\$ 27.45	\$ 57,090	\$ 30.20	\$ 62,816	\$ 30.88	\$ 64,229	\$ 31.65	\$ 65,835
5	\$ 27.50	\$ 28.05	\$ 58,345	\$ 28.59	\$ 59,470	\$ 31.70	\$ 65,936	\$ 32.41	\$ 67,420	\$ 33.22	\$ 69,105
6	\$ 28.36	\$ 29.17	\$ 60,679	\$ 29.74	\$ 61,851	\$ 33.20	\$ 69,056	\$ 33.95	\$ 70,610	\$ 34.80	\$ 72,375
7	\$ 29.24	\$ 30.29	\$ 63,012	\$ 30.88	\$ 64,231	\$ 34.70	\$ 72,176	\$ 35.48	\$ 73,800	\$ 36.37	\$ 75,645
8	\$ 30.11	\$ 31.42	\$ 65,346	\$ 32.02	\$ 66,611	\$ 36.20	\$ 75,296	\$ 37.01	\$ 76,990	\$ 37.94	\$ 78,915
9	\$ 30.99	\$ 32.45	\$ 67,496	\$ 31.61	\$ 65,748	\$ 37.70	\$ 78,416	\$ 38.55	\$ 80,180	\$ 39.51	\$ 82,185
10	\$ 31.86	\$ 33.45	\$ 69,576	\$ 32.50	\$ 67,594	\$ 39.20	\$ 81,536	\$ 40.08	\$ 83,371	\$ 41.08	\$ 85,455
11	\$ 32.74	\$ 33.39	\$ 69,461	\$ 33.39	\$ 69,461						
12	\$ 33.60	\$ 34.27	\$ 71,286	\$ 34.27	\$ 71,286						

AWO	Current	11/1/2020-10/31/2021		11/1/2021-4/30/2022		5/1/2022-4/30/2023		5/1/2023-4/30/2024		5/1/2024-4/30/2025	
1	\$ 26.45	\$ 26.98	\$ 56,116	\$ 27.52	\$ 57,239	\$ 27.70	\$ 57,616	\$ 28.32	\$ 58,912	\$ 29.03	\$ 60,385
2	\$ 27.53	\$ 28.08	\$ 58,408	\$ 28.64	\$ 59,576	\$ 29.20	\$ 60,736	\$ 29.86	\$ 62,103	\$ 30.60	\$ 63,655
3	\$ 28.62	\$ 29.19	\$ 60,720	\$ 29.78	\$ 61,935	\$ 30.70	\$ 63,856	\$ 31.39	\$ 65,293	\$ 32.18	\$ 66,925
4	\$ 29.70	\$ 30.29	\$ 63,012	\$ 30.90	\$ 64,272	\$ 32.20	\$ 66,976	\$ 32.92	\$ 68,483	\$ 33.75	\$ 70,195
5	\$ 30.78	\$ 31.40	\$ 65,303	\$ 32.02	\$ 66,609	\$ 33.70	\$ 70,096	\$ 34.46	\$ 71,673	\$ 35.32	\$ 73,465
6	\$ 31.86	\$ 32.50	\$ 67,594	\$ 33.15	\$ 68,946	\$ 35.20	\$ 73,216	\$ 35.99	\$ 74,863	\$ 36.89	\$ 76,735
7	\$ 32.95	\$ 33.61	\$ 69,907	\$ 34.28	\$ 71,305	\$ 36.70	\$ 76,336	\$ 37.53	\$ 78,054	\$ 38.46	\$ 80,005
8	\$ 34.02	\$ 34.70	\$ 72,177	\$ 35.39	\$ 73,620	\$ 38.20	\$ 79,456	\$ 39.06	\$ 81,244	\$ 40.04	\$ 83,275
9	\$ 35.11	\$ 35.81	\$ 74,489	\$ 36.53	\$ 75,979	\$ 39.70	\$ 82,576	\$ 40.59	\$ 84,434	\$ 41.61	\$ 86,545
10	\$ 36.20	\$ 36.92	\$ 76,802	\$ 37.66	\$ 78,338	\$ 41.20	\$ 85,696	\$ 42.13	\$ 87,624	\$ 43.18	\$ 89,815
11	\$ 37.28	\$ 38.03	\$ 79,093	\$ 38.79	\$ 80,675						
12	\$ 38.36	\$ 39.13	\$ 81,385	\$ 39.91	\$ 83,012						