

VILLAGE OF LOMBARD
REQUEST FOR BOARD OF TRUSTEES ACTION

_____ Resolution or Ordinance (Blue) *Waiver of First requested* ___
_____ Recommendations of Boards, Commissions & Committees (Green)
 X Other Business (Pink)

TO: PRESIDENT AND BOARD OF TRUSTEES

FROM: Scott Niehaus, Village Manager

DATE: October 23, 2014 (B of T) Date: November 6, 2014

TITLE: Agreement with the Teamsters

SUBMITTED BY: Kathleen Dunne, Human Resource Administrator

BACKGROUND/POLICY IMPLICATIONS:

Approval of an agreement between the Teamsters and the Village of Lombard. Contract begins June 1, 2014 and ends December 31, 2017.

FISCAL IMPACT/FUNDING SOURCE:

Village Attorney _____ Date _____
Finance Director _____ Date _____
Village Manager Scott Niehaus Date 10/24/14





TO: Honorable President and Board of Trustees

FROM: Scott Niehaus, Village Manager

DATE: October 23, 2014

RE: AGREEMENT WITH TEAMSTERS

The Village of Lombard's negotiating team has reached an agreement with the Teamsters which represents the Police Records Clerks, Police Front Desk Clerks, Community Service Officers, Property Clerk and Administrative Towing Coordinator in the Lombard Police Department. Terms of the Agreement are as follows:

Duration: Three (3) years, seven (7) months. The contract begins June 1, 2014 and ends December 31, 2017.

Changes of Note:

* **Section 15.2 – Normal Work Day and Work Hours**

The Police Front Desk Clerks normal work day has changed to match the Community Service Officers.

Part-time employees who work between three (3) to five (5) hours per work day shall receive one fifteen (15) minute paid daily break. Part-time employees who work more than five (5) hours per work day shall receive the equivalent of two (2) fifteen (15) minutes paid daily breaks for a total of one-half (1/2) hour paid break time per work day. The break periods shall be scheduled at the Village's discretion. This language reflects current practice.

* **Section 15.5 – Overtime Pay and Compensatory Time**

In situations where it is determined to be in the best interests of the Village and mutually agreed by the Village and the affected employee, the Village shall grant compensatory time off in lieu of overtime payment at a time and one-half (1-1/2) rate sixty (60) hours for full-time Front Desk Clerks and full-time Community Service Officers. Full-time Records Clerks shall be granted compensatory time up to a rolling maximum of forty (40) hours.

* **Section 15.9 – Training Pay**

An employee who is assigned to provide training in excess of four (4) hours shall receive an additional \$1.00 per hour to their hourly wage for any hours worked training another employee within a scheduled work day.

* **Section 18.5 – Vacation Leave Scheduling**

Employees must submit a vacation request to their immediate supervisor as far in advance as possible. For requests involving five (5) or more days of vacation leave, an employee must submit the request at least thirty (30) calendar days in advance of the first day of requested leave. For requests involving less than five (5) days of leave, an employee must submit the request at least ten (10) calendar days in advance of the first day of requested leave notice requirements may be waived in the Employer's sole discretion).

Absent extenuating circumstances, leave requests from Front Desk Clerks for less than five (5) days will be granted as long as there is a qualified full-time or authorized part-time (i.e., permitted to work overtime) bargaining unit employee who voluntarily covers the requested time off. Volunteers will be solicited according to departmental past practice. Absent extenuating circumstances, leave requests from Front Desk Clerks for five (5) days or more will be granted as long as no other Front Desk Clerk has been scheduled (or is anticipated to be scheduled) off within the same requested time period.

* **Section 23.1 – Wages**

June 1, 2014`	1.75% increase
January 1, 2015	1.75% increase
January 1, 2016	2.25% increase
January 1, 2017	2.25% increase

* **Side Letter of Agreement**

The side letter agrees that in situations where it is determined to be in the best interests of the Village and mutually agreed by the Village and the affected employee, the Village shall grant compensatory time off in lieu of straight time payment rate up to a rolling maximum of thirty-two (32) hours for part-time Front Desk Clerks hired on or before April 1, 2014 upon execution of this Agreement through December 31, 2017.

Members of the Bargaining Unit will be ratifying the union contract on October 30, 2014. The Village negotiating team recommends approval of the union contract.