

RESOLUTION NO. 7576-R51A

A RESOLUTION ESTABLISHING MINIMUM BENEFIT
PROGRAMS FOR CITY EMPLOYEES EXEMPTED FROM
COLLECTIVE BARGAINING UNITS

WHEREAS, the City has recognized that harmonious employer-employee relationships are essential if the City is to serve the public effectively; and

WHEREAS, the City has also determined that employees of the City should, to the greatest extent possible, enjoy the same benefits and privileges as employees in the private sector; and

WHEREAS, the City Council of the City of Urbana, Illinois has heretofore, by Resolution No. R-36b dated February 19, 1974, voluntarily endorsed the practices and procedures of collective bargaining as a fair and orderly way of conducting its relations with certain full time employees of the City; and

WHEREAS, the City Council of the City of Urbana, Illinois has previously ratified separate agreements between the City of Urbana and the American Federation of State, County and Municipal Employees AFL-CIO, Council 990, Local 1331, and the Urbana Lodge #70 of the Fraternal Order of the Police, and Local #1147 International Association of Fire Fighters AFL-CIO, each of which provide and establish certain benefits for those employees of the City represented thereby; and

WHEREAS, the City recognizes that the training, education experience, personal goals, ambitions and levels of aspirations of its managerial, professional and clerical employees are different; and

WHEREAS, the City does not desire to provide lesser benefits for those of its employees exempted from collective bargaining units:

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL OF THE CITY OF URBANA, ILLINOIS:

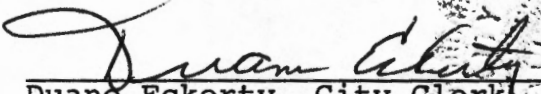
That the benefits programs, herein described as the Management Benefits Package, the Full-Time/Non-Union Employees Benefit Package, and the Permanent Part-time Employees Benefit Package, each of which are attached hereto and hereby incorporated by reference, are hereby and herewith adopted and approved as the


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Wecenah Bond

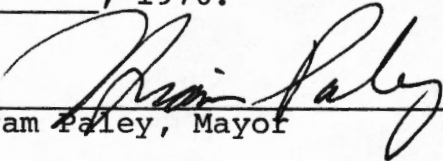
fringe benefits now available to the respective city employees
as are specifically defined therein.

PASSED by the City Council of the City of Urbana, Illinois,
this 3rd day of May, 1976.


Duane Eckerty, City Clerk



APPROVED by the Mayor of the City of Urbana, Illinois,
this 4th day of May, 1976.


Hiram Paley, Mayor

MANAGEMENT BENEFITS PACKAGE

The positions covered by the Management Benefits Package are Administrative, Professional, and Supervisory, as defined below:

- Administrative: Exercises overall responsibility for the execution of policies; acts with independent discretionary authority; and is responsible for administrative decisions that are required to implement policy.
- Professional: Requires specialized and theoretical knowledge which is usually acquired through college training or through work experience and other training which provides comparable knowledge.
- Supervisory: Responsible for management decisions which are usually made on the worksite and normally involve personnel matters.

Vacation Schedule

Vacation time shall be accrued on the basis of service years with the City, not time in grade. Positions covered by this package, except those below the rank of Fire Chief in the Fire Department, shall be credited with ten (10) vacation days on their starting anniversary. Upon completion of their first year of service, sixteen (16) vacation days; their second year of service, twenty (20) vacation days; to a maximum accrual of twenty-four (24) vacation days upon the completion of three or more years of service.

Supervisory personnel within the Fire Department (excluding the Fire Chief) shall be credited with five (5) vacation days on their starting anniversary. Upon the completion of their first year of service, eight (8) vacation days; their second year of service, ten (10) vacation days; to a maximum accrual of twelve (12) vacation days upon the completion of three or more years of service.

<u>Years</u>	<u>1</u>	<u>2</u>	<u>3</u>	<u>4 and over</u>
Vacation Days (Fire)	5	8	10	12
Vacation Days (Other)	10	16	20	24

Sick Leave

Employees covered by this package, excluding those in the Fire Department, shall be credited with 68.6 hours of sick leave on their starting anniversary date. After completion of one (1) calendar year of full-time employment, employees shall accumulate eight (8) hours of sick leave per month. There shall be no maximum accumulation of sick leave.

Employees within the Fire Department shall be credited with 96 hours of sick leave on their starting anniversary date. After completion of one (1) full year of full-time employment, these employees shall accumulate 11.2 hours per month.

Employees covered by this package who have completed twenty (20) years of service with the City, or who have been retired as a result of a disability shall, upon retirement or resignation from the City, receive payment for accumulated sick leave in an amount equal to ten percent (10%) of the accrual, such payment to be made on the basis of the employee's hourly rate of pay at the time of such honorable separation.

Overtime Pay

The following supervisory employees shall be paid one and one-half (1 1/2) times their regular straight-time hourly rate of pay for hours worked in excess of forty (40) hours per week or eight (8) hours per day:

Supervisor of Sewers
Supervisor of Streets
Supervising Mechanic
Landfill Supervisor
Supervising Clerk Cashier

Leaves:

Funeral Leave

When a death occurs in an employee's immediate family (i.e., employee's or spouse's Mother, Father, Brother, Sister, Child, Grandparents, or Spouse of employee), upon request, the employee will be excused with pay for up to three (3) consecutive days for the purpose of attending the funeral.

Jury Leave

Any employee who is called for jury service shall be excused for the days on which he/she serves and he/she shall receive, for each day of jury service on which he/she otherwise would have worked, the difference between the normal daily rate of pay he/she would be entitled to during such period and the payment he/she received for jury service. The eligible employee is required to present proof of service and the amount of pay received therefor.

Military Leave

Any employee who is recalled, enlists, or who is inducted into the armed forces of the United States shall be granted a leave of absence without pay for the term of his/her training and service, and shall be entitled to reemployment within the period prescribed by law after being relieved from such training and service.

An employee required to attend two (2) weeks annual training shall be excused from work for the days on which he/she serves, and he/she shall receive, for each day of annual training service on which he/she otherwise would have worked, the difference between the normal daily rate of pay he/she would be entitled to during such period and the payment he/she received for annual training service. The eligible employee must present proof of service and of the amount of pay received therefor.

Maternity Leave

Upon request, an employee shall be granted a maternity leave (leave for the birth of a child) without pay for a period not to exceed one (1) year. Upon such leave, the employee may be required to waive all rights to immediate reinstatement in her position upon termination of the leave and to retain only the right to be appointed in the first vacancy in the class in which she has been employed.

Civic Leave

Upon request, an employee may be granted a leave of absence to perform his/her civic duty. Such civic duties may include appearing before a court or other public body on a matter not related to his/her work, in which he/she is not personally involved as plaintiff or defendant, or being elected or appointed to any political or legislative position.

Holidays

All employees covered by this benefits package are eligible for the following paid holidays: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, and Christmas Day.

The City shall determine the actual day on which Veteran's Day and Memorial Day are to be celebrated.

Longevity Pay

The longevity pay plan will remain applicable for those employees as covered by City of Urbana Ordinance No. 7374-63A, entitled, "An Ordinance Amending A Certain Ordinance Entitled 'An Ordinance In Regard To Length Of Service And Regulations And Compensation of Municipal Employees'".

Insurance

The City will pay the full cost of the premium for a group hospitalization plan for all Administrative, Professional, and Supervisory personnel.

Deferred Compensation Plan

The City shall make available the International City Management Association Retirement Corporation (ICMA-RC) deferred compensation plan. Employees shall be able to have a portion of their wages deferred under the ICMA-RC plan, if so desired.

Licenses

The City will pay the full cost for all required professional license fees.

Professional Organization Memberships

The City will pay the cost for membership in job-related professional organizations for administrative and professional personnel.

Conferences

Reasonable job-related conference fees, associated travel, and accommodation costs shall be paid by the City as a function of the budget. Authorization of attendance at job-related conferences shall be made by the Department Head based upon the merits of the conference, its relative cost, the potential benefit to the employee and the City, and the availability of funds.

Educational Benefits

The City shall provide time off with pay a maximum of four job-related class hours per week for administrative, professional and supervisory personnel. The City will reimburse the employee for tuition and fees upon satisfactory completion of the course.

The City will pay all reasonable expenses such as meals, travel, tuition, and room costs, for approved seminars and "short courses".

Pay Differential Between Ranks

The pay differential between certain ranks and classifications as set forth below shall be equal to the following amount over the next highest rank or classification:

Police Captain	\$1,500
Police Lieutenant	\$1,500
Battalion Chief	\$1,200
Assistant Battalion Chief	\$1,200
Supervising Clerk Cashier	\$1,200

PERMANENT PART-TIME EMPLOYEES BENEFIT PACKAGE

The individuals covered by the Permanent Part-Time benefits package are those employees who work between an average of twenty (20) to forty (40) hours per week, on a yearly basis, and who fall into one of the following categories:

- | | |
|---------------------------|--|
| <u>Technician:</u> | Requires a combination of basic scientific or technical knowledge and manual skill which can be obtained through specialized post-secondary school education or through equivalent on-the-job training |
| <u>Para-professional:</u> | Performs some of the duties of a professional or technician in a supportive role, which usually requires less formal training and/or experience than normally required for professional status. |
| <u>Clerical:</u> | Responsible for internal and external communication, recording and retrieval of data and/or information and other paperwork required in an office. |

Except where otherwise provided, employees covered by the Permanent Part-time benefits package shall receive on a percentage basis the following described benefits, which are the same benefits per category as those provided for Full-Time/Non-Union Employees. The applicable percentage referred to in this package shall apply as follows:

20 - 29 hours per week	50% of said benefit
30 - 40 hours per week	75% of said benefit

Vacation Schedule

Permanent part-time employees shall receive vacation days based upon the applicable percentage of the vacation schedule cited below:

<u>Years of Continuous Service</u>	<u>Length of Vacation</u>
1 year through 5 years	12 days
6 years through 9 years	15 days
10 years through 19 years	20 days
20 years or more	25 days

Permanent part-time employees who have been employed by the City less than one (1) year shall accrue the applicable percentage of a day of vacation for each month of employment, to a maximum of five (5) days or seven and one-half (7 1/2) days respectively.

Sick Leave

Employees covered by this package shall receive the applicable percentage of sick leave benefits. Those employees who average between twenty (20) and twenty-nine (29) hours per week shall be credited with 34.3 hours of sick leave on their starting anniversary date. After completion of one (1) calendar year of employment, these employees shall accumulate four (4) hours of sick leave per month. Those employees who average between thirty (30) and forty (40) hours per week shall be credited with 51.4 hours of sick leave on their starting anniversary date. After completion of one (1) year employment with the City, these employees shall accumulate six (6) hours of sick leave per month. There shall be no maximum accumulation of sick leave.

Funeral Leave

When a death occurs in an employee's immediate family (i.e., employee's or spouse's Mother, Father, Brother, Sister, Child, Grandparents, or Spouse of employee), upon request, the employee will be excused up to three consecutive days for the purpose of attending the funeral, with pay in accordance with the applicable percentage.

Holidays

Employees covered by this benefits package are eligible for the following holidays, with pay in accordance with the applicable percentage: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, and Christmas Day.

The City shall determine the actual day on which Veteran's Day and Memorial Day are to be celebrated.

Benefits for funeral leave and holidays shall accrue to the employee covered herein only if such days fall during the employee's regularly scheduled work period.

FULL-TIME/NON-UNION EMPLOYEES BENEFIT PACKAGE

The positions covered by the Full-Time/Non-Union Benefits Package fall into one of the following categories, as defined below:

Technicians:

Requires a combination of basic scientific or technical knowledge and manual skill, which can be obtained through specialized post-secondary school education, or through equivalent on-the-job training.

Para-Professionals:

Performs some of the duties of a professional or technician in a supportive role, which usually requires less formal training and/or experience normally required for professional status.

Clerical:

Responsible for internal and external communication, recording and retrieval of data and/or information, and other paperwork required in an office.

Vacation Schedule

Positions covered in the Non-Union permanent employee benefits package who have worked for the City for a period of at least one complete year shall receive vacation days according to the following schedule:

<u>Years of Continuous Service</u>	<u>Length of Vacation</u>
1 year through 5 years	12 days
6 years through 9 years	15 days
10 years through 19 years	20 days
20 years or more	25 days

Employees who have been employed by the City for less than one (1) year, shall accrue one (1) vacation day for each month of employment, to a maximum of ten (10) days.

Sick Leave

Employees shall be credited with 68.6 hours of sick leave on their starting anniversary date. After completion of one (1) calendar year of full-time employment, employees shall accumulate eight (8) hours of sick leave per month. There shall be no maximum accumulation of sick leave.

Employees who have completed twenty (20) years of service with the City, or who have been retired as a result of a disability, shall, upon retirement or resignation from the City, receive payment for accumulated sick leave in an amount equal to ten percent (10%) of the accrual, such payment to be made on the basis of the employee's hourly rate of pay at the time of such honorable separation.

Overtime Pay and Compensatory Time

Any full-time non-union employees shall be paid one and one-half (1 1/2) times their regular straight-time hourly rate of pay for hours worked in excess of forty (40) hours per week or eight (8) hours per day.

All full-time, non-union employees shall have the option of receiving overtime pay or compensatory time off. However, it is understood that the right to schedule compensatory time off is reserved by the employee's Department Head. All recordkeeping shall be done within the Department at the discretion of the Department Head.

Call-Back Pay

Any full-time, non-union employee called back to work after having gone home shall receive a minimum of two (2) hours work at his/her straight time hourly rate, or time and one-half his/her hourly rate for actual time worked, whichever is greater.

Leaves:

Funeral Leave

When a death occurs in an employee's immediate family (i.e., employee's or spouse's Mother, Father, Brother, Sister, Child, Grandparents, or Spouse of employee), upon request, the employee will be excused with pay for up to three (3) consecutive days for the purpose of attending the funeral.

Jury Leave

Any employee who is called for jury service shall be excused for the days on which he/she serves and he/she shall receive, for each day of jury service on which he/she otherwise would have worked, the difference between the normal daily rate of pay he/she would be entitled to during such period and the payment he/she received for jury service. The eligible employee is required to present proof of service and the amount of pay received therefor.

Military Leave

Any employee who is recalled, enlists, or who is inducted into the armed forces of the United States shall be granted a leave of absence without pay for the term of his/her training and service, and shall be entitled to reemployment rights under applicable laws, provided such employee makes application for reemployment within the period prescribed by law after being relieved from such training and service.

An employee required to attend two weeks annual training shall be excused from work for the days on which he/she serves, and he/she shall receive, for each day of annual training service on which he/she otherwise would have worked, the difference between the normal daily rate of pay he/she would be entitled to during such period and the payment he/she received for annual training service. The eligible employee must present proof of service and of the amount of pay received therefor.

Maternity Leave

Upon request, an employee shall be granted a maternity leave (leave for the birth of a child) without pay for a period not to exceed one (1) year. Upon such leave, the employee may be required to waive all rights to immediate reinstatement in her position upon termination of the leave and retain only the right to be appointed in the first vacancy in the class in which she has been employed.

Civic Leave

Upon request, an employee may be granted a leave of absence to perform his/her civic duty. Such civic duties may include appearing before a court or other public body on a matter not related to his/her work, in which he/she is not personally involved as plaintiff or defendant, or being elected or appointed to any political or legislative position.

Holidays

Employees covered by this benefits package are eligible for the following paid holidays: New Year's Day, Good Friday, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, and Christmas Day.

The City shall determine the actual day on which Veteran's Day and Memorial Day are to be celebrated.

Longevity Pay

The longevity pay plan will remain applicable for those employees as covered by City of Urbana Ordinance No. 7374-63A, entitled, "An Ordinance Amending A Certain Ordinance Entitled, 'An Ordinance In Regard To Length Of Service And Regulations And Compensation Of Municipal Employees'".

Insurance

The City will continue to pay the full cost of the premium for a group hospitalization plan for all full-time, non-union personnel.

Educational Assistance

Employees covered by this benefits package may be granted, upon request, a leave of absence not to exceed one (1) year, for educational purposes, without pay. Thereafter, such educational leave may be renewed, in writing, by the City.

Any employee who has completed his/her probationary period may apply for leave to take one (1) course during his/her regular workweek to improve or upgrade the individual's job-related skill or ability. One (1) such leave, without pay, shall be granted; additional such leaves may be granted. Any such leave shall automatically expire with the end of the term of the particular course.

The City will provide funds to reimburse the employee for one-half (1/2) of the cost of tuition and books, provided that the employee successfully completed an approved course of study. The employee's Department Head may also authorize an absence from normal working duties for up to three (3) hours for classes per week scheduled.

Any allowance advanced to an employee for educational pursuits will be reimbursed to the City in the event that the employee does not satisfactorily complete the course of study.