

STATEMENT OF AGREEMENT

UNITED LABOR UNIONS, LOCAL 100

AND

CITY OF LITTLE ROCK

AUGUST 27, 2025 – DECEMBER 31, 2027

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PREAMBLE

This Agreement is made and entered into by and between the City of Little Rock ("the City") and United Labor Unions, Local 100 ("the Union"), representing the employees covered under this Agreement.

The City and the Union recognize their shared commitment to the mission of the City of Little Rock: "to improve residents' quality of life by providing exceptional service in an efficient and equitable manner." In pursuit of this mission, the parties affirm their dedication to upholding the City's core values as outlined below:

- *Equity – Promoting fairness and justice by providing equal access to resources and opportunities for all members of the community, regardless of socio-economic status, race, or background.*
- *People-Centered – Ensuring that all decisions and actions prioritize the well-being and needs of the city's residents, fostering a sense of community and inclusivity.*
- *Accountability – Taking responsibility for actions and decisions, ensuring transparency and trust within the organization, and maintaining high ethical standards in all operations.*
- *Innovation – Encouraging creativity and forward-thinking to find effective solutions to complex challenges, embracing new technologies and ideas to improve the quality of life for residents.*
- *Exceptional Service – Providing outstanding and responsive services to residents, exceeding expectations, and continuously seeking ways to improve the overall experience of living in the city.*
- *Professionalism – Embodying a commitment to maintaining high standards of conduct, competence, and ethical behavior in all interactions and activities within government.*

The parties agree to foster a respectful, inclusive, and professional workplace culture that reflects these values and strengthens public service delivery to the residents of Little Rock. This Agreement is entered into in good faith, with a commitment to labor-management cooperation that advances the interests of the City, its employees, and the residents it serves. By aligning workplace practices with the City's mission and core values, the Union and the City affirm their joint responsibility in shaping a thriving and equitable future for all who live and work in Little Rock.

ARTICLE I RECOGNITION

Section 1 – The City recognizes the Union as the sole and exclusive bargaining agent for the purpose of establishing salaries, wages, hours, and other conditions of employment for all nonuniformed union-eligible full-time employees listed in Appendix A. Part-time employees who are scheduled to work a minimum of thirty (30) hours per week (excludes summer hires) listed in Appendix A shall be covered by all workplace protections, including health and safety standards, anti-discrimination policies, and grievance procedures on the same basis as full-time employees. No additional benefits are provided for non-full-time employees.

Section 2 – Whenever new classifications are created subsequent to this Agreement and/or any changes are made to existing classifications, the Classification & Compensation Manager, subject to the approval of the Chief People Officer, shall make a determination as to whether such class shall be included in the bargaining unit, and the Union will be notified by the Classification & Compensation Manager. Such determination shall become final, unless challenged by the Union within ten (10) business days from receipt of the determination. If challenged, the Chief People Officer will meet with the Union Field Director to attempt to resolve the issue. If a resolution is not reached, both parties agree to discuss the matter in a Meet and Confer session with the City Manager. The City Manager's decision shall be final.

Section 3 – Any work stoppage, slowdown, strike, or other intentional interruption of the operation of the City shall cause the employee to forfeit their rights under this Agreement and may result in immediate termination and an inability to be rehired by the City.

ARTICLE II

MANAGEMENT RIGHTS

The City of Little Rock possesses the sole right to operate and manage the affairs of the City. Such management rights, except as may be modified or limited by the express provisions of this Statement, include:

- a. To determine the mission of the City government.
- b. To direct the workforce.
- c. To hire, assign or transfer employees, i.e., location, projects, shifts.
- d. To determine the methods, means, and number of personnel needed.
- e. To carry out the public services of the City government.
- f. To discipline or discharge for just cause.
- g. To assign positions to the classification plan and allocate the grades assigned thereto.
- h. To change existing methods of operation or facilities.
- i. To introduce new or improved work methods, equipment, or facilities.
- j. To take whatever actions may be necessary to carry out the activities of the City government so long as they are not precluded by any federal, state, or local ordinances and the provisions of this Statement.

ARTICLE III

RULES AND REGULATIONS

Section 1 – The Union recognizes that the employees must abide by and are subject to management's rules and regulations as now established and as modified or promulgated from time to time, provided such rules and regulations shall not be in conflict with the terms of this Statement of Agreement. All rules and regulations existing or such new rules and regulations as may be issued shall be uniformly applied and enforced without discrimination. Employees and the Union shall be entitled to copies of all rules and regulations. Management retains the sole right to make and enforce reasonable rules and regulations for the purposes of efficient operation of the workplace, safe practices, and discipline.

Section 2 – The Union shall recognize that the employees must abide by and are subject to Management's day-to-day directions and orders regarding workplace procedures, job assignments, and general workplace conduct and operations.

Section 3 – Management shall post and furnish the Union with all the rules and regulations. Except for those of an emergency nature, changes in existing rules and regulations, as well as new rules and regulations promulgated by management, shall not become effective until ten (10) regular workdays after copies thereof have been furnished to the Union and posted.

Management agrees that, should the Union so request, a Meet and Confer session shall be held during the above-mentioned ten (10) workday period to discuss the reasonableness of any new rule or change in existing rules. This ten (10) workday period may be extended by agreement of the parties or if extenuating circumstances make a timely Meet and Confer Session impractical.

ARTICLE IV DUES CHECKOFF

Section 1 – The City agrees to deduct, twice each month, dues and assessments from the pay of those individuals who request in writing, by signing a Union authorization card, that such deductions be made. The amounts to be deducted shall be certified to the City by the Union Field Director, and the aggregate deductions of all employees shall be remitted, together with an itemized statement, within five (5) business days after such deductions are made.

Section 2 – Authorization for such deductions shall remain in effect unless revoked by written notice to the Field Director. Employees who wish to cancel membership shall provide written notification to the Field Director requesting their membership be cancelled. The Field Director will provide written notification to the City of Little Rock Finance Payroll Division within three (3) business days to stop the deductions immediately. The Payroll Division will process these changes as soon as practicable. The effective date will be the date the Field Director received notification.

Section 3 – An employee who is promoted or transferred to a position that is excluded from the bargaining unit shall be deemed to have withdrawn authorization for withholding Union dues.

Section 4 – When an employee transfers from one department to another, they shall continue to be covered by the same dues checkoff authorization and shall not be required to sign another authorization card.

Section 5 – The City agrees to provide the most current contact information on file for each member of the Union. This information will include the mailing address, personal email address, and current phone number.

ARTICLE V REPRESENTATION

Section 1 – Employees chosen to act as Stewards shall be known as Union Representatives. The names of employees selected as representatives shall be certified in writing to the Chief People Officer within ten (10) business days from the day of selection. Representatives shall be assigned as follows:

Department	Division(s)	Number of Representatives
Fleet Services	-	3
Housing & Neighborhood Programs	Animal Services	1
Parks & Recreation	Operations & Development	1
Public Works	Operations	1
	Solid Waste	2
	Traffic Engineering	1
Zoo	-	1

There shall be a Chief Steward who will act in the absence of any Union Representative or for any area not listed above. It is preferred that representatives work in one of the areas to which they are assigned. Should an employee request a Union Representative, the representative assigned to the Department shall be utilized first. In the event that a representative is not available due to absenteeism, any available representative shall be called. At no point shall any discussion or transaction be delayed due to a request for a specific Union Representative to be present.

Section 2 – Before leaving their assigned duties to conduct Union business during working hours, a Union Representative must request and obtain permission from their immediate supervisor. Approval shall not be unreasonably withheld, but such approval may be subject to operational needs and staffing requirements. Upon returning from Union business, the Union Representative shall promptly notify their supervisor that they have resumed their assigned duties. All requests and notifications related to Union business release time shall be made in accordance with the department's established timekeeping and attendance practices, including any applicable electronic or manual systems for recording time away from regular duties.

Activities in which employee-Union Representatives may engage during duty hours and on City property without charge to leave or loss of pay shall be limited to the following unless other activities are mutually agreed upon:

a. Union Representative Responsibilities

1. Investigate work complaints and grievances; prepare and present employee grievances to management.
2. Represent Union employees in disciplinary action proceedings.
3. Consult with management over grievances, departmental rules, policies or practices that affect working conditions of represented employees.
4. Attend Meet and Confer meetings between management and the Union; and attend other Union/management meetings upon request of the Union.

b. Chief Steward Responsibilities

1. Consult with management either at management's request or upon request of the Union.
2. Consider and prepare responses to management-initiated proposals for policies, procedures, or regulations that affect Union employees.
3. Attend Meet and Confer meetings between management and the Union; attend any other Union/management meetings.
4. Assist representatives in the investigation and processing of grievances when deemed necessary by the Union and approved by management of the division. If not approved, denial should be forwarded to the Labor and Employee Relations Manager.
5. Present Union grievances to management.
6. Participate in negotiations.

Section 3 – Administrative leave with pay in the total amount of thirty-five (35) workdays which equates to 280 (two-hundred-eighty) hours per year will be granted to the Union for selected members to attend functions of the United Labor Unions. Unused days/hours may be carried over; however, the maximum accrual per contract year is thirty (30) days. Leave must be requested a minimum of two (2) weeks in advance. Administrative leave for Union duties cannot be used to put an employee into overtime status.

Section 4 – Union Representatives are no more than ten (10) individuals in the positions of authority for the Union. A certified roster of officers shall be provided to the Chief People Officer any time there is a change.

ARTICLE VI

GRIEVANCE PROCEDURE

Section 1 – A grievance shall be defined as any controversy or dispute between the City and United Labor Unions, Local 100, or any represented full-time employee concerning the interpretation, enforcement, or application of any provision of the Agreement. Represented part-time employees are included in the grievance procedure for contract disputes and for discipline at the level of suspension or greater.

An employee may choose whether or not they wish to be represented by the Union in a grievance proceeding. It is the responsibility of the employee to make necessary arrangements, prior to a hearing, to have a representative present.

Failure by the City to respond at any step of the grievance procedure, or within the timeframe prescribed below, will be considered as a denial of grievance up to the third step. It will be the responsibility of the Union Representative and/or the employee to process the grievance to the next step.

Section 2 – Grievances shall be settled in the following manner:

Step 1: An employee shall, with or without the Union, first discuss a grievance within five (5) business days of an incident, or within five (5) business days from the time the Union or employee becomes aware of the grievance, with their Division Manager in an attempt to reach a satisfactory solution. In this step, the employee must submit the grievance in writing via the designated City form. The Division Manager shall counsel with the employee and supervisor(s) in their review and handling of the situation. The Division Manager's written response to the employee and the Union shall occur within five (5) business days of completion of the counseling.

Step 2: If the grievance has not been settled by the provisions of Step 1, the Union or employee shall submit the grievance in writing on the appropriate form within five (5) business days from the receipt of the Division Manager's response in Step 1 to the Department Director for settlement. The Department Director or designee shall conference at this step with the employee, and Local 100's representative. At the Department Director's discretion and depending on the situation, this meeting may also include the employee's supervisor and Division Manager. The Department Director or designee shall submit an answer to the employee involved, the Union, and the Labor and Employee Relations Manager within ten (10) business days.

Step 3: If the grievance has not been settled at this step, the Union or employee may submit a written request for a grievance hearing within five (5) business days of receipt of the Department Director or designee's response. The Labor and Employee Relations Division will schedule a grievance hearing as soon as administratively feasible, with confirmation of the meeting communicated within five (5) business

days. The Labor and Employee Relations hearing officer will be different from the Labor and Employee Relations staff member that was involved in advising the department, reviewing the incident or any documents related thereof. The Labor and Employee Relations hearing officer shall submit an answer to the employee involved and the Union within five (5) business days following the hearing.

Step 4: If the grievance has not been settled at this step, the Union or employee may submit a written request to the Chief People Officer within five (5) business days of receipt of the Labor and Employee Relations hearing officer's response. The Chief People Officer or designee will review the hearing outcome within five (5) business days. The Chief People Officer or designee will follow up with any clarifying questions and will make a decision and send a written response to the employee, Department Director, Labor and Employee Relations hearing officer, and Union within ten (10) business days.

Step 5: If the grievance has not been settled at this step, the Union may submit the matter to mediation within ten (10) business days as follows:

1. The party bringing the grievance shall contact the Federal or State Mediation and Conciliation Service and request a Mediator. The party requesting the mediation shall be solely responsible for the cost of the mediation proceedings exclusive of the fees and expenses of the attorneys or witnesses or other similar items of expense incurred by each respective party. According to the Mediator's schedule, the Chief People Officer or designee and the Union shall meet to enter into the Mediation Process. At the conclusion of the Mediation Process, the Mediator shall give an oral opinion regarding the resolution of the grievance. Both sides shall transcribe the context of the Mediator's oral opinion, and the Union and the Chief People Officer or designee shall sign a written statement, in the presence of the Mediator, which both parties agree is an accurate representation of the Mediator's opinion.
2. The signed statement will then be sent jointly by the Chief People Officer or designee and the Union to the Mayor for review. The Mayor will then issue a final written decision within ten (10) business days, which will be distributed to the Union.

If at any time during the process a resolution is reached that is agreeable by both the City and the Union, the remedy shall be written and implemented, after which the grievance shall be considered resolved.

Section 3 – Investigations into grievance procedures shall be conducted preferably by a representative assigned to the location in which the alleged incident occurred. However, in no case will there be more than two (2) Union Representatives involved in the investigation.

Section 4 – Investigation of grievances may be conducted during working hours at no loss in pay and representatives may investigate grievances, provided they have secured the approval of both work area supervisors or managers via City form, and provided such work does not interfere with or cause delay in the operations of the City. Representatives will report back to the supervisors & submit the form upon completion of the necessary and approved activities.

Section 5 – In any grievance investigation by management, the aggrieved employee shall not be questioned by management unless the employee's representative is present, or unless the aggrieved employee, in writing, declines representation by the Union. Except for witnesses who may be called, no more than two (2) representatives of management and no more than two (2) Union Representatives, one of which must be a City employee, may be present in grievance hearings.

Section 6 – Any complaint considered by both the Union and the Chief People Officer or their designated representative to require immediate consideration shall be scheduled at the earliest date mutually agreeable to both parties.

ARTICLE VII MEET AND CONFER

In addition to the procedure outlined for specific grievances in Article VI, the City is available and agrees to meet with Union Representatives as soon as practicable to discuss any and all subjects of concern to the employees affected, the Union, or the City, as may relate to employment as public employees of the City, together with any other matter which may improve the relationship between the City and its employees. Individual grievances will not be dealt with in these meetings. Such meetings, together with any other grievance committee meetings, shall be held during working hours on the City's premises without loss of pay to the employees involved. A summary of the discussion(s) will be provided by the City to the Union.

Individual departments reserve the right to designate a set day and time for these meetings deemed mutually convenient. Departments reserve the right to change meeting days and times as long as thirty (30) calendar days' notice is supplied to the Union. The Union is required to send a meeting agenda three (3) business days before the scheduled meet and confer to ensure a productive meeting. Due to the schedules of all attending, there will only be a fifteen (15) minute grace period if both parties are not present at the meeting start time.

ARTICLE VIII

DISCIPLINARY ACTIONS

Section 1 – No employee shall be disciplined except for just cause. All disciplinary actions must be in writing on a form provided by the Human Resources Department, stating reasons for such actions, the period of time, and the effective date. The City recognizes that discipline needs to be made on a timely basis and should occur as soon as possible after discovery of the infraction and/or completion of the investigation. Employees may grieve actions based on the timeliness of the action if it is not received within thirty (30) calendar days from the date of discovery of the infraction and/or completion of the investigation.

One copy of any disciplinary action will be furnished to the employee. Copies of all disciplinary actions shall be forwarded to the Human Resources Department Labor and Employee Relations Division. Any grieved disciplinary matter shall be removed from an employee's file if the action is reversed or modified. If modified, the issuance date will remain the same, unless the disciplinary action is changed to a termination. The employee will receive a new copy of any modified disciplinary action.

Any regular, full-time, non-probationary employee shall have the right to grieve a disciplinary action, except an Oral Reprimand. Part-time employees have the right to grieve discipline at the level of suspension or greater. Any employee may request to have the designated representative present during any disciplinary action.

Disciplinary actions shall be progressive depending upon the severity of the infraction. However, certain kinds of actions cannot be permitted to occur and may warrant termination on the first occurrence.

Employees shall be placed on administrative leave with pay pending the pre-termination hearing. Employees shall retain the right to grieve an immediate termination through the grievance process, as outlined under Article VI.

In any disciplinary action investigation by management, the aggrieved employee shall not be questioned by management unless the employee's representative is present, or unless the aggrieved employee, in writing, declines representation by the Union.

Section 2 – The City uses the following disciplinary actions:

1. Oral Reprimand
2. Written Reprimand
3. Suspension
4. Demotion
5. Termination of Employment

1. **Oral Reprimand:** A formal discussion between supervisor and employee concerning correction of procedure or method, clarification of instructions, or explanation of the duties or responsibilities of the job. No employee will be reprimanded in such a manner in the presence of other employees or the public so as to create embarrassment. Any employee being orally reprimanded may request that the reprimand be repeated in the presence of the employee's representative. Oral reprimands shall not become part of an employee's personnel file. They shall be kept in a separate file by the Department Director.
2. **Written Reprimand:** Any formal written warning. After twelve (12) months free of any disciplinary action, no reprimand or warning shall be considered in any future disciplinary action except where an action has been filed in a court of law. No written reprimand shall be placed in an employee's file without the employee's signature or the signature of two (2) management witnesses verifying that the employee has seen the notice and has refused to sign. The signature merely signifies that the employee read the material to be filed and does not necessarily indicate agreement with its content. An employee shall have the right to respond in writing to written reprimands when issued and their answer shall be attached to the file copy.
3. **Suspension:** This type of disciplinary action results in temporary removal from the job and is without pay. A suspension may be substituted with certain optional actions as follows, with Department Director approval:
 - a. No substitution is allowed for the first five (5) workdays of a suspension.
 - b. *Forfeiture of Leave* – six (6) to thirty (30) workdays – An employee may elect to forfeit accrued vacation, bonus or discretionary leave on a day-for-day basis in lieu of serving the suspension. This leave is forfeited hour of leave for each hour of suspension so an employee may return to work. If an employee wants to forfeit but cannot work the hours, then the leave is forfeited 2 hours of leave for each hour of suspension. The selection of an alternative method of serving a suspension will in no way prejudice an employee's right to appeal or to pursue a grievance.
4. **Demotion:** The movement of an employee to a classification with a lower pay grade. A disciplinary demotion shall result in a reduction of pay based on the employee's equity score for the lower grade; however, in no case will the reduced salary exceed the maximum of the lower grade.
5. **Termination of Employment:** This type of disciplinary action is the removal of an employee from the City workforce for just cause.

Section 3 – Grievance Procedure: If a grievance is desired, the grievance process must be followed as outlined in Article VI.

ARTICLE IX

SENIORITY AND LAYOFFS

Section 1 – Seniority Defined: Seniority is defined as a regular full-time employee's length of continuous service with the City since the last date of hire. It is expressed in years, months, and days, and shall control questions of administrative discretion that do not conflict with applicable statutes or where other specific provisions are made and indicated in this Agreement.

Section 2 – Probationary Period: Employees hired, transferred or promoted to a regular full-time position shall be considered probationary for a period of six (6) months. No less than seven (7) calendar days prior to the completion of such probationary period, the Department Director shall either recommend that the employee be granted regular status or shall advise the employee that regular status is not being granted.

A transferred or promoted employee who is unsuccessful in completing the probationary period shall be placed first in line for filling the classification of their prior position, should it become vacant within six (6) months from the date the employee is notified of the unsuccessful completion of probation. This priority shall apply only to vacancies within the same department and work location of the previous position.

1. Eligibility Conditions:

- a. The employee must express interest in writing within ten (10) business days of notification of probation failure to be placed on the priority list.
- b. The original reason for the unsuccessful probation must not have involved misconduct or disqualifying performance issues that would render the employee unsuitable for reappointment, as reasonably determined by the Department Director and reviewed by Human Resources Labor and Employee Relations.

2. **One-Time Opportunity:** This provision shall provide a one-time opportunity only and does not extend beyond the six (6)-month eligibility period. If a position does not become available during this time or the employee declines an offer, the priority consideration shall expire.

An employee accrues all leave during probation; however, only available discretionary days may be used during such probation. A Department Director may advance any combination of up to forty (40) hours of vacation and/or sick leave during the probationary period. Action to grant or not to grant regular status may only be delayed for reasons of illness, injury or extraordinary circumstances as determined by the Department Director affecting the employee's performance. Such circumstances must be documented, and any extension shall not exceed ninety (90) calendar days.

Section 3 – Regular Status: When an employee becomes classified as a regular full-time employee, their seniority date for all applicable purposes shall be their first date of hire of the latest employment period, except when in conflict with applicable laws or regulations.

Section 4 – Layoff: In the event it becomes necessary to lay off employees for any reason, employees will be laid off in the inverse order of their seniority with the least senior being laid off first. Employees shall be recalled from layoff according to their seniority with the most senior recalled first. No new employee shall be hired into a classification where an employee has been laid off until all employees on layoff status, limited to the specific classification, desiring to return to work have been recalled.

Recall rights of laid-off employees shall be terminated upon occurrence of any of the following:

- a. Twelve (12) months from the date of layoff or recall to former classification.
- b. Refusal of an employee to accept recall to a position in their former classification.
- c. Return of certified mail recall notice as not delivered.
- d. The laid-off employee fails to notify the appropriate Department Director of their intent to return to work within ten (10) business days after the first date of attempted delivery of recall notice. The date of delivery as indicated on the return receipt for certified mail shall be considered the first date of attempted delivery. For the purpose of this section, a business day shall be defined as Monday through Friday when the City offices are open for business.
- e. The laid-off employee fails to return to work within fifteen (15) business days after receipt of recall notice.
- f. The laid-off employee accepts a position with the City in a classification other than their former classification.
- g. The laid-off employee elects a monthly benefit option under the Defined Benefit 14 Plan (requires all other plan requirements for age and service be met).

In the event of a layoff due to a reduction in the workforce, an affected employee shall be permitted to exercise their seniority to displace (or "bump") another employee with less seniority, provided the employee is qualified to perform the duties of the position. This process will provide greater job security for long-service employees. The following rules shall apply to bumping procedures:

1. The senior employee may bump only if they are scheduled for indefinite layoff, or if their job is permanently abolished. They may only bump the least senior employee.
2. An employee who is to be laid off, is qualified, and who has a documented satisfactory performance history may displace an employee with less total City

seniority within the same department. This bumping right shall only be exercised to a lower classification first within the division then within the department, or to an identical position within the employee's own work section in the Departments of Public Works and Parks and Recreation.

3. An employee who has bumped into a lower classification shall be considered in probationary status for performance purposes only for ninety (90) calendar days, unless the employee had previously completed a probationary period in that job classification.
4. The probationary status shall not affect leave accrual, usage, or eligibility for any other applicable benefit.

Section 6 – Union Representatives: During the period an employee is designated and serving as a Union Representative, the employee shall be deemed to have more seniority than all other employees in the same job classification and division for purposes of layoff and recall. Such seniority shall only apply to those Union Representatives whose names have been properly certified to the Chief People Officer.

ARTICLE X

PROMOTIONS AND TRANSFERS

Section 1 – Employee promotions and transfers will be carried out by the Department in accordance with policies established by the City Manager and shall include the following provisions:

- a. The Department, in partnership with the Human Resources Employment Services Division, will determine the length of time vacancies will be posted. The period of posting will be no less than three (3) business days.
- b. The Department, in partnership with the Human Resources Employment Services Division, will determine the selection methods.
- c. If candidates are deemed substantially equal by the hiring authority in skills, knowledge, and abilities, the candidate with the highest seniority will be selected.

Section 2 – Appeals

- a. A referred, more senior non-selected employee may request an oral or written explanation for non-selection from the hiring department.
- b. An employee not satisfied with the response in Section 2(a) may submit a request to the Chief People Officer to review the promotion. The request must be in writing giving all facts the employee believes are relevant to their appeal. The request must be received in the Human Resources Department within five (5) business days of notification of not being selected. The Chief People Officer will review the appeal and send a recommendation to the City Manager within ten (10) business days of the receipt of the employee's appeal. The City Manager will have five (5) business days to make a decision which shall be final.

ARTICLE XI

HOURS OF WORK/OVERTIME

Section 1 – The employee's normal workweek shall consist of forty (40) hours. The City reserves the right to adjust and change hours of work, days of work, and schedules in order to fulfill its responsibilities of providing adequate service to the public. The Union and the affected employees will be so advised. “Work Schedule” is defined as the days of the week, hours of the day, and shift assignments an employee is regularly scheduled to work, as determined by the Department and consistent with City operational requirements. The standard work schedule shall consist of five (5) business days and two (2) scheduled days off within a consecutive seven (7) day period, Saturday through Friday, unless otherwise mutually agreed upon or modified in accordance with provisions of this Agreement. Work schedules may include day, evening, or night shifts, and may vary by division. The City shall provide at least seven (7) calendar days' notice of any permanent change to a full-time employee's regular work schedule, except in cases of emergency as defined in this Agreement.

Section 2 – Employees shall be granted a nonpaid meal period of not less than thirty (30) minutes for each shift. Whenever possible, such period shall be scheduled in the middle of the shift. Employees who work in a department using paper timecards shall declare their unpaid meal period on their time record at the end of each shift by signature or initial. Employees who work in a department using electronic timecards shall complete a designated form if they work through a break at the end of their shift and submit it to their supervisor at the end of the day's shift. At no point should an employee choose not to take a break unless prior approval is granted by their supervisor. If their direct supervisor cannot be reached, they must make contact with the department timekeeper or any department supervisor or show the contact attempt. Failure to declare a lunch break is subject to disciplinary action.

Section 3 – Employees shall be granted a rest period of fifteen (15) minutes for each consecutive four (4) hours of work. Whenever possible, such period shall be scheduled in the middle of the four (4) hour work period.

Section 4 – Time and one-half shall be paid to all employees for hours worked in excess of forty (40) hours of pay status in a workweek, excluding sick leave, administrative leave and union business leave.

Section 5 – For full-time employees, when a holiday that is observed by the City occurs within the workweek, such holiday shall be included in meeting the forty (40)-hour requirement for overtime compensation.

Section 6 – Part-time employees shall receive their work schedules at least five (5) business days in advance whenever possible. Except in cases of emergency, the Department will provide part-time employees with twenty-four (24) to forty-eight (48) hours notice of changes to the work schedule.

Section 7 - Employees who are required to work during a period of general emergency leave, except those working round-the-clock shifts, shall be granted bonus time on an hour-per-hour basis in addition to general emergency leave. In the event an emergency is declared by the Mayor and mandatory overtime is deemed necessary, the following conditions shall apply:

1. **Notice Requirement:** When all employees within a department or classification are required to work overtime, the City shall provide at least 24 (twenty-four) hours advance notice when practicable. If such notice is not practicable, notice shall be provided as soon as possible.
2. **Selection Criteria for Partial Overtime Staffing:** In instances where less than all employees in a department or classification are required to work overtime:
 - a. If there are more volunteers than needed, overtime opportunities shall first be offered on a voluntary basis to qualified employees in the department and classification.
 - b. If the number of volunteers exceeds the number of employees needed, the overtime shall be awarded to the most senior volunteers in the department and classification.
 - c. If an insufficient number of volunteers come forward, the remaining overtime assignments shall be filled by assigning qualified employees in the department and classification that have the least seniority, unless operational needs require specific skills, certifications, or position levels for mandatory overtime.

ARTICLE XII

HOLIDAYS, DISCRETIONARY DAYS, AND VACATION

Section 1 – Holidays: All regular full-time employees shall receive the following holidays: New Year's Day, Martin Luther King's Birthday, President's Day (Washington's Birthday), Memorial Day, Juneteenth, Independence Day (July 4), Labor Day, Veteran's Day, Thanksgiving Day, Christmas Day.

Section 2 – When one of the listed holidays falls on a Saturday or Sunday, the preceding Friday or the following Monday, as the case may be, shall be observed as the holiday.

Section 3 - Employees who are required to work on any of the holidays listed above shall be compensated at the rate of one and one-half times their regular rate of pay in addition to holiday pay. Holiday pay will equal the number of hours normally worked by the employee on the day the holiday is observed by the City. An employee who is scheduled to report for work on a holiday and does so shall be assigned to at least four (4) hours work at the rate of time-and-one-half in addition to the holiday pay. If the employee is excused from duty before completing four (4) hours work, they shall be paid for four (4) hours at time-and-one-half in addition to holiday pay.

Section 4 – Employees who are not in pay status at least four (4) hours on the scheduled work shift immediately preceding and following a holiday shall be denied holiday pay for that holiday. Employees who are absent for any reason other than vacation or discretionary days shall be denied holiday pay for that holiday.

Section 5 – Discretionary Days: In addition, employees shall receive, in the first year of their employment, discretionary days according to the following schedule:

- 3 discretionary days if hired 1/1-3/31
- 2 discretionary days if hired 4/1-6/30
- 1 discretionary day if hired 7/1-9/30

Employees with over ten (10) years of service as of January 1 will receive an additional discretionary day.

On the first day of the first full pay period in January, following the date of employment and each year thereafter, employees shall receive three (3) discretionary days. Discretionary days must be requested and scheduled three (3) consecutive workdays in advance, except in cases of emergency as determined by management. If the granting of such would severely disrupt the operation of the department, the request will be delayed. If more than one (1) employee requests the same date and honoring these requests will disrupt the operation of the department, then priority will be established according to seniority.

The use of discretionary days for Christmas Eve, New Year's Eve, and for the day after Thanksgiving must be requested by November 15 and will be granted on those days unless the taking of that severely disrupts the operation of the department; then it may be granted according to seniority. Unused discretionary days will not be paid to the employee at the end of the year or at termination of employment.

Section 6 – Vacation:

- a. After six (6) months of service, each regular employee shall have credited forty (40) hours retroactive to their date of hire and shall be entitled to use these accrued vacation days as further provided in this statement. Vacation accrual shall be on a proportional basis each pay period.
- b. Vacation may be accumulated to a total of two hundred sixty (260) hours. However, in the event the maximum accumulation is exceeded by an employee who is prevented from using vacation leave due to departmental needs, the employee shall be permitted to carry over the excess vacation leave, as verified in writing by the Department Director, until such time as a vacation can be scheduled. Vacation is earned each pay period and will be based upon an employee being in paid status eighty (80) hours in the pay period. Employees being in paid status less than eighty (80) hours will have their accruals pro-rated based upon total hours worked that pay period. Employees working full pay periods will earn vacation according to this schedule:

Up to 3 years of service (36 months).....	10 days per year
3 years to 10 years of service (120 months).....	15 days per year
10 years to 20 years of service (240 months).....	19 days per year
20 years of service and over (over 240 months).....	23 days per year

Section 7 – The scheduling of vacations shall be by employee preference, in accordance with seniority, to the extent permitted by the reasonable service needs of the City.

Section 8 – Every employee who has accrued unused vacation time shall have such time paid when he leaves the City's employment, whether by resignation, retirement, layoff, death, or discharge, except that the employee shall have been employed for a minimum of six (6) months. Such payment shall not exceed thirty (30) days plus accrual during the last year of employment except as provided in Section 6(b) of this article.

ARTICLE XIII

WAGES AND LONGEVITY

Section 1 – Providing economic conditions and financial responsibilities allow, and provided all applicable laws are complied with, no wage rates or economic benefits existing during the term of this statement shall be reduced.

Section 2 – A Step and Grade system was implemented January 2017 based on twenty (20) steps of 1.8% (one-point-eight percent) for each step. Employees will be compensated in accordance with the wage schedule Appendix B. Step increases will be effective the pay period after any across-the-board increase. In cases where there is no across-the-board increase, the step will be effective the second (2nd) pay period of the calendar year.

Section 3 – Alternate Rate: An employee assigned to work in a classification with a higher rate of pay for a period of time which exceeds three (3) consecutive workdays will receive an alternate rate of 5% (five percent) increase retroactive to the first workday. An employee working in a higher-level classification must perform a majority of those duties of the higher classification which are substantially different from their own duties and be held accountable for performance in the same manner that a newly assigned regular employee would be held accountable for performance in the higher-level classification. This provision shall not apply to employees participating in a formal training program, in which case the employee shall be notified that they are participating in a formal training program, and the higher rate of pay will not be paid.

Section 4 – Compensation actions (i.e., promotion, reclassification) will be handled in accordance with the City Administrative Policy not in conflict with this Agreement.

Section 5 – Longevity:

- a. Longevity pay shall be calculated according to the following formula:

The number of months in the designated six-month period (i.e., January through June or July through December) at a particular number of years of service

X

The number of years of service

X

The designated longevity dollar amount

=

The semiannual longevity amount

Longevity pay will be paid at a rate of \$4.00 (four dollars) for each year of service up to and including the fifth (5th) year. Longevity pay will be paid at a rate of \$7.00 (seven dollars) per year for the sixth (6th) year of service and each additional year thereafter.

Anniversary dates will determine the accrual amount for each month. An employee whose anniversary date falls after the fifteenth (15th) of the month will not receive credit for an additional year of service during their anniversary month but will receive this credit for all subsequent months.

- b. Longevity pay will be considered the same as wages for purposes of contributions to the retirement system.

Section 6 – Standby Pay: Employees required to stand by for work shall be compensated at their regular hourly rate of pay not to exceed a maximum of sixteen (16) hours per week. Standby pay shall be based on the following schedule:

- a. Maximum of two (2) hours for each eight (8) hours on standby not to exceed two (2) hours per normal working day (Monday through Friday).
- b. Maximum of one (1) hour for each eight (8) hours on standby not to exceed three (3) hours per normal weekend day (Saturday and Sunday) or designated City holidays.

In order to qualify for standby pay, an employee must be readily accessible at all times during the standby period. An employee shall not be placed on standby and cannot be paid standby pay while on paid or unpaid leave.

Section 7 – Call Back Pay: An employee who is called to work for an unscheduled period of time shall receive a minimum of four (4) hours pay at the regular rate or shall be paid for the hours actually worked at the regular rate, whichever is greater. The above shall not apply to an employee who is called to work an unscheduled shift. As applicable, this shall be considered overtime and compensated at time-and-one-half for each hour actually worked. Employees on call must make proper arrangements to be able to respond on a timely basis. An employee who is called out again during the same four (4) hour window will not receive another four (4) hours.

Section 8 – No combination of Standby and/or Call Back Pay shall exceed twelve (12) hours in any twenty-four (24) hour period.

Section 9 – Shift Differential: Employees who are permanently assigned to the evening (B) shift (shift beginning no earlier than 1:00 p.m.) and the night (C) shift (shift beginning no earlier than 11:00 p.m.) shall be compensated as follows:

<u>B Shift</u>	<u>C Shift</u>
\$1.60 per hour	\$2.00 per hour

Such shift differential shall be in addition to the employee's regular rate of pay and shall be included in all payroll calculations but shall not apply during periods of paid leave.

Section 10 – Inclement Weather Differential: Employees who have their regularly assigned work schedule modified in order to prepare for inclement weather or work through an inclement weather event shall be paid an additional \$3.00 (three dollars) per hour for these hours worked.

Section 11 – Sunday Differential: Employees who must report to work on a Sunday shall be compensated with two times (2x) their normal hourly rate differential for all hours worked on Sunday. This differential will not apply for time worked during an inclement weather event or for regularly assigned schedules or standby/call back pay.

ARTICLE XIV

SICK LEAVE (Non-Job-Related Illness/Injury)

Section 1 – Sick leave may be used for medical, dental, and optical examinations and for personal illness or injury. Sick leave may also be used for any documented serious illness or disability requiring hospitalization or emergency treatment of the employee's immediate family as defined in Section 2 below. Employees shall make every effort to schedule non-emergency medical examinations and inform their supervisors of such examinations as far in advance as possible.

Each employee shall accrue twelve (12) workdays of sick leave per year. Sick leave accrual shall be on a proportional basis each pay period. Accrual will be reduced in proportion to any leave without pay.

Employees who were hired and enrolled in the Old Defined Benefit Retirement Plan before December 31, 1980, shall have no limit placed on their sick leave accrual. Such employees may convert accumulated unused sick leave to retirement service credit at the rate of one (1) month's credit for each 300 (three hundred) hours of unused sick leave. Employees hired between January 1, 1978, and December 31, 1980, shall have no limit placed on sick leave accrual. Employees hired between January 1, 1978, and January 1, 2014, are covered by the provisions of the Defined Contribution Pension Plan. This plan does not provide a sick leave conversion formula. Employees hired on or after January 1, 1981, shall be limited to 1000 (one thousand) hours of accumulated sick leave.

Section 2 – Family Sick Leave: Sick leave may be used for illness or injury or documented medical treatment, including medical, dental, and optical examinations, of a member of the employee's immediate family which is defined as spouse, parent or children only, either natural, adopted or for whom the employee has legal guardianship. Parent is limited to the employee's own parent, not a spouse's parent unless the employee has legal guardianship. Such leave shall be limited to eighty (80) hours per year. Employees shall make every effort to schedule non-emergency examinations and inform their supervisors of such examinations as far in advance as possible. Employees may be required to submit documentation of the illness or examination, which may include a physician's statement or school statement. Nothing in this Article shall be construed to impair or restrict an employee's rights under the Family and Medical Leave Act.

Section 3 – Notification: It is the responsibility of the employee to notify their supervisor of any illness from the first day of the absence and daily thereafter on short-term illnesses unless instructed otherwise by the supervisor. During an extended illness, it is the responsibility of the employee to inform the supervisor weekly of the status of such extended illness so long as the employee is physically absent three (3) or more consecutive work days the employee shall be required to provide the City with a physician's statement

indicating length of disability, date(s) of treatment, anticipated return, and any work limitations before the employee is able to return to work.

Any employee who has to be absent from work in excess of two (2) weeks may be required to see the City's physician for an evaluation examination and a release to return to work. The City will bear the cost of such examination.

Section 4 – Misuse of sick leave constitutes abuse and may result in disciplinary action. Excessive or repetitive usage (i.e., patterns) may indicate sick leave abuse. Management may investigate sick leave absences and require physician's statements. Management may also request the Human Resources Risk Management Division to approve a request for the employee to be examined by a City-designated physician.

Sick leave abuse may result in denial of leave, denial of holiday pay (proof of abuse on the scheduled work shift immediately preceding and/or immediately following a holiday will result in denial of holiday pay), and disciplinary action.

Section 5 – Disability: Employees determined to be disabled due to an on-job-related cause shall be entitled, upon application, to benefits under the City's Disability Insurance Plan. Any employee requiring an indeterminate amount of time off from work due to a non-job-related illness/injury shall be referred by the supervisor or Department Director to the Human Resources Benefits Division for counseling as to any entitlements under the City's Benefits Programs. Payment of disability payments shall begin after exhaustion of all accumulated sick and vacation leave and shall continue for a balance of 180 (one hundred and eighty) calendar days (6 months) from the date of disability at a rate of 60% (sixty percent) of the employee's salary on the date of disability.

Sixty (60) days before the end of the 180 (one hundred and eighty) calendar days (6 months), an employee may apply for benefits under the City's Long-Term Disability (L.T.D.) plan. Employees shall apply to the City's insurance carrier on a form provided by the Human Resources Department. In order to qualify for all L.T.D. benefits, an employee must have been disabled from performing the duties of their occupation for six (6) consecutive months and be totally disabled from performing the normal duties of their regular occupation. Eligibility for L.T.D. benefits will be determined by the City's insurance carrier. To avoid placing undue hardship on those employees whose salary continuation has expired and who are waiting for an L.T.D. benefit determination, the City Manager may approve an extension of the six (6)-month disability period for up to thirty (30) days. The City will recover the additional salary cost caused by such extension from the employee's initial L.T.D. payment. This extension may only be approved if the delay is not due to factors within the employee's control.

Section 6 – The City will furnish records reflecting the amount of sick leave used and the amount accumulated on each pay stub provided to the employee.

ARTICLE XV

ON-THE-JOB INJURY (Workers' Compensation Benefits)

The City shall provide Workers' Compensation coverage for job-related injury/illness. (For the purpose of this Article, the term "injury" shall also include illness.) Workers' Compensation shall be provided as required by Arkansas State Law and/or the rules of the Workers' Compensation Commission or as provided in City Policy.

Reporting Requirements: An employee who is injured on the job shall report any injury, regardless of its severity, to their supervisor. Injuries must be reported at the earliest time possible, but no later than 24 (twenty-four) hours from the occurrence of the injury. Extensions of this 24 (twenty-four) hour period may be granted if the employee was rendered incapable of reporting. No benefits will be paid until required reporting forms have been completed. All benefits may be denied for the period between the time of the injury and the date of the report if this procedure is not followed.

Salary Continuation During Workers' Compensation-Related Absences: After the initial three (3) days of absence, an employee injured on the job shall be entitled to leave with full pay while disabled for the remainder of up to thirty (30) calendar days. (Full pay shall be defined as the Workers' Compensation payment plus the difference between the employee's regular salary and the Workers' Compensation payment.) Employees will be required to repay the City for any overpayments they receive. If an employee fails to participate in a return-to-work program or modified-duty program provided by Workers' Compensation, or if any employee fails to comply with doctor's orders or any follow-up required under Workers' Compensation, all Workers' Compensation benefit payments including salary continuation will be halted. After the initial thirty (30) calendar day period, the employee will receive only the Workers' Compensation payment. The City will supplement the Workers' Compensation payment with the employee's accrued leave to maintain the full salary amount, unless the employee elects not to by notifying the Department timekeeper.

Leave Accrual: The employee shall continue to accrue leave during the initial thirty (30) calendar day period. After the initial thirty (30) calendar day period of disability, the employee will not accrue additional leave.

Medical Costs, Examinations, and Appointments: Medical costs relating to an on-the-job injury shall be paid by Workers' Compensation, provided all required reporting procedures have been followed and the employee is in compliance with doctor's orders, rules of the Workers' Compensation Commission, and City Policy.

Employees requiring examination or treatment by a medical provider as a result of an on-the-job injury shall be permitted to attend such examinations during regular work hours and shall not have the time charged against their leave for a period of 180 (one hundred and

eighty) days from the date of the injury, except for the initial three (3) day period noted above. After the 180 (one hundred and eighty) day period, absences for medical appointments shall be charged against the employee's accrued leave time. Upon return to work, the employee shall be required to furnish a physician's statement which verifies the date of the examination, any work limitations, and whether or not the examination or treatment was related to an on-the-job injury. Time granted for such examinations shall be limited to the actual time required for the examination plus reasonable travel time.

During any extended absence related to a Workers' Compensation injury, the employee shall provide regular reports to their supervisor (at least weekly) regarding their condition and projected return. Upon request, the employee shall provide attending physician statements including prognosis for return to full duty.

Restrictions: An employee who is on leave due to a Workers' Compensation injury shall participate only in activities that are expressly permitted by the attending physician. No employee shall participate in activities which may cause a delay in their recovery, and the employee shall not work, with or without compensation, at any other place of employment or for any other entity or individual while receiving Workers' Compensation benefits from the City.

At any time during the period the employee is absent due to the on-the-job injury, the City may order, at its expense, physical or psychological examinations of the injured employee to determine the degree of disability. If the physician determines the employee is able to return to work, a date will be set for the employee to return. An employee who has been determined able to return to work and fails to do so may have their employment terminated immediately.

Recurring Leave Related to an On-the-Job Injury: Recurring leave related to a previous injury shall be considered one and the same injury, if the absence occurs within 180 (one hundred and eighty) days from the date of release and return to work. This shall be subject to administrative analysis and diagnosis of the injury as reported by the attending physician. If recurring leave relating to a previous injury is required after 180 (one hundred and eighty) days from the date of release and return to work, such leave will be treated as a new injury case.

On-the-Job Injury Leave for Extended Periods of Time: An employee who sustains a job-related injury requiring an indeterminate amount of time off shall have no questions raised regarding their job security for the period of time they are receiving Workers' Compensation benefits, up to six (6) months. At the end of that six (6) month period, the section regarding Long-Term Disability will apply. An employee requiring an indeterminate amount of time off work due to a job-related injury shall be referred by their supervisor or Department Director to the Human Resources Benefits Division for counseling as to any entitlements under the City's benefits programs.

An employee who has been diagnosed with a disability which will exceed six (6) months shall comply with established procedures and apply for Long-Term Disability benefits after the 4th (fourth) month of absence. The Human Resources Benefits Division will assist the employee in applying for Long-Term Disability benefits.

ARTICLE XVI

INSURANCE

The City will pay the cost of the base-plan employee-only premium for the City's health coverage for those employees who participate in the wellness component of the health care plan. Any employee who does not participate in the wellness plan will pay a cost established by the City towards individual coverage. The City will make available optional dependent health coverage, which may also include a requirement to participate in a wellness component. The City's contribution may vary based upon the dependent's participation in the wellness component. The City will provide life insurance to all qualifying employees at no cost to the employee. The City will inform the Union regarding any changes in insurance coverage for employees. In addition, the City will provide dental insurance coverage to all qualifying employees at no cost to the employee. The City will pay \$27.60 (twenty-seven dollars and sixty cents) toward the cost of dependent dental insurance coverage.

ARTICLE XVII

UNUSED SICK LEAVE BONUS INCENTIVE

Employees who do not use any sick leave during the following periods shall be eligible for paid bonus leave as outlined below:

1. An employee who uses no sick leave from January 1 through June 30 shall receive four (4) hours of bonus time off with pay.
2. An employee who uses no sick leave from July 1 through December 31 shall receive four (4) hours of bonus time off with pay.
3. An employee who uses no sick leave during the entire calendar year (January 1 through December 31) shall receive a total of eight (8) hours of bonus time off with pay.

Note: Employees who qualify for both six (6) month periods do not receive eight (8) additional hours, but rather a total of eight (8) hours maximum per calendar year.

Eligibility Requirements

1. To be eligible for the bonus leave under this section, an employee must have attained regular status as of the first day of the applicable six (6) month period (January 1 or July 1).
2. Employees who are on Authorized Injury (AI) leave or any form of unpaid leave during the applicable period shall be ineligible for the bonus leave for that period.

Disqualification Due to Termination: An employee who is terminated for cause shall forfeit any earned or anticipated bonus leave under this section.

ARTICLE XVIII

HEALTH AND SAFETY

Section 1 – The City shall maintain a safe workplace. The individual employee has responsibility with regard to preventing accidents to themselves or their co-employees during the hours of employment.

Section 2 – No employee shall be required to work with machinery or equipment that is unsafe.

If an employee is asked to operate such equipment that they consider unsafe to themselves, the following procedure shall be observed:

- a. The employee shall first notify their supervisor of the equipment they consider unsafe, specifying reasons.
- b. The supervisor will then investigate the unsafe equipment and take the necessary corrective steps, provided that the condition is judged by the supervisor to be sufficiently unsafe to warrant correction before the performance of work.
- c. If the employee does not agree with the supervisor at Step "B" above, they may request the next level of supervision to make a concurrent judgment.
- d. The Department Director will request the Human Resources Risk Management Division to make a judgment if the condition is further questioned. Risk Management will provide a written report of their findings to the Chief People Officer and the employee.

Section 3 – The procedure described above shall be followed in the event employees consider weather conditions to be unsafe for them to perform their duties.

Section 4 – All protective or safety clothing or gear required by local, state, or federal law, or uniforms required as a condition of employment, shall be furnished and mended as necessary for all affected employees. Employees shall be responsible for wearing and utilizing protective safety equipment when furnished. Failure to utilize equipment provided may result in disciplinary action.

Section 5 – The City will provide two (2) pairs of work boots to incumbents in classifications designated by Risk Management. The City will set an untaxed allowance for the purchase of work boots at \$125 (one hundred and twenty-five dollars) for steel toe boots and \$150 (one hundred and fifty dollars) for puncture resistant boots if the City uses a voucher program where the City pays the sales tax. If the City chooses to provide the money to the employee through their pay, the City will increase the allowance by 10% (ten percent) to allow for the payment of sales tax. One (1) pair will be for the first six months of the calendar year, and the second will be for the second six months of the calendar year.

Section 6 – When an employee is required by the nature of work to eat on the premises of the place of work, a clean and sanitary area for such purposes shall be provided if the premises are under the control of the City.

Section 7 – General Emergency Leave: When it is determined by the Mayor that a situation exists or is impending — tornado, snowstorm, civil disturbance, epidemic, etc. — which threatens the best interest of the City and the health and safety of City employees, general emergency leave with pay may be authorized for a whole day or part of a day. The City Manager will publish guidelines after such general emergency leave as to pay policies to be followed.

Section 8 – The City will provide towing reimbursement to personnel who are being required to report to work during inclement weather events for which the towing need occurs within the Little Rock city limits and the vehicle is towed to a location inside the city limits if the vehicle is incapacitated. The employee must be coming from their place of residence to their assigned work location or returning home directly from work.

ARTICLE XIX FUNERAL LEAVE

Employees who have a death in their immediate family shall receive up to three (3) days with pay to handle necessary funeral arrangements and related business. The employee shall receive up to four (4) days for an out-of-state funeral. For the purposes of this Article, immediate family is defined as mother, father, stepmother, stepfather, brother, sister, son, daughter, grandparents, grandchildren, son-in-law, daughter-in-law, spouse, or spouse's immediate family. The employee shall provide documentation that their absence was related to a death within their immediate family as defined above. Such documentation shall be in the form of an obituary or statement from the funeral director noting name of deceased and date of funeral. The employee will be paid their regular hourly rate for any such days of excused absence which occur during their normal work schedule.

ARTICLE XX

LEAVES OF ABSENCE

Section 1 – Family and Medical Leave Act: The City will comply with the requirements of the Family Medical Leave Act providing for up to twelve (12) weeks of leave upon proper notification and documentation provided by the employee.

Section 2 – Other Types of Leave:

1. **Jury Duty:** Employees shall be granted a leave of absence for the period of time they are required to report for and serve on jury duty. Employees shall receive their regular rate of pay for all time spent serving on a jury. Employees are required to provide documentation verifying their jury service to their supervisor upon request.
2. **Civil Leave:** In the event an employee is required to be absent from work by a lawful subpoena issued by a court or legally constituted Commission which compels the employee's presence as a witness in a case to which they are not a direct party, said employee may be granted administrative leave with pay for absences necessary to comply with the subpoena during regularly scheduled duty hours.

Section 3 – Unpaid administrative leaves of absence may be granted by the employer for up to six (6) months and are renewable for up to six (6) months. Leaves of absence without pay shall not be granted solely for the benefit of the employee. All such leaves shall be granted at the discretion of the Department Director.

Section 4 – Employees shall continue to accrue seniority while on leave of absence.

ARTICLE XXI

NONDISCRIMINATION

Section 1 – The provisions of this statement shall be applied equally to all represented employees.

Section 2 – The City will not interfere with or discriminate in respect to any term or condition of employment against any employee covered by this Statement because of membership in the Union, the filing and/or processing of a grievance, or a legitimate activity as required by this Statement on behalf of the members of the Union.

Section 3 – The Union and its members agree not to discriminate or encourage discrimination against any employee for their non-affiliation with the Union. Any discrimination either actual or encouraged against employees for their non-affiliation will be subject to disciplinary action up to and including immediate termination. Any encouragement by the Union to discriminate against non-affiliated employees will result in immediate termination of affiliation with the Union.

Section 4 – Neither shall it be the policy or practice of management or the Union to provide arbitrary opportunities and/or privileges on a non-merit and/or non-job-related basis. Alleged violations of the provisions of this section shall be subject to grievance as outlined in Article VI.

ARTICLE XXII

EMPLOYEE PERFORMANCE APPRAISAL

Section 1 – All regular full-time employees shall be entitled to receive feedback regarding their job performance, including areas of both satisfactory and unsatisfactory performance, as determined by their supervisor. Employees shall be given the opportunity to discuss their performance with their supervisor in a timely manner. The purpose of these discussions is to recognize performance strengths, identify areas needing improvement, and provide employees with an opportunity to address and correct any deficiencies noted by their supervisor(s).

Section 2 – Such a performance appraisal system will include the following components:

1. Rating forms.
2. A review process which will include the employee being rated.
3. Provision for use of ratings for identifying and correcting below-standard job performance by an employee.
4. Ratings to be accomplished at least once each year.
5. Employees who disagree with their performance evaluation rating- will be allowed to write comments on their performance evaluation expressing their disagreement with the rating. The employee may also schedule a follow-up discussion with their supervisor.
6. The normal grievance procedures outlined in Article VI of this Statement will not be used for performance appraisals.

ARTICLE XXIII

GENERAL PROVISIONS

1. So long as employees contribute to retirement funds, each employee shall receive at least an annual statement of their contributions.
2. The City shall establish bulletin board space in all organized departments to which the Union shall have access for posting recreational, social, educational announcements, and similar business notices.
3. The City agrees to furnish 250 (two hundred and fifty) copies of this Statement to the Union. Copies will be provided in all work areas by the City and made available on request to employees. A copy of the classification plan will also be available in these work areas. The Agreement will be posted on the Little Rock website.
4. The City shall furnish to the Union a listing of Union-eligible employees with employment status, job title, salary, and date of hire at least once a month.
5. The City will provide any outsized wrenches, sockets (SAE and metric), and any special tools required to work on City vehicles. This includes initial stocks and replacements.
6. The Negotiating Teams shall be limited to five (5) members, unless there is a mutual agreement on another number.
7. The City will agree to pay for the initial testing and licensing for employees who require a CDL license to maintain employment.
8. Subject to the approval of the Chief People Officer, the Union may submit a script to be read at employee orientation, along with a brochure and/or letter from United Labor Unions, Local 100. The Union will be responsible for providing copies of the materials to be distributed to Union-eligible employees by the Human Resources Department during employee orientation. The script will be no more than four (4) minutes in length. As an alternative, the Union may submit a video to be shared with new employees through the onboarding process. This video must be no longer than four (4) minutes in length. The Union is solely responsible for supplying the video in the needed format.
9. Local 100 representatives may access City facilities before or after work hours with prior approval from the location's Department Director. The Department Director will provide such access as needed in mutually agreed upon areas and in such manner that does not disrupt or interfere with City operations. The City agrees to permit Local 100 to send information--subject to the Chief People Officer's approval of the content and frequency--via email to bargaining unit members' City email accounts. Inappropriate use or behavior may cause the access to be denied.

ARTICLE XXIV SEVERABILITY

It is the desire and intent of the parties to this Statement of Agreement that the provisions herein be enforced to the fullest extent permissible under the laws of the State of Arkansas, to the extent not inconsistent with applicable Little Rock City Ordinances, or other federal laws or regulations. Accordingly, the terms of this Statement of Agreement are severable, and if any particular portion be adjudicated or determined to be invalid, unenforceable, or partially unenforceable, such determination of invalidity, unenforceability, or partial unenforceability shall apply only to that portion of the Agreement, and the balance of the Agreement shall nevertheless be enforceable to the fullest extent permissible under the laws and regulations applicable thereto.

ARTICLE XXV TERMINATION & IMPASSE PROCEDURES

Section 1 – This statement shall be effective August 27, 2025, and will go into effect the first full pay period after the ratification vote as agreed for fiscal years 2026 and 2027, and remain in full force and effect until December 31, 2027, excluding all items determined by City Ordinance. The City and Union will engage in a wage reopener for economic items for 2026 and 2027 with the express intent of reviewing an increase in the step amounts.

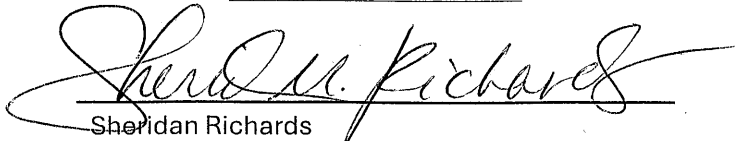
The Agreement can only be renewed if, during the first full pay period of September 2027, the Union provides proof of 50% (fifty percent) plus one (1) membership enrollment of represented part-time and full-time positions. Negotiations for renewal of this Agreement or a new Agreement shall begin no later than thirty (30) days prior to the expiration of this Agreement.

Section 2 – In the event of an impasse in negotiations between the City and the Union, either party may appeal to the State or Federal Mediation and Conciliation Service for mediation to assist in reaching a voluntary resolution of the impasse. The appeal will be made within three (3) business days after either party notifies the other in writing an impasse exists. The Mediator's recommended resolution of the impasse is not binding on either party. In all matters of an irreconcilable difference between parties, the City Manager's decision will be final and binding. Failure to reach a resolution of the impasse shall result in termination of any existing working Agreement.

Section 3 – All matters within the scope of bargaining have been negotiated and agreed upon. The terms and conditions set forth in this Agreement represent the full and complete understanding and commitment between United Labor Unions, Local 100 and the City of Little Rock.

The negotiating teams consisted of the following persons:

CITY OF LITTLE ROCK

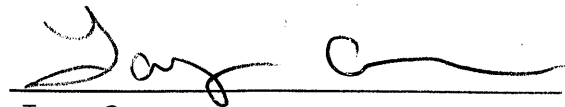

Sheridan Richards
Chief People Officer

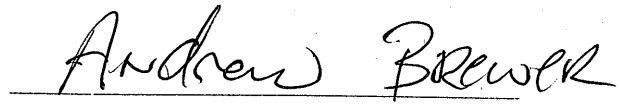
APPROVAL BY

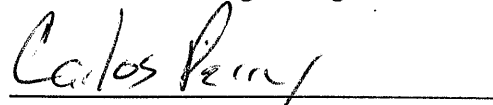
OFFICE OF EXECUTIVE ADMINISTRATION


Honorable Mayor Frank Scott, Jr.


UNITED LABOR UNIONS, LOCAL 100

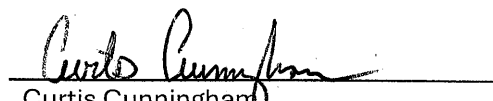

Toney Orr
United Local 100

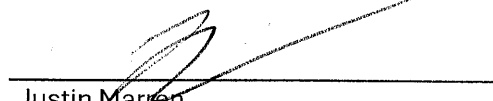

Andrew Brewer
Member of the Negotiating Committee



Carlos Perry
Member of the Negotiating Committee


Kashanda Perry
Member of the Negotiating Committee


David Withers
Member of the Negotiating Committee


Curtis Cunningham
Member of the Negotiating Committee


Justin Marren
Member of the Negotiating Committee


Karla Parker
Member of the Negotiating Committee

APPENDIX A

CITY OF LITTLE ROCK

ALPHABETICAL LISTING OF CLASSIFICATIONS - UNION ELIGIBLE POSITIONS

Note that each full-time position identified in this document may have a corresponding part-time equivalent position. Such part-time positions are also deemed eligible for union representation in accordance with applicable labor agreements and eligibility criteria.

		Exemption Status	Union Eligibility	ANNUAL SALARY RANGE			HOURLY RATE OF PAY		
JOB TITLE	GRADE	E/N	NU/U	MINIMUM	MIDPOINT	MAXIMUM	MINIMUM	MIDPOINT	MAXIMUM
ACCOUNTING CLERK I	406	N	U	\$30,264	-----	\$42,536	14.55	-----	20.45
ACCOUNTING CLERK II	407	N	U	\$31,470	-----	\$44,200	15.13	-----	21.25
ANIMAL AMBASSADOR CARE TECHNICIAN	308	N	U	\$36,379	-----	\$51,043	17.49	-----	24.54
ANIMAL CARE TECHNICIAN	304	N	U	\$30,264	-----	\$42,515	14.55	-----	20.44
ANIMAL SERVICES OFFICER	305	N	U	\$31,824	-----	\$44,678	15.30	-----	21.48
AUTOMOTIVE BODY TECHNICIAN	358	N	U	\$40,019	-----	\$56,181	19.24	-----	27.01
AUTOMOTIVE TECHNICIAN ASSISTANT (PART-TIME)	-----	N	U	-----	-----	-----	-----	-----	-----
AUTOMOTIVE TECHNICIAN I	356	N	U	\$36,608	-----	\$51,376	17.60	-----	24.70
AUTOMOTIVE TECHNICIAN II	358	N	U	\$40,019	-----	\$56,181	19.24	-----	27.01
BUILDING MAINTENANCE MECHANIC	308	N	U	\$36,379	-----	\$51,043	17.49	-----	24.54
COMPOST EQUIPMENT OPERATOR	316	N	U	\$35,547	-----	\$49,878	17.09	-----	23.98
CREW LEADER (PART-TIME)	-----	N	U	-----	-----	-----	-----	-----	-----
CREW WORKER (PART-TIME)	-----	N	U	-----	-----	-----	-----	-----	-----
CREW WORKER - SENIOR	313	N	U	\$31,054	-----	\$43,597	14.93	-----	20.96
CUSTODIAN - SENIOR	304	N	U	\$30,264	-----	\$42,515	14.55	-----	20.44
CUSTODIAN I (PART-TIME)	-----	N	U	-----	-----	-----	-----	-----	-----
CUSTODIAN II	302	N	U	\$27,227	-----	\$38,168	13.09	-----	18.35
DISPATCHER/WORK COORDINATOR	427	N	U	\$33,758	-----	\$47,403	16.23	-----	22.79
DUMP TRUCK OPERATOR (PARKS AND RECREATION)	304	N	U	\$30,264	-----	\$42,515	14.55	-----	20.44
DUMP TRUCK OPERATOR (PUBLIC WORKS)	325	N	U	\$36,379	-----	\$51,085	17.49	-----	24.56
ELECTRICIAN	999	N	U	\$45,947	-----	\$64,480	22.09	-----	31.00
ELEPHANT AND HOOFSTOCK SPECIALIST	309	N	U	\$38,896	-----	\$54,600	18.70	-----	26.25
ELEPHANT CARE TECHNICIAN	308	N	U	\$36,379	-----	\$51,043	17.49	-----	24.54
EQUIPMENT OPERATOR I	323	N	U	\$33,342	-----	\$46,758	16.03	-----	22.48
EQUIPMENT OPERATOR III	324	N	U	\$34,819	-----	\$48,942	16.74	-----	23.53
EQUIPMENT OPERATOR IV (STREET OPERATIONS)	325	N	U	\$36,379	-----	\$51,085	17.49	-----	24.56
EQUIPMENT OPERATOR V	326	N	U	\$37,814	-----	\$53,061	18.18	-----	25.51
FIRE EQUIPMENT AND SUPPLY ASSISTANT (PART-TIME)	-----	N	U	-----	-----	-----	-----	-----	-----
FILE CLERK	405	N	U	\$29,037	-----	\$40,747	13.96	-----	19.59
FLEET SERVICE CENTER TEAM LEADER	463	N	U	\$45,427	-----	\$63,773	21.84	-----	30.66
FUEL SYSTEM TECHNICIAN	406	N	U	\$30,264	-----	\$42,536	14.55	-----	20.45
GRAPHICS - GIS TECHNICIAN	411	N	U	\$38,189	-----	\$53,581	18.36	-----	25.76
HVAC MECHANIC	359	N	U	\$42,786	-----	\$60,050	20.57	-----	28.87
KENNEL ASSISTANT	303	N	U	\$28,787	-----	\$40,394	13.84	-----	19.42
LABORER (STREET OPERATIONS)	311	N	U	\$27,997	-----	\$39,270	13.46	-----	18.88

APPENDIX A

CITY OF LITTLE ROCK

ALPHABETICAL LISTING OF CLASSIFICATIONS - UNION ELIGIBLE POSITIONS

Note that each full-time position identified in this document may have a corresponding part-time equivalent position. Such part-time positions are also deemed eligible for union representation in accordance with applicable labor agreements and eligibility criteria.

		Exemption Status	Union Eligibility	ANNUAL SALARY RANGE			HOURLY RATE OF PAY		
JOB TITLE	GRADE	E/N	NU/U	MINIMUM	MIDPOINT	MAXIMUM	MINIMUM	MIDPOINT	MAXIMUM
LANDFILL MAINTENANCE REPAIR SPECIALIST	329	N	U	\$43,472	-----	\$61,006	20.90	-----	29.33
LANDFILL OPERATOR A	325	N	U	\$36,379	-----	\$51,085	17.49	-----	24.56
LANDFILL OPERATOR B	327	N	U	\$39,333	-----	\$55,224	18.91	-----	26.55
LEADER (PARKS AND RECREATION)	305	N	U	\$31,824	-----	\$44,678	15.30	-----	21.48
LEADER (PUBLIC WORKS)	325	N	U	\$36,379	-----	\$51,085	17.49	-----	24.56
METER REPAIR WORKER I	314	N	U	\$32,552	-----	\$45,677	15.65	-----	21.96
METER REPAIR WORKER II	315	N	U	\$34,091	-----	\$47,840	16.39	-----	23.00
OFFICE ASSISTANT I	403	N	U	\$26,874	-----	\$37,690	12.92	-----	18.12
OFFICE ASSISTANT II	405	N	U	\$29,037	-----	\$40,747	13.96	-----	19.59
OFFICE ASSISTANT II (SOLID WASTE)	445	N	U	\$33,592	-----	\$47,216	16.15	-----	22.70
OFFICE ASSISTANT II (STREET OPERATIONS)	425	N	U	\$31,325	-----	\$43,992	15.06	-----	21.15
PARKS CONSTRUCTION WORKER I	306	N	U	\$33,259	-----	\$46,717	15.99	-----	22.46
PARKS CONSTRUCTION WORKER II	308	N	U	\$36,379	-----	\$51,043	17.49	-----	24.54
PARKS CONSTRUCTION WORKER/WELDER	309	N	U	\$38,896	-----	\$54,600	18.70	-----	26.25
PARKS EQUIPMENT OPERATOR V	306	N	U	\$33,259	-----	\$46,717	15.99	-----	22.46
PARKS MAINTENANCE WORKER - SENIOR	304	N	U	\$30,264	-----	\$42,515	14.55	-----	20.44
PARKS MAINTENANCE WORKER I	302	N	U	\$27,227	-----	\$38,168	13.09	-----	18.35
PARKS MAINTENANCE WORKER II	303	N	U	\$28,787	-----	\$40,394	13.84	-----	19.42
PLUMBER	999	N	U	\$45,947	-----	\$64,480	22.09	-----	31.00
POLICE SUBPOENA TECHNICIAN	405	N	U	\$29,037	-----	\$40,747	13.96	-----	19.59
PUBLIC WORKS MAINTENANCE WORKER	324	N	U	\$34,819	-----	\$48,942	16.74	-----	23.53
REFUSE COLLECTOR	322	N	U	\$31,762	-----	\$44,595	15.27	-----	21.44
RIVER MARKET & DOWNTOWN SERVICES MAINTENANCE WORKER	305	N	U	\$31,824	-----	\$44,678	15.30	-----	21.48
SAFETY RANGER (PART-TIME)	-----	N	U	-----	-----	-----	-----	-----	-----
SIGN MAINTENANCE WORKER	312	N	U	\$29,494	-----	\$41,371	14.18	-----	19.89
SIGNAL REPAIR TECHNICIAN	414	N	U	\$43,243	-----	\$60,715	20.79	-----	29.19
SIGNAL REPAIR TECHNICIAN - SENIOR	463	N	U	\$45,427	-----	\$63,773	21.84	-----	30.66
SKILLED LABORER	314	N	U	\$32,552	-----	\$45,677	15.65	-----	21.96
SOLID WASTE EQUIPMENT OPERATOR I	324	N	U	\$34,819	-----	\$48,942	16.74	-----	23.53
SOLID WASTE EQUIPMENT OPERATOR II	325	N	U	\$36,379	-----	\$51,085	17.49	-----	24.56
SOLID WASTE EQUIPMENT OPERATOR III	326	N	U	\$37,814	-----	\$53,061	18.18	-----	25.51
TELEPHONE REPORT CLERK	405	N	U	\$29,037	-----	\$40,747	13.96	-----	19.59
TELEPHONE REPORT CLERK/POLICE CADET	405	N	U	\$29,037	-----	\$40,747	13.96	-----	19.59
TIRE AND LUBRICATION TECHNICIAN I	356	N	U	\$36,608	-----	\$51,376	17.60	-----	24.70
TIRE AND LUBRICATION TECHNICIAN II	358	N	U	\$40,019	-----	\$56,181	19.24	-----	27.01

APPENDIX A

CITY OF LITTLE ROCK

ALPHABETICAL LISTING OF CLASSIFICATIONS - UNION ELIGIBLE POSITIONS

Note that each full-time position identified in this document may have a corresponding part-time equivalent position. Such part-time positions are also deemed eligible for union representation in accordance with applicable labor agreements and eligibility criteria.

		Exemption Status	Union Eligibility	ANNUAL SALARY RANGE			HOURLY RATE OF PAY		
JOB TITLE	GRADE	E/N	NU/U	MINIMUM	MIDPOINT	MAXIMUM	MINIMUM	MIDPOINT	MAXIMUM
TRAFFIC SIGN FABRICATOR	314	N	U	\$32,552	-----	\$45,677	15.65	-----	21.96
TRAFFIC SIGNAL APPRENTICE	356	N	U	\$36,608	-----	\$51,376	17.60	-----	24.70
TRAFFIC SIGNAL TECHNICIAN I	412	N	U	\$39,728	-----	\$55,806	19.10	-----	26.83
TRAFFIC SIGNAL TECHNICIAN II	413	N	U	\$41,309	-----	\$57,990	19.86	-----	27.88
TRAFFIC TECHNICIAN I	407	N	U	\$31,470	-----	\$44,200	15.13	-----	21.25
TRAFFIC TECHNICIAN II	411	N	U	\$38,189	-----	\$53,581	18.36	-----	25.76
TRANSCRIPTIONIST	407	N	U	\$31,470	-----	\$44,200	15.13	-----	21.25
VEHICLE STORAGE ATTENDANT I	303	N	U	\$28,787	-----	\$40,394	13.84	-----	19.42
VEHICLE STORAGE ATTENDANT II	305	N	U	\$31,824	-----	\$44,678	15.30	-----	21.48
WELDER	309	N	U	\$38,896	-----	\$54,600	18.70	-----	26.25
ZOO COMMISSARY/NIGHT TECHNICIAN I	307	N	U	\$34,778	-----	\$48,859	16.72	-----	23.49
ZOO COMMISSARY/NIGHT TECHNICIAN II	308	N	U	\$36,379	-----	\$51,043	17.49	-----	24.54
ZOO FACILITIES MAINTENANCE TECHNICIAN (HVAC)	309	N	U	\$38,896	-----	\$54,600	18.70	-----	26.25
ZOO KEEPER - SENIOR	309	N	U	\$38,896	-----	\$54,600	18.70	-----	26.25
ZOO KEEPER I	307	N	U	\$34,778	-----	\$48,859	16.72	-----	23.49
ZOO KEEPER II	308	N	U	\$36,379	-----	\$51,043	17.49	-----	24.54
ZOO LANDSCAPE WORKER	304	N	U	\$30,264	-----	\$42,515	14.55	-----	20.44
ZOO MAINTENANCE WORKER I	306	N	U	\$33,259	-----	\$46,717	15.99	-----	22.46
ZOO MAINTENANCE WORKER II	308	N	U	\$36,379	-----	\$51,043	17.49	-----	24.54

999 designates classifications for which no grade is assigned.

APPENDIX B
LOCAL 100 STEP AND GRADE
1.8% STEPS

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20
301	12.36	12.58	12.81	13.04	13.27	13.51	13.76	14	14.25	14.5	14.77	15.04	15.31	15.59	15.87	16.16	16.45	16.75	17.05	17.36
302	13.09	13.33	13.56	13.81	14.05	14.30	14.56	14.82	15.09	15.36	15.63	15.91	16.20	16.49	16.79	17.09	17.40	17.71	18.03	18.35
303	13.84	14.08	14.34	14.59	14.86	15.12	15.39	15.67	15.95	16.24	16.53	16.83	17.13	17.44	17.76	18.08	18.41	18.74	19.08	19.42
304	14.55	14.81	15.08	15.35	15.63	15.91	16.20	16.49	16.79	17.09	17.40	17.71	18.03	18.35	18.69	19.03	19.37	19.72	20.07	20.44
305	15.30	15.58	15.86	16.15	16.44	16.74	17.04	17.35	17.66	17.97	18.29	18.62	18.96	19.30	19.65	20.00	20.36	20.73	21.10	21.48
306	15.99	16.28	16.57	16.87	17.17	17.48	17.79	18.12	18.45	18.79	19.13	19.47	19.82	20.18	20.54	20.91	21.29	21.67	22.06	22.46
307	16.72	17.02	17.33	17.64	17.96	18.29	18.62	18.96	19.30	19.65	20.00	20.36	20.73	21.10	21.48	21.87	22.26	22.66	23.07	23.49
308	17.49	17.80	18.12	18.45	18.78	19.12	19.46	19.81	20.17	20.53	20.90	21.28	21.66	22.05	22.45	22.85	23.26	23.68	24.11	24.54
309	18.70	19.04	19.38	19.73	20.09	20.45	20.82	21.19	21.57	21.96	22.36	22.76	23.17	23.59	24.01	24.44	24.88	25.33	25.79	26.25
311	13.46	13.70	13.95	14.20	14.45	14.71	14.98	15.25	15.53	15.81	16.09	16.38	16.67	16.97	17.27	17.58	17.90	18.22	18.55	18.88
312	14.18	14.44	14.70	14.97	15.23	15.50	15.78	16.06	16.35	16.64	16.94	17.24	17.56	17.88	18.20	18.52	18.85	19.19	19.54	19.89
313	14.93	15.20	15.47	15.75	16.03	16.32	16.61	16.91	17.22	17.53	17.85	18.17	18.50	18.83	19.17	19.52	19.87	20.23	20.59	20.96
314	15.65	15.93	16.22	16.51	16.81	17.11	17.42	17.74	18.06	18.39	18.72	19.05	19.39	19.74	20.10	20.46	20.83	21.20	21.58	21.96
315	16.39	16.68	16.98	17.29	17.60	17.92	18.24	18.57	18.90	19.24	19.59	19.94	20.30	20.67	21.04	21.42	21.81	22.20	22.59	23.00
316	17.09	17.40	17.71	18.03	18.35	18.68	19.02	19.36	19.71	20.06	20.42	20.79	21.16	21.54	21.93	22.32	22.73	23.14	23.56	23.98
322	15.27	15.55	15.82	16.11	16.40	16.69	16.99	17.30	17.61	17.93	18.25	18.58	18.91	19.25	19.60	19.96	20.32	20.69	21.06	21.44
323	16.03	16.31	16.61	16.91	17.21	17.52	17.84	18.16	18.48	18.81	19.15	19.49	19.84	20.20	20.56	20.93	21.31	21.69	22.08	22.48
324	16.74	17.04	17.35	17.67	17.99	18.31	18.64	18.98	19.32	19.67	20.03	20.39	20.76	21.13	21.51	21.90	22.29	22.70	23.11	23.53
325	17.49	17.80	18.12	18.45	18.78	19.12	19.46	19.81	20.17	20.53	20.90	21.28	21.66	22.05	22.45	22.86	23.28	23.70	24.13	24.56
326	18.18	18.51	18.84	19.18	19.53	19.88	20.24	20.60	20.97	21.35	21.73	22.12	22.52	22.92	23.33	23.75	24.18	24.62	25.06	25.51
327	18.91	19.26	19.61	19.96	20.32	20.69	21.06	21.44	21.83	22.22	22.62	23.03	23.44	23.86	24.29	24.73	25.18	25.63	26.09	26.55
329	20.90	21.28	21.66	22.04	22.44	22.84	23.25	23.67	24.10	24.54	24.98	25.43	25.89	26.36	26.83	27.31	27.80	28.30	28.81	29.33
356	17.60	17.92	18.24	18.57	18.90	19.24	19.59	19.94	20.30	20.67	21.04	21.42	21.81	22.20	22.59	23.00	23.41	23.83	24.26	24.70
357	18.40	18.73	19.07	19.41	19.76	20.12	20.48	20.85	21.23	21.61	21.99	22.38	22.78	23.19	23.61	24.03	24.46	24.90	25.35	25.81
358	19.24	19.59	19.94	20.30	20.67	21.04	21.42	21.81	22.20	22.60	23.01	23.42	23.84	24.27	24.71	25.15	25.60	26.06	26.53	27.01
359	20.57	20.94	21.32	21.70	22.10	22.50	22.91	23.32	23.73	24.16	24.59	25.03	25.48	25.94	26.41	26.89	27.37	27.86	28.36	28.87
403	12.92	13.15	13.39	13.63	13.88	14.12	14.38	14.63	14.89	15.16	15.43	15.71	16.00	16.28	16.58	16.88	17.18	17.49	17.80	18.12
404	13.44	13.68	13.92	14.17	14.43	14.69	14.96	15.22	15.50	15.78	16.06	16.34	16.64	16.94	17.24	17.55	17.87	18.19	18.52	18.85
405	13.96	14.21	14.47	14.73	15.00	15.27	15.55	15.82	16.11	16.40	16.69	16.99	17.30	17.61	17.92	18.24	18.57	18.90	19.24	19.59
406	14.55	14.81	15.08	15.35	15.63	15.91	16.20	16.49	16.79	17.10	17.41	17.72	18.04	18.36	18.70	19.04	19.38	19.73	20.09	20.45
407	15.13	15.40	15.68	15.96	16.25	16.54	16.84	17.15	17.46	17.77	18.09	18.42	18.75	19.09	19.43	19.78	20.14	20.50	20.87	21.25
408	15.91	16.20	16.49	16.79	17.10	17.41	17.72	18.04	18.37	18.70	19.04	19.38	19.73	20.09	20.45	20.82	21.19	21.58	21.97	22.37
409	16.79	17.09	17.40	17.71	18.03	18.36	18.69	19.03	19.37	19.72	20.08	20.44	20.81	21.18	21.57	21.96	22.35	22.75	23.16	23.58
410	17.60	17.92	18.24	18.57	18.90	19.24	19.59	19.94	20.30	20.67	21.04	21.42	21.80	22.19	22.59	23.00	23.41	23.83	24.26	24.70

APPENDIX B
LOCAL 100 STEP AND GRADE
1.8% STEPS

Grade	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20
411	18.36	18.69	19.03	19.37	19.72	20.08	20.44	20.80	21.17	21.55	21.94	22.33	22.74	23.15	23.57	23.99	24.42	24.86	25.30	25.76
412	19.10	19.45	19.80	20.16	20.52	20.89	21.27	21.65	22.04	22.44	22.84	23.26	23.68	24.11	24.54	24.98	25.43	25.89	26.36	26.83
413	19.86	20.22	20.58	20.95	21.33	21.71	22.10	22.50	22.91	23.32	23.74	24.17	24.61	25.05	25.50	25.96	26.43	26.91	27.39	27.88
414	20.79	21.17	21.55	21.94	22.33	22.73	23.14	23.56	23.98	24.41	24.85	25.30	25.76	26.22	26.69	27.17	27.66	28.16	28.67	29.19
425	15.06	15.33	15.61	15.89	16.18	16.47	16.77	17.08	17.39	17.70	18.02	18.34	18.67	19.01	19.35	19.70	20.05	20.41	20.78	21.15
427	16.23	16.52	16.82	17.13	17.44	17.75	18.07	18.40	18.73	19.06	19.40	19.75	20.11	20.47	20.84	21.22	21.60	21.99	22.39	22.79
445	16.15	16.44	16.74	17.04	17.35	17.67	17.99	18.31	18.64	18.98	19.33	19.68	20.03	20.39	20.76	21.14	21.52	21.91	22.30	22.70
463	21.84	22.23	22.63	23.04	23.46	23.88	24.31	24.75	25.20	25.65	26.11	26.58	27.06	27.55	28.05	28.55	29.07	29.59	30.12	30.66
999	22.09	22.49	22.89	23.30	23.72	24.15	24.58	25.02	25.47	25.93	26.40	26.88	27.36	27.85	28.35	28.86	29.38	29.91	30.45	31.00