

## MEMORANDUM OF UNDERSTANDING

This is a Memorandum of Understanding (MOU) between the Village of Oak Park (Village) and SEIU Local 73 (Union) to their 2018-2021 Collective Bargaining Agreement. It is understood that General Wages, Merit awards and Equity awards are only applicable to current employees at the time of Village Board ratification and not retired or terminated employees. The Village and the Union hereby agree as follows:

### 1. One-Time Market Equity Adjustment

A one-time market equity adjustment in the amount of 1% will be added to the base wages of each current bargaining unit employee upon ratification of the aforesaid contract by the Village Board. This is a non-recurring adjustment and shall not affect the salary ranges specified in the Collective Bargaining Agreement, and is in lieu of a merit increase for 2018.

### 2. Cross-Training – additional one-time 1.5% to base

This additional one-time cross-training increase of 1.5% added to the base salary is only applicable to those employees who receive formal notice from the Village's Department of Human Resources following execution of this Memorandum of Agreement and during the term of the 2018-2021 Collective Bargaining Agreement. It is understood these positions will be cross-trained with one or more positions as outlined below and going forward their job descriptions will change accordingly, as determined by the Village. Any such job changes shall be considered mandatory, and not at the option of the employee. In addition, some titles may be eliminated by the Village and other titles may be replaced with new titles. See details below and in the range appendix for those positions effected by this section and known to the Village at the time of this agreement. The attached range appendix reflects the changes below showing the new job title and elimination of certain titles.

~~Employees, who receive such notice for cross-training, as described below, will receive a one time 1.5% increase added to their base salary effective as of the date of the notice specified by Human Resources. It is understood that if selected, going forward the employee's job title will be permanently changed by the Village as noticed in the letter from the Human Resources Department, and the duties in the job will change as outlined in the new Village job description for that position.~~

Positions understood at the time of this agreement to be cross-trained will be as follows:

1. All employees as of the date of Board ratification of this 2018-2021 contract who are classified at Administrative Secretaries in Public Works will be reclassified with a new title and new job description called Customer Service Representative II (Grade 3). The Administrative Secretary classification (Grade 3) will remain as a position in the bargaining unit. See further explanation in #3.
2. Public Services Dispatcher (Grade 1) will be permanently removed from the unit and the duties will be included in the Customer Services Representative (Grade 1) classification.
3. All existing employees in Public Works classified as Administrative Secretaries (Grade 3) and those employees classified as Parking Services Specialists (Grade 3) and Permit Customer Service Technicians (Grade 3) will be cross-trained. The new title will be a Customer Service Representative II (Grade 3) or a Customer Service Representative III (Grade 4). The Parking Services Specialist and the Permit Customer Service Technician job classification and job description will be permanently removed from the union list of job classifications in the bargaining unit. A new Customer Service Representative II and III job description and classification will be created by the Village, which such positions shall be deemed in the bargaining unit.
4. Employees classified as Records Coordinator (Grade 6) in the Finance Department will have a new job title to be determined. The Records Coordinator position will be permanently removed from the union list of job classifications in the bargaining unit and the job description removed. The new title and job description for the Records Coordinator position, to be determined by the Village, will be deemed in the bargaining unit.
5. The Property Maintenance Inspector position (Grade 7) and the Community Development Inspector (Grade 7) position will be combined and a new job classification and new job title will be added to the bargaining unit. The new job classification and job description will be Property Maintenance/Community Development Inspector (Grade 7) or a similar title to be determined. The individual job classifications and job descriptions for Property Maintenance Inspector and Community Development Inspector will be permanently removed from the union list of job classifications in the bargaining unit, and the Property Maintenance/Community Development Inspector shall be added.
6. Also, as determined by the Village, any current Parking Enforcement Officer (Grade 2) who becomes trained as a newly created classification of Parking Enforcement

Officer II (Grade 4), will permanently become a Parking Enforcement Officer II and shall receive the 1.5% one-time cross-training increase to base wages per the process as described in this MOA . A new job classification and job description for a Parking Enforcement Officer II will be added in the bargaining unit. The 1.5% cross-training one-time payment will not be available to new hires into the new position of Parking Enforcement Officer II. The position of Parking Enforcement Officer will remain. .

7. Also, as determined by the Village, any current Engineer Tech II (Grade 9) who becomes trained as a newly created classification of Engineer Tech III (Grade 11) will permanently become an Engineer Tech III and shall receive the 1.5% one-time cross-training increase to base wages per the process as described in this MOU. A new job classification and job description for an Engineer Tech III will be added to the bargaining unit. The Engineer Tech III will also assume the duties of the Utility Inspector (Grade 9) position currently in the bargaining unit. The position of Utility Inspector will be eliminated in the bargaining unit. The 1.5% cross-training one-time payment will not be available to new hires into the position of Engineer Tech III. The position of Engineer Tech II will remain.

The Village and the Union agree to file a stipulated unit clarification petition with the Illinois Labor Relations Board to update the bargaining unit description by deleting or adding job titles, as specified above.

The Memorandum shall expire on December 31, 2021.

AGREED this \_\_ day of \_\_\_\_, 2018 by the:

Village of Oak Park, Illinois

By:

SEIU Local 73

By:

