

A G R E E M E N T

Between

City of Cambridge

And the

Teamsters Local 25

on behalf of

Public Works Supervisors

of the

International Brotherhood of Teamsters

Effective: 7/1/2024

Expiration: 6/30/2027

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AGREEMENT

This Agreement entered into between the CITY OF CAMBRIDGE, MASSACHUSETTS, (hereinafter referred to as the CITY), and PUBLIC WORKS SUPERVISORS, TEAMSTERS LOCAL 25 (hereinafter referred to as the UNION) has as its purposes the promotion of harmonious relations with the City and the Union; the establishment of an equitable and peaceful procedure for the resolution of differences; and the establishment of rates of pay, hours of work and other conditions of employment.

ARTICLE 1 RECOGNITION

Section 1. Recognition - Bargaining Unit

The City recognizes the Union as the sole and exclusive bargaining agent for the purposes of collective bargaining with respect to wages, hours and other conditions of employment for all regular full-time and regular part-time positions in the Public Works Department in the classifications listed below, but specifically excluding all others.

The certified bargaining unit shall consist of:

- Public Works Supervisors
- Construction Utility Inspector
- Supervisor of Solid Waste Operations
- Compliance Officer/DPW

The City agrees to meet and discuss with the union, prior to any formal recommendation being made to the City Manager, the matter of eliminating any positions represented by the Union.

ARTICLE 2 DEFINITIONS

Employee shall mean an employee of the City occupying a position defined in Article 1, Recognition.

Full-time Employee shall mean any employee retained in full-time, continuous employment which is forty (40) hours per week, for positions regularly scheduled at 40 hours per week, and thirty-seven and a half (37.5) hours per week for positions regularly scheduled for 37.5 hours per week, and who has completed successfully a twelve (12) month probationary period.

Probationary Employee shall mean a person filling a permanent position is considered a probationary employee until that person has been actually worked, on a full-time basis for twelve months.

City shall mean the Appointing Authority of the City or their designee(s).

Part-time Employee an employee who is scheduled to work at least 20 hours per week or more.

ARTICLE 3
UNION DUES and INITIATION FEE

Section 1. Union Membership

Membership in the Union on a non-discriminatory basis will be uniformly available to any member of the certified bargaining unit who applies. So long as such membership is available as heretofore agreed, the City will deduct as follows:

Upon receipt by the City of a signed voluntary authorization by an employee, the City agrees to deduct the monthly Union membership dues levied in accordance with the Constitution of the Union from the pay of said employee and remit the aggregate amount to the Treasurer of the Union along with a list of employees from whose pay said dues have been deducted. Such remittance shall be made within the succeeding month. An authorization may be revoked by an employee by sending a signed written notice thereof to the City Treasurer. Said revocation shall take effect sixty (60) days after receipt. The City shall send a copy to the Union.

Section 2. Dues Authorization Form

The following authorization of dues form shall be used.

UNION DUES AUTHORIZATION
FOR PAYROLL DEDUCTIONS

By: _____
Last Name First NameMiddle

To: _____
Employer Department

Effective Date: _____

I hereby request and authorize you to deduct from my earnings once each month, an amount established by the Union as dues. The amount deducted shall be paid to the Treasurer of the Union.

The authorization shall continue for a period of one (1) year from the date hereof or until the termination of this Agreement (whichever occurs first) and shall be automatically renewed for successive periods of one (1) year unless written notice of revocation pursuant to the agreement between the Union and City is given by me to you in writing, upon the receipt whereof this authorization shall expire sixty (60) days thereafter.

Signed: _____

ARTICLE 4

GRIEVANCE PROCEDURE

Section 1. Definition, Grievance

A grievance is defined as a dispute concerning the interpretation or application of an expressed, specific provision of this Agreement.

Section 2. Grievance Provision

A grievance shall be settled in the following manner:

Step 1: An aggrieved employee shall file any grievance on a form provided by the City, in writing, with the Department division head within five (5) working days of the act or occurrence giving rise to the grievance or when the employee should have become aware of the grievance using due diligence and concern. Within fourteen (14) days of filing, a written decision shall be forwarded to the grievant.

Step 2: If the decision at Step 1 does not resolve the grievance, then the Union may, within five (5) days of their receipt of the Step 1 answer, forward the grievance to the Department Head or designee using the form determined by the City. The Department Head shall have fourteen (14) days to consider the grievance and forward a written decision to the grievant.

Step 3: If the decision at Step 2 does not resolve the grievance, then the Union within five (5) days of their receipt of the step 2 answer may refer the grievance to Step 3, City of Cambridge, Massachusetts Manager or designee. The City Manager or designee shall respond in writing within ten (10) days of the receipt of the grievance or a meeting to consider the matter.

Section 3. Contents of Grievances

All grievances filed at Step 2 or beyond in the grievance & arbitration procedure shall specify:

- a) the particular contract article and section alleged to have been violated;
- b) in reasonable detail, the facts supporting each alleged violation;
- c) the date each act or omission violating the agreement is alleged to have occurred; and
- d) the remedy sought for each alleged contract violation.

Failure to provide sufficient information as required above shall constitute a forfeiture of the grievance.

Section 4. Time Limits

The failure of an employee or the union to file or process a grievance in accordance with the time limits specified in this Agreement shall constitute a waiver of the grievance unless mutually agreed in writing to extend the time limits.

Section 5. Employee Introduction of a Grievance

An employee may present a grievance, without the intercession of the Union, at Step 1 but the Union has the right to have one representative present at the meeting.

Section 6. Precedent

All grievances settled at Step 1 shall not constitute a precedent for future dealings between the parties. All grievances settled at Step 2 shall ordinarily constitute a precedent, unless otherwise stated.

Section 7. Matters Not Subject to Grievance or Arbitration

The following matters shall not be subject to grievance/arbitration under this Agreement:

- a) a matter involving the exercise of discretion or management rights by an Agent of the City;
- b) the failure or refusal by the City to renew the contract or reappoint a member of the bargaining unit;
- c) disputes over alleged unlawful discrimination;
- d) the dismissal or discipline of a probationary employee;
- e) any incident which occurred or failed to occur prior to the effective date of this Agreement;
- f) notwithstanding any other provisions of this Agreement to the contrary, issues subject to Retirement Board, Civil Service Commission, Massachusetts Commission Against Discrimination (MCAD), Department of Industrial Accidents, Labor Relations Commission, Department of Personnel Administration (DPA) or other similar subject matters which have rights of appeal, shall not be the subject of arbitration.
- g) changes in job descriptions or assigned duties or clarifications and pay grades for newly created positions;
- h) the granting of a reclassification, level change, or merit pay increase;
- i) the substance of an evaluation;
- j) layoff or reassignment for non-disciplinary reasons after alternative methods have been considered.

ARTICLE 5
ARBITRATION

Section 1. Timely Submission

Any grievance which has not been settled under Article 4 may be submitted by the City or the Union to arbitration in the manner set forth below within fifteen (15) working days after the response of the City Manager or their designee is due.

Section 2. Selection of Arbitrator

The parties may move the case to the American Arbitration Association where it will be considered and processed under AAA rules and auspices. The expenses of the proceedings shall be borne equally by the Employer and the Union. If either party desires a verbatim record of the proceedings, the party requesting a record to be made shall pay for the record and makes copies

available to the other party at cost and without charge to the arbitrator.

Any decision which requires/directs the payment of monies for which there is no appropriation shall not be acted upon until the funds are appropriated by the City Council.

The decisions of the arbitrator shall not violate any City Charter provisions, Statutes of the Commonwealth, or regulations pursuant to such Statutes.

The arbitrator's decision shall be final and binding and may be reviewed under G.L., c. 150C, or on the grounds that the award: (1) is arbitrary or capricious, or (2) misinterprets or misapplies any provision or law. The dispute as stated in the request for arbitration shall constitute the sole and entire subject matter to be heard by the Arbitrator, unless the parties agree in writing to modify the scope of the hearing.

Section 3. Extension of Time Limits

The parties may, by mutual agreement, extend the time in any particular case.

ARTICLE 6
FAIR PRACTICES

Section 1. Voluntary Membership

As sole collective bargaining agent, the Union will continue its policy of accepting into voluntary membership all eligible persons in the unit without regard to race, color, creed, national origin, sex, sexual orientation or marital status. The Union will represent equally all persons without regard to membership, participation in or activities in the Union.

Section 2. Non-discrimination

The City and the Union agree to continue their policies of not discriminating, as required by law, against any person on the basis of race, color, creed, national origin, sex, sexual orientation, marital status or participation in or association with the activities of the Union. Both parties agree that this Agreement should not be enforced in a manner that is inconsistent with or in violation of the non-discrimination laws covered by this Article.

ARTICLE 7
MANAGEMENT RIGHTS

The City has and will continue to retain, whether exercised or not, all the rights, powers and authority heretofore had by it except where such rights, powers and authority are specifically relinquished, abridged or limited by the provisions of this Agreement. It shall have the sole and unquestioned right, responsibility and prerogative of management of the affairs of the City and direction of the working forces, including but not limited to the following:

- a) To determine the care, maintenance and operation of equipment and property used for and on behalf of the purposes of the City.
- b) To establish or continue policies, practices and procedures for the conduct of the City business and from time to time, to change or abolish such policies, practices or procedures.
- c) To discontinue processes or operations or to discontinue their performance by employees.
- d) To select and determine the number and types of employees required to perform the City's operations.
- e) To employ, transfer, assign, promote, or demote employees, suspend, discharge, discipline, or to lay off, terminate or otherwise relieve employees from duty for lack of work or other legitimate reasons when it shall be in the best interest of the City or Department.
- f) To describe and enforce reasonable rules and regulations for the maintenance of discipline and for the performance of work in accordance with the requirements of the City, provided such rules and regulations are made known in a reasonable manner to the employees affected by them.
- g) To ensure that the related duties connected with departmental operations, whether enumerated in job descriptions or not, shall be performed by employees.
- h) To establish contracts or subcontracts for municipal operations. All work customarily performed by the employees of the Bargaining Unit shall be continued to be so performed unless, in the sole judgment of the City, it can be done more economically or expeditiously otherwise.
- i) To create and amend job descriptions and to determine minimum qualifications for open positions, including required certifications and/or licenses. Any changes to minimum qualifications will be communicated to the Union prior to the position being posted.
- j) Effective upon ratification of the 2024-2027 collective bargaining agreement (March 6, 2025) the City shall have the right to implement a process to evaluate the job performance of bargaining unit members. Such evaluations will be used for the purpose of counseling and development. In the event some or all of the underlying facts contained in a performance evaluation are used to support disciplinary action, such disciplinary action will be subject to just cause.

Unless an expressed, specific provision of this agreement clearly provides otherwise, the City, acting through any appropriate officials as may be authorized to act on its behalf, retains all the rights and prerogatives it had prior to signing of this Agreement either by law, custom, practice, usage and precedent to manage and control the Public Works Department.

The City agrees, without waiving its right to sub-contract, to allocate and utilize manpower and equipment within the Department in the most feasible manner prior to supplementing or complementing its capability by the use of sub-contracts except during a recognized emergency. The City's aim is to develop and implement manpower and equipment resource allocations systems which will assure maximum feasible delivery of service and utilization of regular city employees and equipment within the Department without waiving the rights and privileges set forth in the contract.

ARTICLE 8
UNION REPRESENTATIVES

The Union Steward (1), subject to the approval of the commissioner or their designee, may be granted reasonable time off during working hours to investigate and settle grievances and to attend union/management scheduled meetings by the department, without loss of pay.

ARTICLE 9
WORK STOPPAGES/LOCKOUT

Union members and their representatives shall not engage in, induce or encourage, and no employee represented by it in the City of Cambridge shall participate in any strike, work stoppage, slowdown or withholding of services as defined in Sections 1 and 9A of Chapter 150E of the Massachusetts General Laws. It is further agreed that during the term of this Agreement, the City will not cause any lockout of its employees.

No employee covered by this Agreement shall engage in, induce, or encourage any strike, work stoppage, slowdown or withholding of service(s). The Union agrees that neither it nor any of its officers or agents will call, instigate, authorize, participate in, sanction or ratify any such strike, work stoppage, slow down or withholding of service(s).

Should any employee or group of employees covered by this Agreement engage in any strike, work stoppage, slowdown or withholding of service(s), the Union shall forthwith disavow any such strike, work stoppage, slowdown or withholding of service(s) and shall publish in local newspaper(s) their disavowal and shall refuse to recognize any picket line established in connection herewith. Furthermore, at the request of the City, the Union shall take all reasonable means to induce such employee or group of employees to terminate the strike, work stoppage, slowdown or withholding of service(s) and to return to work forthwith.

ARTICLE 10
SENIORITY

Section 1. Civil Service

The City agrees to conform to all Massachusetts Civil Service laws and regulations.

Section 2. Definition, Seniority

Seniority shall be defined as length of continuous employment by the City of Cambridge in a position covered by this Agreement. An employee will acquire seniority after completing twelve (12) months probationary period and seniority will then date from the beginning of their employment.

Seniority shall not accumulate during absences because of unpaid absence due to illness, worker's compensation, approved unpaid leaves of absence, unauthorized leaves, or other unpaid breaks in service.

Section 3. Seniority Lost

Seniority will be lost by: (a) resignation; (b) discharge; (c) failure to return from an approved leave of absence as scheduled; (d) an unauthorized absence or failure to report for work as scheduled for five (5) consecutive days without previous notification to the Department Head.

Section 4. Lay-off Procedure

In the event of a proposed lay-off, the parties shall immediately meet to discuss the procedure to be followed.

ARTICLE 11
COMPENSATION

Section 1. Wages

Employees covered by this Agreement shall receive the following base wage increases:

Retroactive to July 1, 2024	3.0% on base wages
Effective July 1, 2025	3.5% on base wages
Effective July 1, 2026	2.5% on base wages

Reopener Language

Should, during the life of this contract, any City or School unit reach voluntary agreement with the City for a general across-the-board base wage increase greater in percentage than that provided to this union, then the City and the union agree to reopen the contract for the limited purpose of discussing base wages for the year or years in question.

Parks Maintenance Supervisors and Off-hours Supervisors shall be paid at the same rate as Highway Supervisors with the same title and job responsibilities and shall be called Public Works Supervisors. Employees shall be assigned as determined by the City.

Employees are required to respond to emergencies and snow and salt operations as required by the department.

Section 2. Snow and Salt Incentive

Employees will receive a \$7.00 an hour incentive over and above their regular hourly rate of pay for all hours working snow operations outside the regular workday per winter season (October to April). All employees will be required to participate in the regular snow and salting overtime rotation, except that, in order to participate, employees must either have a valid CDL license or three years of prior experience in supervising City of Cambridge snow and salting operations. Employees who perform the tasks associated with salting will be paid the \$6.50 an hour incentive for any and all salting operations.

Effective upon ratification of the of the 2024-2027 collective bargaining agreement (March 6, 2025) this incentive will increase to \$7.50 per hour.

Effective July 1, 2025, this incentive will increase to \$8.00 per hour.

In addition to the incentive amounts described above, effective upon ratification of the 2024-2027 collective bargaining agreement (March 6, 2025), employees will earn an extra \$2.00 per hour for all overtime hours spent operating the Holder sidewalk tractor or an equivalent sidewalk cleaner.

In the event that City Offices are closed for an entire business day due to inclement weather, employees who are required to work snow or salting operations on that day, shall receive the snow incentive stipend for all hours worked on that day, including straight time hours.

Section 3. CDL Incentive

In order to maximize the number of employees in the unit with a commercial driver's license, for the benefits that entails, the City and the union agree that:

Effective July 1, 2019 all employees who are either required to hold a CDL for their position or who would like to be eligible to perform CDL functions when assigned, must have and maintain a valid Department of Transportation (DOT) medical certificate as a condition of their employment (or, if the license is not a requirement of their position, in order to be eligible to perform CDL functions).

A CDL Stipend of \$300 will be paid on an annual basis to the eligible employees described above, and the one-time bonus will no longer be paid. Effective July 1, 2025, the CDL stipend will increase to \$350 annually. All employees who receive this stipend are obligated to perform

CDL functions when assigned.

Employees hired or promoted into a CDL-required position prior to July 1, 2019 and those who received the CDL bonus prior to July 1, 2019 will be allowed to submit an Intrastate Medical Waiver issued by the Massachusetts Registry of Motor Vehicles in lieu of a DOT medical certificate. Employees in these categories who are unable to receive either the DOT medical certificate or the Intrastate Medical Waiver will not be assigned CDL functions after July 1, 2019 but will be eligible to continue receiving their rate of pay for up to a maximum of ninety (90) calendar days. If at the end of the ninety (90) days the employee is still unable to obtain (or re-obtain) the required DOT medical certificate or Intrastate Medical Waiver, and if the City determines that the employee is qualified for a vacant lower-rated position, the City will transfer the employee to that position in lieu of termination.

The paragraph immediately above shall not apply to those hired or promoted into a CDL-required position on or after July 1, 2019 or to those who did not receive the CDL bonus prior to July 1, 2019.

The parties understand that employees who receive the annual CDL Stipend set forth above and/or the hoisting and engineering stipend described in this Article will be responsible for paying for the cost of the DOT medical examination.

The City will implement the RMV License Status Tracker program through the Registry of Motor Vehicles.

Section 4. Legal Services Fund

The City will contribute to the New England Teamsters and Subscribing Employers Group Legal Services Fund, a jointly administered legal services trust fund for Local 25 members, in the following manner and amounts for each regular seniority employee who completes their probationary period.

The City's prepaid Legal fund contribution will be \$0.20 per hour for all hours worked up to 40 per week. For any future increases above \$0.20 per hour, the City agrees to pay \$0.20 per hour plus 50% of the cost in excess of \$0.20 per hour.

This contribution will be for all hours worked, or paid for, including vacation and holidays, up to a maximum of 40 hours per week. The benefits to be provided under this Plan will be determined by the Board of Trustees, half of whom shall be appointed by the contributing Employer in a manner established by the Trust Documents and approved by law. Funds paid under this plan may not be used to sue the City or to defend against an action taken by the City, including any arrest or other enforcement action by Cambridge Police officers.

Section 5. Licenses

The City will pay for required licenses in order for employees to perform work within their classifications.

Section 6. Clothing Allowance

Effective July 1, 2019, after any base wage increase was applied, the clothing allowance was eliminated and base wages increased by \$1,500.

It is understood and agreed that after the elimination of the clothing allowance, employees will continue to be responsible for the purchase, maintenance and replacement of necessary work clothing and footwear, including work boots. The City shall have the right to set minimum standards/requirements for work appropriate clothing and footwear.

The City and the Union shall establish a working group to discuss implementation of a Uniform Policy, to include discussion of uniform options, and cleaning, maintenance and replacement procedures. The City will not implement a Uniform Policy without reaching agreement with the Union.

Section 7. Paychecks

Employees hired on or after July 1, 2012 will be required to use direct deposit; pay stubs for those employees hired on or after July 1, 2012 may be made available to employees on-line, rather than through paper copy.

Section 8. Longevity

All employees shall be compensated according to the following formula as longevity pay. Said payments will be made in a lump sum the second pay day in December of each year. Years of service shall be computed as of September 1 of each year for each employee.

Longevity:	5 years	\$600	20 years	\$1600
	10 years	\$1000	25 years	\$2000
	15 years	\$1250		

Longevity shall be prorated based on an employee's last day of work if such employee retires, voluntarily leaves employment of the City or dies. Longevity shall also be pro-rated for approved leave of absence. The year for longevity purposes shall be September 1 through August 31.

Not applicable to employees hired after July 1, 1980. All part-time employees who qualify for longevity pay shall receive a pro-rated benefit.

Section 9. Scheduling/Overtime Operations Management Stipend

Effective July 1, 2022, after the base wage increase was applied, the scheduling/overtime operations management stipend was eliminated and base wages was increased by \$1,500.

It is understood and agreed that after the elimination of this stipend and the increase in base pay, employees will continue to be responsible for occasionally performing scheduling and planning

duties outside their regular work hours to fill emergency overtime shifts and/or to support operations. It is also understood and agreed that such duties may include making and receiving phone calls, emails and text messages, as well as utilizing any software or technology designated by the City to complete such scheduling/planning tasks.

Section 10. Specialty Certifications

Any employee in the Public Works Supervisors unit who is certified in the categories listed below and meets the other criteria specified will receive the additional compensation or payment as specified.

- a. ISA Arborist -- \$1.00 per hour added to base pay after the July 1, 2012 wage increases for the Public Works Supervisor assigned to Urban Forestry. Going forward, anyone assigned to this position must possess this certification as part of the minimum requirements of the position. For those with the ISA Arborist certification not assigned to Urban Forestry, stipend will be \$2.00 per hour for the entire shift when they are doing forestry work.
- b. Confined Space – Any member who is properly certified to enter confined space will be paid an additional \$2.00 per hour for the entire shift on any shift where they are required to enter confined space or oversee other employees of the Department of Public Works who enter confined space as defined by law or regulation and performs or ensures performance of duties in compliance with law or regulation. Effective July 1, 2025, the stipend will increase to \$2.10 per hour. Effective July 1, 2026, the stipend will increase to \$2.20 per hour.
- c. Hot Mix Asphalt Paving Inspector -- \$1.50 per hour added to base pay available only to those personnel who would need to supervise or apply asphalt as part of their jobs and receive the requisite certification through the New England Transportation Technician Certification Program.
- d. ACI Concrete Field Testing Technician Certification -- \$1.00 per hour added to base pay available only to those personnel who supervise or place concrete.
- e. Massachusetts Certified Landscape Professional (MCLP) -- \$2.00 per hour added to base pay for those assigned to Parks for certification through the Massachusetts Association of Landscape Professionals.
- f. Certified Playground Safety Inspector (CPSI) -- \$1.25 per hour added to base pay for those assigned to Parks for certification through the National Recreation and Park Association.
- g. Hoisting and Engineering License – Employees who currently have or obtain in

the future a valid hoisting and engineering license shall be eligible for a \$1000 annual pensionable stipend payable in December.. Effective for the December 2025, the stipend shall increase to \$1,250 annually. In order to qualify for this stipend, the employee must produce a valid hoisting and engineering license as of December 1 of each year and, in addition, must demonstrate to the satisfaction of the City, proficiency in operating the required equipment. The City shall make the final determination as to proficiency. All employees who receive this bonus are obligated to perform hoisting-related functions when requested to perform such tasks for short periods of time in unusual situations and to assist in training.

- h. Construction Supervisor License – Effective upon ratification of the 2015 – 2018 Memorandum of Agreement (November 23, 2015), \$2.00 will be added to the base pay of those employees assigned to the Street and Sewer Maintenance or Engineering divisions who obtain a Construction Supervisor License.

Effective July 1, 2024, employees will no longer be eligible to receive the additional compensation associated with obtaining the Construction Supervisor License unless they were already receiving it as of July 1, 2024. Any employee receiving compensation for the license as of July 1, 2024 will continue to be eligible to receive it for as long as they maintain a valid license. The City agrees that it will not require any member of the bargaining unit to obtain this license absent an agreement with the Union. In addition, if the City assigns any member of this bargaining unit to supervise DPW employees in the job title of Carpenter, the City agrees to re-open the contract for the limited purpose of discussing the potential implementation of a Construction Supervisor certification stipend for the aforementioned supervisor(s).

Any employee in the Public Works Supervisors unit who receives certification in the following categories shall receive the specified stipend for a five year period. In order to maintain the stipend after that time, the employee will have to retake the training. These stipends shall be regarded as pensionable income and subject to retirement deductions as well as income tax.

- i. OSHA Certification 30 Hour Training -- \$400 annual stipend. Effective July 1, 2025, after any across-the-board base wage increase, \$.30 per hour will be rolled into the base wages of all positions in the bargaining unit and the annual OSHA 30-hour stipend and the Competent Person/Excavation and Trenching Certification stipend will be eliminated. At that time, maintaining a valid OSHA 30-hour certification will be required for all members of the bargaining unit and the City will have the discretion to require that any member of the bargaining unit maintain a valid Competent Person/Excavation and Trenching Certification by providing at least three (3) months' notice.

j. Competent Person Training -- \$150 annual stipend for Excavation and Trenching Certification, available only to those who have also completed the 30-hour OSHA training as a prerequisite. Note: This stipend shall be eliminated effective July 1, 2025. See section 10i of this Article.

k. Certified Irrigation Technician - Effective July 1, 2021, Public Works Supervisors assigned to the Parks Division will be eligible to receive an additional \$1.25 per hour stipend upon receiving and maintaining Certified Irrigation Technician status.

l. Managing MSW Collection Systems - Effective July 1, 2021, Public Works Supervisors assigned to a Solid Waste Division (i.e. Trash, Street Cleaning, or Off Hours) will be eligible to receive \$1.25 per hour stipend for having and maintaining an active Solid Waste Association of North America (SWANA) Certification in Municipal Solid Waste Collection Systems.

Employees hired or promoted into this bargaining unit after the date of ratification of the 2024-2027 collective bargaining agreement (March 6, 2025) will be required to have and maintain this certification if they are assigned to a Solid Waste Division (i.e. Trash, Street Cleaning, or Off Hours).

m. Lead-Safe Renovator Supervisor Certification - If the City assigns any member of this bargaining unit to supervise DPW employees in the job title of Painter, the City agrees to re-open the contract for the limited purpose of discussing the potential implementation of a Lead-Safe Renovator Supervisor certification stipend for the aforementioned supervisor(s).

n. Bilingual Pay- Effective June 6, 2025, members of this bargaining unit who are certified by a City-selected vendor as proficient in Amharic, Arabic, Bengali, Chinese, Greek, Haitian Creole, Spanish or Portuguese will receive a \$350 annual stipend. Employees who are not certified as proficient but who do have some skills in one of these languages will be required to assist in communicating as needed. The City and the Union agree that they will discuss adding other languages as needs and/or capacity change. Effective July 1, 2025, this annual stipend shall increase to \$400.

o. ISSA CMI Certified Custodian Technician Certification - Effective upon ratification of the 2024-2027 collective bargaining agreement (March 6, 2025), Public Works Supervisors assigned to the Building Operations Division who obtain and maintain an ISSA CMI Certified Custodian Technician Certification shall receive a \$1.00 per hour stipend.

Section 11. T-Pass Reimbursement

The City shall reimburse 65% of the cost of a monthly T-pass, up to a maximum reimbursement of \$265 pre-tax for T-passes purchased through payroll deduction. Effective three months after ratification of 2024-2027 collective bargaining agreement (March 6, 2025), the City shall

reimburse 75% of the cost of a monthly T-pass, up to a maximum reimbursement of \$300 pre-tax for T-passes purchased through payroll deductions.

Section 12. Hubway Membership

The City shall offer Hubway memberships to benefited employees, on the same terms as non-union employees.

Section 13. Baystate Roads Workshops

Effective upon ratification of the 2018-2021 collective bargaining agreement, all bargaining unit employees were eligible to receive a \$0.75 per hour stipend for completion of two full-day workshops in the Baystate Roads Program. Employees were required to complete seven (7) full-day workshops on or before December 31, 2019, thereby obtaining Roads Scholar status. Upon completion of each workshop after the second one, employees will receive an additional \$0.25 per hour stipend, for a total of \$2.00 per hour after all seven workshops have been completed. Beginning in January 2020, employees must attend two full-day workshops per calendar year in order to maintain the \$2.00 stipend.

All workshops must be related to the employee's job duties and responsibilities. The determination of whether or not a workshop is job-related will be made by the Department Head or their designee on a case-by-case basis. It is the employee's responsibility to confirm job-relatedness with the Department before attending. Proof of attendance must be submitted.

This stipend will only apply to members of the bargaining unit hired on or before June 30, 2019.

Notwithstanding the above eligibility requirements, employees receiving the stipend at the time of ratification of the 2024-2027 collective bargaining agreement (March 6, 2025) will continue to receive it at the amount being paid at the time of ratification of the 2024-2027 collective bargaining agreement (March 6, 2025).

Section 14. Truck Blocking Pay

Employees who have completed the City's training program and who are required to perform special event duties related to blocking areas with trucks, will receive an additional \$2.00 per hour for all hours worked performing such duties. Effective July 1, 2025, the stipend will increase to \$2.25 per hour.

Section 15. Computer Skills Proficiency

All employees, upon passing computer skills proficiency tests in the following areas (as determined by the City, depending upon the needs of the Public Works Department): Microsoft Word, Outlook, Excel, Power Point and Writing Skills, will receive an hourly stipend according to the following chart, up to a maximum of \$2.10 per hour:

Number of Proficiency Tests Passed

Hourly Stipend

One	\$0.30
Two	\$0.60
Three	\$0.90
Four	\$1.20
Five	\$1.50
Six	\$1.80
Seven	\$2.10

Employees who pass a proficiency test will receive a stipend for that application for five years from the initial payment. After that time, employees must re-take and pass another proficiency test in order to continue receiving the stipend. Tests may be re-taken no sooner than six months prior to the expiration of the stipend.

The City may, in its discretion, add and/or remove applications based on technological changes and operational needs. The City will notify the Union if it adds or removes any applications. If the City removes an application from the list of available proficiencies, any employee who is currently receiving a stipend for that application will continue to receive it until an alternative proficiency test becomes available. Once available, those employees will have six months to pass the alternative proficiency in order to continue receiving the stipend.

The stipends for any tests passed after ratification of the 2024-2027 collective bargaining agreement (March 6, 2025) will increase as follows:

Number of Proficiency Tests Passed	Hourly Stipend
One	\$0.35
Two	\$0.70
Three	\$1.05
Four	\$1.40
Five	\$1.75
Six	\$2.10
Seven	\$2.45

The City may exercise its right to require that anyone under consideration for hire or promotion into this bargaining unit take and pass one or more computer skills proficiency tests as a condition of hire/promotion. Any employee who passes one or more of the above proficiencies as part of the hiring/promotion process will be entitled to receive the stipend(s) for which they are qualified.

Section 16. Essential Employee Stipend

Employees in this bargaining unit who are directed to report to work onsite after the City Manager directs that all City employees, other than those determined to be essential, stay home from work due to a non-weather related public health or safety issue will be eligible to receive a stipend of \$10.00 per hour for all regular and overtime hours of work performed onsite at the direction of a Department Head.

The City reserves the right to stop paying the stipend upon providing one week of notice if one or more of the following events occur or are scheduled to occur: 1) City Hall reopens to the public, with or without requiring appointments; 2) Non-essential employees in one or more departments are directed to return to onsite work on a rotating or full-time basis; 3) the City determines that the public health or safety risk has ended or has been sufficiently reduced and/or mitigated.

In addition, all bargaining unit members will receive an annual payment of 200 in recognition of the fact that they may be asked to report to work onsite as an essential employee on days that other employees may be asked not to report onsite. Effective September 1, 2024, this stipend shall increase to \$800. This stipend will be paid out annually in the first payroll period of September to employees who are active on the payroll on September 1. Employees who are on worker's compensation, an unpaid leave of absence, or any other no pay status on September 1 will be eligible to receive the payment upon their return to work provided they return before the following September 1.

Section 17. City Vehicle for Take Home Use

At the City's discretion, members of this bargaining unit may be given a City vehicle to travel to work from their home and to return home after their scheduled shift. If an employee is not given a City vehicle for transportation to and from work, they shall receive a \$2,000 annual stipend. Employees who are offered a take-home vehicle but decline it will not be eligible for this stipend and will not be allowed to park both their personal vehicle and their City vehicle on City-owned property at the same time.

This stipend shall be paid out on a monthly basis (\$166.67 per month) to members of this bargaining unit who were not provided with a take-home City vehicle during the previous month. The initial monthly payment will be made during the month following ratification of this

agreement.

The Union understands and agrees that the provision of a take-home City vehicle or the stipend in lieu of a vehicle is in recognition of the fact that members of this bargaining unit may need to respond to work and be available outside of their regularly scheduled hours to perform supervisory duties.

ARTICLE 12 **HOURS OF EMPLOYMENT**

Section 1. Public Works

The normal work week for employees in Union shall consist of five (5) consecutive eight (8) hour work days, including a one half (1/2) hour unpaid lunch break for forty (40) hour per week employees. Thirty-seven and a half (37.5) hour per week employees shall have a normal work week of five (5) consecutive seven and a half (7.5) hour work days, including a one (1) hour unpaid lunch. Employees shall have regular starting and ending times, which may be changed in the sole discretion of management with two weeks' notice, or, in case of emergency, without notice, during the period of emergency as determined in the sole discretion of management.

Section 2. Overtime

All work performed after reporting to duty in excess of the standard work day and work week shall be compensated at the rate of time and one-half (1 1/2) of the employee's regular rate of pay. For the purpose of this Article, paid sick leave, vacations and paid holidays shall be considered to be time worked in computing eligibility for overtime pay. Employees may elect to earn 40 hours of compensatory time per calendar year in lieu of overtime.

Effective April 5, 2025, all work performed on a Sunday (12:00 am on Sunday until 12:00 am on Monday) which is not regularly scheduled to be performed on that day shall be paid at two times the regular rate of pay.

Refusal to perform assigned overtime, or work extra hours as required by the department shall be considered as insubordination and grounds for discipline, up to and including discharge.

Section 3. Call-Back

Employees may be called back to work after having completed a full work day, as determined in the sole discretion of Management.

Section 4. Call-In

Employees may be called in to work before the scheduled reporting time in the sole discretion of Management.

Section 5. Overtime Pay Minimums

Except as provided in the paragraph immediately below, employees who report for overtime work between the hours of 11:00 p.m. and 5:00 a.m. shall be guaranteed eight (8) hours of pay at the rate of time and one half of their regular rate of pay. Employees who report for overtime work other than between the hours named above shall be guaranteed four (4) hours of pay at the rate of time and one half of their regular rate of pay. This guaranteed overtime pay shall be in addition to any pay earned during the employee's regular shift.

When employees are held over their regular shift or when employees have received at least eight (8) hours of notice prior to the time they are scheduled to report for overtime work, they shall be paid time and one-half of their regular rate of pay for all overtime hours actually worked and the guaranteed minimums in the paragraph above shall not apply. For purposes of this section, "notice" shall mean either actual contact with the employee or placing a call and/or text message to the phone supplied by the City to the employee for such notice, in accordance with the established practice, whether or not contact is made with the employee.

Section 6. Re-opener

If any new shift ending after 7:00 PM that has a duration of 30 days or more is created, then the City and the Union agree to reopen the contract for the sole purpose of negotiations concerning a night shift differential.

ARTICLE 13
HOLIDAYS

Section 1. Paid Holidays

The following days shall be considered paid holidays:

New Year's Day	Labor Day
Martin Luther King Day	Indigenous Peoples Day (f/k/a Columbus Day)
Presidents' Day	Veterans' Day
Patriots' Day	Thanksgiving Day
Memorial Day	Day After Thanksgiving
Independence Day	Day Before Christmas
Juneteenth	Christmas Day

Section 2. Eligibility

To be eligible for such holiday pay, any employee shall have worked on the scheduled work day preceding the holiday and have worked on the scheduled work day following the holiday unless on authorized leave.

Section 3. Saturday/Sunday Holidays

If any of the above holidays fall on a Sunday the employees shall be granted the following Monday off, and if any of the above falls on Saturday, the employees shall be granted Friday off.

Section 4. Overtime For Holidays

Employees who cannot be spared on any of these holidays because of the requirements of the Department will be paid at their overtime rate for hours worked on a holiday.

ARTICLE 14
VACATIONS

Section 1. Calendar Year Qualification

New employees shall not be granted vacation leave for their first six months of employment. Thereafter they shall be credited with seven and one-half (7.5) days and, going forward, will be granted one and one-quarter (1.25) days per month until the next January 1 following their employment when they will be granted three weeks of vacation.

Section 2. Vacation Scheduling

Vacations will be granted by the Head of the Department using reasonable discretion at such time as will cause the least interference with the performance of the regular department work. For the procedure on scheduling vacation time, see Section 9.

Section 3. Reason for Granting

Vacations are granted both as a reward for service and to enable employees to relax and return to work refreshed.

Section 4. Holiday During Vacation

A day's vacation is a regularly scheduled day off. If a paid holiday occurs during a vacation period, it is not counted as a vacation day.

Section 5. Vacation Allowances

Vacation allowance beyond the basic allowance depends upon the length of service of each employee.

Section 6. Five (5) Years Service

Employees with five (5) full years of service are entitled to four (4) weeks' vacation in each calendar year.

Section 7. Fifteen (15) Years Service

Employees with fifteen (15) years' service are entitled to five (5) weeks' vacation in each calendar year.

Section 8. LOA During Vacation

Leave of absence without pay or absence due to work related injury, exceeding fifteen (15) days during a calendar year, shall be applied to a proportionate reduction to the next year's leave credit. (e.g. a three month absence will reduce the next year's vacation allotment by 25%)

Section 9. Vacations During Current Year

Vacations shall be taken during the year they become due, unless exceptional circumstances prevent it, in which case the approval of the City Manager must be obtained to postpone taking vacation during the current year. All vacation leave is subject to departmental work requirements and the approval of the department head.

The City reserves the right to implement the following procedure for the scheduling of vacations for unit members, in the departments of the City where unit members are assigned:

Vacation requests for the period January through April should be submitted by December 15 of the prior year. Attempts will be made to accommodate all vacation requests so submitted. If because of staffing requirements within the department and/or division all such requests cannot be granted, those requests where there is a conflict will be granted by seniority, and the person(s) whose requests cannot be granted will be provided the opportunity to select from within other available periods.

Requests submitted after December 15 for the January to April time period will be granted on a first come, first served basis, taking into account date submitted, the previously approved requests, and the department/division's staffing requirements.

By April 15 of each year, vacation requests should be submitted for the remainder of the calendar year. Attempts will be made to accommodate all vacation requests so submitted. If because of staffing requirements within the department and/or division all such requests cannot be granted, those requests where there is a conflict will be granted by seniority, and the person(s) whose requests cannot be granted will be provided the opportunity to select from within other available periods.

Requests submitted after April 15 for the remainder of the year will be granted on a first come, first served basis, taking into account date submitted, the previously approved requests, and the department/division's staffing requirements. Pursuant to this paragraph, if two or more requests for the same time period are submitted on the same date, the request of the person with the most seniority will be granted first.

Due to staffing concerns, each employee may be required to use at least 50% of total vacation time by September 15 of a calendar year, subject to special circumstance exceptions approved by the Department Head.

Employees may not take vacation during weeks when they are assigned as the salting supervisor. Exceptions may be made with the advance approval of the Department Head for unforeseen emergencies and on a day by day exception basis during Christmas/New Years. The union and the City agree to work together on the assignment of salting supervisor duties to minimize vacation disruption.

Section 10. Definition, Week

For the purpose of this Article a "week" is defined as five (5) consecutive working days.

Section 11. Vacation Payoff, Leaving the City Employ

When an employee leaves the employ of the City, s/he shall be paid for all unused vacation earned in the current calendar year up to the last week worked. In the event of the death of an employee, any accumulated vacation pay shall be paid to their estate.

Section 12. Vacation Buyback

Employees shall be entitled to buyback of up to one week of unused vacation per calendar year at the then prevailing wage rate.

Section 13. Illness During Vacation

If an employee becomes ill while on vacation leave, and is otherwise entitled to benefits under Article 15, or in the event they become entitled to bereavement leave under Article 17, they shall be allowed to utilize such time and it shall not be treated as vacation leave.

ARTICLE 15
SICK LEAVE

Section 1. During Probationary Period

Employees covered by this Agreement who have been regularly employed in their positions continuously for at least three (3) consecutive months shall be entitled to sick leave with full pay in accordance with the following provision. Any sick leave during the initial three (3) month period will be considered leave of absence without pay. New employees shall receive three and three quarter (3.75) days after three months and, going forward, will be granted one and one-quarter (1.25) days per month until the next January 1 following their employment.

Section 2. Definition, Sick Leave

A leave of absence granted under these provisions shall be known as "Sick Leave" and shall be granted for the following reasons only:

- (a) Personal illness or physical incapacity to such an extent as to be unable to perform the duties of their position.
- (b) Attendance upon members of the employee's immediate family (child, parent, spouse or parent of spouse) or members of the employee's household whose illness requires the care of such employee, and/or to care for and bond with an employee's new child or children in accordance with the City's Parental Leave Policy, provided that not more than a total of twenty (20) working days with pay shall be granted to such employee for these purposes in any one (1) calendar year, not to exceed earned sick leave available.
- (c) Enforced quarantine when established and declared by the Department of Health or

other competent authority for the period of such quarantine only, and not to exceed earned sick leave available.

Section 3. Notification by Employee

An employee will not be permitted to use sick leave to cover an absence unless notification is given of the illness by the employee, their family, or their family physician, 30 minutes before the start of their shift.

Section 4. Physician's Statements

If the absence is more than five (5) consecutive working days, or if there are repeated absences of shorter duration, a statement from the employee's physician will be required stating the form and extent of the employee's illness or disability, to be submitted upon return to work. Subsequent certificates may be requested at the discretion of the Department Head. If the employee fails to provide the original copy of the physician's statement when requested, they shall not receive pay for the days in question, whether or not the employee has accumulated sick leave to their credit; neither will the employee be permitted to return to work until s/he provides the required physician's statement.

Employees who are required to provide a note for their own illness will be required to provide similar physician's statement indicating that the employee's attendance was required to provide care for the family member.

Section 5. Accrual - During Lay-off/LOA

Employee(s) granted a personal leave of absence without pay shall not accrue sick leave during said layoff or leave of absence, but upon resumption of active employment shall have available the unused sick leave accrued before the time of such layoff or leave of absence.

Section 6. Willful Violations Rules Regulations

Willful violation of any of the rules and regulations promulgated hereunder or the willful making of any false report regarding sickness or the making of false claim for sick leave shall subject the employee chargeable therewith liable to restitution and disciplinary action up to and including discharge.

Section 7. Sick Leave and Worker Compensation Law

Employees receiving compensation under the provisions of Worker Compensation Law may draw on accumulated and unused sick leave while it lasts to make up the difference in the regular weekly pay of an employee while receiving Worker Compensation.

Section 8. Transfers - Unused Sick Leave Accumulations

When an employee is transferred to another department, any unused sick leave accumulated to their credit shall continue to be available for their use as necessary.

Section 9. Unused Sick Leave

Upon the death or retirement of any employee, any unused sick leave shall be paid to the estate of the employee or directly to the employee, whichever is applicable, at the following rate schedule per day for every full day of accrued but unused sick leave:

Days 1-50	\$45 per day
Days 51-100	\$50 per day
Days 101-150	\$95 per day
Days 151-200	\$105 per day
Days 201-300	\$125 per day, or 50% of the employee's daily rate of pay, whichever is less, but in no case less than \$105 per day
Days 301-450	\$145 per day, or 50% of the employee's daily rate of pay, whichever is less, but in no case less than \$125 per day

Effective upon ratification of the 2024-2027 collective bargaining agreement (March 6, 2025) the unused sick payouts shall be as follows:

Days 1-100	\$55 per day
Days 101-200	\$95 per day
Days 201-300	\$125 per day or 50% of the current daily rate, whichever is smaller but no less than \$105
Days 301-450	\$145 per day or 50% of current daily rate whichever is smaller but no less than \$125

Total accumulation for the purposes of sick leave buy back shall be 450 days.

Section 10. Sick Leave Allowance

All permanent employees shall accumulate sick leave at a rate of 15 days per year, each January. Employees working less than 11 workdays in any month shall have sick leave prorated in the following year, by reduction of the sick leave allowance of a day and one fourth, for each such month. No sick leave benefits shall be paid in the first three (3) months of service. After the completion of this period, employees shall be credited with 3.75 days and will then accrue 1 1/4 days sick leave per month until the following January 1.

Accumulation for the purposes of sick leave usage is limited to four hundred (400) days.

Employees shall not accumulate further sick leave from year to year until such time as the accumulated total falls below the maximum accumulations described above. At that time they shall be permitted to accumulate sick leave at the rate of 1 1/4 day per month provided the total accumulation does not exceed the maximum accumulation described above.

Section 11. Patterned Absenteeism

Nothing in this Agreement shall prevent the City from taking appropriate action for patterned absenteeism. Patterned absenteeism, by way of illustration and not to limit examples, is considered to be; 1) repetitive occurrences of absenteeism occurring in a given pattern such as

days before/days after scheduled days off; 2) Friday/Monday occurrences; 3) Cyclical absences identified as weekly, monthly, semiannual, of annual occurrences (i.e. lengthy absences in winter months or summer which suggest lengthening of preferable absence periods/months); 4) Repetitive same day of the week absences; 5) No call/no show absences which follow a pattern; or the like where a pattern can be a discernible pattern and may be identified.

Section 12. Sick Leave Incentive

An employee with perfect attendance for a six (6) month period (no sick leave, no workers compensation lost time, no leave without pay, no unauthorized absence or other no pay status) shall receive a \$300 payment for the six month period (prorated for part-time). The six month period will be a rolling period.

Effective January 1, 2023, after the base wage increase was applied, the base wages of employees in this bargaining unit increased by \$0.25/hour. in lieu of receiving a compensatory day for perfect attendance for a six month period.

Section 13. Sick Leave Bank

The parties agree that the membership will vote separately on the creation of a sick bank. In the event the membership votes to create a sick bank, the City will match a one-time mandatory contribution of one day of sick time per member to establish a Sick Leave Bank. The parties will meet before the Bank is depleted to discuss ways to continue the benefit.

Section 14. Prolonged Illness

In case of prolonged illness (requiring hospitalization and/or confinement for at least thirty (30) consecutive days), employees shall receive one (1) additional day of sick leave for every year of service that the employee has worked beyond five (5) years. However in no event shall such sick leave granted under this provision be subject to Sections 9 and 10. The practice of individual donations of sick leave to other individuals is eliminated. This benefit is only available to employees who have not previously utilized it unless they subsequently work additional years. In that case, they would only be entitled to the benefit based on the number of years worked since the benefit was last used.

ARTICLE 16 **PERSONAL DAYS**

Provided employees give reasonable notice, they shall be granted three (3) personal days as follows:

Section 1. Personal Days

All full time employees who have been continuously employed for more than six (6) months shall be allowed three personal days (24 hours for 40 hour/week employees or 22.5 hours for 37.5 hour/week employees) per year for personal business, such time to be taken in increments of no less than four (4) (or for 37.5 hour per week employees in not less than 3.25) hour

increments subject to advance approval of the department head. Such leave time shall not accumulate from year to year and shall not be subject to any buy-back provisions of any article herein.

Employees with twenty (20) years of continuous service with the City will be entitled to receive an additional personal day (8 hours for 40 hour/week employees or 7.5 hours for 37.5 hour/week employees) on the January 1 following their anniversary date.

Employees on workers compensation or an unpaid leave of absence on the January 1 that it accrues will receive this time upon their return to work. In accordance with the City's current practice, this additional time will be subject to pro-rating when workers compensation absences exceed one (1) year.

The language above was effective January 1, 2026. For previous language see the parties' 2021-2024 collective bargaining agreement.

ARTICLE 17 **BEREAVEMENT LEAVE**

Section 1. Bereavement Leave

Employees will be granted a leave of absence with pay for not more than six (6) working days on account of the death of a spouse, child, or domestic partner, duly registered in the Office of the City Clerk, five (5) working days on account of the death of a mother, father, brother, sister, son-in-law, daughter-in-law, parent-in-law, step-parent or step-child; three (3) working days on account of the death of a grandparent or grandchild whether such relative was a member of the employee's household or not. Pay for absence not to exceed three (3) working days will also be allowed on account of the death of any relative who was a permanent member of the employee's household or of any other person with whom said employee made their home.

Bereavement leave is consecutive leave time. The initiating period begins the first day of claimed bereavement or the immediate day following the death of the family member and continues consecutively for the allowed time period. If the allowed time period includes normally scheduled days off, no additional time is allowed.

Note: This language above was effective March 6, 2025. For language in effect prior to that date, see 2021-2024 collective bargaining agreement.

Section 2. Other Bereavement Allowances

Employees also will be paid full salary for absence not to exceed one (1) day to attend the

funeral of a first cousin, brother-in-law, sister-in-law, aunt, uncle, nephew or niece, spouse's grandparent, brother-in-law or sister-in-law.

ARTICLE 18
PARENTAL LEAVE

Effective January 1, 2016, the City of Cambridge Parental Leave Policy that applies to non-union employees, as adopted and as it may be modified by the City from time to time, will also apply to members of this bargaining unit.

ARTICLE 19
MILITARY LEAVE

Section 1. Reinstatement After Military Service

Permanent employees who leave the City's service to enter Military Service, shall be reinstated to the same or comparable positions, if they receive honorable discharges and apply for employment within ninety (90) days from the time of separation.

Section 2. Military Leave of Absence with Pay

Every employee covered by this Agreement who is a member of a reserve component of the armed forces of the United States shall be granted in accordance with Section 59 of Chapter 33 of the General Laws, leave of absence with pay, during the time of their annual tour of duty and/or weekend duty as a member of such reserve component; provided, however, that such leave shall not exceed seventeen (17) calendar days.

ARTICLE 20
TRAINING AND DEVELOPMENT

Employees are expected to actively pursue the upgrading of their skills through continuing education. The Union and the City agree to continuing discussions to identify and pursue training opportunities for union members to assist them in improving their skills. The City will provide a maximum of \$3,250 per person annually for reimbursement for successful completion of training and education programs previously approved by the department head or their designee.

Employees will also be eligible for an annual \$200 book reimbursement. These funds may not be carried over from year to year. Effective July 1, 2025, the per employee annual maximum will increase to \$3300 and the book allowance shall increase to \$250.

With the exception of Construction Utility Inspectors and Public Works Supervisors assigned to the Building Operations Division, all members of the bargaining unit are expected to have and

maintain a Commercial Driver's License (CDL) as a condition of employment.

ARTICLE 21 **JURY DUTY**

Section 1. City Pay for Working Time Lost

In the event that any employee covered by this Agreement is called to perform jury services, the City will pay for working time lost. Payment will be the difference between jury pay and applicable number of hours in the employee's standard work day, times the employee's base hourly rate, for each day of jury duty.

Section 2. Work Assignments-Pre-noon Discharge From Duty

As a condition to receive such payments the employee involved must report to the City for such work as they may be assigned if they are discharged from jury service prior to 12 noon.

Section 3. Court Certificates of Jury Duty Service

In order to receive jury duty pay employees shall be required to present weekly to the City a certificate by the Court (or its duly authorized representative) verifying the jury pay received for such duty and, if possible, the time spent in such service.

ARTICLE 22 **LEAVE OF ABSENCE**

Section 1. Personal Leave

Upon reasonable justification submitted in writing to the employee's Department Head, the City Manager or their designee may grant to an employee a personal leave of absence for periods of time not to exceed six (6) months. At the end of the leave of absence the employee may be reinstated to their other former position or a similar position unless more senior employees in the department have been laid off.

Section 2. Personal Leave - Length of Service Benefits

Whether or not to grant such leave and/or lengths, or conditions of leave shall remain the sole discretion of management and not be subject to the grievance or arbitration process.

Section 3. Medical Insurance Responsibilities

Employees are responsible for payment of the full medical insurance premium during the leave of absence. Employees are encouraged to arrange for those payments with their personnel representatives well in advance of their leave of absence.

ARTICLE 23 **MEDICAL INSURANCE**

Section 1. Health Insurance

The City will provide medical insurance coverage plan options identical to those provided to non-union management employees.

Employees shall be responsible for paying 15% of the monthly working rate of any HMO offered by the City including Blue Cross/Blue Shield Health Flex Blue or successor product should it be offered by the City. The City will contribute 85% of the premiums.

Employees newly hired into a benefited position with the City on or after July 1, 2012 shall contribute 25% of the cost of health insurance. Those who transfer with City of Cambridge health insurance coverage for which they were paying less than 25% at time of transfer will pay the contribution rate in effect for unit members covered prior to July 1, 2012. Those who transfer with City of Cambridge health insurance coverage for which they were paying 25% at time of transfer will continue to pay 25%.

The City and the Union agree to meet periodically to discuss any problems with implementation, administration of the coverage.

Section 2. Dental and Vision Plan

Effective July 1, 2019, members of this bargaining unit became eligible to participate in the Cambridge Public Employees Dental and Vision Fund's dental and vision care plans on the same terms as other City employees budgeted to work 37.5 hours or more per week.

Section 3. Option to Waive Health Insurance

An employee shall have an option to waive health insurance (with proof of alternative coverage) and receive a \$2500 per year (\$208.33 per month) payment with capacity to opt back into health coverage without waiting periods or pre-existing conditions limitations if the employee loses alternative coverage without fault of their own. The employee may opt back in at open enrollment without limitations.

Effective July 1, 2025, the health insurance waiver payment will increase to \$2,700 per year (\$225.00/month)

Section 4. Long-Term Disability – Voluntary Employee Paid Program

The parties acknowledge that the City is currently working with the larger Teamsters Local 25 unit to identify a long-term disability insurance plan that could be offered through payroll deduction, 100% employee paid, covering non-job related disabilities. The parties agree that, if allowed by the long-term disability provider chosen for the larger Teamsters Local 25 unit, the Public Works Supervisors will be given the opportunity to enroll in that plan.

ARTICLE 24
WORKER'S COMPENSATION

Section 1. Compensation Entitlement

Employees who are disabled as a result of an injury arising out of and in the course of their employment are entitled to compensation in accordance with the Worker's Compensation Act. An employee, who by reason of an Industrial accident is unable to perform their duties, may draw from their unused sick leave for the first twenty-one consecutive calendar days of said disability, at their normal rate of pay. Refusal to provide Worker's Compensation coverage or termination of benefits shall be the sole discretion of the City, as governed by Chapter 152 of the General Laws, and shall not be subject to the grievance and or arbitration procedure.

Section 2. Reports of Injury

Reports of injury must be filed within a reasonable period from the time of the accident with the employee's supervisor or Department Head, as the case may be.

Section 3. W/C Payments - Sick Leave Interaction

An employee receiving sick leave with pay, who simultaneously receives compensation under the Worker Compensation laws, shall receive for the duration of such compensation only that portion of their regular salary while sick leave credits are available which, together with said compensation, will equal their regular pay.

Subject to applicable law, the City may require treatment for work related injuries by any provider or group of providers as it seems appropriate, including providers who treat employees under the employee's health insurance coverage.

ARTICLE 25
DRUG AND ALCOHOL TESTING

All employees will be subject to drug and alcohol testing under the following terms:

Section 1. Controlled Substance Testing

The parties have agreed that the procedures as set forth in this Article shall be the methodology for all testing and will be modified only in the event that further federal legislation or Department of Transportation regulations require revised testing methodologies or requirements during the term of this Agreement.

Should other categories, modifications or types of testing be required by the government, the parties will meet as expeditiously as possible to develop a mutually agreeable procedure.

Employees may use the City Employee Assistance Program, a Union sponsored program, as well as any other referral service in choosing an approved program for treatment.

Section 1.1 Employees Who Must Be Tested

City employees will be subject to drug and alcohol testing on a random testing basis, as per the

Department of Transportation mandated drug testing, if their jobs require a Class A or Class B commercial driver's license (CDL) and if they have occasion to utilize that License in the course of performing their assigned duties for the City of Cambridge.

Effective May 23, 2015, given the safety sensitive nature of their positions, all employees in the bargaining unit will be subject to random drug and alcohol testing, as provided herein, under the same rules in effect for Department of Transportation mandated testing. All employees will also continue to be subject to reasonable cause testing.

Effective upon ratification of the 2021-2024 collective bargaining agreement, the drug screening panel for employees selected for random testing from the safety sensitive list will not include marijuana metabolites.

Section 1.2 Testing

Because of the consequences that a positive test result has on an employee, the City will employ a very accurate, two-stage testing program. Urine samples will be analyzed by a highly qualified independent laboratory, which is certified by the Substance Abuse and Mental Health Services Administration (SAMHSA). All samples will be tested according to DOT drug testing requirements.

Section 1.3 Screening Test

The initial test uses an immunoassay to determine levels of drugs or drug metabolites. The following initial cutoff levels shall be used when screening specimens to determine whether they are negative for these five (5) drugs or drug classes.

<u>Substance</u>	<u>Initial Test Level (ng/ml)</u>
Marijuana Metabolites	50
Cocaine Metabolites	300
Opiate Metabolites	300
Phencyclidine	25
Amphetamines	1,000

*25 mg/ml is immunoassay specific for free morphine

These substances and test levels are subject to change by the Department of Transportation as advances in technology or other considerations warrant.

Section 1.4 Confirmatory Test

All specimens identified as positive on the initial test shall be confirmed using gas chromatography/mass spectrometry (GC/MS) techniques at the cutoff values listed. The following cutoff levels shall be used to confirm the presence of drugs or drug metabolites:

<u>Substance</u>	<u>Confirmatory Test Level (ng/ml)</u>
Marijuana Metabolite (1)	15
Cocaine Metabolite (2)	150
Opiates:	
Morphine	300
Codeine	300
Phencyclidine	25
Amphetamines:	
Amphetamine	500
Methamphetamine	500

- (1) Delta-9-tetrahydrocannabinol-9-carboxylic acid
(2) Benzoylcegonine

In the event the initial urine test indicates a positive response the confirmatory test must be done. These substances and test levels are subject to change by the Department of Transportation as advances in technology or other considerations warrant.

Section 1.5 Laboratory Testing

All laboratories selected by the City for analyzing Controlled Substances Testing specimens will be SAMHSA certified.

Section 1.6 Types of Testing Required

Testing procedures will be performed as part of pre-qualified practices, after defined reportable accidents, on the basis of reasonable cause, upon return to duty after a positive test, under DOT mandated random testing, contractually agreed upon random testing, and as follow-up testing for post drug rehabilitation.

Section 1.7 Pre-Qualification Testing

Controlled substance testing will be part of the City’s regulated pre-qualification conditions for any employees who are required by the City to possess a Class A or Class B license.

Applicants will be advised in writing prior to the application process that pre-qualification testing will be conducted to determine the presence of controlled substances. Applicants will be required to acknowledge in writing an understanding of this request before they receive an application.

Section 1.8 Reasonable Cause Testing

Upon reasonable cause, the City will require an employee to be tested for the use of controlled substances.

Reasonable cause testing is testing in the event that specific, articulable and contemporaneous observations of appearance, behavior and actions of an employee clearly indicate the need for drug/alcohol testing.

The employee's conduct must be witnessed by at least two (2) supervisors, if available. The witnesses must have received training in observing a person's behavior to determine if a medical evaluation is required. When the Supervisor(s) confronts an employee, a Union representative should be made available. If no steward is present, the employee may select another hourly paid employee to accompany them.

Documentation of the employee's conduct shall be prepared and signed by the witnesses within twenty-four (24) hours of the observed behavior, or before the test results are released, whichever is earlier. In addition, a copy will be sent to the Union in a timely manner.

At the time the urine specimen is collected, the employee may opt to also give a blood sample. If the employee takes this option, the blood sample must confirm positive presence for the substance confirmed in the urine test. If no positive is confirmed in the blood specimen, the employee will be given a warning letter and offered an opportunity for rehabilitation as set forth in this Article. However, if there is a second occasion where reasonable cause testing results in a positive urine test, the employee will then be subject to discharge.

Non-DOT - Reasonable Cause: In the event an employee (not covered by DOT) is tested, such test will be performed under the same procedures as outlined in this Article. In the event the test result is positive, as set forth above, it shall be considered a dischargeable offense.

Section 1.9 Post-Accident Drug Testing

DOT mandated drivers will be required to submit to a drug test after a serious accident, which is one in which:

1. There is a fatality, or;
2. There is bodily injury to a person who, as a result of the injury, receives immediate medical treatment away from the scene of the accident, or;
3. One (1) or more motor vehicles incurs disabling damage as a result of the accident requiring a vehicle to be transported away from the scene by a tow truck or other vehicle.

Non-DOT mandated drivers may be required to submit to drug testing if there is any reasonable suspicion of drug usage or reasonable cause to believe that a driver has been operating a vehicle while under the influence of drugs, or reasonable cause to believe the driver was at fault in the accident and drug usage may have been a factor.

Drivers are required to submit to such testing as soon as possible. But in all events within thirty-two (32) hours. Union representation will be made available.

It is not the intention of this language to prohibit the driver from leaving the scene of an accident for the period of time necessary to obtain assistance in responding to the accident or to receive

necessary medical attention.

The result of a urine test for the use of controlled substances conducted by federal, state, or local officials having independent authority for the test, shall be considered to meet the requirements of post-accident testing, provided such tests conform to applicable federal, state or local requirements, and that the results of the tests are obtained by the City.

Section 1.10 Random Testing

Random Employee Selection:

The procedure used to randomly select employees for drug testing, in compliance with the U.S. Department of Transportation Regulations, will be a computer program specifically intended for such an application.

The program will utilize an internal computer clock procedure to randomly generate lists of employees mandated for testing by the Department of Transportation Federal Highway Administration. The computer shall randomly select the required number of employees from the total pool of affected employees in the City.

For verification purposes and to cover absences the computer shall print the following lists for each testing period:

1. Alphabetical total pool list of employees in the City.
2. A list of employees shall be printed from the random list in the order in which they are computer selected.
3. An alternate list, which is a continuation of the random list.

The lists or true copies of the lists shall be maintained by a third party administrator. Upon request to the Local Union President or their designee, the lists will be made available for review by Local Union representatives and City labor relations managers to verify the proper application and use of the lists in the random testing system.

The parties agree that no effort will be made to cause the system and method of selection to be anything but a true random selection procedure insuring that all affected employees are treated fairly and equally.

The parties further agree not to amend or change the current method of random selection as described herein without prior agreement between the parties.

Section 1.11 Notification

City employees, subject to Department of Transportation mandated random drug testing, will be notified of testing in person or by direct phone contact. Notification shall be given by the management person responsible for such notification.

Section 1.12 Rehabilitation and Testing After Return To Duty

A positive test specimen as a result of a DOT pre-qualification or random test will result in a rehabilitation opportunity. An employee whose test results are reported to the Medical Review Officer by the SAMHSA certified laboratory and who has been contacted by the Medical Review Officer or their designee has five (5) calendar days to meet with the Medical Review Officer to review the test results. If the review time schedule is not met, then the Medical Review Officer will report to City Management that the covered employee is not medically qualified to drive. If the Medical Review Officer determines a specimen is positive, then the employee will have five (5) calendar days to evaluate their situation with an approved EAP counselor and then up to fifteen (15) calendar days to enter the rehabilitation treatment center after approval of a leave of absence. The City will follow the final recommendations of the Medical Review Officer, who has consulted with the rehabilitation treatment professional as to the appropriate after-care protocol and post rehabilitation unannounced drug testing.

It is understood that if the grievance procedure is utilized contractual time limits on disciplinary action and the employee's request for rehabilitation will be suspended until resolution of the grievance.

Section 1.13 Disciplinary Action

Employees may be subject to discipline up to and including discharge as provided below if they test positive for drugs specified elsewhere in this Article.

1. Reasonable Cause Testing
 - a. A positive test is a dischargeable offense.
 - b. Refusal to submit to a reasonable cause drug test is a dischargeable offense.
2. Post-Accident Testing
 - a. A positive test is a dischargeable offense.
 - b. Refusal to submit to a post-accident drug test is a dischargeable offense.
3. Random Testing
 - a. 1st offense - A positive test shall result in a suspension and agreement to testing as scheduled by the City
 - b. 2nd offense - A positive test is a dischargeable offense.
 - c. Refusal to submit to a random drug test is a dischargeable offense.
4. Pre-qualification
 - a. 1st Offense - A positive test shall result in disqualification for promotion.
 - b. 2nd offense - A positive test is a dischargeable offense.
5. Other Dischargeable Offenses:
 - a. Failure to successfully complete rehabilitation.
 - b. A positive specimen as part of after-care drug testing.
 - c. Failure to comply with after-care treatment plan.

For purposes of this section, the submission of an adulterated or substituted sample will be considered a refusal to submit to a drug test.

Section 1.14 Preparation for Testing

Pursuant to Department of Transportation regulations, the City reserves the right to utilize on site or off site collection facilities.

Upon arrival at the collection site, an employee must provide the collection agent with:

- Photo identification.
- An unsigned authorization form for urinalysis drug screening.

If the employee arrives without the above-listed items, the collection agent should contact the City Safety and Health manager or City Human Resources manager.

The employee signs the consent form and the collection agent signs as a witness.

A standard DOT approved urine custody and control form will be supplied by the appropriate laboratory. This form must be used by all collection facilities.

Section 1.15 Specimen Collection Procedures

The Employer agrees to use the Specimen Collection Checklist. The checklist, approved by the National UPS/IBT Safety and Health Committee, is to be used with the affected employees at the collection site by the person performing the collection services for the Employer.

The checklist is to be used at all locations, but it is understood that failure to use or the refusal to use the checklist does not invalidate a properly conducted controlled substance testing procedure. Nor does it prohibit an employee's recourse to the collective bargaining agreement and/or the grievance procedure.

All procedures for urine collection will follow Department of Transportation guidelines to ensure an individual's privacy. An employee who gives reason to believe that they may have adulterated or substituted a sample will be required to provide a specimen under direct observation by a same gender collection agent.

No unauthorized personnel will be allowed in any area of the collection site. Only one (1) controlled substances testing collection procedure will be conducted at a time and the specimens can only be handled by the collection site person.

The employee being tested should remove any outer garments, such as coats, jackets, hats or scarves, and should leave any personal belongings (purse or briefcase) with the collection agent. If the employee requests it, the collection agent shall provide the employee a receipt for their belongings. The employee may retain their wallet.

After washing their hands, the employee shall remain in the presence of the collection agent and shall not have access to any water fountain, faucet, soap dispenser, cleaning agent or other materials which could be used to adulterate the specimen.

The collection agent provides the employee with a new, sealed kit selected by the employee.

The employee will provide their specimen in a stall or otherwise partitioned area that allows for privacy. The City agrees to recognize employee's right to privacy while being subjected to the collection process at all times and at all collection sites. Further, the City agrees that in all circumstances the employee's dignity will be considered and all necessary steps will be taken to insure that the entire process does nothing to demean, embarrass or offend the employees unnecessarily. Authorization for collection under the direct observation of a collection agent (of the same gender) will only be made under specific circumstances. All procedures shall be conducted in a professional, discreet and objective manner. Direct observation will be necessary in cases where there is reason to believe that an employee has adulterated the initial specimen.

The employee shall be instructed to provide at least forty-five (45) milliliters of urine in the first container. The employee shall hand the specimen to the collection agent. The specimen shall remain in the sight of both the collection agent and the employee at all times. A minimum of fifteen (15) milliliters of urine shall be placed in the second container by the collection agent. The collection agent then shall determine that the first container contains at least thirty (30) milliliters of urine. If the individual is unable to provide forty-five (45) milliliters of urine, the collection agent shall direct the individual to drink fluids, not to exceed forty (40) ounces. Then after a reasonable time not to exceed three (3) hours, the employee shall again attempt to provide a complete sample, using a new specimen container. (The original specimen, if any, should be discarded). If the individual is still unable to provide forty-five (45) milliliters of urine, they will be taken out of service and medical evaluation will be conducted by a licensed physician approved by the City determine if there is a medical reason for the inability to provide a specimen. If it is not determined that there is a medical reason, the individual will be treated as having refused to take the test. If the employee fails for any reason to provide forty-five (45) milliliters of urine, the collection agent should contact a third party administrator (TPA) or another City designee.

The regulations specify the privacy procedures and the reasons to believe that a specimen has been adulterated which include conduct clearly and unequivocally indicating an attempt to substitute or adulterate the sample, e.g., abnormal urine color or urine temperature outside the acceptable range. All specimens suspected of being adulterated shall be packaged and forwarded to the laboratory for testing.

In the event of suspected specimen adulteration, a second specimen will be immediately collected if possible, and the entire procedure should be repeated including initiation of a new chain-of-custody form and separate packaging for shipping.

The collection agent shall document any unusual behavior or appearance on the urine custody-and-control form.

Specimen handling (from one (1) authorized individual or place to another) will always be conducted using chain-of-custody procedures. Every effort must be made to minimize the number of people handling specimens. Both specimen containers shall be sealed and then forwarded to an approved laboratory for testing.

When the test is being conducted as part of a rehabilitation program, the collection process may be observed. If observed, the observer shall be the same gender as the employee being tested.

When a test kit is received by a laboratory, the thirty (30) milliliter sealed urine specimen container shall be removed immediately for testing. The shipping container with the remaining sealed container shall be immediately placed in secure refrigerated storage.

If an employee is told that the first sample tested positive, the employee may, within seventy-two (72) hours of receipt of actual notice, request that the second urine specimen be forwarded by the first laboratory to another independent and unrelated SAMHSA approved laboratory of the parties' choice for GC/MS confirmatory testing of the presence of the drug. If an employee chooses to have the second sample analyzed, they shall at that time execute a special check off authorization form to insure payment by the employee. If the second test is positive, and the employee wishes to use the rehabilitation option, the employee shall reimburse the City the costs of the second confirmation test and handling and shipping charges before entering the rehabilitation program. For those employees who choose to have the second specimen tested, disciplinary action can only take place after the first laboratory reports a positive finding and the second laboratory confirms the presence of the drug. However, the employee may be taken out of service once the first laboratory reports a positive finding while the second test is being performed. If the second laboratory report is negative, the employee will not be charged for the cost of the second test and will be reimbursed for all lost time. It is also understood that if an employee opts for the second specimen to be tested, contractual time limits on disciplinary action are waived.

Section 1.16 Specimen Shipping Preparations

After measuring temperature and visibly inspecting the urine specimen, the collection agent should tighten and seal the specimen shipping container.

The collection agent places a security label (initialed and dated by the employee) over the bottle cap, overlapping the bottle sides.

A double-pouch bag will be used for shipping, with one (1) side for the urine specimen and the other for paperwork.

The collection agent places the urine specimen in the sealable pocket of the specimen bag and then seals the bag.

The collection agent places laboratory copies of the urine custody and control form in the back sleeve of the double-pouch bag.

The collection agent places the sealed specimen bag in the shipping box and seals the box with the tape provided.

The employee receives a copy of the urine custody and control form.

Section 1.17 District Medical Review Officer

Each Medical Review Officer (MRO) must be a licensed doctor of medicine or osteopathy with knowledge of substance abuse disorders.

The MRO is responsible for performing the following functions:

1. Reviewing the results of the City's drug testing program.
2. Receiving all positive and negative drug test reports as the DOT regulations, and making all reports of prescribed under drug test results to the Employer.
3. Within a reasonable time, notifying an employee of a confirmed positive test result.
4. Reviewing and interpreting each confirmed positive test result in order to determine if there is an alternative medical explanation for the specimen's testing positive. The MRO shall perform the following functions as part of the review of a confirmed positive test result.
5. Provide an opportunity for the employee to discuss a positive result.
6. Review the employee's medical history and relevant biomedical factors. A driver is allowed to use a controlled substance (except for methadone) only when taken as prescribed by a licensed medical practitioner who is familiar with the driver's medical history and assigned duties.
7. Review all medical records made available by the employee to determine if a confirmed positive test resulted from legally prescribed medication or other possible explanation.
8. Verify that the laboratory report and assessment are correct. The MRO shall be authorized to request that the original specimen be reanalyzed to determine the accuracy of the reported test result.
9. Processing an employee's request to test the split sample. Such testing will be conducted at the employee's expense. The employee shall be reimbursed by the City for any such expense should the retest provide a negative result. If a reanalysis is negative, then the MRO will declare the test canceled.

10. Review and determine with the after-care treatment professionals whether and when a return to work agreement can be made for an employee. The MRO shall also review any rehabilitation program in which the employee participated.

11. Reviewing with after-care treatment professionals the schedule of unannounced testing for an employee who has returned to duty after failing a drug test conducted in accordance with the return to work agreement, or after refusing to submit to a drug test required by the return-to-work agreement.

Section 1.18 MRO Determination

If the MRO determines, after appropriate review, that there is a legitimate medical explanation for the confirmed positive test result, the MRO shall report the test to the City as a negative. If the MRO determines, after appropriate review, that there is no legitimate medical explanation for the confirmed positive test result, the MRO shall report the positive test result to the appropriate member of management in accordance with DOT regulations.

Based on a review of laboratory reports, quality assurance and quality control data and other drug test results, the MRO may conclude that a particular confirmed positive drug test result is scientifically insufficient for further action. Under these circumstances, the MRO shall conclude that the test is negative for, the presence of drugs or drug metabolites in an employee's system.

When there is a question as to the validity or accuracy of a positive test result, only the MRO is authorized to order a re-analysis of the original sample. Not later than seventy-two (72) hours after notification of a confirmed positive test result, an employee may submit a written request to the MRO for testing, of the split sample. The laboratory used must be certified by the SAMHSA and must follow usual chain-of-custody procedures.

The employee shall be reimbursed for any pay lost if taken out of service based upon a positive test result which is negated by the second test or as the result of the resolution of the Grievance. In order to make a recommendation to return an employee to duty after the employee has tested positive for the presence of controlled substances or has refused to submit to a drug, test, the MRO shall:

- A. Ensure that the individual or employees is "drug free," based on a drug test that shows no positive evidence of the presence of a drug or a drug metabolite in the person's system.
- B. Ensure that the employee has been evaluated by a rehabilitation program counselor for drug use or abuse.
- C. Ensure and confirm with the after-care treatment professional that the employee demonstrates compliance with all conditions or requirements of a rehabilitation program in which they participated and follows the after-care treatment plan.

If the MRO, after appropriate review, is in basic disagreement with the treatment or evaluation

physician/center as to the appropriate return to work date after evaluation and/or rehabilitation, then the MRO and the treatment/evaluation provider shall mutually agree upon a third (3rd) doctor within ten (10) working days, whose decision as to the appropriate return to work date shall be final and binding. If the third (3rd) doctor agrees that the employee should have been returned to work at a date earlier than that proposed by the MRO, the employee shall be reimbursed at their daily guarantee, less any other monies received, back to the release date of the evaluation and/or treatment facility. It shall exclude any time the employee was not available for examination or work.

Section 1.19 Record Retention

The medical review officer is the sole custodian of the individual test results. The MRO shall retain reports of individual positive test results for a minimum of five (5) years. Individual negative test results will be maintained for at least twelve (12) months. The City shall maintain in a driver's qualification file only such information as required by the DOT to document compliance with the drug testing requirements.

Section 1.20 Release of Drug Testing Information

The MRO shall inform the employee before beginning the verification interview, that the MRO could transmit to appropriate parties information concerning medications being used by the employee or the employee's medical condition only if, in the MRO's medical judgment, the information indicated that the employee may be medically unqualified under applicable DOT agency rules.

When a grievance is filed as a result of a positive test the City shall obtain from the laboratory its records relating to the drug test. Upon receiving the records, the City shall promptly provide copies to the appropriate official of the Union, provided that the employee has executed the consent form authorizing release to the Union. The consent request will be given to the employee in conjunction with the request authorizing release of the information to the City.

The City agrees to notify the Union of any change of SAMHSA approved laboratories used for drug testing for whatever reason.

Section 1.21 Paid For Time Testing

Except for drug tests taken in conjunction with a DOT physical, the employee will be paid their regular straight time hourly rate of pay in the following manner:

1. For all time at the collection site.
2. (a) If the collection site is reasonably en route between the employee's home and the center, and the employee is going to or from work, pay for travel time one (1) way between the center and the collection site or the collection site to the center; or
- (b) For travel time both ways between the center and the collection site, only if the collection site is not reasonably en route between the employee's home and the employee's center.

3. If an employee is called at home to take a random drug test at a time when the driver is not en route to or from work the employee shall be paid in addition to all time at the collection site, travel time both ways between the employee's home and the collection site with no minimum guarantee.

4. When an employee is on the clock and a random drug test is taken any time during the employee's shift, and the shift ends after eight (8) hours, the employee shall be paid time and one-half (1 - 1/2) for all time past the eight (8) hours..

Section 2. Alcohol Testing

The parties have agreed that the procedures as set forth in this Article shall be the methodology for testing and will be modified only in the event that further federal legislation or Department of Transportation regulations required by regulation, revise testing methodologies or requirements during the term of this Agreement.

Where such regulations allow revised testing methodologies such modifications shall be subject to mutual agreement by the parties.

Section 2.1 Employees Who Must Be Tested

City employees subject to Department of Transportation mandated alcohol testing are those whose jobs require a Class A or Class B Commercial Drivers License (CDL). This includes mechanics and employees who relieve for vacations or other temporary vacancies.

Effective May 23, 2015, given the safety sensitive nature of their positions, all employees in the bargaining unit will be subject to random alcohol testing, as provided herein, under the same rules in effect for Department of Transportation mandated testing. All employees will also continue to be subject to reasonable cause testing.

Section 2.2 Testing

Because of the consequences that a positive test result has on an employee, the City will employ a very accurate, two-stage testing program. Breath samples will be collected by a Breath Alcohol Technician (BAT), who has been trained in the use of the Evidential Breath Testing (EBT) device, in a course equivalent to the DOT's model course. All samples will be tested according to DOT alcohol testing requirements. In the event that breath testing is not possible in such cases as reasonable cause, or post accident, the Employer has the right to use alternative DOT approved methods.

Section 2.3 Screening Test

The initial screening test uses an Evidential Breath Testing (EBT) *device* to determine levels of alcohol. The following initial cutoff levels shall be used when screening specimens to determine whether they are negative for alcohol:

Breath Alcohol Levels:

Less than 0.02 - Negative

0.02 and above - Positive (Requires Confirmation Test)

Section 2.4 Confirmatory Test

All specimens identified as positive on the initial screening test, showing an alcohol concentration of 0.02 or higher, shall be confirmed using an EBT that is capable of providing a printed result in triplicate; is capable of assigning a unique and sequential number to each test; and is capable of printing out. On each copy of the printed test result, the manufacturer's name for the device, the device's serial number, and the time of the test.

A confirmation test must be performed not sooner than fifteen (15) minutes after the screening test, but not more than twenty (20) minutes after the screening test.

The following cutoff levels shall be used to confirm the presence of alcohol:

Breath Alcohol Levels:

Less than 0.02 - Negative

0.02 to 0.039 - Positive/Out of service for twenty-four (24) hours from time of the test

0.04 and above -Positive/Out of service and referred to Substance Abuse Professional (SAP).

Section 2.5 Types of Testing Required

Testing procedures will be performed as part of pre-qualified practices, after defined reportable accidents, on the basis of reasonable cause, upon return to duty after a positive test, under DOT mandated random testing, contractually agreed upon random testing, and as follow-up testing for post alcohol rehabilitation.

Section 2.6 Reasonable Cause Testing

Upon reasonable cause, the City will require an employee to be tested for the use of alcohol. Reasonable cause is defined as an employee's observable action, appearance or conduct that clearly indicates the need for a fitness-for-duty medical evaluation.

The employee's conduct must be witnessed by at least two (2) supervisors, if available. The witnesses must have received training in observing a person's behavior to determine if a medical evaluation is required. When the supervisor confronts an employee, a union representative should be made available. If no steward is present, the employee may select another hourly paid employee to accompany them.

Documentation of the employee's conduct shall be prepared and signed by the witnesses within twenty-four (24) hours of the observed behavior. In addition, a copy will be sent to the Union in a timely manner.

Section 2.7 Post Accident Alcohol Testing

DOT mandated drivers will be required to submit to an alcohol test after a serious accident, which is one in which:

1. There is a fatality, or;
2. There is bodily injury to a person who, as a result of the injury, receives immediate medical treatment away from the scene of the accident, or;
3. One (1) or more motor vehicles incur disabling damage as a result of the accident requiring a vehicle to be transported away from the scene by a tow truck or other vehicle.

Non-DOT mandated drivers may be required to submit to alcohol testing if there is any reasonable suspicion of alcohol usage or reasonable cause to believe that a driver has been operating a vehicle while under the influence of alcohol, or reasonable cause to believe the driver was at fault in the accident and alcohol usage may have been a factor.

Alcohol testing will be required after accidents under the above conditions and drivers are required to submit to such testing within two (2) hours of the accident, if possible, and within eight (8) hours at the latest.

Drivers are required to submit to such testing as soon as possible within two (2) hours. Under no circumstances shall this type of testing be conducted more than eight (8) hours after the time of the accident.

It shall be the responsibility of the driver to remain readily available for testing after the occurrence of a commercial motor vehicle accident. It is also the responsibility of the driver to not use alcohol for eight (8) hours or until an alcohol test is performed under this section, whichever occurs first. Union representation will be made available. It is not the intention of this language to prohibit the driver from leaving the scene of an accident for the period of time necessary to obtain assistance in responding to the accident or to receive necessary medical attention.

Law Enforcement Testing: The result of a breath or blood test for the use of alcohol or a urine test for the use of controlled substances, conducted by federal, state, or local officials having independent authority for the test, shall be considered to meet the requirements of post-accident testing provided such tests conform to applicable federal, state or local requirements and that the results of the tests are obtained by the City.

Section 2.8 Random Testing - Random Employee Selection

The procedure used to randomly select employees for alcohol testing, in compliance with the U.S. Department of Transportation regulations, will be a computer program specifically intended for such an application.

The program will utilize an internal computer clock procedure to randomly generate lists of employees mandated for testing by the Department of Transportation/Federal Highway Administration. The computer shall randomly select the required number of employees from the total pool of affected employees. The pool of employees selected randomly for controlled substance testing will also be the pool of employees selected for alcohol testing in compliance with DOT regulations. For verification purposes and to cover absences the computer shall print the following lists for each testing period:

1. An alphabetical total pool list of employees in the City.
2. A list of employees shall be printed from the random list in the order in which they are computer selected.

The lists or true copies of the lists shall be maintained by a third party administrator. Upon request to the City, the lists will be made available for review by Union representatives and City labor relations managers to verify the proper application and use of the lists in the random testing system.

The parties agree that no effort will be made to cause the system and method of selection to be anything but a true random selection procedure insuring that all affected employees are treated fairly and equally.

The parties further agree not to amend or change the current method of random selection as described herein without prior agreement between the parties.

The City will follow the same procedures utilized in DOT-mandated testing for randomly selecting employees in safety sensitive positions.

A driver shall only be tested for alcohol while the driver is performing safety sensitive functions, just before the driver is to perform safety sensitive functions, or just after the driver ceased performing such functions

Employees who are on long term illness or leave or absence shall not be subject to testing.

Section 2.9 Notification

City employees, subject to random alcohol testing, will be notified of testing in person or by direct phone contact. Notification shall be given by the management person responsible for such notification.

Section 2.10 Rehabilitation and Testing after Return to Duty

If the Breath Alcohol Technician (BAT) determines a specimen confirmed positive, then the employee will be removed from service and have five (5) calendar days to evaluate their

situation with an approved Substance Abuse Professional (SAP) and then up to fifteen (15) calendar days to enter the rehabilitation treatment center after approval of a leave of absence. The City will follow the final recommendations of the Substance Abuse Professional (SAP), working in conjunction with the Medical Review Officer (MRO), who has consulted with the rehabilitation treatment professional as to the appropriate aftercare protocol and post rehabilitation unannounced alcohol testing.

It is understood that if the grievance procedure is utilized contractual time limits on disciplinary action and the employee's request for rehabilitation will be suspended until resolution of the grievance.

The provision of this agreement will apply to all employees requesting enrollment in a rehabilitation program following a positive alcohol test. Employees may use the City's Employee Assistance Program, a union sponsored program as well as any other referral service in choosing an approved program of treatment.

Section 2.11 Discipline

It is agreed that an employee will have a one (1) time rehabilitation opportunity for alcohol abuse, except as provided below.

1. - Reasonable Cause Testing

An employee who is tested for reasonable cause and whose alcohol level is 0.02 to 0.039 will be taken out of service for twenty-four (24) hours and receive a warning letter.

An employee who is tested for reasonable cause and whose alcohol level is 0.040 to 0.069 will be taken out of service for twenty-four (24) hours, referred to a Substance Abuse Professional (SAP) and suspended for ten (10) days. If the employee has committed a disciplinary offense under the terms of the supplemental agreement, the results of the test may be used in the support of the Employer's disciplinary action.

A second positive test of 0.02 or above is a dischargeable offense.

A positive test of 0.070 or above is a dischargeable offense.

A presumption exists that the employee was drinking on the job if the observation, time of testing and alcohol level combine to show the employee's level was too high to have consumed alcohol prior to the employee's report time.

An employee taken out of service for a positive test result must have a negative test prior to returning to work.

2. Post Accident Testing

An employee who is involved in an accident for which the mandate requires post accident testing must submit to such test. A post accident test of 0.02 or above is a dischargeable offense.

3. Random Testing

A positive test of 0.02 to 0.039 will result in the employee being taken out of service for twenty-four (24) hours and a warning letter shall be issued.

A second positive test of 0.02 to 0.069 or an initial positive test of 0.04 or above will result in the employee being taken out of service and a ten (10) day suspension shall be imposed. The employee will also be referred to a Substance Abuse Professional (SAP) for evaluation. If the SAP requires in-patient treatment and that inpatient treatment is the second such treatment afforded the employee, the cost of such treatment will not be borne by the City medical plan.

A third positive test of 0.02 or above after the employee was tested pursuant to the above levels will subject the employee to discharge.

4. Dischargeable Offenses

Other language to the contrary notwithstanding, the following may result in discipline up to and including discharge:

- A. Failure to successfully complete rehabilitation.
- B. A positive test as part of post-care testing.
- C. Failure to comply with the after-care treatment plan.
- D. Possession of and/or consumption of an alcoholic beverage while on duty.
- E. Any test of an on-duty employee that measures at or above the state mandated DWI level. Should any state reduce the DWI mandated levels below 0.08, the Employer and the Union agree to meet and re-negotiate section E. of this Agreement,
- F. An employee's refusal to submit to a negotiated test.

In no circumstances under this Section shall suspension time run concurrently with any leave period.

Section 2.12 Preparation for Testing

Pursuant to Department of Transportation regulations, the City reserves the right to utilize on site or off site testing facilities. Under no circumstances shall the City utilize City personnel to serve as a Breath Alcohol Technician (BAT). City forms used in the testing procedure shall be mutually agreed upon by both parties.

Upon arrival at the testing site, an employee must provide the BAT with a photo identification.

If the employee arrives without the photo identification, the BAT should contact the City Safety and Health manager or the City Human Resources manager.

A consent form will be provided to the BAT by the City or third party administrator. The employee shall sign the consent form and the BAT shall sign as a witness.

A standard DOT approved alcohol testing form must be used by all testing facilities.

Section 2.13 Specimen Testing Procedures

The City agrees to implement a "Specimen Testing Checklist". The checklist is to be used with the affected employees at the testing site by the person performing the testing for the City. The checklist is to be used at all locations, but it is understood that failure to use or the refusal to use the checklist does not invalidate a properly conducted alcohol testing procedure. Nor does it prohibit an employee's recourse to the collective bargaining agreement and/or the grievance procedure.

Procedures for alcohol testing will follow Department of Transportation guidelines to ensure an individual's privacy.

No unauthorized personnel will be allowed in any area of the testing site. Only one (1) alcohol testing procedure will be conducted at a time.

The employee will provide their specimen in a location that allows for privacy. The City agrees to recognize all employee's rights to privacy while being subjected to the testing process at all times and at all testing sites. Further the City agrees that in all circumstances the employee's dignity will be considered and all necessary steps will be taken to insure that the entire process does nothing to demean, embarrass or offend the employees unnecessarily. Testing will be under the direct observation of a BAT. All procedures shall be conducted in a professional, discreet and objective manner. Direct observation will be necessary in all cases.

The employee shall provide an adequate amount of breath for the EBT device. If the individual is unable to provide a sufficient amount of breath, the BAT shall direct the individual to again attempt to provide a complete sample. If the employee fails for any reason to provide the requisite amount of breath, the BAT shall contact the City.

If an employee is unsuccessful in providing the requisite amount of breath, the City then must have the employee obtain, as soon as practical, an evaluation from a licensed physician chosen by the City concerning the employee's medical ability to provide an adequate amount of breath. If the physician determines that a medical condition has, or with a high degree of probability, could have precluded the employee from providing an adequate amount of breath, the employee's failure to provide an adequate amount of breath will not be deemed a refusal to take the test.

If the physician is unable to make a determination that the employee was medically unable to provide a sufficient amount of breath, the employee will be regarded as refusing to take the test.

The BAT shall document any unusual behavior or appearance on the alcohol testing form.

Section 2.14 Substance Abuse Professional (SAP) and Medical Review Officer (MRO)

Each Substance Abuse Professional (SAP) must be a licensed Doctor of Medicine or Osteopathy, or a licensed or certified psychologist, social worker, employee assistance professional or addiction counselor (certified by the National Association of Alcoholism and Drug Abuse Counselors Certification Commission) with knowledge of and clinical experience in the diagnosis and treatment of alcohol and controlled substance-related disorders.

Each Medical Review Officer (MRO) must be a licensed Doctor of Medicine or Osteopathy with knowledge of substance abuse disorders. The SAP and the MRO may be the same individual if they meet the DOT regulations.

The SAP, working in conjunction with the MRO, is responsible for performing the following functions:

1. Review and determine with the after-care treatment professionals whether and when a return to work will be made for an employee. The SAP, working in conjunction with the MRO, shall also review any rehabilitation program in which the employee participated.
2. Reviewing with after-care treatment professionals the schedule of unannounced testing for an employee who has returned to duty after failing an alcohol test conducted in accordance with the return to work agreement, or after refusing to submit to an alcohol test required by the return to work agreement.

Frequency of such follow-up testing shall consist of at least six (6) tests in the first twelve (12) months following the drivers' return to duty. The one (1) year period may be extended by the aftercare treatment professional in consultation with the SAP, working in conjunction with the MRO, as necessary.

Section 2.15 SAP/MRO Determination

In order to make a recommendation to return an employee to duty after the employee has tested positive for the presence of alcohol or has refused to submit to an alcohol test, the SAP, working in conjunction with the MRO, shall:

- A. Ensure that the individual or employee is "alcohol free" based on an alcohol test that shows no positive evidence of the presence of alcohol in the person's system.
- B. Ensure that the employee has been evaluated by a rehabilitation program counselor for alcohol use or abuse.

C. Ensure and confirm with the after-care treatment professional that the employee demonstrates compliance with all conditions or requirements of a rehabilitation program in which they participated and follows the after-care treatment plan.

If the SAP, working in conjunction with the MRO, after appropriate review, is in basic disagreement with the treatment or evaluation physician/center as to the appropriate return to work date after evaluation and/or rehabilitation, then the SAP, working in conjunction with the MRO, and the treatment/evaluation provider shall mutually agree upon a third (3rd) doctor within ten (10) working days, whose decision as to the appropriate return to work date shall be final and binding. If the third (3rd) doctor agrees that the employee should have been returned to work at a date earlier than that proposed by the SAP, working in conjunction with the MRO, the employee shall be reimbursed at their daily guarantee, less any other monies received, back to the release date of the evaluation and/or treatment facility. It shall exclude any time the employee was not available for examination or work.

Section 2.16 Record Retention

The City shall maintain records in a secure manner, so that disclosure of information to unauthorized persons does not occur.

Each City or its agent is required to maintain the following records for two (2) years:

1. Records of the inspection and maintenance of each EBT used in employee testing;
2. Documentation of the Employer's compliance with the Quality Assurance Plan (QAP) for each EBT it uses for alcohol testing;
3. Records of the training and proficiency testing of each BAT used in employee testing; and
4. Any required log books.

The City or its agent must maintain for five (5) years records pertaining to the calibration of each EBT used in alcohol testing, including records of the results of external calibration checks.

Section 2.17 Release of Alcohol Testing Information

The Breath Alcohol Technician (BAT) shall inform the employee before testing that the City will be notified if the confirmatory test is greater than 0.02, since the employee will be removed from service and considered medically unqualified to drive under DOT agency rules and regulations.

When a grievance is filed as a result of a positive test the City shall obtain records relating to the alcohol test. Upon receiving the records, the Employer shall promptly provide copies to the appropriate official of the Union, provided that the employee has executed the consent form authorizing release to the Union. The consent request will be given to the employee in conjunction with the request authorizing release of the information to the City.

Section 2.18 Paid For Time Testing

The employee will be paid their regular straight time hourly rate of pay in the following manner:

1. For all time at the testing site.
2. (a) If the testing site is reasonably en route between the employee's home and the center, and the employee is going to or from work, pay for travel time one way between the center and the testing site or the testing site to the center; or

(b) For travel time both ways between the center and the testing site only if the testing site is not reasonably en route between the employee's home and the employee's center.

When an employee is on the clock and a random alcohol test is taken any time during the employee's shift, and the shift ends after eight (8) hours, the employee shall be paid time and one-half (1-1/2) for all time past the eight (8) hours.

Section 3. Suspension or Revocation of License

In the event an employee shall suffer a suspension or revocation of the right to drive the city's equipment for any reason, the employee must notify the City before they next report to work. Failure to comply will subject the employee to disciplinary action up to and including discharge in accordance with law and this contract.

Section 4. Marijuana

On-duty use of marijuana and/or an employee reporting for work impaired due to marijuana use continues to be prohibited. Therefore, marijuana metabolites will continue to be included in reasonable cause drug testing for all employees and positive results will result in disciplinary action pursuant to this Article.

The parties agree to reopen negotiations for the limited purpose of discussing the random testing of non-DOT employees for marijuana if, in the future, an alternative form of testing for marijuana is approved by the Department of Transportation.

ARTICLE 26
STABILITY OF AGREEMENT

No amendment, understanding, alteration or variation of the terms or provisions of this Agreement shall bind the parties hereto unless made and executed in writing by the parties hereto.

The failure of the Employer or the Union to insist, in any one or more incidents, upon performance of any of the terms or conditions of the Agreement shall not be considered as a

waiver or relinquishment of the right of the Employer or the Union to future performance of any such term or condition and the obligation of the Union and the Employer to such future performance shall continue in full force and effect.

ARTICLE 27
SEPARABILITY

If any Article or Section of this contract or any Riders thereto should be held invalid by operation of law or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any Article or Section should be restrained by such tribunal pending a final determination as to its validity, the remainder of this Agreement and of any Rider thereto, or the application of such Article or Section to persons or circumstances other than those as to which it has been held invalid or as to which compliance with or enforcement of has been restrained, shall not be affected thereby.

ARTICLE 28
MOBILE TECHNOLOGY/RECORDING OF WORK TIME

The City shall provide smart phones and two-way radios, and may also provide tablets or other mobile computing technology, to unit employees. The City shall determine the use of such equipment, consistent with the City's Internet, Telephone, and Online Computer Services Use Policy. Any disciplinary action taken by the City of Cambridge pursuant to any provision in this policy shall be subject to the grievance and arbitration provisions of the collective bargaining agreement including the just cause standard. If discipline is imposed on an employee pursuant to this policy, the City understands and agrees that the Union may file a grievance alleging that the employee did not engage in the alleged activity and/or the discipline is not appropriate based on the employee's activity.

Before expanding the use of GPS devices in vehicles and mobile phone and computing devices, upgrading technology of work systems, or establishing or modifying systems for reporting and recording work time, the City will provide the Union 30 days' notice and will meet with the Union upon request to discuss any questions or concerns about the City's contemplated action under this paragraph.

ARTICLE 29
GENERAL

The parties agree that all items are effective July 1, 2024 unless otherwise specified.

The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining and that the entire understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement.

This contract incorporates the complete and entire agreement between the parties. As to subject for bargaining not expressly and specifically set forth in this Agreement, the City reserves the right to make changes and to establish other policies and procedures for orderly and efficient operations.

No prior agreements, practices, benefits, privileges or understandings, oral or written, shall be controlling on management unless and until such agreements or understandings have been reduced to writing and duly executed by both parties subsequent to the date of this Agreement.

Management's failure, in one or more instances, to exercise its authority or rights or to insist upon performance of any terms or conditions of this Agreement shall not be considered as a waiver or relinquishment of that authority or those rights.

ARTICLE 30 **DURATION**

Section 1. Effective Period

This contract shall be effective as of July 1, 2024, and with the agreed upon extension, shall continue in full force and effect through June 30, 2027 and from year to year thereafter, except that either party may, by written notice to the other at least sixty (60) days prior to the termination date, or any anniversary date thereof, give notice of its desire to modify or terminate this Agreement. Unless otherwise specified in separate Articles in this Agreement, all terms and conditions shall be effective as of the date of Union ratification of this Agreement.

Section 2. Collective Bargaining - New Agreement


Upon receipt of such notice, the parties will meet and engage in collective bargaining for the purpose of reaching a new Agreement.

WITNESS OUR HANDS AND SEALS THIS 25th DAY OF March, 2026.

CITY OF CAMBRIDGE:


Yi-An Huang
City Manager


Raecia Catchings
Chief People Officer


John Nardone
Commissioner of Public Works


Jennifer Mathews
Deputy Commissioner of Public Works


Jamie Matthews
Director of Labor Relations

TEAMSTERS LOCAL 25, on behalf of
Cambridge Public Works Supervisors
International Brotherhood of Teamsters:


Thomas G. Mari
President/Principal Officer


Jason Lopes
Business Agent

Approved for form:


Megan Bayer
City Solicitor

CITY OF CAMBRIDGE

HUMAN RESOURCES DEPARTMENT
CITY HALL, CAMBRIDGE, MA 02139
(349-4332)

G R I E V A N C E

(Note: Prepare and sign three (3) copies. All three copies should be submitted at each successive step by the aggrieved employee or the Union until the grievance is resolved. At settlement or at third-response, copies are distributed to the Union (Green), the Department (Yellow), and the Human Resources Department(White).

NAME OF AGGRIEVED EMPLOYEE: _____

TITLE AND COMPENSATION GRADE: _____

DEPARTMENT AND DIVISION WHERE EMPLOYED: _____

NAME OF EMPLOYEE ORGANIZATION: _____

(Grievant should state facts {including date(s)} on which their grievance is based; specify each section of the contract which is alleged violated, include the proposed remedy).

Signed: _____
Aggrieved Employee

Signed: _____
Union Steward

_____/_____/20
(Mo) (Day) (Year)
(Form CPD-1)

1st-Step Response

The grievance as stated was first presented to me _____ ORALLY _____ IN WRITING _____
on _____ and _____ Remains Unsettled _____ Has been Adjusted _____
(Mo) (Day) (Year)

(Insert date when facts of grievance were first stated to Supervisor by Union Steward)

Signed: _____ Signed: _____
(Employee or Union Steward)

Title: _____
(Employee's immediate supervisor outside of Bargaining Unit)

_____/_____/20____ (Mo) (Day) (Year)
_____/_____/20____ (Mo) (Day) (Year)

2nd-Step Response

The grievance was submitted to me on _____. My response is as follows:
(Date rec. by Dept Head/Designee)

Signed: _____ Title: _____

_____/_____/20____
(Mo) (Day) (Year)

The response of the Department Head/Designee _____ is _____ sufficient to settle this grievance.

_____/_____/20____ Signed: _____
(Mo) (Day) (Year) (Union Representative)

3rd-Step Response

The grievance was submitted to the City Manager on _____. The response of the City Manager or Designee is as follows:

_____/_____/20____ Signed: _____
(Form CPD 1.2) (City Manager or Designee) (Form CPD 1.2)