

**COLLECTIVE BARGAINING
AGREEMENT
BETWEEN
THE CITY OF CHARLOTTESVILLE
AND
THE INTERNATIONAL BROTHERHOOD
OF TEAMSTERS, LOCAL 29**

Effective From

July 1, 2025 – June 30, 2029

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GENERAL PROVISIONS

ARTICLE 1: PREAMBLE

This Agreement is entered into by and between the City of Charlottesville (“City”) and Teamsters Local 29 (“Union”) and has the purpose of establishing terms and conditions of employment for bargaining unit employees, establishing a procedure for resolving disputes of contractual interpretation, and promoting harmonious labor relations between the parties so that employees and management can focus their efforts on providing high quality services to the City.

ARTICLE 2: RECOGNITION

The City recognizes the Union as the exclusive bargaining representative of the Labor and Trades bargaining unit defined in Charlottesville City Ordinance #O-22-128 and for purposes of collective bargaining as set forth in those provisions of the Code of the City of Charlottesville.

ARTICLE 3: INTERPRETIVE RULES

Section 1: Interpretive Rules.

- A. To the extent that any provisions of this Agreement are inconsistent with the City’s Personnel Policies or other policies of the City or its departments, this Agreement will supersede.
- B. All gender pronouns should be construed as referring to all genders.
- C. Unless otherwise stated, any reference to “days” will refer to calendar days. The day on which the triggering event occurred will not be counted for any time limits, but the final day of the period will be counted. If the final day falls on a Saturday, Sunday, or City recognized holiday, then the final day of the time period will be extended to the next day that is not a Saturday, Sunday, or City recognized holiday.
- D. Unless otherwise stated or if the context requires otherwise, the term “Employee” refers to an employee in the Labor and Trades bargaining unit.

ARTICLE 4: ELIMINATION OF BARGAINING UNIT POSITIONS

The City has the authority to determine job duties and assignments and to contract for services to enhance department operations. If the City’s exercise of these management rights results in the elimination of a position in the bargaining unit, the City will notify and meet with the Union to discuss the effects of the City’s decision.

ARTICLE 5: BARGAINING UNIT WORK

Employees who have completed their probationary period shall not be terminated from employment for lack of work as the result of hiring variable hour/seasonal employees (as defined

by the City's Personnel Policies) to carry out the duties normally performed by bargaining unit members.

ARTICLE 6: MANAGEMENT RIGHTS

Except as expressly modified or restricted by a specific provision of this Agreement, all governmental, managerial, and administrative prerogatives and functions conferred upon the City inherently and by the CBO) are retained and vested exclusively in the City, including but not limited to, the exclusive right to:

- 1) To determine the organization of city government and the purpose and mission of its constituent agencies, and to add, delete, modify, or suspend programs, functions, and units of government as the city determines to be necessary and appropriate;
- 2) To determine the type and scope of work to be performed by city employees, and the manner in which services are to be provided;
- 3) To direct the work of employees and determine the number of employees to perform any work or service;
- 4) To hire, classify, promote, transfer, assign, retain, and supervise all employees, and to suspend, demote, discharge, or take other disciplinary action against employees;
- 5) To determine and change the number of positions and/or the appointment type (full time, part time, etc.) for such positions;
- 6) To relieve employees from duties by layoff or other reduction-in-force due to lack of work, budget changes, changed working conditions or requirements, or for other reasons not prohibited by law;
- 7) To introduce new or different services, methods, equipment, or facilities;
- 8) To contract for, expand, reduce, transfer, eliminate, or change in any way the operations of the general government, as well as any department, office, or part thereof;
- 9) To establish and change standards of behavior or performance, promotions, staffing levels, job qualifications, and job descriptions;
- 10) To determine the kind, type, location, and use of city-owned equipment or facilities; provided that the city shall not require use or operation of unsafe equipment or the unsafe operation of equipment;
- 11) To determine its tax levies, revenue generation methods, budget, and appropriation;
- 12) To require enhanced security measures to protect city facilities, infrastructure, personnel, and the public;
- 13) To take whatever actions may be necessary to carry out the city's mission during a state of emergency as defined in Virginia Code § 44-146.16 affecting the city or a declaration of local emergency as defined in Virginia Code § 44-146.16, or during such other emergency operations as may be deemed necessary by the city manager or his/her designee;

- 14) To make and implement systems for awarding outstanding service increments, extraordinary performance awards, other merit awards, and recognizing employee recognition and service (including hiring and referral bonuses);
- 15) To introduce new or improved technology, research, development, and services;
- 16) To determine matters related to the administration of pay and benefits which are not directly related to monetary compensation or benefits;
- 17) To issue and enforce rules, policies, and regulations necessary to carry out these and all other managerial functions which are not inconsistent with the City's collective bargaining ordinance, this collective bargaining agreement, or federal or state law; and
- 18) To take any other action necessarily to fulfill the duties and responsibilities granted to the city manager under section 5.01 of the Charter of the City of Charlottesville.

The City's failure to exercise any prerogative or function hereby reserved to it, or the City's exercise of any such prerogative or function in a particular way, shall not be considered a waiver of the City's right to exercise such prerogative or function or preclude it from exercising the same in some other way not in conflict with the express provisions of this Agreement.

ARTICLE 7: NO STRIKES OR LOCKOUT

A bargaining unit employee shall not either directly or indirectly cause, instigate, sponsor, direct, encourage, condone, or engage in any strike, nor the City in any lockout. Neither a bargaining unit employee nor the Union shall obstruct, impede, or restrict, either directly or indirectly, any attempt by the City to end a strike. "Strike" as used herein means any organized and intentional stoppage of work by employees, including sit-downs, walkouts, slowdowns, sick outs, call outs, or any other concerted interference with work.

In addition to other remedies provided for in this Agreement, violation of this provision may subject employees and/or the Union, depending on the circumstances, to sanctions under the City's Collective Bargaining Ordinance and other applicable law.

ARTICLE 8: LABOR MANAGEMENT COMMITTEE

Section 1: Committee Members.

There shall be a Labor-Management Committee ("Committee") consisting of no more than five (5) Union representatives appointed by the Union and no more than five (5) City representatives appointed by the City. Each party may designate two (2) alternates.

Section 2: Committee Role.

The Committee shall meet at least quarterly at mutually selected times to discuss matters relevant to the parties. Either party may refer a matter to the Committee. Meeting subjects may include:

- A. Discussion on the implementation and general administration of this Agreement;
- B. Discussion of matters of mutual concern; and
- C. A sharing of general information of interest between the parties.

Issues of workplace and employee safety shall be permitted to be discussed both at these meetings as well as intermittently.

Section 3: Committee Authority.

It is the intent of the parties that the Committee reach consensus and provide recommendations to the Union and the City. The Committee shall not have the power or authority to add to, subtract from, or amend any existing collective bargaining agreement between the parties, or to adjust any pending grievances. Discussions of the Committee are not considered to be collective bargaining under Charlottesville Code of Ordinances Section 19-201 et seq., and a lack of consensus among the Committee members shall not be subject to any statutory impasse resolution procedure.

Section 4: Employee Work Hours.

Representatives of the Union on the Committee shall not lose pay or benefits for meetings mutually scheduled during their duty times.

ORGANIZATIONAL SECURITY PROVISIONS

ARTICLE 9: DUES CHECKOFF

Section 1: Dues Deduction.

The City shall deduct Union dues and assessments from the wages of those employees who individually and voluntarily certify to the City in writing that they authorize such deductions.

Section 2: Employee Authorizations.

The Union will provide the City with the employee's written authorization to deduct dues. Deductions will begin no later than the second pay period after the receipt of the written authorization from the Union.

Section 3: Amounts.

The Union will provide the City with a written schedule of dues in the form of a fixed amount per biweekly pay period and shall promptly notify the City in writing of any change to this amount. Any change in the amount of dues and/or assessments to be deducted by the City will become effective thirty (30) days following the City's receipt of notice from the Union.

Section 4: Remittance.

Remittance of dues to the Union will be made no later than ten (10) business days after which the dues and assessments were deducted. The City will provide the Union with a statement indicating all employees for whom dues and assessments were deducted and remitted; that statement will be submitted within three (3) business days following the remittance.

Section 5: Incorrect Payments.

If the City makes an overpayment to the Union, the City will deduct that amount from the next remittance to the Union. If the City makes a deduction from an employee who did not authorize a deduction, the Union agrees to refund the deduction to the employee.

Section 6: Revocation.

Authorization to pay Union dues may be revoked by the employee upon written notice to the Union and the City. Revocations will be processed within a 30-day time period.

Section 7: Indemnification.

The Union shall defend, indemnify, and hold harmless the City, its officers, and employees from/for:

- A. Any and all claims, demands, suits, or any other cause of action by any third party, including employees, arising from deductions made based on representations by the Union; and
- B. Any and all claims, demands, suits, or any other cause of action made by an employee for deductions made based on representations of the Union regarding changes or cancellations to the deduction authorization.

Section 8: D.R.I.V.E.

The City agrees to deduct, from the pay of all employees covered by this Agreement, voluntary contributions to D.R.I.V.E, upon written authorization from those employees.

D.R.I.V.E. shall notify the City of the amounts designated by each contributing employee that are to be deducted from their pay, on a bi-weekly basis, for all weeks worked. The phrase “weeks worked” excludes any week other than a week in which an employee earned a wage. The City shall transmit to D.R.I.V.E. National Headquarters, on a monthly basis, in one check, the total amount deducted, along with the name of each employee on whose behalf a deduction is made, and the amount deducted from that employee’s pay.

ARTICLE 10: BULLETIN BOARDS

Section 1: Provision.

The City agrees to provide a bulletin board, for the exclusive use of the Union for official postings, at each of the following locations.

- Public Works/Utilities Administration Building
- Pen Park Shop
- Melbourne Road Shop
- Skate Park Office
- Police Department
- Ridge Street Fire Station
- City Hall

Section 2: Location and Accessibility.

The bulletin board shall be placed in a convenient and accessible location within each facility identified in Section 1.

Section 3: Purpose.

The bulletin board shall be used exclusively for posting official Union communications, including but not limited to: Notices of Union meetings, Announcements of Union elections and results, Information about Union activities and events, Updates on negotiations and agreements, and other

official Union-related materials. With the exception of postings related to internal Union elections, no political postings or candidate endorsements shall be posted on the bulletin board.

Section 4: Maintenance and Upkeep.

The Union shall be responsible for maintaining the bulletin board, including the timely posting and removal of materials. The City shall ensure the bulletin board remains in good condition and accessible at all times.

Section 5: Approval of Postings.

All materials posted on the bulletin board must be authorized by the Union. The City shall not interfere with or remove any postings except in cases where postings violate the City's Personnel Policies. If the Union disagrees with the City's decision to remove material, it will notify the City and the parties will meet and confer regarding appropriate next steps.

ARTICLE 11: EMPLOYEE AND UNION RIGHTS

Section 1: Employee Rights.

Employees may join or refrain from joining the Union without interference, coercion, restraint, discrimination, or reprisal from the City or the Union. An employee's rights under this Agreement and the City's Collective Bargaining Ordinance, or status as a bargaining unit member, will not be affected because of membership or non-membership in the Union.

Section 2: Right of Access.

A. Right of Access

The City agrees to grant the Union reasonable access to members of the bargaining unit for representational purposes. All other interactions with bargaining unit members who are on duty shall not disrupt city operations. The Union agrees to coordinate access times with the City in advance to minimize any potential impact on work activities.

B. Non-Interference Clause

The Union's access to bargaining unit members shall be conducted in a manner that does not interfere with or interrupt the daily functions and operations of the City.

C. Meeting Space

The Union may reserve City-owned space at no cost to the Union, subject to availability and on the same terms and conditions as access granted to other third parties, to hold meetings with bargaining unit members for representational purposes. Requests to reserve space for meetings will not be unreasonably denied by the City.

D. Access Locations

Access to bargaining unit members may take place at designated City facilities or other agreed-upon locations that ensure both convenience and minimal disruption to City operations.

E. Compliance with Policies

Union representatives shall comply with all City policies and procedures regarding visitor access and conduct while on City premises.

Section 3: New Hires.

The City will notify the Union of all new bargaining unit employees on a monthly basis. The notice will include the employee's name, job classification at hire, mailing address, and city email address (if applicable). The Union will be given at least 30 minutes to speak to all new hires (as a group) at some point during their first 30 days of employment.

Section 4: Union Leave

The City may grant reasonable time off without loss of seniority rights, and without pay to any employee designated by the Union, to attend a labor convention or serve in any other capacity of other official Union business, provided one-week written notice is given to the City by the Union, specifying the length of time requested off. The Union agrees that in making its request for time off for Union activities, due consideration will be given to the number of employees affected so there will be no disruption of City operations due to lack of available employees.

ARTICLE 12: DISPLAYING OF UNION INSIGNIA

Section 1: General Provisions.

Bargaining unit employees may display a Teamsters insignia, in the form of a patch, on uniforms and outerwear purchased (not rented/leased) by the City and issued to the employee. The patch shall be no more than 12 square inches and no more than 4 inches in length and must be worn on the shoulder of the employee's uniform or outerwear. The City reserves the right to restrict such displays if it impacts safety or security. The City shall not be responsible for purchasing any Union insignia under this Article.

Section 2: Exclusions.

Employees in the Police Department are excluded from the provisions this Article.

GENERAL EMPLOYMENT PROVISIONS

ARTICLE 13: NON-DISCRIMINATION

- A. The City and the Union reaffirm their commitment to ensure non-discrimination in employment in accordance with applicable laws.
- B. The City shall comply with Sec. 19-214(b)(3) of the City's Collective Bargaining Ordinance regarding non-discrimination with respect to union activities. Likewise, the Union shall comply with Sec. 19-214(c)(2) regarding fair treatment of all employees in the bargaining unit regardless of union member status.
- C. The City and Union agree that Sec. 19-215 of the Collective Bargaining Ordinance is the appropriate remedy for any potential violation of Section 19-214 and therefore will not be subject to any Dispute or arbitration procedures provided for in this Agreement. Allegations of discrimination may be brought through the City's generally applicable

grievance procedure (as outlined in the City's Personnel Policies) or through any other remedy provided by applicable law.

ARTICLE 14: PERSONNEL RECORDS

Section 1: Maintenance of Personnel Records.

The city shall maintain one or more official personnel files for each employee. These files shall be kept in a secure location and may include various formats, including electronically imaged documents. The existence of an official City personnel file does not preclude departments or individual supervisors from maintaining employee records necessary for program-level operations or for supervisory purposes.

Section 2: Access to Personnel Records.

Employees shall have the right to examine the contents of their official personnel file at reasonable times by contacting Human Resources. Employees may authorize a designated representative to review their personnel file by providing a signed, written authorization to Human Resources. Requests for file reviews can be made via printed/written correspondence or email.

Section 3: Accuracy and Updates.

Employees may request the addition or removal of records from their personnel file that they believe to be irrelevant or erroneous. If the City denies the employee's request to remove the record(s), the employee may file a written rebuttal statement to be placed in their personnel file. Any request processed under this policy will be in compliance with all applicable records retention laws.

Section 4: Confidentiality of Records.

The custodians of personnel files and other employee records may only access and use such information for legitimate employment purposes and in accordance with the City's generally applicable personnel records policies. Personnel records shall be stored securely, and access shall be restricted to authorized individuals.

Section 5: Changes to Records.

Employees must promptly notify Human Resources of any changes in personal information, such as changes in address, phone number, or emergency contact details. The City shall make reasonable efforts to accurately record changes in a timely manner.

Section 6: Record Retention and Destruction.

The retention and destruction of personnel records will be in accordance with applicable records retention laws and the City's applicable personnel records policies.

ARTICLE 15: RESTROOM ACCESS

The City shall provide for adequate and reasonable use of restroom facilities for bargaining unit employees. Employees shall not be penalized or disciplined for reasonable restroom use. If an employee has a health condition which necessitates more frequent or longer than typical restroom breaks, they are encouraged to discuss the matter with Human Resources so that reasonable accommodation can be made for such usage, if appropriate.

ARTICLE 16: SENIORITY

Section 1: Seniority.

“City Seniority” will be the earliest date that an employee is hired by the City to work in any capacity and has been continuously employed since that date except as provided elsewhere in this Section. When two or more employees have the same City Seniority date, the employee with the earliest application date will be considered to have greater City Seniority over the other employees with the same City Seniority date.

Section 2: Accrual of Seniority While on Leave.

An employee on an approved leave of absence will maintain their seniority status and continue to accrue seniority.

Section 3: Termination of Seniority.

An employee’s seniority will be terminated when the following occurs: resignation, voluntary quit, three-day consecutive no-call no-show, discharge for just cause, discharge during probationary period, or retirement.

ARTICLE 17: LAYOFF AND RECALL

Job qualifications and seniority shall be considered by management in determining the order of layoff and recall.

Recall from layoff will be by certified mail to the employee’s last known address with a copy to the Union, after a telephone attempt to the employee. Employees being recalled will have seven (7) calendar days to notify the City of their intention to return to work and seven (7) calendar days to report following notification.

ARTICLE 18: JOB VACANCIES

All vacancies for existing and new job classifications in the bargaining unit shall be posted for a minimum of seven (7) business days. The City reserves the right, at its sole discretion, to post jobs internally prior to being advertised publicly.

ARTICLE 19: WORK SCHEDULES

- A. The City retains the authority to assign and schedule all bargaining unit employees in accordance with departmental needs, community requirements, and applicable laws. To address operational needs or community demands, the City may adjust work schedules as necessary.
- B. When a vacancy results in the availability of a shift with different regularly scheduled workdays, the City will first offer this opportunity internally before advertising the position externally. Specifically:
 1. A notice of the available shift will be posted at the reporting location of the relevant division.

2. Bargaining unit employees in the same job classification and performing the same work may submit a request to their immediate supervisor for the shift within 10 calendar days of the notice posting.
3. If multiple employees request the shift, assignment will be based on City Seniority, with the most senior employee receiving the shift.

ARTICLE 20: UNIFORMS

The City retains the exclusive right to establish and enforce uniform policies and dress code standards as necessary to ensure the safety, professionalism, and public image of the organization. Uniforms and related attire required for work will be issued in accordance with applicable policies.

ARTICLE 21: PERSONAL PROTECTIVE EQUIPMENT

- A. The City shall ensure that all bargaining unit employees are provided with necessary and appropriate personal protective equipment (PPE) to perform their duties safely. PPE will be provided to new employees within a reasonable period of time after their first day of employment or prior to their first work assignment where PPE is necessary.
- B. Employees in jobs that require additional PPE, per regulatory standards, will be provided such PPE. All City-issued PPE will be in good working order, and the City will replace any PPE that becomes unserviceable due to the performance of job-related activities.
- C. Employees are required to wear PPE in accordance with Department policy and regulatory standards. PPE must be worn properly at all times to minimize exposure to workplace hazards.

ARTICLE 22: TRAINING

The City will provide job-related training opportunities for employees to develop their professional skills and to maintain license/certification requirements necessary for their work assignments. An employee attending an approved training program will be eligible for compensation in accordance with FLSA. Travel reimbursements related to training will be governed by the City's established policies.

ARTICLE 23: TOOL ALLOWANCE

- A. The City shall reimburse each employee under job classification Vehicle and Equipment Technician Grades I, II, III in the Public Works Department with an annual tool allowance of \$750. Prior to reimbursement, the employee shall provide their supervisor with a valid itemized receipt.
- B. The tool allowance shall be made available on the first day of employment and on July 1 of each fiscal year. Any unused balance in the tool allowance as of June 30 will not be carried over to the next fiscal year.

C. Tools purchased in accordance with this Article or purchased under any tool allowance prior to this Agreement are the property of the employee and shall remain with the employee upon separation from employment. The City shall have no claim of ownership over such tools once they have been purchased and reimbursed in accordance with this Article.

ARTICLE 24: EMPLOYEE PARKING

The City shall provide access to parking facilities at or near the employee’s reporting location. Employees may have an option to purchase parking closer to their reporting location for added convenience. The City will make reasonable efforts to ensure that City-owned parking facilities are well-maintained. Alleged violations of this Article are not subject to the Dispute Procedure in Article 39.

ARTICLE 25: TAKE-HOME VEHICLES

A Department Director or designee may assign a take-home vehicle to an eligible employee in an on-call status or for other situations where it is necessary to improve response time. Eligibility and use of a take-home vehicle are subject to the City’s established policies. Department policies may differ based on operational needs.

LEAVE AND BREAK PROVISIONS

ARTICLE 26: VACATION

Section 1: Vacation Leave Accrual.

Regular full-time employees in the bargaining unit shall accrue vacation leave in accordance with accrual rates listed in the table below based on their years of continuous service with the City of Charlottesville. Regular part-time employees in the bargaining unit shall accrue leave on a pro rata basis.

Years of Service	Vacation Hours Accrued Biweekly	Vacation Hours Accrued Annually	Total Vacation Hours Limit	Vacation Hours Payout Limit
0 to 3	3.09	80.34	160	120
3 to 5	3.85	100.10	180	140
5 to 10	4.62	120.12	200	160
10 to 15	5.40	140.40	220	180
15 to 20	6.16	160.16	240	200
20 to 25	6.93	180.18	260	220

25+	7.70	200.20	280	240
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Section 2: Maximum Leave Accruals.

Employees may accrue up to two (2) weeks (equivalent to 80 hours for a 40-hour/week employee) more than their individual accrual amount which can be earned in one year. Annual leave in excess of the two (2) week maximum allowed accumulation will be converted to sick leave hours on a one-to-one basis and added to the employee’s sick leave balance at the end of the fiscal year.

Section 3: Unpaid Status and Impact Upon Leave Accruals.

An employee who is in unpaid leave status for a period of more than 14 calendar days will not accrue vacation leave for a one (1) month period and will not be eligible to accrue leave until the employee completes a calendar month with fewer than three (3) work days lost to unpaid status.

Section 4: Leave Upon Separation from Service.

With two (2) weeks’ notice upon separation from City employment, non-probationary employees shall be paid for all accrued, unused vacation leave based on the employee’s current rate of pay at the time of separation from service, up to the specified Vacation Hours Payout Limit based on years of service, as indicated in Section 1.

ARTICLE 27: SICK LEAVE

Section 1: Sick Leave Accrual.

Employees in the bargaining unit shall accrue sick leave at the rate of 4.62 hours per biweekly pay period. This amount includes the combined accruals for both personal sick leave and family sick leave.

Section 2: Sick Leave Eligibility and Use.

The eligibility and use of sick leave will be in accordance with the City’s Personnel Policies, which may be amended from time to time. Notwithstanding the foregoing, employees must call in at least thirty (30) minutes notice prior to the start of their scheduled shift when the use of sick leave is unforeseeable.

Section 3: Verification

For sick leave of three (3) or more consecutive work days, the employee must provide the City with supporting medical documentation that sick leave has been used in accordance with City policy.

Section 4: Abuse of Sick Leave

In addition to the verification required in Section 3, the City may require an employee to provide supporting medical documentation when management has reason to believe that there is abuse of the sick leave benefit. When such proof of illness is requested, and is not presented, the City will require the use of leave without pay or vacation leave and will treat the unexcused absence as grounds for disciplinary action.

administrative leave to be used on an alternate day approved by their Department. The approved alternate day must be within one year from the date of the recognized holiday for which the paid administrative leave was granted, or else it will be forfeited.

- C. If a recognized holiday falls on an employee's regularly scheduled day off, the employee will be granted eight (8) hours of paid administrative leave to be used on an alternate day approved by their Department. The approved alternate day must be within one year from the date of the recognized holiday for which the paid administrative leave was granted, or else it will be forfeited.

Section 3: Rate of Pay.

Employees shall be compensated one and one-half times (1.5x) their hourly rate of pay, or compensatory time in accordance with Article 31, for hours actually worked on City-observed holidays.

Section 4. Additional Holidays.

Nothing in this Article shall prohibit compensation for additional holidays approved by the Charlottesville City Council or the City Manager.

WAGE AND HOUR PROVISIONS

ARTICLE 30: WAGES

Section 1: Establishment of Pay Scale.

Effective July 1, 2025, the City shall implement a new pay scale that shall govern the compensation for employees covered by this Agreement (see Appendix A). The pay scale shall consist of 9 pay grades, with each grade representing a different range of pay based on job classifications, qualifications, and experience. The pay scale shall consist of 21 steps, from 0 to 20.

Section 2: Pay Grades.

Employees shall be assigned to a pay grade based on their job classification, with each job classification being mapped to a specific grade in the pay scale.

Section 3: Step Alignment.

- A. On July 1, 2025, employees will be placed on the pay scale based on their qualifications, relevant work experience, job classification, and continuous years of service.
- B. The City shall have the discretion to place new hires or transfers from outside the bargaining unit on the pay scale based on their qualifications, relevant work experience, and job classification.
- C. Future movement for all employees shall be one step per fiscal year, based on funding availability and a satisfactory performance evaluation, until the maximum step is obtained.

Section 4: Promotions and Transfers.

- A. Employees in the bargaining unit promoted to a higher grade on the pay scale will be placed in the new grade at a step that is no less than 110% of their pre-promotion base salary. In

no event shall a promotion to a position in a higher grade result in an employee being placed at a higher step than their pre-promotion step.

- B. Employees in the bargaining unit who transfer to another bargaining unit position in the same grade will remain at the same step.

ARTICLE 31: OVERTIME AND COMPENSATORY TIME

Section 1: Overtime.

In accordance with the Fair Labor Standards Act (FLSA), overtime shall be paid at one and one-half times (1.5x) the employee's regular rate of pay for all time worked in excess of 40 hours in a work week. Approved paid leave will count as hours worked for the purpose of calculating overtime.

Section 2: Pyramiding of Overtime.

Wherever two or more overtime or premium rates may appear applicable to the same hour or hours worked by an employee, there shall be no pyramiding or adding together of such overtime or premium rates and only the higher of the employee's applicable rates shall apply.

Section 3: Compensatory Time.

- A. Employees who would like to accrue compensatory time in lieu of being paid overtime earned during the work period must have supervisor approval. If the compensatory time option is authorized by the supervisor, the employee is credited with one and one-half times (1.5x) the hours worked as overtime.
- B. An employee who has accrued who compensatory time and requests the use of time shall be permitted to use the time off within a reasonable period after making the request if it does not unduly disrupt City operations. A Department Head may compel an employee to utilize accrued compensatory time on specific date(s), and/or may require that accumulated compensatory time be exhausted before vacation leave is taken, even if this will result in accrued vacation being forfeited.
- C. The maximum accrual of compensatory time may differ among departments. Depending on department policy, an employee may accrue (1) a maximum of 80 hours at any given time or (2) a cumulative total of 80 hours in a calendar year. An employee who has accrued the maximum amount of compensatory time as established by each department will be paid at one and one-half (1.5x) times for any hours worked as overtime.
- D. All unused accrued compensatory time as of December 31 will be paid out to the employee on the subsequent paycheck that includes December 31 in the pay period.
- E. All other scheduling and payment of compensatory time shall be administered pursuant to the City's generally applicable policies and procedures.

ARTICLE 32: ON-CALL

Section 1: Definition and Purpose.

An employee who is subject to being called back after regular working hours for emergency or other non-scheduled work is considered on standby. Standby, also referred to as “on-call”, is a pre-planned status requiring employees to be available by phone for calls, but which does not limit the employee’s freedom to an extent requiring compensation as “hours worked” for FLSA purposes.

Section 2: Eligibility.

The Department, in its sole discretion, will identify positions and employees eligible for on-call status. Any employee in an eligible position who has met performance expectations and who has completed all associated training and requirements to perform the required work will be eligible to be placed in an on-call status.

Section 3: Schedule.

Each department will determine its own method of scheduling on-call shifts. The City reserves the exclusive right to mandate on-call shifts. The City will make its best effort to ensure eligible employees have an equal opportunity to be scheduled for on-call shifts.

Section 4: Types of On-call Employees.

The Department may designate an on-call employee on a particular shift as either primary or secondary. A primary on-call employee serves as a “first responder” while the secondary on-call employee serves as a backup.

Section 5: Compensation.

A primary on-call employee will be paid \$3.75 per hour during on-call status and a secondary on-call employee will be paid \$2.00 per hour during on-call status.

If an on-call employee is required to report to work during on-call status, they will be paid a minimum of two (2) hours or actual hours worked, whichever is greater. Hours of work will be calculated from the time of the “call out” until the work is completed.

Section 6: Other Provisions.

All other on-call provisions not specified in this section will be governed by City’s established policies, as may be amended from time to time in the City’s discretion.

ARTICLE 33: PAY DURING EMERGENCIES AND INCLEMENT WEATHER

In accordance with established City policies, Department or Division Directors will designate essential employees whose job involves the performance of operations essential to the public welfare and safety during an emergency. In the event of inclement weather or other emergency circumstances, wherein the City government is closed by the City Manager (including designating remote work for City employees) or a state of emergency is declared by the City Manager, any bargaining unit employee designated as essential personnel who is required to work in person shall be compensated at one and one-half times (1.5x) their regular hourly rate of pay for any hours

worked during the emergency. Emergency pay will cease at the time the City reopens or the declared state of emergency ends. Alleged violations of this Article are subject to the Dispute Procedure in Article 39 but shall not be arbitrable.

ARTICLE 34: SPECIAL EVENTS

If offered and approved by their Department, bargaining unit employees are eligible to volunteer for work assignments outside of their regular work schedule to provide services for private (i.e., non-City) events. Hours worked under this Article shall be compensated at the hourly rate agreed upon by and between the City and the entity requesting the private event. However, the agreed upon rate shall not be less than \$65 per hour.

BENEFITS PROVISIONS

ARTICLE 35: INSURANCE

- A. The City will make available to bargaining unit employees the same medical, dental, and vision insurance plans it offers to employees outside of any bargaining unit. The employee contribution to the cost for such insurance plans will be the same as the contribution for employees outside of any bargaining unit.
- B. The City will make available to bargaining unit employees the same life insurance and accidental death and dismemberment (AD&D) coverage as is offered to employees outside of any bargaining unit. The employee contribution to the cost of such coverage will be the same as the contribution for employees outside of any bargaining unit.
- C. The City may amend the number or structure of its insurance options from time to time. The City will present its changes Citywide and will provide notice of changes to the Union. Employees will be informed in advance of each annual Open Enrollment period of any changes so that they may make informed choices.

ARTICLE 36: RETIREMENT

Section 1: Retirement and Pension Benefits.

All retirement and pension benefits, as outlined in the City of Charlottesville Personnel Policies dated October 17, 2022, Revised March 1, 2023, Section 7.5 Retirement Plans, will remain the same during the term of this Agreement.

Section 2: City Authority.

The City may make changes to the retirement and pension plans when required by applicable law, regulation, or when administrative changes are needed at the City's discretion, including changing third-party vendors. The City will provide the Union with at least sixty (60) days' advance notice of any such changes.

Section 3: Notification of Changes.

In the event the City intends to make changes to retirement and pension benefits for bargaining unit employees in accordance to Section 1, the City will provide the Union with 60 days' notice

of the proposed change(s) and provide the Union the opportunity to bargain over such changes on matters not excluded in Sec. 19-203(c) of the City's Collective Bargaining Ordinance.

ARTICLE 37: OTHER FRINGE BENEFITS

Bargaining unit employees covered by this Agreement will be offered certain fringe benefits that are identified as authorized subjects of bargaining in the CBO. Eligibility for such benefits is governed by the City's established policies, as may be amended from time to time in the City's discretion. During the term of this Agreement, bargaining unit employees will be offered, at a minimum, the same level of said benefits afforded to eligible employees outside of any bargaining unit unless otherwise specified in this Agreement.

DISCIPLINE AND DISPUTE PROVISIONS

ARTICLE 38: DISCIPLINE

Section 1: Disciplinary Procedures.

It is understood and agreed by the parties that the City has the right to discipline and/or discharge any employee for just cause. The City shall typically take corrective action in the form of progressive discipline and will generally follow the steps set forth below.

- A. Verbal (Oral Warning)
- B. Written Reprimand or Warning
- C. Suspension (with or without pay)/Demotion
- D. Termination (Discharge)

Depending on the circumstances of a particular incident or infraction, the City may deem it appropriate to omit or accelerate steps.

Probationary employees may be disciplined and discharged with or without cause and without recourse to the Dispute Procedure in Article 39 of this Agreement or the Grievance Procedure in the City's Personnel Policies.

Section 2: Union Representation.

An employee who is directed by a superior to report for an interview that the employee reasonably believes could lead to discipline may request the opportunity to have a Union representative (e.g., Shop Steward) present for the interview.

- A. The Union representative shall have a reasonable amount of time before the interview to discuss the matter privately with the employee.
- B. The Union representative shall not behave in a manner that is disruptive to the interview. Additionally, the employee and the Union representative may request a short break during the interview to speak privately. If granted, these private meetings shall not be recorded or observed by the City. The Union representative may ask procedural or clarifying questions during the interview.

- C. The City shall not question Union representatives about the contents of their conversations with represented employees.

Section 3: Notice of Investigation.

An employee who is the subject of an administrative investigation will be informed of the nature of the investigation within a reasonable period of time after the City’s knowledge of the infraction.

Section 4: Pre-Disciplinary Hearing.

When the City intends to take disciplinary action involving discharge, suspension without pay, or reduction in pay, the City shall notify the employee and the Union in writing of the charges against the employee and the proposed disciplinary action and shall provide the employee with the opportunity to respond to the charges at an informal hearing. The City shall provide notice of this hearing at least 24 hours in advance. This pre-disciplinary hearing shall be held prior to any final disciplinary action unless the employee waives the hearing or refuses to attend. The City reserves the right to suspend or discharge an employee without prior notice if, within the City’s sole discretion, immediate action is justified.

Section 5: Disciplinary Notices.

Verbal warning notices shall not remain in effect for a period of more than twelve (12) months from the date of such notice. Written warning notices shall not be considered in progressive discipline for a period of more than twenty-four (24) months from date of such notice.

ARTICLE 39: DISPUTE PROCEDURE

Section 1: Definition of a Dispute.

Under this procedure, a “Dispute” shall be any disagreement concerning the application or interpretation of the terms of this Agreement, except that employees may not take disciplinary action below the level of a written reprimand to arbitration.

A Dispute may be filed by an individual employee, by the Union on behalf of an employee (provided the aggrieved employee is named), or by the City. If two or more individual employees file separate Disputes regarding the same subject matter, the parties may consolidate them for the purpose of proceeding under this Article.

Section 2: General Provisions.

- A. For the purposes of this Article, time frames will be in calendar days unless otherwise stated. If a deadline falls on a weekend or City holiday, the deadline shall be the next business day.
- B. The City and the Union can mutually agree, by email or other writing, to postpone or to conduct by teleconference any meeting as outlined in the Procedural Steps section of this Article. Time limits for the processing of Disputes are intended to expedite Dispute handling and may be extended upon mutual agreement but, if not so extended, must be strictly observed. The City, the Union, and any bargaining unit employees filing Disputes must adhere to the timelines set forth below. Failure of the filing party to meet the timelines set forth below shall result in the withdrawal of the Dispute. If the responding party does

not provide a response or fails to meet within the required time limits set forth herein at Steps 1 or 2, it will constitute as a denial of the Dispute and the filing party may appeal to the next step of the Dispute Procedure in accordance with the timelines set forth below. If the responding party does not provide a response or fails to meet within the required time limits set forth herein at Step 3, the filing party may wait for the response or appeal to the next step of the Dispute Procedure. In such circumstances, at Step 3, the time to appeal the Dispute to arbitration shall be tolled until the responding party provides a response. The parties may mutually agree in writing to extend or waive any time limits under this Article.

- C. The parties agree that neither party shall be represented by legal counsel during this procedure prior to Step 3.
- D. If at any point the filing party fails to attend a properly scheduled Dispute meeting without good cause, the responding party will deem the Dispute resolved and will have no obligation to process it further.

Section 3: Election of Remedies.

As an alternative to the procedure set forth in this Article, an employee may use the grievance procedures provided for by the City of Charlottesville Personnel Policies to grieve any action outlined as grievable by those policies. An employee's initial election to file a grievance or a Dispute is binding and irrevocable at the time of filing. By electing one procedure, the employee automatically waives any right to participate in the other procedure for any Dispute or grievance related to the same underlying conduct.

Section 4: Informal Resolution.

Prior to the filing of a Dispute, the Union and/or the employee should attempt to resolve the Dispute informally. Informal resolution is encouraged, but not required. Informal resolution may involve actions such as talking directly to a relevant supervisor or raising the issue in an email with the appropriate City administrative employee. Attempts at informal resolution of an issue will not toll or alter the time for filing a formal Dispute as outlined below.

Section 5: Procedural Steps.

All Disputes must be submitted on the form attached hereto as Appendix B. Each section of the form must be fully completed and signed, including specific reference to the Article and Section of the Agreement that is alleged to be violated.

Recognizing that Disputes should be raised and settled promptly, a Dispute must be raised within twenty (20) calendar days following the event giving rise to the Dispute or within twenty (20) calendar days following the time when the employee or the Union knew or should have known of the event giving rise to the Dispute.

Disputes submitted by the City to the Union under this procedure shall be considered submitted at Step 3 and shall be presented to the President of the Union or their designee.

Disputes submitted by the Union or an employee shall be processed as follows below. All Disputes shall begin at Step 1 unless the Dispute arises from the direct actions of an authority higher than the reviewing authority, in which case the Dispute may be initiated at the appropriate higher step.

Step 1

A Dispute shall be presented in writing to the employee's second-level supervisor, with a copy to the Labor Relations Manager, and, upon request of any party, a meeting shall be held with the supervisor, Labor Relations Manager, filing party, and Union representative to discuss the Dispute within ten (10) calendar days. The supervisor shall respond in writing to the Dispute within ten (10) calendar days after the meeting.

Step 2

If the filing party disagrees with the decision of the supervisor, they may proceed to Step 2 by presenting a written statement on the appropriate form to the Department Head, with a copy to the Labor Relations Manager, within ten (10) calendar days of the receipt of the supervisor's decision.

Upon request of any party, a meeting shall be held with the Department Head or designee (i.e., Assistant or Deputy), Labor Relations Manager, filing party, and Union representative to discuss the Dispute within ten (10) calendar days after the presentation of the Dispute to the Department Head of designee. The Department Head of designee shall respond in writing to the Dispute within ten (10) calendar days of the Step 2 meeting.

Step 3

If the filing party disagrees with the decision of the Department, they may proceed to Step 3 of the procedure by presenting a written statement on the appropriate form to the City Manager, with a copy to the Labor Relations Manager, within fourteen (14) calendar days of the receipt of the decision.

The City Manager, Labor Relations Manager, filing party, and Union representative shall meet within fourteen (14) calendar days after receipt of the Dispute. The City Manager shall respond in writing to the appeal within fourteen (14) days of the meeting.

Step 4

If the Dispute is not settled at Step 3, the Union or the City may submit the Dispute to arbitration by notifying the other party, in writing of an intent to submit the Dispute to arbitration within fourteen (14) days of the Step 3 decision.

Section 6: Step 4 Arbitration.

The party invoking arbitration will request a panel of seven (7) arbitrators from the Federal Mediation and Conciliation Service ("FMCS"). The panel will draw from the FMCS's "sub-regional" pool and will only include members of the National Academy of Arbitrators. The parties shall, within 15 days of receipt of the panel, select an arbitrator through strikes with each party striking one name on the list until just one name remains. The parties shall flip a coin to determine which party shall make the first strike.

The parties shall make every effort to schedule arbitration of the matter as expeditiously as possible. The parties will provide witness lists to each other at least five (5) business days prior to a scheduled arbitration hearing.

The arbitration hearing will be held, if possible, at a mutually agreeable location, during regular day-shift hours on a regular business day.

Section 7: Arbitrators.

Arbitrators shall have no power to add to, detract from, or alter in any way the provisions of this Agreement. The jurisdiction and authority of the arbitrator shall be confined exclusively to the interpretation of the express provisions of this Agreement. The Arbitrator shall not hear more than one (1) contract dispute at a time without the mutual consent of the parties. The written decision of the Arbitrator shall be final and binding on both parties and all affected bargaining unit employees, including the aggrieved employee(s).

Section 8: Cost Sharing.

All expenses involved in the arbitration proceedings (i.e., arbitrator fees and arbitrator hearing transcripts) shall be equally shared between both parties. However, expenses relating to the calling of witnesses shall be borne by the party at whose request such witnesses are required.

Section 9: Right to Union Representation.

An aggrieved employee will have the right to have a Union representative present at all stages of the Dispute Procedure, if requested.

Section 10: Granting of Relief.

If, at any level of this Dispute Procedure, the City grants all relief requested by the employee or Union, such decision shall end further processing of the Dispute. Similarly, if at any level of this Dispute Procedure, the Union grants all relief requested by the City, such decision shall end further processing of the Dispute.

Section 11: Continuity of Operations.

Pending the resolution of any grievance, Dispute, or arbitration, all employees are expected to continue performing their assigned duties and adhere to the terms and conditions of this Agreement and all City policies and procedures. The filing of grievance, Dispute, or arbitration shall not interrupt the normal operations of the City.

Section 12: Record of Decisions.

The City and the Union shall maintain records of all final decisions made through the Dispute Procedure.

Section 13: Exclusions.

The Union or employees may not file Disputes over:

- 1) Items listed as non-grievable in Section 2-9.3 of the City's existing grievance procedure. These exclusions shall not prevent the Union or employees from filing disputes over the express provisions of this Agreement; and
- 2) any claims arising under applicable federal or state law.

MISCELLANEOUS PROVISIONS

ARTICLE 40: ENTIRE AGREEMENT

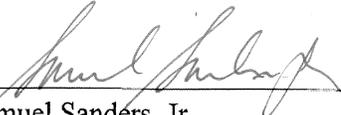
The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter properly within the scope of negotiations and that understandings arrived at after the exercise of that right to negotiate, with respect to any subject or matter referred to or covered in this Agreement or with respect to any subject or matter not specifically referred to, are covered in this Agreement. The express provisions of this Agreement for its duration, therefore, constitute the complete and total agreement between the City and the Union with respect to the matters addressed herein. It is further agreed that this Agreement can only be added to, amended or modified by a document in writing, signed on behalf of the parties hereto by their duly authorized representatives.

ARTICLE 41: TERM OF AGREEMENT

This Agreement shall be in full force and effect from July 1, 2025, through June 30, 2029. The City and the Union agree that the parties may enter into mutually acceptable side letter agreements to clarify provisions of this Agreement during its term.

IN WITNESS WHEREOF, the parties to this Agreement have caused their names to be subscribed below by their duly authorized officers and representatives on this 31st day of December, 2024.

City of Charlottesville, Virginia

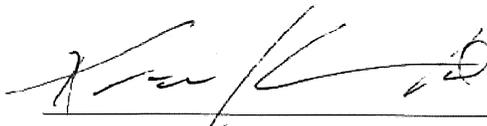


Samuel Sanders, Jr.
City Manager

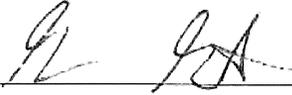
The International Brotherhood of Teamsters,
Local 29



William M. Martin
Secretary-Treasurer



Robert K. Gooch, IV
President



Gregory Gentry
Recording Secretary



Keith Stoe
Negotiating Committee Member



Sheryl Ward
Negotiating Committee Member

APPENDIX A

Charlottesville Labor and Trades Bargaining Unit Pay Scale

Job Classification	Grade
Custodian	10
Building Maintenance Mechanic I	12
Custodial Leader	12
Maintenance Specialist I - P&R	12
Maintenance Worker II	12
PW Inspector - Traffic (In Training)	12
Building Maintenance Mechanic II	13
Building Trades II	13
Maintenance Specialist II - P&R	13
Maintenance Worker III	13
Parts Manager	13
Traffic Technician I	13
Vehicle and Equipment Technician I	14
Community Service Officer	14
Gas Maintenance Worker	14
Traffic Technician II	14
Building Trades III	15
Maintenance Specialist III - P&R	15
Meter Service Technician I	15
Motor Equipment Operator II	15
PW Inspector - Traffic	15
Street Maintenance Inspector	15
Water Service Technician	15
Building Maintenance Mechanic III	16
Gas Motor Equipment Operator	16
Gas Service Technician	16
Leak Survey Technician	16
Pipeline Locator	16
Traffic Technician III	16
Utilities Construction Inspector	16
Vehicle and Equipment Technician II	16
Community Service Officer Supervisor	17
Fire Equipment Mechanic	17
Gas Pressure Regulator Technician	17
Gasline Welder	17
Maintenance Specialist IV - P&R	17
Security Systems Manager	17
Vehicle and Equipment Technician III	17
Maintenance Crew Supervisor II	18

Annual Pay at 2080 Annual Hours																					
Grade	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20
10	\$34,736	\$35,464	\$36,192	\$36,941	\$37,710	\$38,501	\$39,312	\$40,123	\$40,955	\$41,808	\$42,682	\$43,576	\$44,491	\$45,406	\$46,363	\$47,341	\$48,318	\$49,317	\$50,357	\$51,419	\$52,503
11	\$37,170	\$37,939	\$38,730	\$39,541	\$40,352	\$41,205	\$42,058	\$42,931	\$43,826	\$44,741	\$45,677	\$46,634	\$47,611	\$48,589	\$49,608	\$50,648	\$51,709	\$52,770	\$53,872	\$54,997	\$56,146
12	\$39,770	\$40,581	\$41,434	\$42,307	\$43,181	\$44,075	\$45,011	\$45,947	\$46,904	\$47,882	\$48,880	\$49,899	\$50,939	\$52,000	\$53,082	\$54,184	\$55,307	\$56,472	\$57,658	\$58,868	\$60,104
13	\$42,536	\$43,430	\$44,346	\$45,261	\$46,197	\$47,174	\$48,152	\$49,150	\$50,190	\$51,230	\$52,291	\$53,394	\$54,496	\$55,640	\$56,805	\$57,970	\$59,197	\$60,424	\$61,693	\$62,988	\$64,311
14	\$45,510	\$46,467	\$47,445	\$48,422	\$49,442	\$50,461	\$51,522	\$52,603	\$53,685	\$54,808	\$55,952	\$57,117	\$58,302	\$59,530	\$60,778	\$62,046	\$63,336	\$64,646	\$65,998	\$67,379	\$68,788
15	\$48,714	\$49,712	\$50,752	\$51,813	\$52,894	\$53,997	\$55,120	\$56,285	\$57,450	\$58,656	\$59,862	\$61,110	\$62,400	\$63,690	\$65,021	\$66,373	\$67,766	\$69,181	\$70,616	\$72,081	\$73,576
16	\$52,125	\$53,206	\$54,309	\$55,453	\$56,597	\$57,782	\$58,989	\$60,216	\$61,464	\$62,754	\$64,064	\$65,395	\$66,768	\$68,162	\$69,576	\$71,032	\$72,509	\$74,027	\$75,566	\$77,138	\$78,741
17	\$55,765	\$56,930	\$58,115	\$59,322	\$60,570	\$61,818	\$63,107	\$64,438	\$65,770	\$67,142	\$68,536	\$69,971	\$71,427	\$72,925	\$74,443	\$76,003	\$77,584	\$79,206	\$80,850	\$82,527	\$84,239
18	\$59,654	\$60,902	\$62,171	\$63,482	\$64,792	\$66,144	\$67,538	\$68,931	\$70,366	\$71,843	\$73,341	\$74,880	\$76,440	\$78,021	\$79,664	\$81,307	\$83,013	\$84,739	\$86,507	\$88,312	\$90,155

Hourly Rate at 2080 Annual Hours																					
Grade	Step 0	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20
10	\$16.70	\$17.05	\$17.40	\$17.76	\$18.13	\$18.51	\$18.90	\$19.29	\$19.69	\$20.10	\$20.52	\$20.95	\$21.39	\$21.83	\$22.29	\$22.76	\$23.23	\$23.71	\$24.21	\$24.72	\$25.24
11	\$17.87	\$18.24	\$18.62	\$19.01	\$19.40	\$19.81	\$20.22	\$20.64	\$21.07	\$21.51	\$21.96	\$22.42	\$22.89	\$23.36	\$23.85	\$24.35	\$24.86	\$25.37	\$25.90	\$26.44	\$26.99
12	\$19.12	\$19.51	\$19.92	\$20.34	\$20.76	\$21.19	\$21.64	\$22.09	\$22.55	\$23.02	\$23.50	\$23.99	\$24.49	\$25.00	\$25.52	\$26.05	\$26.59	\$27.15	\$27.72	\$28.30	\$28.90
13	\$20.45	\$20.88	\$21.32	\$21.76	\$22.21	\$22.68	\$23.15	\$23.63	\$24.13	\$24.63	\$25.14	\$25.67	\$26.20	\$26.75	\$27.31	\$27.87	\$28.46	\$29.05	\$29.66	\$30.28	\$30.92
14	\$21.88	\$22.34	\$22.81	\$23.28	\$23.77	\$24.26	\$24.77	\$25.29	\$25.81	\$26.35	\$26.90	\$27.46	\$28.03	\$28.62	\$29.22	\$29.83	\$30.45	\$31.08	\$31.73	\$32.39	\$33.07
15	\$23.42	\$23.90	\$24.40	\$24.91	\$25.43	\$25.96	\$26.50	\$27.06	\$27.62	\$28.20	\$28.78	\$29.38	\$30.00	\$30.62	\$31.26	\$31.91	\$32.58	\$33.26	\$33.95	\$34.65	\$35.37
16	\$25.06	\$25.58	\$26.11	\$26.66	\$27.21	\$27.78	\$28.36	\$28.95	\$29.55	\$30.17	\$30.80	\$31.44	\$32.10	\$32.77	\$33.45	\$34.15	\$34.86	\$35.59	\$36.33	\$37.09	\$37.86
17	\$26.81	\$27.37	\$27.94	\$28.52	\$29.12	\$29.72	\$30.34	\$30.98	\$31.62	\$32.28	\$32.95	\$33.64	\$34.34	\$35.06	\$35.79	\$36.54	\$37.30	\$38.08	\$38.87	\$39.68	\$40.50
18	\$28.68	\$29.28	\$29.89	\$30.52	\$31.15	\$31.80	\$32.47	\$33.14	\$33.83	\$34.54	\$35.26	\$36.00	\$36.75	\$37.51	\$38.30	\$39.09	\$39.91	\$40.74	\$41.59	\$42.46	\$43.34

APPENDIX B
DISPUTE FORM

Name of Employee: _____ Date Submitted: _____

Department: _____

Please refer to your collective bargaining agreement regarding the dispute procedure and timelines.

Alleged Violation: List the articles and sections of the agreement you believe were violated.

Statement of Dispute: List what happened, where, when, why, and who was involved.

Remedy Requested: Describe what you believe needs to happen to correct the dispute.

Informal Resolution: Describe steps you have already taken to try to resolve the dispute, if applicable.

The information provided in this dispute form is truthful and accurate to the best of my knowledge.

I understand that by submitting this dispute I am electing to follow the dispute procedure outlined in the collective bargaining agreement between my union and the City of Charlottesville. I understand that by submitting this form, I waive my right to file a grievance under the procedure provided for by the City of Charlottesville Personnel Polices.

Signature of Employee

Date

Response to Step 1:

Reviewer's Name and Title:

Date:

I acknowledge resolution of this dispute. -or- I wish to proceed to Step 2 of the procedure.

Reason for Proceeding to Next Step (if applicable):

Signature of Employee:

Date:

Response to Step 2:

Reviewer's Name and Title:

Date:

I acknowledge resolution of this dispute. -or- I wish to proceed to Step 3 of the procedure.

Reason for Proceeding to Next Step (if applicable):

Signature of Employee:

Date:

Response to Step 3:

Reviewer's Name and Title:

Date: