

Memorandum of Understanding (MOU)
Between Intercity Transit and IAM, Lodge 160
New Benefits-Increased Deferred Compensation Contribution Match and Wellness Benefit
Changes to-Bid Process for Vacation and Duration of Leave of Absence

Intercity Transit and the Union mutually agree to the following:

Section 19.3 Deferred Compensation Plan. The Employer will contribute 8.5 percent (0.085) of total wages to a deferred compensation plan(s) of the member's choice, as established by the Employer under Section 457 or 401(k) of the Internal Revenue Code, for each participating employee on a per pay period basis.

The employees shall be covered by this deferred compensation plan unless the Employer is required to contribute additional FICA (Federal Insurance Contributions Act) employee contribution matches. It is agreed that these amounts will offset the Employer's contributions as defined above.

The provisions of this section shall only apply to an employee electing to make contributions to the same deferred compensation plan in an amount up to, equal to, or more than, the Employer's contribution as defined above. The Employer shall have no obligation to contribute to the deferred compensation plan for employees who fail to contribute to the plan.

A member of the bargaining unit may be nominated by the Union to serve on the Employer's Pension Committee.

NEW: Section 19.9 Family and Wellness. Employees are eligible to receive financial support to participate in wellness-related activities or programs, as well as cover other related family expenses. This benefit aims to promote employee health and well-being – physical health, mental health, work-life balance, and cost savings. Eligible expenses include:

- Professional childcare expenses
- Gym memberships
- Fitness classes
- Wellness coaching or counseling
- Health screenings or assessments
- Wellness programs
- Health-related or family classes or workshops
- Co-Pays for employee's or family medical expenses
- Vitamins and Supplements

Active employees will receive a Family and Wellness benefit of \$150.00 per month.

Section 18.4 Floating Holidays. Intercity Transit employees work many traditional

holidays. In lieu of these holidays, each “eligible employee” will receive six floating holidays each year (48 hours). These will be awarded by adding an additional 1.85 vacation leave hours to each employee’s per pay period vacation accrual rate.

Section 18.5 Annual Vacations. Employees accrue vacation credit on a biweekly basis for each full bi-week (fourteen (14) continuous calendar days) of service in which the employee is in a paid status. Vacation credit will be prorated for any bi-week in which the employee is on an unpaid leave of absence or disciplinary suspension, based on the number of paid hours received.

Employees who are assigned to work forty (40) hours or more per week will accrue paid vacation credit in accordance with the vacation accrual schedule listed below. Employees scheduled to work three-quarter time (equates to 30-39 hours per week) will accrue paid vacation credits at a rate equivalent to three-fourths the full-time rate per month. Employees scheduled to work half-time (20-29 hours per week) will accrue vacation leave credit at the rate equivalent to one-half the full-time rate per month. Employees scheduled to work less than twenty (20) hours per week are not entitled to accrue vacation leave credit.

VACATION ACCRUAL HOURS AND DAYS SCHEDULE

START OF SERVICE YEAR	ANNUAL HOURS	ANNUAL DAYS
1	112	14
2	120	15
3,4	128	16
5	136	17
6,7	144	18
8,9	152	19

10	152	19
11, 12	160	20
13, 14, 15, 16	168	21
17, 18	176	22
19	184	23
20, 21, 22, 23, 24, 25	192	24
26 or more	200	25

Year	Vacation Leave per Pay Period	Floating Holiday per Pay	Total Hours per Pay Period	Annual Hours	Annual Days	Revised Annual Hours	Revised Annual Days
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		Period (48 hours/year)					
1	4.31	1.85	6.16	112	14	160	20
2	4.62	1.85	6.47	120	15	168	21
3	4.92	1.85	6.77	128	16	176	22
4	4.92	1.85	6.77	128	16	176	22
5	5.23	1.85	7.08	136	17	184	23
6	5.54	1.85	7.39	144	18	192	24
7	5.54	1.85	7.39	144	18	192	24
8	5.85	1.85	7.70	152	19	200	25
9	5.85	1.85	7.70	152	19	200	25
10	5.85	1.85	7.70	152	19	200	25
11	6.15	1.85	8.00	160	20	208	26
12	6.15	1.85	8.00	160	20	208	26
13	6.46	1.85	8.31	168	21	216	27
14	6.46	1.85	8.31	168	21	216	27
15	6.46	1.85	8.31	168	21	216	27
16	6.46	1.85	8.31	168	21	216	27
17	6.77	1.85	8.62	176	22	224	28
18	6.77	1.85	8.62	176	22	224	28
19	7.08	1.85	8.93	184	23	232	29
20	7.38	1.85	9.23	192	24	240	30
21	7.38	1.85	9.23	192	24	240	30
22	7.38	1.85	9.23	192	24	240	30
23	7.38	1.85	9.23	192	24	240	30
24	7.38	1.85	9.23	192	24	240	30
25	7.38	1.85	9.23	192	24	240	30
26	7.69	1.85	9.54	200	25	248	31
27	7.69	1.85	9.54	200	25	248	31
28	7.69	1.85	9.54	200	25	248	31
29	7.69	1.85	9.54	200	25	248	31
30+	7.69	1.85	9.54	200	25	248	31

- a. Eligibility: Probationary employees are eligible to take vacation leave during their introductory period. Temporary employees are not eligible to accrue vacation leave.

- b. Requests for Vacation: An employee may request and use vacation with pay at the rate in effect for each day of vacation period, including shift differential, subject to the following conditions:
 - 1. The Employer shall have the right to establish a vacation schedule determining the number of employees allowed vacation on given dates.
 - 2. Vacation will be bid twice a year with one period beginning April 1 and the second period beginning October 1. Requests will be put into pending status until the vacation bid dates take place. As example employee requests December 24th off in July will not be approved until October 1.
 - 3.
 - 4. For requests received outside of the twice a year bid process, first come, first serve shall prevail. In the event two or more requests are received on the same day for the same available dates, seniority shall then prevail.
 - 5. Requests made within seven (7) days of the requested day off will be covered with voluntary overtime or the request will be denied.
 - 6. When possible, every effort shall be made to accommodate vacation requests beyond those parameters. When not possible, reasoning will be provided to the employee.
- c. Carryover of Unused Vacation: Vacation leave may accrue up to three hundred and sixty (360) hours. Any hours in excess, as of the last pay period of the year, shall be forfeited. Payment for vacation time in excess of the three hundred and sixty (360) hour maximum accrual limit will be permitted only in those cases where the Employer has canceled an already approved request to use such vacation leave; said payment is subject to the approval of the Director of Maintenance.
- d. The Employer and the employees shall cooperate to the fullest extent possible to allow all employees the opportunity to schedule their vacations.
- e. Pay Upon Termination: After successfully completing probation, upon termination of employment for any reason, an employee will be paid at the Day Shift rate for accrued but unused vacation credits, up to the maximum limit identified in section c.
- f. Vacation Week: An employee who takes off 5 consecutive days will not be subject to mandatory call-in for duty on their regular days off that are immediately prior to or after the five days of vacation leave.
- g. Pay for Vacation Hours in Lieu of Time Off: Employees may cash out up to 40 vacation hours per year in lieu of taking time off. Cashout requests, which will be facilitated by Finance, can be submitted in October of each year. All pay for vacation leave cash out shall be at the employee's regular, straight-time rate of pay at the time of cash out.

The above changes, along with a one-time deposit of 25 hours of Vacation Leave into each employee's Vacation Leave bank, will be effective the first pay period following the signing of this MOU.

Date: 9/18/2025

Signed by:

Emily Bergkamp

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For InterCity Transit

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For IAM, Lodge 160