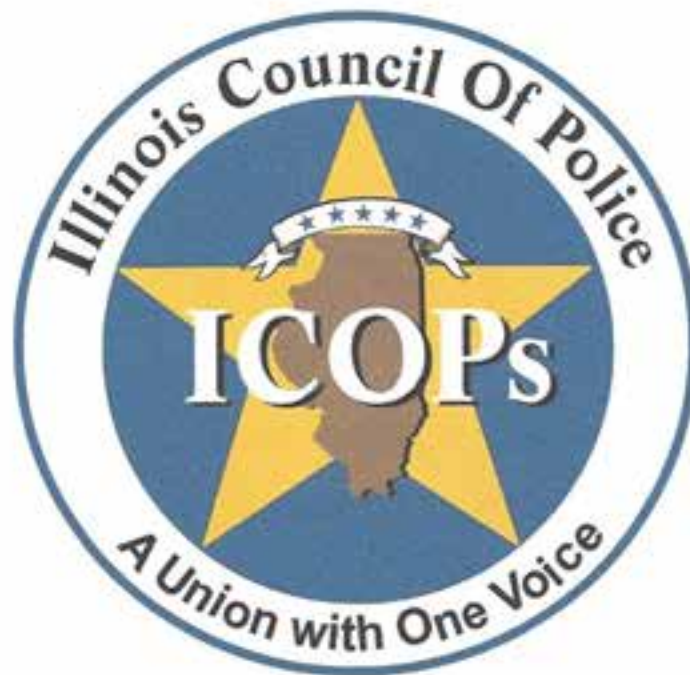


# AGREEMENT

Between



**ILLINOIS COUNCIL OF POLICE**

**And**

**CITY OF NORTH CHICAGO**

**Sergeants**

May 1, 2019 through April 30, 2022

**AGREEMENT**  
**Between**  
**CITY OF NORTH CHICAGO, ILLINOIS**  
**and**  
**ILLINOIS COUNCIL OF POLICE**  
**MAY 1, 2019 TO APRIL 30, 2022**

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**AGREEMENT**  
**BETWEEN**  
**CITY OF NORTH CHICAGO, ILLINOIS**  
**AND**  
**ILLINOIS COUNCIL OF POLICE**  
**May 1, 2019 THROUGH APRIL 30, 2022**

**PREAMBLE**

THIS AGREEMENT entered into by the CITY OF NORTH CHICAGO, ILLINOIS (hereinafter referred to as the "City" or the "Employer") and the Illinois Council of Police (hereinafter referred to as the "ICOPs" or "Union"), is in recognition of the Union's status as the representative of the City's sworn Police Sergeants and has as its basic purpose the promotion of harmonious relations between the Employer and the Union; to encourage and improve efficiency and productivity; to prevent interruptions of work and interference with the operations of the City; the establishment of an equitable and peaceful procedure for the resolution of grievances as provided herein; and the establishment of an entire agreement covering all rates of pay, hours of work and conditions of employment applicable to bargaining unit employees during the term of this Agreement.

Therefore, in consideration of the mutual promises and agreements contained in this Agreement, the Employer and the Union do mutually promise and agree as follows:

**ARTICLE I**  
**RECOGNITION**

Section 1.1, Recognition. Pursuant to Section 3(s)(2) of the Illinois Labor Relations Act, the City recognizes the Union as the sole and exclusive collective bargaining representative for all sworn full-time sergeants hereinafter referred to as "sergeants" or "employees"). Excluded

are all other employees, including, but not limited to, , all sworn peace officers above and below the rank of sergeant, all part-time or temporary employees, any employees excluded from the definition of peace officer as defined in subsection 1603(k) of the Illinois Public Labor Relations Act (as it existed on January 1, 1986), all non-Police Department employees, and all other managerial, supervisory, confidential, professional, and short-term employees, as defined by the Act (as it existed on January 1, 1986).

Section 1.2, Fair Representation. The Union recognizes its responsibility as bargaining agent and agrees fairly to represent all employees in the bargaining unit, whether or not they are members of the Union.

Section 1.3, Union Representatives. The Union shall provide to the City, in writing and on Union letterhead, a list of employee and non-employee representatives of the Union who are authorized to act on the Union's behalf in dealing with the City. Such list of representatives may be updated at any time by the Union. No individual not so authorized by the Union may act on the Union's behalf, and the City may refuse to deal with any person not so authorized.

## **ARTICLE II UNION SECURITY AND RIGHTS**

Section 2.1, Dues Checkoff. While this Agreement is in effect, the City will deduct from each employee's paycheck once each month the uniform, regular monthly Union dues for each employee in the bargaining unit who has filed with the City a lawful, voluntary, effective check off authorization form, and shall forward such payment to the Illinois Council of Police at an address provided by the Union. If a conflict exists between the check off authorization form and this Article, the terms of this Article and Agreement control.

A Union member desiring to revoke the dues check off may do so by written notice to the Employer and the Union at any time.

The actual dues amount deducted, as determined by the Union, shall be uniform in nature for each employee in order to ease the Employer's burden of administering this provision.

If the employee has no earnings due for that period, the Union shall be responsible for collection of dues. The Union agrees to refund to the employee any amounts paid to the Union in error on account of this dues deduction provision. The Union may change the fixed uniform dollar amount which will be considered the regular monthly fees once each calendar year during the life of this Agreement. The Union will give the City thirty (30) days' notice of any such change in the amount of uniform dues to be deducted.

Section 2.2, Fair Share. The City will not collect or remit any Union dues/fees from bargaining unit employees 1) who are not Union members or from any employee who does not sign a dues authorization card or 2) from any employee who revokes his or her dues authorization card. Employees can revoke a previously signed dues authorization card at any time by giving the City and Union written notice of the revocation.

Section 2.3, Union Indemnification. The Union shall indemnify, defend and save the City harmless against any and all claims, demands, suits or other forms of liability (monetary or otherwise) and for all legal costs that shall arise out of or by reason of action taken or not taken by the City in complying with the provisions of this Article. If an improper deduction is made, the Union shall refund directly to the employee any such amount.

Section 2.4, Union Use of Bulletin Boards. A Union bulletin board of reasonable size shall be available in the Sergeant's office of the police department or as otherwise agreeable to the parties. Such bulletin board shall be available for the posting of notices and materials

relating to Union activities. Such materials shall be identified with the name of the Union and shall be signed or otherwise authenticated by an appropriate officer or representative thereof. Such materials shall not be derogatory of any person associated with the City and shall not include items which are endorsements for candidates for political office (other than offices of the Union).

### **ARTICLE III LABOR-MANAGEMENT MEETINGS**

Section 3.1, Meeting Request. The Union and the Employer agree that, in the interest of efficient management and harmonious employee relations, meetings may be held if mutually agreed between Union representatives and the Director of Human Resources. Such meetings may be requested by either party at least seven (7) days in advance by placing in writing a request to the other for a "labor-management meeting" and expressly providing the agenda for such meeting. Such meetings and locations, if mutually agreed upon, shall be limited to:

- (a) discussion on the implementation and general administration of this Agreement;
- (b) a sharing of general information of interest to the parties including a discussion of unusual compensation for unusual work if requested;
- (c) notifying the Union of changes in conditions of employment contemplated by the Employer which may affect employees.

Section 3.2, Content. It is expressly understood and agreed that such meetings shall be exclusive of the grievance procedure. Specific grievances being processed under the grievance procedure shall not be considered at "labor-management meetings" nor shall negotiations for the purpose of altering any or all of the terms of this Agreement be carried on at such meetings.

Section 3.3. Attendance. Attendance at labor-management meetings shall be voluntary on the employee's part, and attendance during such meetings shall not be considered time worked for compensation purposes, unless a meeting is scheduled at the request or consent of the City during the regularly scheduled duty hours of an employee, provided that no overtime liability shall be incurred as a result of such attendance and provided further that employees attending during their regularly scheduled duty hours shall remain available for emergency response if required. Normally, three (3) persons from each side shall attend these meetings, schedules permitting.

#### **ARTICLE IV MANAGEMENT RIGHTS**

Except as specifically limited by the express provisions of this Agreement, the City retains all traditional rights to manage and direct the affairs of the City in all of its various aspects and to manage and direct its employees, including all rights and authority possessed or exercised by the City prior to the execution of this Agreement. These rights and authority include, but not limited to, the following: to plan, direct, control and determine all the operations and services of the City; to determine the City's budget and budgetary priorities; to levy taxes; to supervise and direct the working forces; to establish the qualifications for employment and to employ employees; to schedule and assign work in a manner which does not conflict with the specific provisions of this Agreement; to establish work and productivity standards and, from time to time, to change those standards; to assign overtime in a manner which does not conflict with the specific provisions of this Agreement; to determine the methods, means, organization and number of personnel by which such operations are conducted; to determine whether goods or services shall be made or purchased; to make, alter and enforce reasonable rules, regulations,

orders and policies; to evaluate employees; to discipline, suspend and discharge employees for just cause (probationary employees without cause); to change or eliminate existing methods, equipment or facilities; and to carry out the mission of the City; provided, however, that the exercise of any of the above rights shall not conflict with any of the express written provisions of this Agreement.

## **ARTICLE V SUBCONTRACTING**

Section 5.1, General Policy. It is the general policy of the City to continue to utilize its employees to perform work they are qualified to perform. However, the City reserves the right to contract out any work it deems necessary in the exercise of its best judgment and consistent with the City's lawful authority under Illinois statutes.

Section 5.2, Notice of Discussion. Except where an emergency situation exists, before the City changes its policy involving the overall subcontracting of work in a general area where such policy change will result in a substantial loss of work to five (5) or more bargaining unit employees, the City will notify the Union and offer the Union an opportunity to discuss the City's proposed subcontracting decision and its effect on bargaining unit employees.

## **ARTICLE VI HOURS OF WORK AND OVERTIME**

Section 6.1, Application of Article. This Article is intended only as a basis for calculating overtime payments, and nothing in this Agreement shall be construed as a guarantee of hours of work per day, per week, or per work cycle.

Section 6.2, Normal Work Cycle and Workday. Except as provided elsewhere in this Agreement, the normal workday for employees is eight and one-quarter (8-¼) hours per day,

including a thirty (30) minute paid on-duty lunch period. The normal workday may also include a paid fifteen (15) minute briefing period during the regular work shift. For the Patrol Division, the current normal work cycle shall be five (5) days, with a schedule based on five (5) days on, followed by two (2) days off, followed by five (5) days on, followed by three (3) days off repeated in succession. Effective 1/1/05, the normal workday for employees is eight and one-half (8 ½) hours per day, with the fifteen (15) minutes added to the start of each shift.

Section 6.3, Changes In Normal Work Cycle And Workday. The shifts, workdays and hours to which employees are assigned shall be stated on the monthly Departmental work schedule. Should it be necessary in the interest of efficient operations to establish schedules departing from the normal workday or work cycle, where practicable the City will give at least forty-eight (48) hours' notice of such change to the individuals affected by such change.

Section 6.4, Overtime Pay. All hours worked in excess of eighty (80) hours in a fourteen-day work cycle shall be paid at a rate of one and one-half (1-1/2) times the employee's regular hourly rate of pay. For purposes of this provision only, vacation, holiday time off, and overtime compensatory time shall be considered "hours worked" for purposes of accruing hours toward the overtime threshold; however, sick leave and other paid and unpaid time off shall not be considered "hours worked" for purposes of accruing hours toward the overtime threshold. Further, for purposes of determining an employee's regular hourly rate of pay under this Agreement, the employee's annual salary set forth in Appendix A shall be divided by 2080 hours.

Section 6.5, Compensatory Time. The Chief of Police shall designate one member of the command staff per shift (which may in some cases be himself) to be responsible for receiving

and responding to requests for compensatory time off. In situations where the Chief of Police or his designee determines it to be in the best interests of the City, and the affected employee has 120 or fewer accumulated compensatory time hours, the City shall grant compensatory time off in lieu of overtime payment at a time and one-half (1-1/2) rate. In all such situations, accumulated compensatory time may be used at such times and in such time blocks as are mutually agreed upon between the involved employee and the Chief of Police or his designee; permission to utilize compensatory time off shall not be unreasonably denied by the supervisor if operating requirements will not be adversely affected.

Section 6.6, Court Time. Employees who would otherwise be off-duty shall be paid at the overtime rate of time and one-half (1-1/2) their regular straight-time hourly rate of pay for all hours worked when appearing in court on behalf of the City in the capacity of a commissioned officer or when preparing for an off-duty court appearance when in the presence of a prosecuting attorney; off-duty lunch periods shall not be counted toward hours worked. For appearances in courts in North Chicago, an employee will be paid overtime rates for a minimum of one and one-half (1 ½) hours for off-duty court time outside regularly scheduled hours in a single day or actual time spent, whichever is greater, unless the time extends to his regular work shift. For appearances in courts outside North Chicago, an employee will be paid overtime rates for a minimum of two (2) hours for off-duty court time outside regularly scheduled hours in a single day or actual time spent, whichever is greater, unless the time extends to his regular work shift. An employee will be required to use a squad car or other city vehicle for appearances in courts outside of North Chicago.



Section 6.7, Call-Back Pay. An employee called back to work after having left work shall be paid for a minimum of two and one-half (2 ½) hours or the actual hours worked, whichever is greater, at overtime rates, as provided in Section 6.4 above, unless the time extends to his regular work shift or unless the individual is called back to rectify his own error.

Section 6.8, Required Overtime. The Chief of Police or his designee(s) shall have the right to require overtime work and officers may not refuse overtime assignments. In non-emergency situations, the Chief or his designee as a general rule shall take reasonable steps to obtain volunteers for overtime assignments before assigning required overtime work. Where it will not adversely affect the job or unduly add to the time of making work assignments, the Chief or his designee will attempt to assign overtime on a reverse length of service basis among employees present and available from the shift going off-duty (and provided that, except during emergency circumstances, an employee will not be held over for more than one additional full-shift nor be required to work consecutive 16-hour tours of duty except to complete work in progress). However, volunteers will not necessarily be selected for work in progress. Also, specific officers may be selected for special assignments based upon specific skills, ability and experience they may possess.

Section 6.9, No Pyramiding. Compensation and/or overtime premiums shall not be paid (nor compensatory time taken) more than once for the same hours under any provision of this Article or Agreement. Accordingly, hours paid at premium rates shall not also be counted toward meeting overtime thresholds that would cause other hours to be paid at premium rates.

Section 6.10, Shift Schedules. Rotating shift schedules established at the discretion of the Department and covering a one (1) year period shall be published by the Department, subject

to change at six (6) month intervals. Any Sergeant may file a preference for a particular shift which shall be considered by but shall not be binding upon the Department in making semi-annual modifications in yearly shift rotations. Seniority shall be a factor in the consideration given by the Department to a shift preference filed by a Sergeant and shall be the determining factor in the case of competing shift preferences filed by two or more Sergeants where skills and ability are equal, and where staffing complements meet Departmental needs on all shifts. Employees will not be moved from one shift to another by the Department for the sole purpose of discipline. Employees whose shifts are changed will have the right to request of the Police Chief the principal reason(s) for the change and receive a written response to such request.

## **ARTICLE VII GRIEVANCE PROCEDURE**

Section 7.1, Definition. A "grievance" is defined as a dispute or difference of opinion raised by an employee or the Union against the City involving an alleged violation of an express provision of this Agreement.

Section 7.2, Procedure. A grievance filed against the City shall be processed in the following manner:

**Step 1:** Any employee and/or Steward who has a grievance shall submit the grievance in writing to the appropriate Division Commander, specifically indicating that the matter is a grievance under this Agreement. The grievance shall contain a complete statement of the facts, the provision or provisions of this Agreement which are alleged to have been violated, and the relief requested. All grievances must be presented no later than ten (10) business days from the date of the first occurrence of the matter giving rise to the grievance or within ten (10) business days after the employee, through the use of reasonable diligence, could have obtained knowledge of the first occurrence of the event giving rise to the grievance. The Division Commander shall render a written response to the grievant within ten (10) business days after the grievance is presented.

Step 2 : If the grievance is not settled at Step 1 and the employee, or the Union if a Union grievance, wishes to appeal the grievance to Step 2 of the grievance procedure, it shall be submitted in writing designated as a "grievance" to the Police Chief or his designee within ten (10) business days after receipt of the City's answer in Step 1, or within ten (10) business days of when such answer was due. The grievance shall specifically state the basis upon which the grievant or Union believes the grievance was improperly denied at the previous step in the grievance procedure. The Police Chief or his designee shall investigate the grievance and, in the course of such investigation, shall offer to discuss the grievance within ten (10) business days with the grievant and an authorized Union representative, if one is requested by the employee, at a time mutually agreeable to the parties. If no settlement of the grievance is reached, the Police Chief or his designee shall provide a written answer to the grievant, or to the Union if a Union grievance, within ten (10) business days following their meeting.

Step 3 : If the grievance is not settled at Step 2 and the Union desires to appeal, it shall be referred by the Union in writing to the Mayor within ten (10) business days after receipt of the City's answer in Step 2, or within ten (10) business days of when such answer was due. Thereafter, the Mayor or his designee and the Police Chief or other appropriate individual(s) as desired by the Mayor, shall meet with the grievant, the Steward involved and an outside, non-employee representative of the Union, if desired by the employee, within ten (10) business days of receipt of the Union appeal, if at all possible. If no agreement is reached, the Mayor or his designee shall submit a written answer to the Union within ten (10) business days following the meeting.

Section 7.3, Arbitration. If the grievance is not settled in Step 3 and the Union wishes to appeal the grievance from Step 3 of the grievance procedure, the Union may refer the grievance to arbitration, as described below, within ten (10) business days of receipt of the City's written answer as provided to the Union at Step 3, or within ten (10) business days of when such answer was due:

- (a) The City and Union shall attempt to agree upon an arbitrator within ten (10) business days after receipt of the notice of referral. In the event the parties are unable to agree upon the arbitrator within said ten (10) day period, the parties shall jointly request the Federal Mediation and Conciliation Service to submit a panel of five (5) arbitrators, all of whom shall be members of the National Academy of Arbitrators and reside in Illinois, Wisconsin or Indiana. Each party retains the right to reject one panel in its entirety and request that a new panel be submitted. Both the City and the Union shall have the right to strike two (2) names from the panel. The party requesting arbitration shall strike the first two names; the other party shall then strike two names. The person remaining shall be the arbitrator.

- (b) The arbitrator shall be notified of his/her selection and shall be requested to set a time and place for the hearing, subject to the availability of Union and City representatives.
- (c) The City and the Union shall have the right to request the arbitrator to require the presence of witnesses or documents. The City and the Union retain the right to employ legal counsel.
- (d) The arbitrator shall submit his/her decision in writing within thirty (30) calendar days following the close of the hearing or the submission of briefs by the parties, whichever is later.
- (e) More than one grievance may be submitted to the same arbitrator if both parties mutually agree in writing.
- (f) The fees and expenses of the arbitrator and the cost of a written transcript, if any, shall be divided equally between the City and the Union; provided, however, that each party shall be responsible for compensating its own representatives and witnesses.

Section 7.4. Limitations on Authority of Arbitrator. The arbitrator shall have no right to amend, modify, nullify, ignore, add to or subtract from the provisions of this Agreement. The arbitrator shall consider and decide only the question of fact as to whether there has been a violation, misinterpretation or misapplication of the specific provisions of this Agreement. The arbitrator shall be empowered to determine the issue raised by the grievance as submitted in writing at the Second Step. The arbitrator shall have no authority to make a decision on any issue not so submitted or raised. The arbitrator shall be without power to make any decision or award which is contrary to or inconsistent with, in any way, applicable laws, or of rules and regulations of administrative bodies that have the force and effect of law. The arbitrator shall not in any way limit or interfere with the powers, duties and responsibilities of the City under law and applicable court decisions. Any decision or award of the arbitrator rendered within the limitations of this Section 7.4 shall be final and binding upon the City, the Union and the employees covered by this Agreement.

Section 7.5, Employee Right To Self-Representation. Nothing in this Agreement prevents an employee from presenting a grievance to the Employer and having the grievance heard and settled without the intervention of the Union, provided that a Union representative is afforded the opportunity to be present at such conference and that any settlement made shall not be inconsistent with the terms of this Agreement. Further, and notwithstanding this provision and as indicated in Section 7.4 above, only the Union has the right to appeal a grievance to arbitration.

Section 7.6, Time Limit for Filing. No grievance shall be entertained or processed unless it is submitted at Step 1 within ten (10) business days after the first occurrence of the event giving rise to the grievance or within ten (10) business days after the employee, through the use of reasonable diligence, could have obtained knowledge of the first occurrence of the event giving rise to the grievance. A "business day" is defined as a calendar day exclusive of Saturdays, Sundays or holidays.

If a grievance is not presented by the employee or the Union within the time limits set forth above, it shall be considered "waived" and may not be further pursued by the employee or the Union. If a grievance is not appealed to the next step within the specified time limit or any agreed extension thereof, it shall be considered settled on the basis of the City's last answer. If the City does not hold a meeting or answer a grievance or an appeal thereof within the specified time limits, the aggrieved employee and/or the Union may elect to treat the grievance as denied at that step and immediately appeal the grievance to the next step. The parties may by mutual agreement in writing extend any of the time limits set forth in this Article.

Section 7.7, Miscellaneous. No member of the bargaining unit who is serving in an acting capacity shall have any authority to respond to a grievance being processed in accordance with the grievance procedure set forth in this Article. Moreover, no action, statement, agreement, settlement, or representation made by any member of the bargaining unit shall impose any obligation or duty or be considered to be authorized by or binding upon the City unless and until the City has agreed thereto in writing.

## **ARTICLE VIII NO STRIKE-NO LOCKOUT**

Section 8.1, No Strike. Neither the Union nor any officers, agents or employees will instigate, promote, sponsor, engage in, or condone any strike, sympathy strike, secondary boycott, residential picketing, slowdown, speed-up, sit-down, concerted stoppage of work, concerted refusal to perform overtime, concerted, abnormal and unapproved enforcement procedures or policies or work to the rule situation, mass resignations, mass absenteeism, picketing or any other intentional interruption or disruption of the operations of the City, regardless of the reason for so doing. Any or all employees who violate any of the provisions of this Article may be discharged or otherwise disciplined by the City. Each employee who holds the position of officer or steward of the Union occupies a position of special trust and responsibility in maintaining and bringing about compliance with the provisions of this Article. In addition, in the event of a violation of this Section of this Article the Union agrees to inform its members of their obligations under this Agreement and to direct them to return to work.

Section 8.2, No Lockout. The City will not lock out any employees during the term of this Agreement as a result of a labor dispute with the Union.

Section 8.3, Penalty. The only matter which may be made the subject of a grievance concerning disciplinary action imposed for an alleged violation of Section 8.1 is whether or not the employee actually engaged in such prohibited conduct. The failure to confer a penalty in any instance is not a waiver of such right in any other instance nor is it a precedent.

Section 8.4, Judicial Restraint. Nothing contained herein shall preclude the City or the Union from obtaining judicial restraint and damages in the event the other party violates this Article.

## **ARTICLE IX HOLIDAYS**

Section 9.1, Holidays. The following are paid holidays for eligible employees:

- New Year's Day
- Good Friday
- Martin Luther King's Birthday
- Memorial Day
- Independence Day
- Labor Day
- Veterans Day
- Thanksgiving Day
- Day after Thanksgiving Day
- Christmas Eve
- Christmas Day

Section 9.2, Holiday Pay and Work Requirements. Employees shall work all holidays when scheduled as part of their normal Departmental work schedule. To be compensated for a holiday, an employee must work the scheduled day before and after the holiday, in addition to the holiday when scheduled as part of their normal Departmental work schedule. Employees shall be compensated for holidays by being given eleven (11) additional days off each year which shall be treated and scheduled as vacation days. For purposes of this Section, an

employee will be deemed to have worked the last scheduled day before a holiday and the first scheduled day after a holiday if in either or both cases the employee is off on a scheduled day off or compensated time off, excluding paid sick time.

## ARTICLE X SENIORITY, LAYOFF AND RECALL

Section 10.1, Definition of Seniority. Seniority shall be based on the length of time from the last date of beginning continuous full-time employment as a sworn Police Sergeant in the Police Department of the City. Seniority shall accumulate during all authorized paid leaves of absence. Seniority shall not accumulate during unauthorized absences, authorized unpaid leaves of absence other than FMLA leave or lay off. Conflicts of seniority shall be determined on the basis of the order of the Sergeants on the Fire and Police Commission promotional list, with the Sergeant higher on the list being the more senior.

Section 10.2, Probationary Period. All current Sergeants, as of May 1, 2012, are considered non-probationary employees, and are afforded any and all rights and benefits as such.

Any Sergeant promoted after the signing of this Agreement shall be considered a probationary employee until they have completed a probationary period of twelve (12) months, commencing upon appointment as a Sergeant.

Once a probationary Sergeant has completed the twelve (12) months as a Sergeant, the probationary period will end with or without notice to the employee, and the Sergeant will become a non-probationary employee with all rights and benefits thereto.

If a probationary Sergeant fails to complete the twelve (12) month probationary period satisfactorily, the employee will return to his/her former rank as a Patrol Officer with no loss of seniority or benefits earned during the Sergeant's probationary period.



A probationary Sergeant shall have no recourse to the grievance procedure or to the Police and Fire Commission to contest the early termination of a Sergeant's probationary period and the return to the rank of Patrol Officer.

Section 10.3, Seniority List. On or about January 1 of each year, the City will provide the Union with a seniority list of all employees in the bargaining unit setting forth each employee's seniority date. The City may rely upon this list for all purposes until such time as errors in the list are brought to the City's attention. The City will correct any errors on the list at the time such errors are brought to its attention and confirmed by the City.

Section 10.4, Termination of Seniority. Seniority for all purposes shall be terminated if the employee:

- (a) quits;
- (b) is discharged;
- (c) retires or is retired;
- (d) falsifies the reason for a leave of absence or is found to be working during a leave of absence without written permission from the Mayor or his designee;
- (e) fails to report to work at the conclusion of an authorized leave of absence, layoff or vacation without good cause shown due to circumstances beyond the control of the employee;
- (f) is laid off and fails to respond to a notice of recall within three (3) calendar days after receiving notice of recall;
- (g) is laid off or otherwise does not perform bargaining unit work for the City (except for military service or an established work related injury compensable under workers' compensation) for a period in excess of twelve (12) months; or
- (h) is absent for two (2) consecutive working days without notifying the City, unless such notification is impossible through no fault of the employee.

Section 10.5. Layoff. The City, in its discretion, shall determine whether layoffs are necessary. If it is determined that layoffs are necessary, employees covered by this Agreement will be laid off in reverse seniority order in accordance with their seniority with the rank of Sergeant and after all Patrol Officers have been laid off, provided the remaining employees are fully qualified to perform the work which remains without further training.

Except in an emergency, no layoff will occur without at least ten (10) calendar days notification to the Union. The City agrees to consult the Union, upon request, and afford the Union an opportunity to propose alternatives to the layoff, though such consultation shall not be used to delay the layoff.

Section 10.6. Recall. Employees who are laid off shall be placed on a recall list for a period of twelve (12) months. If there is a recall, employees who are still on the recall list shall be recalled, in the inverse order of their layoff, provided they are fully qualified to perform the work to which they are recalled without further training.

Employees who are eligible for recall shall be given ten (10) calendar days' notice of recall and notice of recall shall be sent to the employee by certified or registered mail with a copy to the Union, provided that the employee must notify the Police Chief or his designee of his intention to return to work within three (3) days after receiving notice of recall. The City shall be deemed to have fulfilled its obligations by mailing the recall notice by certified mail, return receipt requested, to the mailing address last provided by the employee, it being the obligation and responsibility of the employee to provide the Police Chief or his designee with his latest mailing address. If an employee fails to timely respond to a recall notice, his name shall be removed from the recall list.

**ARTICLE XI  
VACATIONS**

Section 11.1, Eligibility and Allowances. Every employee shall be eligible for paid vacation time after the completion of their probationary period with the Employer. Employees shall start to earn vacation allowance as of their date of hire. Vacation allowances shall be earned monthly, based on the following schedule:

<b>Length of Continuous Service</b>	<b>Working Hours Vacation Per Year</b>
After completion of one (1) year	41 hours
After completion of two (2) years	82 hours
After completion of seven (7) years	123 hours
After completion of fifteen (15) years	164 hours
After completion of twenty-one (21) years	205 hours

Employees shall earn vacation allowances for any month in which they receive compensation for more than one hundred twenty (120) hours of work.

Section 11.2, Vacation Pay. The rate of vacation pay shall be the employee's regular straight-time rate of pay in effect for the employee's regular job classification on the payday immediately preceding the employee's vacation. Employees may request their next regular paycheck no later than seven (7) days prior to the start of a vacation period exceeding five (5) days, provided that a pay day falls during the vacation period.

Section 11.3, Scheduling and Accrual. Employees shall be awarded vacation time by the City in accordance with City service needs and, if possible, the employee's desires. On March 1, each shift/watch commander shall post a schedule of days available for vacation and holiday time during the upcoming fiscal year. The employees on each shift/watch shall then select their vacation and holiday time preferences in the order of their seniority, with the most senior

employee having first choice, the next most senior having second choice, and so on. Employees can schedule no less than one (1) five (5) day block of vacation and holiday time at a time until all employees have had an opportunity to schedule all full five (5) day blocks of time they so wish. The vacation periods requested pursuant to this procedure shall be submitted to the shift/watch commander for approval by April 1 of each year. The Division commander shall review the requests and post a vacation schedule on or before May 1. After the vacation schedule has been established, any remaining vacation/holiday days shall be taken on a first-requested first-received basis. Requests for two or more consecutive days of vacation/holiday days must be submitted to the Division Commander no later than the first day of the month preceding the month in which the vacation days are requested to be taken. All vacation/holiday days must be requested no later than April 1 of each fiscal year or they will be lost. Whenever practical, vacation time shall be taken in year earned. Employees may carry a maximum of two (2) weeks of vacation time into the next year.

Section 11.4, Emergencies. Where a vacation day is needed for emergency reasons, such as unexpected family illness, the employee will notify the City as soon as possible of such need. If the City is able to arrange suitable coverage for the employee's work, the employee will be given the requested day(s) off as a vacation day(s), provided the employee has the requisite number of approved vacation day(s) available.

## **ARTICLE XII SICK LEAVE**

Section 12.1, Purpose. Sick leave with pay is provided as a benefit in recognition that employees do contract various illnesses from time to time and that their financial resources may be diminished in such instances if pay is discontinued, and that it may not be in the best interest

or health of the employee or fellow employees for them to work while sick. To the extent permitted by law, sick employees are expected to remain at home unless hospitalized, visiting their doctor, acting pursuant to reasonable instructions for care or caring for a sick member of the immediate family. Unfortunately, sick leave abuse sometimes occurs. The parties agree that sick leave abuse is a very serious offense, and the parties further agree that the City shall ferret out sick leave abuse with the Lodge assisting in all ways possible as requested by the City.

Section 12.2, Allowance. Any employee contracting or incurring any non-service connected illness or injury may use accrued sick leave for the period of time he or she is unable to perform their duties. Additionally, an employee may use sick leave to care for a member of his or her immediate family who suffers a serious illness or injury reasonably requiring the employee to care for the member of the immediate family. For the purpose of this Section, "immediate family" shall be defined as the employee's legal spouse, children, step-children, adopted children, parents, parents of spouse, step-parents or grandparents.

Section 12.3, Days Earned in Accumulation. Employees shall be allowed eight (8) hours of sick leave for each month of service. Sick leave shall be earned by an employee for any month in which the employee is compensated for more than eighty (80) hours of work. Sick leave cannot be taken before it is actually earned.

Section 12.4, Notification. Notification of absence due to sickness shall be given to the City as soon as possible on the first day of such absence and every day thereafter (unless this requirement is waived by the Chief in writing), but no later than one (1) hour before the start of the employee's work shift unless it is shown that such notification was impossible. Failure to properly report an illness may be considered as absence without pay and may subject the

employee to discipline, as well. Employees absent from work due to any illness or injury for three (3) or more consecutive days of work may be required to produce a physician's certificate verifying that the employee's reported illness prevented him from working as scheduled and/or confirming that the employee is in good health and is fit to return to his normal duties.

Employees will not be required to produce a doctor's certificate for a one or two day absence unless the absence occurs just prior to or immediately after the employee's scheduled days off, the employee has demonstrated a documented pattern of absenteeism, and/or other suspicious circumstances (e.g., use of sick leave on days requested for time off that have been denied).

Section 12.5, Medical Examination. The City may, at its discretion, without unlawful discrimination, require an employee to submit a physician's verification of illness. The City, at its option, may require an employee to submit to an examination by a physician chosen by the City; if the City requires an employee to submit to an examination by a physician designated by the City, the City will pay the medical expenses to the extent they are not covered by insurance. If it is a family member who is sick, the Employer also may require a doctor's verification of the illness, contingent that the City complies with all applicable sections of the Family Medical Leave Act (FMLA).

Section 12.6, Abuse of Sick Leave. Abuse of sick leave is a serious matter. The Union shall join the City in making an effort to correct the abuse of sick leave wherever and whenever it may occur.

Section 12.7, Sick Leave Utilization and Buy-Back. Sick leave shall be used in no less an increment than one-half (1/2) day. Sick leave shall accrue to a maximum of 560 hours (seventy (70) eight-hour days) of sick leave. If an employee has accumulated the maximum 560

hours of sick leave credit and has not used the current year's sick leave credit, he shall, at the end of each fiscal year, be paid an amount equal to one half (1/2) of the unused sick leave credit for that year.

Any employee discharged for cause forfeits all sick leave accrued benefits. An employee who resigns with at least six (6) full years of seniority or who retires shall be compensated for unused sick leave at the rate of fifty percent (50%) of his regular daily rate of pay for all accrued and unused sick leave days accumulated as of his last day of scheduled work for the City, up to a maximum of seventy (70) eight-hour days.

Section 12.8. Voluntary Contributions Of Sick Time. Employees may contribute accrued, unused sick leave in their personal sick leave banks to other employees who have exhausted their own sick leave banks and who are off work due to a catastrophic illness. A catastrophic illness is defined as any non-duty illness or injury which causes the employee to be off work for more than 30 days.

### **ARTICLE XIII ADDITIONAL LEAVES OF ABSENCE**

Section 13.1. Discretionary Leaves. The City may grant a leave of absence under this Article to any bargaining unit employee where the City determines there is good and sufficient reason. The City shall set the terms and conditions of the leave, including whether or not the leave is to be with pay.

Section 13.2. Application for Leave. Any request for a leave of absence shall be submitted in writing by the employee to the Police Chief or his designee as far in advance as practicable. The request shall state the reason for the leave of absence and the approximate

length of time off the employee desires. Authorization for leave of absence shall, if granted, be furnished to the employee by his immediate supervisor and it shall be in writing.

Section 13.3, Military Leave. Military leave shall be granted in accordance with applicable State and/or Federal law.

Section 13.4, Jury Leave. Employees covered by this Agreement who are required to serve on a jury shall sign their jury duty checks over to the City. The City shall compensate such employees, at their regular rate of pay, for each hour actually spent on jury duty up to eight (8) hours per day, provided that the officer was scheduled to work that day. In addition, employees covered by this Agreement shall be provided all leave benefits required to be provided by the City pursuant to the provisions of the Illinois Paid Voting Leave Act, 10 ILCS 5/17-15.

Section 13.5, Family and Medical Leave Act ("FMLA") Leave. Employees covered under the federal Family and Medical Leave Act of 1993 may be eligible for up to twelve (12) unpaid weeks in the event of the birth, adoption or foster care of a child, or a serious health condition of the employee or immediate family member (as defined by the Act) requiring in-patient care or continuing treatment by a health care provider. Consequently, the parties agree that employees must provide the City thirty (30) days notice if possible before taking such leave, or notify the City as soon as practicable. Before going on unpaid leave status for the birth, adoption or foster care of a child or for the serious health condition of a family member requiring in-patient care or continuing treatment, an employee must use accrued unused vacation, holiday leave, compensatory time and (to the extent permitted by Section 12.2) sick leave. Before going on unpaid leave status for the serious health condition of the employee, the employee is required to use (to the extent permitted by Section 12.2) accrued unused sick leave; the employee must



also use any unused accrued vacation, holiday leave, and compensatory time. In the event an employee does not return to City employment after taking leave under this Section, the City may recapture the cost of any health insurance premiums paid by the City for the employee's benefit during the leave; provided that such premiums will not be recaptured where an employee takes leave for his or her own serious health condition or in other extreme circumstances.

Section 13.6, Funeral Leave. In the event of a death in the employee's immediate family, the employee shall be granted up to three (3) days leave of absence without loss of pay for the purpose of attending the funeral or services in lieu of a funeral. Upon recommendation of the Chief of Police and with the approval of the Mayor, this period may be extended for an additional two (2) days due to extraordinary circumstances, but any such additional days shall be charged to sick leave. For purposes of this section, immediate family shall mean the employee's legal spouse, children, step children, adopted children, parents, parents of spouse, step parents, grandparents, brothers and sisters, brother and sister in laws, or grandchildren.

Section 13.7, Benefits While on Leave. (a) Unless otherwise stated in this Article or otherwise required by law, length of service shall not accrue for an employee who is on an approved non-pay leave status. Accumulated length of service shall remain in place during that leave and shall begin to accrue again when the employee returns to work on a pay status. Unless otherwise stated in this Article, an employee returning from leave will have his seniority continued after the period of the leave. Upon return the City will place the employee in his or her previous job if the job is vacant; if not vacant, the employee will be placed in the first available opening in his classification or in a lower-rated classification according to the

employee's seniority, where skill and ability to perform the work without additional training is equal.

(b) If, upon the expiration of a leave of absence, there is no work available for the employee or if the employee could have been laid off according to his seniority except for his leave, he shall go directly on layoff.

(c) During the approved leave of absence or layoff under this Agreement, the employee shall be entitled to coverage under applicable group medical and life insurance plans to the extent provided in such plan(s) and/or required by law, provided the employee makes arrangements for the change and arrangements to pay the entire insurance premium involved, including the amount of premium previously paid by the City.

(d) An employee on a work-related injury or illness leave compensable under workers' compensation shall continue to accumulate all normal pay, sick leave accumulation, holidays and vacation for twelve (12) months as if he were on full and active duty, as provided by state law. The employee shall also be eligible to continue to participate in the City insurance programs for twelve (12) months as if he were on full and active duty.

Section 13.8. Non-Employment Elsewhere. A leave of absence will not be granted to enable an employee to try for or accept employment elsewhere or for self-employment. Employees who engage in employment elsewhere during such leave may immediately be terminated by the City.

#### ARTICLE XIV WAGES

Wages and the dates upon which they are to become effective are set forth on the Wage Schedule attached hereto and made a part hereof as Appendix A. Appendix A will reflect wage

increases as follows: across-the-board wage increases of 0.00% effective May 1, 2019; 1.5% effective May 1, 2020; and 2.00% effective May 1, 2021. The wage rate that was Step 4 and 5 and April 30, 2019, shall be deleted effective May 1, 2019. The deletion of these steps will not result in any automatic salary adjustments on May 1, 2019; instead, employees who are not at the top of the scale will move to the next step on the first anniversary date occurring after May 1, 2019.

The City also agrees to add a longevity step of \$250 for anybody who has completed twenty (20) years of service in a sworn position. The longevity shall be increased by \$250 (to a total of \$500) for anybody who has completed ten (10) years of service as a Sergeant and who is rated "Exceeds Expectations."

In addition to the wage rates set forth in Appendix A, the base pay of bilingual officers who have demonstrated proficiency in speaking both Spanish and English will be increased by \$500.00. Spanish proficiency shall be demonstrated by passing a third-party test designated by the City.

#### **ARTICLE XV UNIFORM ALLOWANCE**

Employees who are required to wear and regularly and continuously maintain prescribed items of uniform clothing and personal equipment shall be issued same, as necessary, but shall be required to clean and maintain such items properly and will be responsible for their return in good condition, less normal depreciation and destruction in the course of employment. A clothing allowance of \$675.00 per year will be paid to each plain clothes detective Sergeant per year, payable on May 1 of each year.

In addition, the City will reimburse bargaining unit members for the replacement of eyeglasses, watches or clothing damages while in the course of duty in an amount not to exceed

one hundred-fifty dollars (\$150.00) effective May 1, 2006 per employee in any one year, so long as such damage was not caused through any fault of the employee.

## ARTICLE XVI INSURANCE

Section 16.1, Coverage. The City shall provide to all regular full-time employees and their dependents health insurance benefits and coverages provided to all non-union employees. These insurance coverages will be provided by carriers selected by the City from time to time and the City reserves the right to change carriers at any time.

The City reserves the right to provide coverages through a self-insurance program or other carriers and to change carriers at any time. Employees selecting coverages through HMO and PPO plans shall pay the same premium costs paid by all other employees for coverages. The City reserves the right to modify coverages, deductibles, co-payments, and other terms and conditions applicable to such benefits as long as such changes apply to all non-union employees. The City shall not exercise its authority to change insurance benefits in an arbitrary and capricious manner.

The City will provide data to the Union to allow the Union to provide a quote for health insurance coverage for all City employees. The provision of a quote shall not obligate the City to select any specific insurance carrier.

Section 16.2, Cost. The City will continue to pay one-hundred percent (100%) of the cost of the premiums for full-time employees' individual and seventy-five (75%) of the cost of full-time employees' dependent group health and hospitalization insurance for employees who elect coverage under the HMO Option of the City Plan. For employees who elect coverage

under the PPO Option, the City will pay eighty-three percent (83%) of the premium cost for individual and seventy-five percent (75%) of the premium cost for dependent coverage. The employee's portion of premiums will be deducted from their paychecks. The City will provide a copy of insurance components to each member of the bargaining unit by September 30<sup>th</sup> of each contract year.

Section 16.3, Cost Containment. The City reserves the right to institute cost containment measures relative to insurance coverage so long as the basic level of insurance benefits remains substantially the same. Such changes may include, but are not limited to, mandatory second opinions for elective surgery, pre-admission and continuing admission review, prohibition on weekend admissions except in emergency situations, and mandatory out-patient elective surgery for certain designated surgical procedures.

Section 16.4, Life Insurance. The City shall provide, at no cost to the employee, life insurance coverage in the \$25,000.00 coverage for all employees.

Section 16.5, Terms of Insurance Policies to Govern. The extent of coverage under the insurance policies (including HMO plans) referred to in this Agreement shall be governed by the terms and conditions set forth in said policies. Any questions or disputes concerning said insurance policies or benefits thereunder shall be resolved in accordance with the terms and conditions set forth in said policies and shall not be subject to the grievance and arbitration procedure set forth in this Agreement. The failure of any insurance carrier(s) to provide any benefit for which it has contracted or is obligated shall result in no liability to the City, nor shall such failure be considered a breach by the City of any obligation under-taken under this or any other Agreement. However, nothing in this Agreement shall be construed to relieve any

insurance carrier(s) from any liability it may have to the City, employee or beneficiary of any employee.

Section 16.6, IRC Section 125 Plan. The City has instituted an IRC Section 125 Plan whereby employees are able to pay for their share of group insurance premiums and other medical costs with pre-tax earnings. This plan will remain in effect during the term of this Agreement so long as it continues to be permitted by the Internal Revenue Code.

Section 16.7, Insurance Committee: The Union shall have at least one representative on the City's Insurance Committee. This Committee is established for the purpose of achieving good health insurance coverage at a reasonable cost to the City and the officers covered by this Agreement. The Insurance Committee shall be an advisory committee which shall examine any changes to be made in health insurance benefits or coverage prior to implementation thereof wherever reasonably possible.

## **ARTICLE XVII GENERAL PROVISIONS**

Section 17.1, Gender. Unless the context in which they are used clearly requires otherwise, words used in this Agreement denoting gender shall refer to both the masculine and feminine.

Section 17.2, Ratification and Amendment. This Agreement shall become effective when ratified by the City Council and the Union and signed by authorized representatives thereof and may be amended or modified during its term only with mutual written consent of both parties.

Section 17.3, Application of Agreement to MEG Unit and Other Special Assignment Employees. Notwithstanding anything to the contrary in this Agreement, Sergeants who are assigned to the Metropolitan Enforcement Group ("MEG") or to any other governmental or inter-governmental agency having an independent law enforcement authority or basis of jurisdiction, and Sergeants assigned to perform law enforcement functions under the partial direction of another governmental entity (such as school liaison officers), shall be subject for the duration of such assignment to the practices, policies, procedures and directives which are generally applicable to Sergeants assigned to that agency or which are applied pursuant to the authority of the other governmental entity, even though such practices, policies, procedures and directives may be inconsistent or in conflict with the provisions of this Agreement. The application of such practices, policies, procedures and directives shall not be subject to the grievance and arbitration procedures of this Agreement. Without in any way limiting the generality of the foregoing, the practices, policies, procedures and directives of MEG applicable to hours of work and overtime shall be deemed to supersede inconsistent or contrary provisions of Article VI of this Agreement. Wages, insurance and other direct economic benefits shall continue to be governed by the terms of this Agreement.

Section 17.4, Continuing and Termination Effect. Upon the termination of this Agreement, all benefits and obligations hereunder can be modified or terminated and shall not survive the Agreement, following notice of demand to bargain that has been sent in accordance with the provisions of Article XXIII of this Agreement and subject to the City's duty to bargain with respect to such modification or termination of any such benefit or obligation, unless interest arbitration is invoked as provided in Section 14 of the IPLRA, in which event the City will maintain the status quo as required by Section 14(l) of the Act.

Section 17.5, Physical Fitness and Examinations. If there is any question concerning an employee's fitness for duty or fitness to return to duty following a layoff or leave of absence, the City may require, at its expense that the employee have a physical examination by a qualified and licensed physician or other appropriate medical professional selected by the City.

In order to maintain peak efficiency in the Police Department, to best protect the public and most fully reduce insurance costs and risks, the parties agree that employees covered by this Agreement shall annually take, and pass within a mutually agreed upon time, physical fitness tests mutually negotiated between the parties to this Agreement. Any bargaining impasse over physical fitness tests shall be deferred to the negotiations for a successor. Unless the parties mutually agree to the contrary, physical fitness standards for newly hired employees shall not be applicable to employees hired before September 1, 1991. This physical fitness requirement may be modified, altered or waived only upon mutual agreement of the parties. Employees failing to meet negotiated physical fitness standards may be subject to progressive discipline, up to and including discharge, for failure to meet the physical fitness requirements, provided, however, that such disciplinary policies shall be negotiated at the same time the parties negotiate the actual physical fitness standards and tests.

Section 17.6, Drug and Alcohol Testing. In order to help provide a safe work environment and to protect the public by insuring that police Sergeants have the physical stamina and emotional stability to perform their assigned duties, the City may require employees to submit to a urinalysis test and/or other appropriate test up to four times per year per employee at a time and place designated by the City. If an employee tests positive in any such random test, the employee shall be required to seek assistance through the City's Employee Assistance Program (EAP), and will be subject to disciplinary action up to and including discharge for



refusing to do so or failing to follow the prescribed treatment plan. If the same employee tests positive a second time, the test results shall be submitted to the Police Chief for disciplinary action up to and including discharge. Drug and alcohol testing may also be required where there is reasonable suspicion for such testing. If an employee tests positive in any such reasonable suspicion test, the employee will be subject to disciplinary action up to and including discharge.

At the time of any urinalysis test, the employee may request that a blood sample be taken at the same time so that a blood test can be performed if the employee tests positive in the urinalysis test. The City shall use only licensed clinical laboratories for such testing and shall be responsible for maintaining a proper chain of custody. If the first test results in a positive finding, a confirmatory test (GC/MS or a scientifically accurate equivalent) shall be conducted at City expense. An initial positive test result shall not be submitted to the City unless the confirmatory test result is also positive as to the same sample. Upon request, the City shall provide an employee with a copy of any test results, without charge, which the City receives with respect to such employee.

A portion of the tested sample shall be retained by the laboratory so that the employee may arrange for another confirmatory test (GC/MS or a scientifically accurate equivalent) to be conducted by a licensed clinical laboratory of the employee's choosing and at the employee's expense. Once the portion of the tested sample leaves the clinical laboratory selected by the City, the employee shall be responsible for maintaining the proper chain of custody for said portion of the tested sample.

Use, sale, purchase, delivery or possession of illegal drugs at any time and at any place (on or off the job) while employed by the City (except when authorized in the line of duty), abuse of prescribed drugs, failure to report to the Chief any known adverse side effects of

medication or prescription drugs which the employee may be taking, consumption or possession of alcohol while on duty (except when authorized in the line of duty), or being under the influence of alcohol while on duty (which shall be defined as a blood alcohol level of more than .01%), shall be cause for discipline, including termination. If an employee who is off-duty and not on a previously scheduled on-call status is called back to report for work, it is incumbent on the employee to report if he or she has been drinking alcohol, how much they have been drinking, the period of time since he or she last drank, and any other circumstances that may render them unfit for duty.

Voluntary requests for assistance with drug and/or alcohol problems (i.e. where no test has previously been given based on reasonable suspicion pursuant to the foregoing provisions) shall be held strictly confidential, and any information received by the City as a result of such a request shall not be used in any manner adverse to the officer's interests, except reassignment for a reasonable time to restricted duties if he is deemed unfit for duty in his current assignment. An employee voluntarily seeking assistance shall not be disciplined (except for failure to fulfill obligations under an employee assistance/treatment program), but may be subject to more extensive random testing during and for one year following successful completion of an employee assistance/treatment program. The City's obligation to pay for treatment for alcohol/substance abuse shall be limited to services provided by the City's medical insurance plan in which the employee is enrolled. An employee will be allowed to use all accrued sick leave, vacation and compensatory time off while attending a treatment program, and will be granted an unpaid leave of absence to complete such program after exhausting such paid time off.

Nothing in this Section shall be construed to prevent an employee from asserting, or an Arbitrator from considering, that there should be treatment in lieu of discipline in any disciplinary proceeding involving alcohol or drug use.

Section 17.7, Outside Employment. Employees shall not be employed by employers other than the City, nor shall they contract for or accept anything of value in return for services, nor shall they otherwise be self-employed for remuneration, without the written approval of the Chief of Police. Employees wishing to hold outside jobs, including self-employment, which will not result in a conflict of interest or infringe on their ability to do their job for the City, shall apply in writing to the Chief of Police for approval on a form provided by the City. Such application shall be approved or denied within ten (10) working days after submission. Written approval will not be unreasonably withheld where the proposed employment will not present a conflict of interest or infringe on the employee's ability to do his job for the City. If outside employment, including self-employment, has previously been approved or permitted by the City, and if it later appears that such outside employment, including self-employment, is resulting in a conflict of interest or is infringing on the ability of the employee to do their job for the City, prior approval for such outside employment may be revoked, provided that the employee involved shall receive at least ten (10) working days advance notice in writing of such revocation and be granted a reasonable opportunity to discuss such decision with the proper City authorities.

Section 17.8, Bill of Rights. The Uniform Peace Officers Disciplinary Act (the "Bill of Rights"), as set forth in 50 ILCS 725/1 et seq., is incorporated herein by reference, and any alleged violation of said Bill of Rights may be grieved under the provisions of Section 7.2 of this Agreement, but shall not be subject to arbitration under Section 7.3 of this Agreement.

At the employee's request, an ICOPS Field Representative or ICOPS Attorney will be allowed to attend any interrogation which may lead to discipline of the employee. The employee may not delay the interrogation by insisting on any particular ICOPS Field Representative or ICOPS Attorney. It is not the intent of the parties to convert such meetings into adversarial proceedings. The role of the ICOPS representative is to assist the employee; the representative may also attempt to clarify the facts or suggest other individuals who may have knowledge of them. The City retains the right to insist on hearing the employee's own account of the matter(s) under investigation uninterrupted by the ICOPS representative. The provisions of this paragraph do not apply to meetings at which discipline is simply to be administered.

Section 17.9. Inspection of Personnel Files. The official personnel files for all employees will be maintained in the City's Department of Human Resources. The Police Chief or his designee may also maintain files of ongoing investigations which are not subject to disclosure under this Section or otherwise. The contents of files of ongoing investigations shall only be made part of the personnel file upon completion of the investigation, which shall be made in a reasonably timely manner and the results of which will be shared with the employee at the time of the conclusion. The City agrees to allow an employee to examine the contents of his personnel file in accordance with the Illinois Personnel Records Review Act, 820 ILCS 40/1, et seq., upon five (5) calendar days written notice to the Chief of Police. Upon written request and upon payment of reasonable copying charge, the City shall provide an employee with copies of the contents of his personnel file. Personnel files may not be removed from the office in which they are maintained.

The parties agree that the sensitive nature of police Sergeant's personnel files can directly affect the safety of the Sergeant and his family. To that end, access to such files shall be limited

to the Mayor, Chief of Police, Deputy Chief of Police, the City Administrator, the Director of Human Resources and the Human Resources Assistant for Personnel Matters. In any event, officers shall be notified within a timely and reasonable amount of time regarding requests by others for review of their files, and the nature of such review. Release of information shall not be made available to the media or general public at any time without the officer's express, written consent in advance of such release.

Section 17.10, Retention of Disciplinary Records. Upon the employees' request, any record of a verbal reprimand shall be removed from the employee's personnel file after a period of one (1) year. Upon the employee's request, any record of a written reprimand shall be removed from the employee's personnel file after a period of two (2) years. Upon the employee's request, any record of a disciplinary action greater than a written reprimand, but less than or equal to a three (3) calendar day suspension, shall be removed from the employee's personnel file after a period of three (3) years, provided that no other suspension is given for any particular offense during that three (3) year period.

No sworn Sergeant covered by this Agreement shall be required to submit to a City or police department performance evaluation without first being given the opportunity to meet with the appropriate supervisor and examine and inspect the evaluation document. Further, any Sergeant undergoing an evaluation shall have the opportunity of indicating his or her approval or disapproval of the evaluation by marking an appropriate "approval" or "no approval" box on the evaluation form and placing his or her signature near the box. If the Sergeant marks the box for "no approval," the Sergeant will create a rebuttal document to the evaluation which will be attached to the evaluation document to be placed in the Sergeant's file.

The City's Human Resources Department may maintain a separate disciplinary file containing any and all records of discipline removed from an employee's file pursuant to the above paragraph. The materials in such file may only be used in regard to further discipline of the employee or to defend against any legal action threatened or brought against the City by any person or party.

Section 17.11, Inoculation and Immunization. The City agrees to pay all expenses for inoculation or immunization shots for the employee and for members of an employee's family who reside with the employee, when such becomes necessary where said employee has been exposed to a contagious disease in the line of duty.

Section 17.12, Training. A four-person Training Committee, comprised of equal numbers of representatives of the City and the Union, shall be established to gather information on, make recommendations concerning, and establish internal communications, methods and procedures regarding training opportunities for police officers. The City agrees to give serious consideration to committee recommendations regarding additional training needs and opportunities.

It is the City's desire to send all Sergeants to the Staff and Command and Executive Management training programs, or a similar program provided by a different institution. Subject to the City's annual budget appropriations, and contingent on satisfactory job performance, the City will send at least one Sergeant per year to Staff and Command and one Sergeant per year to Executive Management.

Any Sergeant in the bargaining unit as of May 1, 2016, who has not yet been assigned to Staff and Command will be sent to the class no later than the Spring 2017 offering. Because the

City is sending 2 people to Staff and Command as part of this arrangement, the City shall not be obligated to send anybody to Executive Management in fiscal year 2017.

Beginning May 1, 2018, any Sergeant with at least 7 years of service as a Sergeant and who is on the Lieutenants promotional list may submit a letter of interest to be nominated to attend the FBI National Academy. The Chief shall determine whether to nominate the Sergeant based on the Sergeant's performance history, budgetary constraints, and the needs of the Department.

Section 17.13, Pager Policy. Employees who are required to carry a pager and/or be on call during off duty hours in connection with their duties as police Sergeants or in connection with special assignments shall receive notice from the Employer, in writing, when they are placed on call and expected to respond during off duty hours.

While placed on call, each employee will be required to respond by telephone to all pages within fifteen (15) minutes of receiving a page and in person within forty-five (45) minutes of the page if required to do so.

The Employer recognizes that from time to time an employee may have personal obligations which would make it difficult for him or her to meet his or her on call obligations. Accordingly, the parties agree that cases where discipline is assessed when an employee fails to respond to a page, the discipline shall be subject to the just cause provisions of the collective bargaining agreement and may be grieved.

Employees shall be responsible for the safekeeping of pagers assigned to them and shall keep such devices in working order.

Section 17.14, Training and Tuition Reimbursement Agreements. The City may institute a reimbursement plan, to recoup reasonable training and tuition costs, if a Sergeant voluntarily leaves City employment within three (3) years of hire. Additionally, the City may institute a

reimbursement plan to recoup voluntary tuition costs for which the City has paid, in accordance with City policy and as may change from time to time, if an officer leaves City employment within three (3) years of having sought and received tuition reimbursement from the City.

Section 17.15, Non-Discrimination. Consistent with federal and state laws, the City will not discriminate with respect to any terms or conditions of employment on the basis of sex, race, religion, age, disability unrelated to the ability to perform the essential functions of the position, or any other classification protected by federal or state law. Any claimed violation of this provision may be grieved only to Step 1 of the Grievance Procedure contained in Article VII of this Agreement; any further recourse shall be exclusively through the appropriate federal or state agencies.

Section 17.16, Residency. Employees must live within thirty-five (35) air miles of Fire Stations #1 or #2, whichever is more, so long as they reside within the State of Illinois. Distance shall be judged by drawing a circle on a map using a radius of thirty-five (35) miles. Probationary employees will receive the full eighteen (18) months in which to comply with the residency requirements.

Section 17.17, Imposition and Review of Discipline. The Chief of Police is hereby granted authority directly or through his designee(s) to impose discipline upon sworn members of the Police Department who are members of the bargaining unit. For post-probationary employees, such discipline shall only be imposed for just cause and may include, but not be limited to, verbal or written warnings, suspensions with or without pay of whatever length or duration, and/or termination. Where minor offenses are involved, the principles of progressive discipline normally will be followed by the Chief or his designee(s).



Any discipline imposed upon post-probationary employees by the Chief or his designee(s) is subject to review by the City of North Chicago Board of Fire and Police Commissioners.

#### **ARTICLE XVIII MAINTENANCE OF ECONOMIC BENEFITS**

All economic benefits which are not set forth in this Agreement and are currently in effect shall continue and remain in effect until such time as the City shall notify the Union of its intention to change them. Upon such notification, and if requested by the Union, the City shall meet and discuss such change before it is finally implemented by the City. Any change made without such notice shall be considered temporary pending the completion of such meet and confer discussions. If the Union becomes aware of such a change and has not received notification, the Union must notify the City as soon as possible and request discussions if such discussions are desired. The failure of the Union to request discussions shall act as a waiver of the right to such discussions by the Union.

#### **ARTICLE XIX CANINE OFFICER**

Section 19.1, Canine Officer Hours and Compensation. In recognition that canine officer(s) must train, exercise and care for the assigned canine(s) during unscheduled, "off-duty" hours, the canine officer(s) will be scheduled to work 7.5 hours per scheduled work shift, equaling 138.75 scheduled hours per twenty-seven (27) day work cycle. The canine officers will also be compensated for an additional fifteen (15) hours per twenty-seven (27) day work cycle for the unscheduled, "off duty" hours, thus resulting in a regular work cycle of 153.75 hours per work cycle.

Section 19.2, Employer Responsibility. The City will be responsible for any and all necessary purchases of food, equipment, other supplies, medical care and boarding expenses related to the care and training of the canine units. Any question as to appropriateness of any non-emergency expenses should be directed to the Chief of Police.

Section 19.3, Retirement of Canine Unit. Any canine required to retire shall be offered first for sale to the existing canine officer, then to any officer and finally, to any retired officer who expresses an interest in purchasing the canine for a reasonable amount. The sale of the canine shall not be subject to review under the grievance procedure.

## **ARTICLE XX IMPASSE RESOLUTION**

Upon the expiration of this Agreement, the remedies for the resolution of any bargaining impasse shall be in accordance with the Illinois Public Labor Relations Act, as amended 5 ILCS 315/14 with the following exceptions:

- (1) The arbitrator shall be selected in accordance with the selection procedure set forth in Section 7.3(a) of this Agreement;
- (2) The parties shall simultaneously exchange final offers on each issue legitimately in dispute at least seven (7) calendar days prior to the first day of the interest arbitration hearing;
- (3) The arbitration panel must adopt one party's final offer as to all wage increases (i.e., increases reflected on the wage schedule set forth at Appendix A) for the duration of the contract; and
- (4) If the parties are at impasse on the issue of duration, the parties may submit alternative wage offers for each proposed duration.

**ARTICLE XXI  
BOARD OF FIRE AND POLICE COMMISSIONERS**

The Parties recognize that the Board of Fire and Police Commissioners ("BFPC"), will retain all of its rights and duties to impose major discipline and that the sole avenue to appeal disciplinary actions will be through the BFPC and the Administrative Review Law and not through the Arbitration steps of the grievance procedure.

**ARTICLE XXII  
SAVINGS CLAUSE**

If any provision of this Agreement, or the application of such provision, is or shall at any time be contrary to or unauthorized by law, or modified or affected by the subsequent enactment of law, or held invalid and unenforceable by operation of law or by any board, agency or court of competent jurisdiction, then such provision shall not be applicable or performed or enforced, except to the extent permitted or authorized by law; provided that in such event all other provisions of this Agreement shall continue in effect.

If there is any conflict between the provisions of this Agreement and any legal obligations or affirmative action requirements imposed on the City by federal or state law, such legal obligations or affirmative action requirements thus imposed shall be controlling.

In the event any provision of this Agreement is invalidated as provided above, negotiations for a replacement for such provision shall commence promptly at the request of either party, provided that the resolution of any bargaining impasse shall be deferred to the negotiations for a successor contract.

**ARTICLE XXIII  
ENTIRE AGREEMENT**

This Agreement constitutes the complete and entire agreement between the parties, and concludes collective bargaining between the parties for its term. This Agreement supersedes and cancels all prior practices and agreements, whether written or oral, unless expressly stated in the 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 not removed by law or ordinance from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the City and the Union, for the duration of this Agreement, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated, to bargain collectively with respect to any subject or matter, whether or not referred to or covered in this Agreement, even though such subjects or matters may not have been within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement. The Lodge specifically waives any right it might have to impact or effects bargaining for the life of this Agreement.

Notwithstanding the foregoing provisions, if the City voluntarily grants any bargaining unit a cost of living increase that is higher than the cost of living increases set forth in Appendix A of this Agreement, then the Union may reopen the contract for the sole purpose of negotiating the wage increases included in those sections of the Agreement. The Union must request reopener negotiations within 30 days of the ratification of the bargaining agreement which the Union believes provides higher cost of living increases. If the Union reopens the contract for this purpose, then the City may reopen any one additional item in the bargaining agreement.

Any such reopener negotiations will be governed by the impasse resolution procedures in Section 14 of the Illinois Labor Relations Act.

**ARTICLE XXIV  
TERMINATION**

This Agreement shall be effective as of the day after the contract is executed by both parties and shall remain in full force and effect, until 11:59 p.m. on April 30, 2022. It shall be automatically renewed from year to year thereafter unless either party shall notify the other in writing at least one hundred eighty (180) days prior to the anniversary date that it desires to modify this Agreement. In the event that such notice is given, negotiations shall begin no later than one hundred fifty (150) days prior to the anniversary date.

In the event that either party desires to terminate this Agreement, written notice must be given to the other party no less than ten (10) days prior to the desired termination date which shall not be before the anniversary date set forth in the preceding paragraph.

Executed on this 3rd day of June, 2019.

CITY OF NORTH CHICAGO:



Mayor

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ILLINOIS ICOPS:



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**APPENDIX A-1**  
**WAGE SCHEDULE**  
**CITY OF NORTH CHICAGO SERGEANTS**

	Current	May 1, 2019	May 1, 2020	May 1, 2021
		0.00%	1.50%	2.00%
Step 1	\$95,695	\$95,695	\$97,131	\$99,073
Step 2	\$97,707	\$97,707	\$99,172	\$101,156
Step 3	\$99,142	\$99,142	\$100,629	\$102,642
Step 4	\$101,728	\$105,750	\$107,337	\$109,483
Step 5	\$103,739	\$107,658	\$109,272	\$111,458
Step 6	\$105,750	\$109,773	\$111,419	\$113,648
Step 7	\$107,658			
Step 8	\$109,773			

## SIDE LETTER OF AGREEMENT

WHEREAS, the City of North Chicago and the Illinois Council of Police are parties to a collective bargaining agreement covering all full-time sworn police sergeants employed by the City that is effective for the term May 1, 2019 through April 30, 2022;

WHEREAS, Section 11.3 of the collective bargaining agreement limits employees to a maximum of two weeks of vacation carry over from one year to the next;

WHEREAS, the City has erroneously allowed employees to carryover more than two weeks of vacation time from year-to-year and desires to correct this oversight;

WHEREAS, Section 11.3 of the collective bargaining agreement also defines the vacation selection processes, and the parties have historically interpreted that language to mean that employees are only allowed to pre-select one five-day block of vacation by seniority during the annual vacation selection process; and

WHEREAS, the parties mutually desire to find a way to address the excess vacation balances in a way that will not generate excessive overtime, while also ensuring adequate opportunities for members to bid on vacation opportunities in the future

NOW, THEREFORE, the parties hereby agree as follows:

1. In order to maintain adequate staffing in the police department, employees who currently have more than the maximum allowed vacation accruals per Section 11.3 of the CBA (i.e., 2 weeks of vacation plus their current years' accrual) shall not be subject to any vacation caps for the duration of the current collective bargaining agreement. Employees who are currently below the vacation cap specified in the bargaining agreement must not exceed the contractual cap. It is the Employees' responsibility to request vacation time consistent with the requirements of the contract.
2. Upon separation of employment and/or termination of severance, all remaining vacation time below the vacation caps set forth in the collective bargaining agreement (i.e., 2 weeks of vacation plus the current years' accrual) will be paid out at the then current rate of pay. For those employees who have vacation banks in excess of the maximum amount in Section 11.3 of the CBA, vacation time in excess of the caps will be paid out based on the employees' rate of pay as of September 10, 2018.

3. The parties further agree to that vacation shall be selected using the following procedure. To the extent this procedure may conflict with the provisions of Section 11.3, the procedures set forth in this Letter of Agreement shall control:
- i. On March 1, the Shift Commander shall post a schedule of days available for vacation and holiday time for the upcoming fiscal year (May 1 to April 30).
  - ii. Between March 1 and March 30, sergeants shall submit their vacation preferences for the upcoming fiscal year. Sergeants shall use the vacation preference form attached to this Letter of Agreement. For vacation scheduled during the annual selection process, vacation must be in blocks of time of at least five consecutive calendar days. During the first two rounds of vacation selections, vacation can be no more than two calendar weeks (14 calendar days). In subsequent rounds, vacations must be at least five consecutive calendar days, but there is no maximum length for the vacation requests. Sergeants shall list their preferred vacation days in order of preference, with the most desired block of time listed first and the least desired block of time listed last. If a Sergeant designates more than one vacation preference, the Sergeant shall designate on the form whether he wants to schedule all preferred blocks of time, or whether a block of time is only listed as an alternate if his more preferred designations are unavailable.
  - iii. Vacation preference forms must be submitted no later than midnight on March 30 of each year. Failure to submit a vacation preference form in a timely fashion will result in forfeiture of that Sergeant's ability to participate in the pre-scheduling process. An employee's absence from work for whatever reason shall not excuse him or her from submitting a timely vacation preference form.
  - iv. Once the preference forms are submitted, vacations shall be assigned based on bargaining unit seniority in round robin fashion. Meaning the most senior bargaining unit employee will be given his first choice of vacation time; the second most senior bargaining unit employee will be given his first available choice of vacation time; and so on, until all bargaining unit employees have been offered the opportunity to select one vacation block. The process will then repeat, starting with the most senior Sergeant who has submitted a second vacation preference, followed by the second most senior Sergeant, and so on.



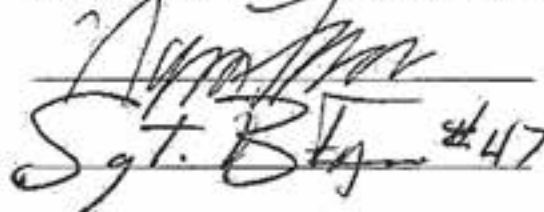
- v. Upon receipt of the vacation preference forms, the Chief or his designee shall review the forms and assign vacations based on the methodology described above. The Chief or his designee shall offer that a representative of the Union may participate in the process of assigning vacation picks to ensure the process described above is followed correctly. The vacation schedule will be posted on or before May 1.
  - vi. Employees are not required to submit vacation preferences, and if they submit vacation preferences they are not required to pre-schedule all of their vacation days. Vacation time that is not scheduled during the annual selection process may be scheduled by the Sergeant throughout the year, subject to the requirements of Sections 11.3 and 11.4 of the bargaining agreement and the staffing needs of the department.
  - vii. If an employee is assigned to a different shift in the middle of the year due to the needs of the Department, the Department will make every reasonable effort to avoid disrupting the employee's pre-scheduled vacation picks. If an employee is assigned to a different shift in the middle of the year at the employee's request, the employee may be required to forfeit pre-scheduled vacation if it will create manpower shortages.
5. This Side Letter of Agreement shall be attached to the collective bargaining agreement. Any disputes regarding implementation of this agreement are subject to the grievance arbitration procedures set forth in the collective bargaining agreement.

Signed this 3rd day of June, 2019

CITY OF NORTH CHICAGO, IL



ILLINOIS COUNCIL OF POLICE

  
Sgt. B. Starn #47

**Vacation Preferences**

May 1, \_\_\_\_\_ to April 30, \_\_\_\_\_

Officer's Name: \_\_\_\_\_

Preference No.	Dates Selected	Do you want these vacation days if all of your prior selections have been granted? (Circle Yes or No).
1		Yes / No
2		Yes / No
3		Yes / No
4		Yes / No
5		Yes / No
6		Yes / No
7		Yes / No
8		Yes / No
9		Yes / No
10		Yes / No

During the first two rounds of vacation selections, vacation must be scheduled in blocks no shorter than 5 consecutive calendar days and no longer than 14 consecutive calendar days. In subsequent rounds of vacation selections, vacation must be scheduled in blocks no shorter than 5 consecutive calendar days, with no maximum length.

This form must be submitted no later than midnight on March 30. Failure to submit your form in a timely fashion will result in forfeiture of your ability to participate in the vacation selection process.