



ST. CHARLES  
SINCE 1834

### AGENDA ITEM EXECUTIVE SUMMARY

**Title:** Recommendation to approve a Resolution Authorizing the Execution of An Agreement Between the City of St. Charles and Metropolitan Alliance of Police St. Charles Chapter 28

**Presenter:** Kathy Livernois

*Please check appropriate box:*

|                          |                        |                                     |                            |
|--------------------------|------------------------|-------------------------------------|----------------------------|
| <input type="checkbox"/> | Government Operations  | <input type="checkbox"/>            | Government Services        |
| <input type="checkbox"/> | Planning & Development | <input checked="" type="checkbox"/> | City Council – May 6, 2013 |
| <input type="checkbox"/> | Public Hearing         | <input type="checkbox"/>            |                            |

**Estimated Cost:**

**Budgeted:**

YES

NO

If NO, please explain how item will be funded:

**Executive Summary:**

Attached is a resolution authorizing execution of the agreement that was unanimously ratified by the Metropolitan Alliance of Police St. Charles Chapter 28 (sergeants) following collective bargaining. The agreement will be effective from May 1, 2013, through April 30, 2017. The wage schedule specifies a 2% increase for each fiscal year of the contract.

**Attachments:** *(please list)*

A Resolution Authorizing the Execution of An Agreement Between the City of St. Charles and Metropolitan Alliance of Police St. Charles Chapter 28  
Agreement Between the City of St. Charles and Metropolitan Alliance of Police St. Charles Chapter 28

**Recommendation / Suggested Action** *(briefly explain):*

Recommendation to approve a Resolution Authorizing the Execution of An Agreement Between the City of St. Charles and Metropolitan Alliance of Police St. Charles Chapter 28.

*FOR OFFICE USE ONLY*

*Agenda Item Number:*

**City of St. Charles, Illinois  
Resolution No. 2013 – 42**

**A Resolution Authorizing the Execution of  
An Agreement Between the City of St. Charles and  
Metropolitan Alliance of Police St. Charles Chapter 28**

**Presented & Passed by the  
City Council on 06 May 2013**

WHEREAS, the Metropolitan Alliance of Police St. Charles Chapter 28 (MAP) completed bargaining and ratified the proposed agreement with the City that resulted from such bargaining; and

WHEREAS, the Mayor and City Council has reviewed and discussed the proposed agreement;

NOW THEREFORE, be it resolved by the authorities of the City of St. Charles that Brian Townsend, City Administrator, is hereby authorized to execute a contract between the City of St. Charles and the Metropolitan Alliance of Police St. Charles Chapter 28, effective May 1, 2013, through April 30, 2017.

PRESENTED to the City Council of the City of St. Charles, Illinois, this 6<sup>th</sup> day of May, 2013.

PRESENTED by the City Council of the City of St. Charles, Illinois, this 6<sup>th</sup> day of May, 2013.

APPROVED by the Mayor of the City of St. Charles, Illinois, this 6<sup>th</sup> day of May, 2013.

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Donald P. DeWitte, Mayor

ATTEST:

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City Clerk

COUNCIL VOTE:

Ayes:

Nays:

Absent:

Abstain:



ST. CHARLES  
SINCE 1834

Agreement  
Between  
the City of St. Charles, Illinois  
and



Metropolitan Alliance of Police  
St. Charles Chapter 28

*May 1, 2013 - April 30, 2017*

## Table of Contents

|  |    |
|--|----|
| Table of Contents .....  | 2  |
| PREAMBLE .....   | 6  |
| ARTICLE I RECOGNITION .....  | 6  |
| Section 1.1. Recognition of Bargaining Agent.....                        | 6  |
| Section 1.2. Gender.....   | 6  |
| Section 1.3. MAP Bulletin Board. ....                                    | 6  |
| Section 1.4. Representation Time. ....                                   | 7  |
| ARTICLE II MANAGEMENT.....   | 7  |
| Section 2.1. Management of the City and Police Department.....           | 7  |
| Section 2.2 Authority of the Board of Fire and Police Commissioners..... | 8  |
| ARTICLE III PERSONNEL FILES .....  | 8  |
| Section 3.1. Personnel Files. ....                                       | 8  |
| Section 3.2. Purge of Personnel Files.....                               | 8  |
| ARTICLE IV UNION SECURITY .....  | 8  |
| Section 4.1. Dues Deductions. ....                                       | 8  |
| Section 4.2. Union Indemnification. ....                                 | 9  |
| Section 4.3. Fair Share. ....  | 9  |
| ARTICLE V NO STRIKE, NO LOCKOUT.....                                     | 9  |
| Section 5.1. No Strike. ....   | 9  |
| Section 5.2. No Lockout. ....  | 10 |
| ARTICLE VI GRIEVANCE PROCEDURE .....                                     | 10 |
| Section 6.1. Definition of Grievance.....                                | 10 |
| Section 6.2. Grievance Procedure. ....                                   | 10 |
| Section 6.3. Binding Arbitration. ....                                   | 11 |
| Section 6.4. Time Limits.....  | 12 |
| Section 6.5. Investigation and Discussion.....                           | 12 |

|                |   |    |
|----------------|---|----|
| Section 6.6.   | Suspension or Termination.....              | 12 |
| ARTICLE VII    | .....                                       | 12 |
| Section 7.1.   | Tuition Reimbursement.....                  | 12 |
| ARTICLE VIII   | HOURS OF WORK: OVERTIME OF WORK.....        | 13 |
| Section 8.1.   | No Guarantee. ....                          | 13 |
| Section 8.2.   | Normal Work Cycle. ....                     | 13 |
| Section 8.3.   | Shift Changes.....                          | 13 |
| Section 8.4.   | Overtime. ....                              | 13 |
| Section 8.5.   | Court Time. ....                            | 14 |
| Section 8.6.   | Call Back Time. ....                        | 14 |
| Section 8.7.   | Standby. ....                               | 14 |
| Section 8.8.   | On Call Time.....                           | 14 |
| ARTICLE IX     | VACATIONS.....                              | 15 |
| Section 9.1.   | Eligibility and Allowances. ....            | 15 |
| Section 9.2.   | Vacation Pay. ....                          | 15 |
| Section 9.3.   | Time for Vacations.....                     | 15 |
| Section 9.4.   | Scheduling. ....                            | 16 |
| Section 9.5.   | Separation. ....                            | 16 |
| ARTICLE X      | HOLIDAYS.....                               | 17 |
| Section 10.1.  | Holidays Observed. ....                     | 17 |
| Section 10.2.  | Personal Days.....                          | 17 |
| Section 10.3.  | Eligibility for Holiday Pay. ....           | 17 |
| Section 10.4.  | Definition. ....                            | 17 |
| Section 10.4.  | Held-Time Off.....                          | 18 |
| Section 10.5.  | Procedures To Be Continued. ....            | 18 |
| ARTICLE XI     | INSURANCE.....                              | 18 |
| Section 11.1.  | Insurance. ....                             | 18 |
| Section 11. 2. | Terms of Insurance Policies to Govern. .... | 19 |

|              |  |    |
|--------------|--|----|
| ARTICLE XII  | SICK LEAVE .....   | 19 |
|              | Section 12.1. Purpose.....                                 | 19 |
|              | Section 12.2. Sick Leave Accrual.....                      | 19 |
|              | Section 12.3. Sick Leave Buyback.....                      | 19 |
| ARTICLE XIII | LEAVES OF ABSENCE.....                                     | 20 |
|              | Section 13.1. Leave of Absence.....                        | 20 |
|              | Section 13.2. Application For Leave.....                   | 20 |
|              | Section 13.3. Jury Duty.....                               | 20 |
|              | Section 13.4. Funeral Leave.....                           | 20 |
|              | Section 13.5. Leave For Illness, Injury Or Disability..... | 21 |
|              | Section 13.6. Benefits While On Leave.....                 | 21 |
| ARTICLE XIV  | SENIORITY, PROBATIONARY PERIOD, LAYOFF AND RECALL .....    | 21 |
|              | Section 14.1. Seniority.....                               | 21 |
|              | Section 14.2. Purpose of Seniority.....                    | 22 |
|              | Section 14.3. Probationary Period.....                     | 22 |
|              | Section 14.4. Layoffs.....                                 | 22 |
|              | Section 14.5. Recall.....                                  | 22 |
|              | Section 14.6. Effects of Layoff.....                       | 22 |
|              | Section 14.7. Posting of Seniority List.....               | 23 |
|              | Section 14.8. Termination of Seniority.....                | 23 |
| ARTICLE XV   | EXTRA DUTY.....  | 23 |
|              | Section 15.1. Definition.....                              | 23 |
|              | Section 15.2. Overtime Exclusion.....                      | 24 |
|              | Section 15.3. Priority of Regular Duty.....                | 24 |
|              | Section 15.4. Pay for Extra Duty.....                      | 24 |
| ARTICLE XVI  | WAGES.....   | 24 |
|              | Section 16.1. Wage Schedule.....                           | 24 |
|              | Section 16.2. Temporary Assignment to Deputy Chief.....    | 25 |

|                  |  |    |
|------------------|--|----|
| ARTICLE XVII     | UNIFORM ALLOWANCE .....  | 25 |
|                  | Section 17.1. Uniform Allowance.....                                   | 25 |
|                  | Section 17.2. Reimbursement For Destruction Of Personal Property. .... | 25 |
| ARTICLE XVIII    | MISCELLANEOUS .....  | 25 |
|                  | Section 18.1. No Discrimination.....                                   | 25 |
|                  | Section 18.2. Bill of Rights .....                                     | 26 |
| ARTICLE XIX      | LABOR-MANAGEMENT COMMITTEE/WRITTEN DIRECTIVES.....                     | 26 |
|                  | Section 19.1. Scope.....   | 26 |
|                  | Section 19.2. Conditions.....  | 26 |
|                  | Section 19.3. Attendance.....  | 27 |
|                  | Section 19.4. Departmental Written Directives.....                     | 27 |
| ARTICLE XX       | MISCELLANEOUS PROVISIONS.....  | 27 |
|                  | Section 20.1. Ratification And Amendment.....                          | 27 |
|                  | Section 20.2. Maintenance Of Economic Benefits.....                    | 27 |
| ARTICLE XXI..... |  | 28 |
|                  | Section 21.1. Savings Clause.....                                      | 28 |
| ARTICLE XXII     | ENTIRE AGREEMENT .....   | 28 |
| ARTICLE XXIII    | TERMINATION.....   | 28 |
|                  | Section 23.1. Termination in 2017.....                                 | 28 |
| APPENDIX A       | SERGEANT HOURLY RATE .....   | 30 |
| APPENDIX B       | SERGEANT BODY ARMOR REPLACEMENT LIST .....                             | 31 |
| SIDE LETTER      | SUBSTANCE USE POLICY .....   | 32 |
| SIDE LETTER      | SICK BANK HOURS .....  | 38 |

## **PREAMBLE**

THIS AGREEMENT is entered into by the City of St. Charles, Illinois (hereinafter referred to as the "City" or the "Employer") and the METROPOLITAN ALLIANCE OF POLICE, St. Charles Chapter #28 (hereinafter referred to as "MAP") is in recognition of MAP's status as the representative of certain of the City's full-time sworn Sergeants and has as its intent to set forth the parties' entire agreement with respect to the rates of pay, hours of employment, fringe benefits, and other conditions of employment that will be in effect during the term of this Agreement for employees covered by this Agreement; to prevent interruptions of work and interference with the operations of the City; to encourage and improve efficiency and productivity; to maintain the highest standards of personal integrity and conduct at all times; and to provide procedures for the prompt and peaceful adjustment of grievances as provided herein.

THEREFORE, in consideration of the mutual promises and agreements contained in this Agreement, the City and MAP do mutually promise and agree as follows:

## **ARTICLE I** **RECOGNITION**

### **Section 1.1. Recognition of Bargaining Agent.**

Pursuant to a certification by the Illinois Labor Relations Board in Case No. S-RC-07-103, the City recognizes MAP as the sole and exclusive collective bargaining representative for all full-time sworn peace officers in the rank of Sergeant employed by the City (hereinafter referred to as "Sergeants" or "employees"), but excluding all supervisory, managerial, and confidential employees as defined by the Illinois Public Labor Relations Act ("Act"), including all sworn peace officers below the rank of sergeant and above the rank of sergeant, any employees excluded from the definition of "peace officer" as defined in Section 3(k) of the Illinois Public Labor Relations Act, and all other employees employed by the City.

Unless the context indicates otherwise, the terms "Sergeant(s)" or "Police Sergeants" or "employee(s)" used herein shall refer exclusively to members of the above-described unit.

### **Section 1.2. Gender.**

In this contract, the pronouns "he," "him," and "his" shall refer to both male and female employees equally.

### **Section 1.3. MAP Bulletin Board.**

The City will make bulletin board space available in or proximate to the squad room for posting of MAP announcements and other items of legitimate MAP business, seniority roster, and education opportunities announcements.

**Section 1.4. Representation Time.**

A Police Sergeant who is in a representative capacity during his scheduled working hours shall be excused from his/her regular duties for the purpose of attending a meeting, without incurring additional cost, between MAP and the City for the purposes(s) of negotiations, adjustments of grievances, or transmittal of notices shall not suffer a loss in pay because of such attendance, provided that the City must have agreed to hold the meeting at such time. There shall be no claim under this provision for pay for any other than in relation to the regularly scheduled hour(s) of the police sergeant claiming such pay. MAP recognizes the essential need to minimize lost work time and to avoid interference with the work of the department. No pay shall be due under this section for a sergeant's attendance at any arbitration hearing, administrative proceeding, ILRB proceeding, disciplinary proceeding, bargaining session or in connection with any union issued subpoena unless such attendance occurs during the sergeant's regularly scheduled work shift and it is held at the City of St. Charles. The sergeant's attendance must not impact the work shift or create additional cost to the City.

The employer agrees that sergeants shall be allowed to attend, without loss of pay, scheduled meetings of the chapter, provided that at least forty-eight hour notice is provided in writing, and such meetings are within St. Charles city limits. Such officers must still respond to calls while on duty.

**ARTICLE II  
MANAGEMENT**

**Section 2.1. Management of the City and Police Department.**

Except as expressly 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 but not limited to the right to make and implement decisions with respect to the following matters without having to negotiate over such decisions or the effects of such decisions: to establish, plan, direct, control, and determine the budget and all the operations, services, and missions of the City; to supervise and direct the working forces; to establish the qualifications for employment and to employ employees; to schedule and assign work, to assign overtime; to transfer and reassign employees; to establish work and productivity standards; and, from time to time, to change those standards; to contract out for goods and services; to determine the methods, means, organization, and number of personnel by which departmental services shall be provided or purchased; to make, alter, and enforce reasonable rules, regulations, orders, policies, and procedures; to evaluate employees; to establish performance standards for employees; to change or eliminate existing methods, equipment, or facilities and to introduce new equipment or facilities or introduce ones; to determine training needs and assign employees to training; to determine work hours (shift hours); to determine internal investigation procedures; to determine whether work and/or services are to be provided by employees covered by this Agreement (including which employees) or by other employees or persons not covered by this Agreement; to discipline, suspend and/or discharge non-probationary employees for cause in accordance with the applicable provisions of the Illinois Municipal Code (probationary employees without cause); and to relieve or lay off employees.

The City shall also have the right to take any and all actions as may be necessary to carry out the mission of the City and the Police Department in the event of civil emergency as may be declared by the City mayor, the city administrator, police chief, or their authorized designees, which may include, but are not limited to, riots, civil disorders, tornado conditions, floods, or other catastrophes or other emergencies. In the event of such emergency action, the provisions of this Agreement, other than the compensation provisions, may be suspended, provided that all the provisions of this Agreement shall be immediately reinstated once the local disaster or emergency condition ceases to exist

**Section 2.2 Authority of the Board of Fire and Police Commissioners.**

This agreement is intended to diminish or modify the statutory authority of the Board of Fire and Police Commissioners, St. Charles, Illinois. The parties recognize the authority of the Board with respect to residency requirements and other matters not relating to discipline.

**ARTICLE III**  
**PERSONNEL FILES**

**Section 3.1. Personnel Files.**

The City agrees to abide by the lawful requirements of the "Personnel Records Review Act," 820 ILCS 40/1-40/13 as amended. Sergeants shall have access to their personnel record in accordance with said Act.

**Section 3.2. Purge of Personnel Files.**

Parties agree that should a sergeant receive a written reprimand or an oral reprimand which has been reduced to writing and further should said document be filed in the sergeant's personnel file, then the parties agree that should the sergeant not receive any further written reprimands or oral reprimands reduced to writing, for a period of eighteen (18) consecutive months, then upon the sergeant's written request his personnel file shall be purged of the previous written reprimand or oral reprimand reduced to writing, provided, however, that any such discipline pertaining to harassment (as defined by city policy), workplace violence or threats, theft, or misappropriation of property shall not be subject to purge from the sergeants' personnel file.

**ARTICLE IV**  
**UNION SECURITY**

**Section 4.1. Dues Deductions.**

Upon receipt of proper written authorization from an employee, the employer shall deduct each month's Metropolitan Alliance of Police dues in the amount certified by the treasurer of Metropolitan

Alliance of Police from the pay of said sergeants covered by this Agreement who, in writing, authorize such deductions. Such money shall be submitted to the Metropolitan Alliance of Police within fifteen (15) days after the deductions have been made on a semi-monthly basis.

**Section 4.2. Union Indemnification.**

The Union shall indemnify, defend and hold harmless the City and its officials, representatives and agents against any and all claims, demands, suits, or other forms of liability (monetary or otherwise) and for all legal costs for counsel selected or approved by the Union 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 sergeant any such amount.

The foregoing indemnification clause shall not require the chapter to indemnify or hold the City harmless in the event the City initiates a cause of action against the chapter, unless the City initiates such an action in response to a claim or cause of action initiated by another party.

**Section 4.3. Fair Share.**

During the term of this Agreement, sergeants who are not members of Metropolitan Alliance of Police shall, commencing thirty (30) days after the effective date of this agreement, pay a fair share fee to Metropolitan Alliance of Police for collective bargaining and contract administration services tendered by Metropolitan Alliance of Police as the exclusive representative of the officers covered by this agreement. Such fair share fee shall be deducted by the City from the earnings of non-members and remitted to Metropolitan Alliance of Police each month. Metropolitan Alliance of Police shall annually submit to the City, a list of the sergeants covered by this Agreement who are not covered by Metropolitan Alliance of Police and an affidavit that specifies the amount of the fair share fee that shall be determined in accordance with the applicable law.

The parties agree that in the event of a legal challenge to the Fair Share Agreement, the Union will bear the entire burden of defense, provided that the City does not initiate or prosecute such a legal challenge. Further, the parties agree that the provision will not take effect until the Union provides an accounting to the City showing what the fair share is based on.

**ARTICLE V**  
**NO STRIKE, NO LOCKOUT**

**Section 5.1. No Strike.**

MAP agrees on behalf of itself and the sergeants that neither it nor they will, singly or in concert, engage in, induce, call, authorize, support, promote, condone or participate in any strike, sympathy strike, work stoppage, intentional withholding of services, picketing of City offices, slow-down, sit-in, "blue-flu," "ticket-blitz," or intentional refusal to work at any time for any reason.

**Section 5.2. No Lockout.**

The City will not lockout sergeants; provided that a reduction in force, curtailment of operations, or individual termination or suspension shall not be construed as a lockout.

**ARTICLE VI**  
**GRIEVANCE PROCEDURE**

**Section 6.1. Definition of Grievance.**

A "grievance" is a difference of an opinion between a sergeant or MAP and the City with respect to the meaning or application of the express terms of this agreement. A representative of the Chapter 28 Board of Directors shall be designated to attend grievance meetings scheduled pursuant to Steps 2 or 3. The chapter representative may represent sergeants in Steps 1 and 2 of the grievance procedure. The City shall not be required to recognize as a representative for MAP any sergeant who is on suspension. MAP's legal counsel may participate in meetings held in Steps 3 or 4 of the grievance procedure.

Prior to filing a chapter grievance, MAP will arrange for a pre-grievance meeting, within five (5) administrative days of the first event giving rise to a possible grievance or within five (5) administrative days of when MAP, through the use of reasonable diligence, should have obtained knowledge of the first event giving rise to the possible grievance. If through such meeting, there is no mutually agreed upon solution, then MAP shall have the right to submit a grievance at Step 2 of the grievance procedure if the grievance alleges a violation, misinterpretation, or misapplication of any of the express provisions of this agreement that relates directly to chapter rights. Any such grievance shall be submitted within ten (10) calendar days of the first meeting.

**Section 6.2. Grievance Procedure.**

Recognizing that grievances should be raised and settled promptly, a grievance must be filed at Step 1 in writing within five (5) administrative working days after the occurrence of the event giving rise to the grievance or, if the event giving rise to the grievance is such that the sergeant would not normally be aware of it within the applicable period, then the time would commence within five (5) administrative working days after the sergeant reasonably should have been aware of that event, in accordance with the following procedure:

STEP ONE: Deputy Chief by written notification from the sergeant to Deputy Chief, setting forth the event giving rise to the grievance, the contract provision(s) involved, and the name of the sergeant. The Deputy Chief shall answer in five (5) administrative working days (administrative working days are defined as: Monday, Tuesday, Wednesday, Thursday, Friday, between 8:00 a.m. and 4:30 p.m.) after hearing of the grievance and shall, if requested by the sergeant, meet to discuss the grievance prior to answering it. If no deputy chief is available prior to the end of the initial five (5) administrative working days then the grievance may be advance by the sergeant to Step 2.

STEP TWO: Appeal to chief. If the grievance is not settled in Step 1, or if an answer is not given within the time provided therefore, and the sergeant decides to appeal,

the sergeant shall, within five (5) administrative working days from receipt of the Step 2 answer or expiration of time provided therefore, appeal in writing to the Chief. The police sergeant, a representative from the chapter board of directors, and the chief will discuss the grievance at a mutually agreeable time. The chief will give his answer in writing within five (5) administrative working days of the discussion to the grievant and chapter president.

STEP THREE: Appeal to the city administrator. If the grievance is not settled in Step 2 and the sergeant decides to appeal, the sergeant shall, within five (5) administrative working days after receipt of the Step 2 answer or expiration of time provided therefore, file a written appeal to the city administrator. A meeting between the city administrator or his designee, the chief of police, the sergeant, and a designated member of the chapter board of directors or the chapter attorney will be held within fifteen (15) calendar days of the filing of the appeal to the city administrator by the sergeant or MAP, at a mutually agreeable time. The city administrator, or his designee, shall give his answer in writing within ten (10) administrative working days of the meeting to the grievant and chapter president.

### **Section 6.3. Binding Arbitration.**

A grievance not settled in Step 3 may be appealed by MAP to arbitration by serving on the City, not later than twenty-one (21) calendar days after the date of the reply of the city administrator or the city administrator's designee, a written request to arbitrate. In the event the parties are unable to agree upon an arbitrator, they shall jointly request the Federal Mediation and Conciliation Service to submit a panel of five (5) arbitrators. Upon receipt of the panel, the parties shall strike names alternately until only one name remains, and the person whose name remains shall be the arbitrator provided, that either party, before striking any names, shall have the right to reject one panel of arbitrators. The arbitrator shall be notified of his selection by a joint letter from the City and MAP requesting that he set a time and a place for the hearing, subject to the availability of the City and MAP representatives.

Arbitrator's Authority. The arbitrator shall consider and decide only the questions of fact raised by the grievance, as originally submitted in writing at Step 1 (or Step 3) as to whether there has been a violation, misinterpretation or misapplication of the express provisions of this agreement. The arbitrator shall have no power or authority to render a decision (1) contrary to the express provisions of this agreement or (2) restricting, limiting or interfering in any manner with the powers, duties or responsibilities granted to or imposed on the City under this agreement, applicable law or public policy. The arbitrator shall not have the power to amend, delete, add to or change in any way any of the terms of this agreement or to impair, minimize or reduce any of the rights reserved to management under the terms of Article II or other terms of this agreement, either directly or indirectly, nor shall the arbitrator have the power to substitute the arbitrator's discretion for that of management. In addition, the arbitrator shall have no authority to impose upon any party any obligation not provided for explicitly in this agreement, or to issue any decision or propose any remedy which is retroactive beyond the period specified in Step 1 (or Step 3) of this grievance procedure. Any decision or award of the arbitrator rendered within the limitations of this section shall be binding upon MAP, the employee and the City.

**Section 6.4. Time Limits.**

No grievance shall be entertained or processed unless it is filed within the time limits set forth in Section 6.2. If a grievance is not appealed within the time limits for appeal set forth above, it shall be deemed settled on the basis of the last answer of the City, unless the parties have mutually agreed in writing to extend a relevant time limit. If the City fails to provide an answer within the time limits so provided, MAP may immediately appeal to the next step.

**Section 6.5. Investigation and Discussion.**

All grievance discussions and investigations shall take place in a manner that does not interfere with City operations.

**Section 6.6. Suspension or Termination.**

The parties agree that the chief of police (or acting chief of police) shall have the right to suspend a non-probationary sergeant for up to thirty (30) days without filing charges with the City Board of Fire and Police Commissioners. The decision of the police chief or the acting chief of police with respect to the suspension or dismissal action shall be deemed final, subject only to the review of said decision through the grievance and arbitration procedure, provided a grievance is filed in writing within five (5) calendar days after such discipline is imposed. The sole recourse for appealing any such decision by the chief of police shall be for the sergeant to file a grievance as described herein.

If the sergeant elects to file a grievance as to his or her suspension or dismissal, the grievance shall be processed in accordance with Article VI of this agreement, except that it shall be filed at Step 3 of the procedure. If the grievance proceeds to arbitration and the arbitrator determines that the disciplinary action was not supported by just cause the arbitrator shall have the authority to rescind or to modify the disciplinary action and order back pay, or a portion thereof. No relief shall be available from the Board of Fire and Police Commissioners. Any appeal of an arbitrator's award shall be in accordance with the provisions of the Uniform Arbitration Act as provided by Section 8 of the IPLRA.

Pursuant to Section 15 of the IPLRA and 65 ILCS 10-2.1-17, the foregoing provision with respect to the appeal and review of suspension or discharge decisions shall be in lieu of, and shall expressly supersede and preempt, any provisions that might otherwise be contained in the Rules and Regulations of the City Board of Fire and Police Commissioner.

**ARTICLE VII**

**Section 7.1. Tuition Reimbursement.**

Any request for tuition reimbursement shall be submitted in accordance with the applicable provisions of the City policy manual, as the same may be changed from time to time by the City.

**ARTICLE VIII**  
**HOURS OF WORK: OVERTIME OF WORK**

**Section 8.1. No Guarantee.**

Nothing in this agreement shall be construed as a guarantee of a maximum or minimum daily or weekly work schedule. This article VIII shall be used solely as a basis for computing overtime.

**Section 8.2. Normal Work Cycle.**

The work cycle for purposes of Section 7K of the Fair Labor Standards Act shall be seven (7) days. The City may assign sergeants to an 8.2 hour work day (five (5) consecutive days on, followed by (two) 2 days off), or it may assign sergeants to a 10.50 hour work day, (four (4) consecutive days on, followed by three (3) consecutive days off), or it may assign sergeants to a 12 hour day, during a seven (7) day period. Prior to the City initiating any change in schedule, the City must provide notice to the chapter, along with an opportunity to meet and discuss the reasons for said change. Any change would normally be effective with the first shift selection cycle following the notice of the decision to change.

The chief of police or his designee, based on consecutive days, followed by consecutive days off, may assign scheduled hours for a sergeant in a specialty assignment or on transitional duty.

The parties agree that hours worked, as mentioned above, shall include all hours actually worked in any paid leave of absence, which shall include, but shall not be limited to, sick leave, vacation leave, holiday leave and any other authorized paid time off, except that paid holiday pay for unworked holidays shall not be included in said calculation.

**Section 8.3. Shift Changes.**

The parties acknowledge that a seniority system for shift selection, which is currently in effect, is mutually satisfactory and shall remain in effect for the duration of the agreement.

**Section 8.4. Overtime.**

Hours worked by a sergeant in excess of forty-two (42) hours per seven day work cycle (a seven day period commencing each Monday at 12:01 a.m.), shall be paid for at time and one-half the sergeant's regular straight-time hourly rate. Overtime work must be approved in advance by the police chief or his designee. Overtime pay shall not be paid more than once for the same hours worked. Overtime pay shall not be paid for hours worked in excess of forty-two (42) hours per week due to a shift change. There shall be no pyramiding of overtime, and under no circumstances shall the City be obligated to pay for time not actually worked by the sergeant. If a sergeant is ordered to work beyond twelve (12) continuous hours that sergeant shall be paid double time that sergeant's normal wage and that sergeant will continue to be paid double time the sergeant's normal wage until said sergeant's shift ends.

A covered sergeant shall receive overtime compensation when he works a designated overtime shift while utilizing vacation time scheduled as part of the sergeant's annual vacation selection only.

**Section 8.5. Court Time.**

Court time shall be counted to determine whether a sergeant has worked more than forty-two (42) hours per week for purposes of determining overtime pay eligibility. A sergeant who must report to court during his off-duty hours for reasons connected with departmental law enforcement functions, and who must therefore, make an extra trip to work, shall be guaranteed a minimum of three (3) hours pay at one and one-half times his regular rate, unless such time is part of the sergeant's scheduled shift. A sergeant shall be paid for actual time spent in excess of three (3) hours. The term "court," as used herein, does not include any administrative proceeding, such as a Board of Fire and Police Commission hearing, arbitration hearing, or any instance in which the sergeant is subpoenaed by MAP.

**Section 8.6. Call Back Time.**

For the purpose of this provision, a sergeant shall be deemed "called back" if notified after the expiration of a one (1) hour period following the scheduled end of his regularly scheduled straight-time work period or overtime extension thereof. For purposes of this section, "notification" shall mean direct, personal contact of the affected sergeant. A sergeant who is called back to duty after leaving work and before the start of his next regular scheduled assignment shall be guaranteed no less than two (2) hours work or, in lieu thereof, shall be guaranteed no less than two (2) hours pay at one and one-half times his regular rate.

**Section 8.7. Standby.**

The Parties agree that for the duration of this agreement, if a sergeant is requested by the State Attorney's Office or any other outside agency to standby, said sergeant shall be treated as if on court time pursuant to Section 8.5 heretofore described and shall be treated and paid accordingly, provided such standby time is authorized by the police chief or his designee.

**Section 8.8. On Call Time.**

Any covered sergeant assigned to the uniform patrol section who is not on "standby" status as described in Section 8.7, and is directed by the chief of police or his designee to be available to respond to a call to active duty shall receive two (2) hours of paid time, at his regular rate of pay, for each one (1) day on call. Any member assigned to the criminal investigations section covered by this agreement who is not on "standby" status as described in Section 8.7, and is directed by the chief of police or his designee to be available to respond to a call to active duty within a specific time period shall receive a minimum of one (1) hour held-time or one (1) hour paid time, at his regular rate of pay, for each one (1) day on call. If the sergeant is called out to active duty during his on call time then he shall be compensated as set forth in Section 8.6 of this agreement, in addition to the held-time received pursuant to this section.

## **ARTICLE IX** **VACATIONS**

### **Section 9.1. Eligibility and Allowances.**

Sergeants earn vacation allowance as of their date of hire.

Sergeants shall earn vacation allowance in accordance with the following schedule:

| <b>Length of Continuous Service</b> | <b>Vacation Hours Per Year</b> |
|-------------------------------------|--------------------------------|
| 1-4 Years                           | 82 hours                       |
| 5-9 Years                           | 123 hours                      |
| 10 Years                            | 131.20 hours                   |
| 11 Years                            | 139.40 hours                   |
| 12 Years                            | 147.60 hours                   |
| 13 Years                            | 155.80 hours                   |
| 14 Years                            | 164.00 hours                   |
| 15 Years                            | 172.20 hours                   |
| 16 Years                            | 180.40 hours                   |
| 17 Years                            | 188.60 hours                   |
| 18 Years                            | 196.80 hours                   |
| 19 Years                            | 205.00 hours                   |

For sergeants in the bargaining unit as of August 14, 2009, and only those sergeants, vacation allowance at 19 years shall be 225 hours, instead of 205 hours.

### **Section 9.2. Vacation Pay.**

The rate of vacation pay shall be the sergeant's regular straight-time rate of pay in effect for the sergeant's regular job classification on the payday in which the sergeant actually takes vacation time.

### **Section 9.3. Time for Vacations.**

1. Vacation time earned during one (1) full year of service may be used throughout the following year of service. A sergeant may, therefore, "carry over" all days earned during one (1) year of service into the next year of service, except as allowed under Section 2 below.
2. Any full-time sergeant covered by this agreement may not have more vacation accumulated than what the sergeant would earn in two (2) years at the sergeant's anniversary date. In the event that an effected sergeant has in excess of the maximum amount of accumulated vacation at the sergeant's anniversary date, said vacation time shall be reduced to the maximum allowable accumulation amount.

3. No payment in lieu of vacation time taken will be made except as provided at the time of resignation or unless the excess vacation accumulation occurred because the sergeant was asked to postpone previously scheduled vacation by his/her chief of police/supervisor. Any such vacation payment shall require a written application for payment, signed by the respective chief of police, which specifically defines the circumstances that necessitated its usage; and, that only the amount of vacation time which was actually postponed at the City's request will be eligible for payment.
4. A sergeant may not utilize accumulated vacation time to extend creditable service during the twelve (12) month period following accrual

**Section 9.4. Scheduling.**

On or about November 15 the chief of police or his designee shall initiate the selection procedure to establish a schedule for vacation during the upcoming calendar year. The covered sergeants shall then select their vacation preferences in the order of their seniority within rank, with the most senior covered sergeant in rank having first choice, and schedule no less than one (1) day, no more than 14 consecutive days, inclusive of scheduled days off, of vacation at a time, except that lesser amounts may be scheduled at the request of, and at the approval of the chief of police or his designee after the initial selection round is complete. No sergeant may be off for more than 21 consecutive days, inclusive of scheduled days off. The vacation period requested, pursuant to this procedure, shall be submitted to the chief of police or his designee for approval by December 15 and the request shall be reviewed and if necessary modified by the chief of police in a vacation schedule posted on or before January 1. Thereafter vacation requests shall be handled on in accordance with Section 14.1 and subject to the scheduling of and approval by the City.

Sergeants shall be allowed to extend requested vacation times utilizing personal days and held holiday time with prior permission of the chief of police or his designee.

Notwithstanding the foregoing, it is expressly understood that the final right to designate and cancel vacation periods and other paid leaves, and the maximum number of employee(s) who may be on vacation or paid leave at any time is exclusively reserved by the chief of police in order to insure the orderly performance of the services provided by the City.

**Section 9.5. Separation.**

The parties agree that upon a sergeant's separation from the department he shall receive compensation at his then hourly rate for each hour of accumulated, unused vacation time. A sergeant who resigns prior to receipt of an annual vacation benefit without giving at least a fifteen (15) day notice to the city, or who is terminated by the city for cause shall forfeit vacation benefits.

## **ARTICLE X** **HOLIDAYS**

### **Section 10.1. Holidays Observed.**

The paid holidays to be observed shall be as follows:

- New Year's Day (January 1)
- Good Friday (Friday before Easter)
- Memorial Day (Fourth Monday in May)
- Independence Day (July 4)
- Labor Day (First Monday in September)
- Veteran's Day (November 11)
- Thanksgiving Day (Fourth Thursday in November)
- Day After Thanksgiving (Fourth Friday in November)
- Christmas Eve Day (full day) (December 24)
- Christmas Day (December 25)

### **Section 10.2. Personal Days.**

All covered sergeants shall be entitled to thirty-two and eight-tenths (32.8) hours of personal time off exclusive of holidays per calendar year. Said personal time off shall be taken upon written request to, and approval from, the chief of police or his designee. Requests for personal time shall not be unreasonably denied.

### **Section 10.3. Eligibility for Holiday Pay.**

A sergeant shall be eligible for holiday pay (8 hours at straight time) if he works his last scheduled shift before the holiday and the first scheduled shift after the holiday; provided that a sergeant who fails to work on either of the qualifying days with respect to a holiday shall nevertheless receive a holiday benefit for that holiday if:

1. He has been excused from so working by his supervisor; and
2. He has worked at least one (1) full shift or was on vacation during the pay period immediately preceding the holiday.

No sergeant shall be eligible for holiday pay if he or she was scheduled to work on the holiday and was sick

### **Section 10.4. Definition.**

The City at the start of each year shall announce calendar days that are recognized holidays. If an eligible sergeant performs work during a holiday, he shall be paid for the actual time worked at time and

one-half. In addition, he shall receive eight (8) hours pay at straight time (holiday pay), pursuant to Section 10.2 of this Article.

**Section 10.4. Held-Time Off**

The department command shall have the final responsibility for granting and scheduling specific requests for held-time off so that departmental services are not impaired. Requests for the use of accrued held-time off shall not be unreasonably denied. Requests for days off to compensate for a worked holiday shall be submitted no more than fourteen (14) nor less than one (1) day prior to the date requested; such request shall be approved or disapproved no more than ten (10) days or less than one (1) day prior to the date requested. Such approval shall be based upon seniority. Each sergeant covered by this agreement may maintain these hours and no more than 120 hours may be accumulated at any time. In lieu of using held time off, a sergeant may request payout of accrued time at the sergeant's applicable straight time hourly rate, in accordance with a procedure established by the City. When a sergeant has 120 hour in his bank, any held time off in excess of that shall be paid out at the sergeant's straight time hourly rate. In lieu of using held time off, a sergeant may request payout of accrued time at the sergeant's applicable straight time hourly rate, in accordance with the current procedure established by the City.

A sergeant may use any available held-time (except sick time) provided the sergeant has the available time in his bank.

**Section 10.5. Procedures To Be Continued.**

Current procedures for recording and applying the holiday benefit shall be continued, except as modified above, provided that each sergeant entitled to a deferred holiday benefit shall have said benefit reflected in the usual and customary method in effect on the date of the execution of this agreement.

**ARTICLE XI  
INSURANCE**

**Section 11.1. Insurance.**

A health, life, and accident insurance program shall be provided during the term of this agreement. Except as otherwise agreed, sergeants shall receive the benefit of any improvements in the insurance program accorded generally to other employees of the City. Each sergeant shall be given, upon being hired, a schedule or booklet outlining the benefits of the insurance program.

The City and the sergeant shall share the cost of the program. Sergeants will pay 25% of the insurance premium for dependents. The insurance co-payment will be based on the cost difference between single and family COBRA rates.

Sergeants will have the option of electing a flexible benefit plan to pay for deductibles and premiums with pre-tax dollars.

Sergeants shall have the right to participate in the City's HEALTHY Program.

The City shall provide term life insurance in an amount equal to a sergeant's annual base salary.

**Section 11.2. Terms of Insurance Policies to Govern.**

The extent of coverage under the insurance plan or program documents referred to in this agreement shall be governed by the terms and conditions set forth in those policies or plans. Any questions or disputes concerning such insurance documents, or benefits under them, shall be resolved in accordance with the terms and conditions set forth in the policies or plans and shall not be subject to the grievance and arbitration procedures set forth in this agreement. The failure of any insurance carrier(s) or organization(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 this agreement.

**ARTICLE XII**  
**SICK LEAVE**

**Section 12.1. Purpose.**

The purpose of sick leave is to provide a sergeant with protection against loss of income due to personal sickness or injury that prevents the performance of normal job duties. Sergeants may occasionally use accrued sick leave for the care of dependents of their household who may be afflicted with a short-term illness when no other person is available to provide care subject to City policy. Other provisions shall be made if the dependent requires extended care. Sick leave is not to be considered a privilege that a sergeant may use at his/her discretion, but shall be allowed only in cases of actual sickness or disability of the sergeant, or to meet physical examination appointments or other sickness prevention measures, which prevents him from working. If a sergeant demonstrates a pattern of sick leave use, the sergeant may be required to file a physician's certificate of illness.

**Section 12.2. Sick Leave Accrual.**

Sergeants will accumulate 8.2 hours per month (98.4 hours per year).

**Section 12.3. Sick Leave Buyback.**

Upon separation from service, other than involuntary termination, sergeants shall be compensated for all unused sick leave up to a maximum accrual of 600 hours.

## **ARTICLE XIII**

### **LEAVES OF ABSENCE**

#### **Section 13.1. Leave of Absence.**

A sergeant who desires a medical leave of absence (paid or unpaid) shall make written application, therefore, stating the reason for the leave, length thereof, and the date of return. This leave may be approved for up to 364 days inclusive of the Family & Medical Leave Act, and doctor note(s) will be provided upon request. The chief of police thereof, must approve all applications for leave and extension in writing before being considered effective. The chief's decision whether to grant, revoke, or modify leaves of absence shall be final.

#### **Section 13.2. Application For Leave.**

Any request for a leave of absence under Section 13.1 of this article shall be submitted in writing by the sergeant to the chief of police 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 sergeant desires. Authorization for leave of absence shall, if granted, be furnished to the sergeant by his immediate supervisor and it shall be in writing.

#### **Section 13.3. Jury Duty.**

A sergeant who is required to report for jury duty shall be excused from work without loss of pay for the period of time that he is required to be away from work and during which he would have otherwise been scheduled to work. Furthermore, a sergeant who is scheduled to perform jury duty just prior to or immediately following his regular work shift shall work his regular shift and receive held-time off or straight-time pay for the number of hours he is required to serve such jury duty on that day. A sergeant shall immediately notify the police chief or his designee if he is required to report for jury duty. The sergeant will keep all compensation received for performing jury duty service.

#### **Section 13.4. Funeral Leave.**

In the event a sergeant suffers a death in his immediate family (defined, for purposes of this section as: spouse, child, parent, brother, sister, or grandparent, or parent, brother, sister or grandparent of spouse) an emergency paid leave of up to three (3) work days may be granted by the chief of police or his designee. Such time shall be used for the purpose of attending the funeral, necessary travel associated therewith, making funeral arrangements and attending to other matters which cannot be attended to outside work time and arising directly in relation to the relative's death, or funeral.

Exceptions to the foregoing may be made within the discretion of and by the consent of the chief of police upon written application of the sergeant. Paid leaves of absence in addition to the foregoing, arising in relation to death or serious illness of a sergeant's immediate family shall be handled as requests for, and chargeable to, sick leave.

**Section 13.5. Leave For Illness, Injury Or Disability.**

1. In the event a sergeant is unable to work by reason of illness, injury or disability (including those compensable under workers' compensation), the City may grant a leave of absence without pay during which time seniority shall not accrue (unless required by law) except that for a work-related injury compensable under workers' compensation, a sergeant shall accrue seniority for the first twelve (12) months of leave.
2. To qualify for such leave, the sergeant must report the illness, injury or disability as soon as the illness, injury or disability is known, and thereafter furnish to the chief of police or his designee a physician's written statement showing the nature of the illness or injury or state of disability and the estimated length of time that the sergeant will be unable to report for work, together with a written application for such leave. Thereafter, during such leave, the sergeant shall furnish a current report

**Section 13.6. Benefits While On Leave.**

1. Unless otherwise stated in this article or otherwise required by law, length of service shall not accrue for a sergeant 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 sergeant returns to work on a pay status. Unless otherwise stated in this article, a sergeant returning from leave will have his seniority continued after the period of the leave. Upon the sergeant's return, the City will place the sergeant in his or her previous job, if the job is vacant; if the job is not vacant, the sergeant will be placed in the first available opening in his classification or in a lower-rated classification according to the sergeant's seniority, where skill and ability to perform the work without additional training is equal.
2. If, upon expiration of a leave of absence, there is no work available for the sergeant or if the sergeant could have been laid off according to his seniority except for his leave, he shall go directly on layoff.
3. During the approved leave of absence or layoff under this agreement, the sergeant shall be entitled to coverage under applicable group and life insurance plans to the extent provided in such plan(s), provided the sergeant makes arrangements for the changes and arranges to pay the entire insurance premium involved, and any additional surcharges as allowed by law, including the amount of premium previously paid by the City

**ARTICLE XIV**

**SENIORITY, PROBATIONARY PERIOD, LAYOFF AND RECALL**

**Section 14.1. Seniority.**

Unless stated otherwise in this agreement, seniority for the purpose of this agreement shall be defined as a sergeant's length of continuous full-time service in rank with the City. Seniority shall not include periods of unpaid leave time in excess of thirty (30) days, except as otherwise required by

applicable law. For purposes of extra duty assignments under Article XV only, seniority shall be based upon date of hire.

**Section 14.2. Purpose of Seniority.**

Sergeants shall be allowed preference for use of and scheduling of vacation time, work schedule selection, request for time off, first choice for extra duty amongst sergeants, and for first choice of approved hire-back according to seniority. Providing first choice for hire-back opportunities shall be the responsibility of the sergeants. Any ordering in by the City will be done by reverse seniority.

**Section 14.3. Probationary Period.**

Effective May 1, 2013, newly promoted sergeants shall be employed on a probationary period of one (1) year from the date of their initial promotion. In the event that the new sergeant's performance is not satisfactory and a Performance Improvement Plan (PIP) has been implemented and not met, the Sergeant will be demoted to officer with all the rights and privileges of officer, including seniority.

**Section 14.4. Layoffs.**

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 accordance with their length of service as provided in Illinois law, 65 ILCS 5/10-2.1-18

**Section 14.5. Recall.**

Sergeants who are laid off shall be placed on a recall list for a period of two (2) years or the sergeant's length of service, whichever is less. If there is a recall, sergeants who are still on the recall list shall be recalled in the inverse order of their layoff. Sergeants who are eligible for recall shall be given fourteen (14) calendar day notice of recall and notice of recall shall be by certified or registered mail with a copy to MAP, provided that the sergeant must notify the chief of police or the chief's designee of the sergeant's intention to return to work within seven (7) calendar days after receiving notice of recall. The City shall be deemed to have fulfilled its obligations by mailing the recall notice by certified or registered mail, to the mailing address last provided by the sergeant, it being the obligation and responsibility of the sergeant to provide the chief of police or the chief's designee with the latest mailing address. If a sergeant fails to respond in a timely manner to a recall notice, the sergeant's name shall be removed from the recall list.

**Section 14.6. Effects of Layoff.**

During the period of time that sergeants have recall rights as specified above, the following provisions shall be applicable to any non-probationary sergeants who are laid off by the City:

1. A sergeant shall be paid for any earned but unused vacation days.

2. A sergeant shall have the right to maintain insurance coverage by paying in advance the full applicable monthly premium for single and, if desired, family coverage, in accordance with COBRA.
3. Upon recall, the sergeant's seniority shall be adjusted by the length of the layoff.

**Section 14.7. Posting of Seniority List.**

The City agrees to post annually a list covering the names of sergeants who are covered by this agreement, in order of seniority from last date of promotion in a position covered by this agreement. The city shall not be responsible for any errors in the seniority list unless such errors are brought to the attention of the City in writing within fourteen (14) calendar days after MAP's receipt of the list.

**Section 14.8. Termination of Seniority.**

Seniority and the employment relationship shall be terminated for all purposes, if the employee:

- a. quits;
- b. is discharged;
- c. voluntarily retires (or is retired should the City adopt and implement a legal mandatory retirement age);
- d. fails to report to work at the conclusion of a leave of absence or vacation;
- e. is laid off and fails to notify the police chief or his designee of his intention to return to work within three (3) calendar days after receiving notice of recall or seven (7) calendar days from the date of the mailing of the notice, whichever is less, or fails to return to work within fourteen (14) calendar days after his/her notification of intent to return to work or such further date that the City sets for the sergeant's return to work;
- f. is laid off for a period in excess of two (2) year, or the sergeant's length of service, whichever is less;
- g. does not perform work for the City for a period in excess of one (1) year, provided, however, this provision shall not be applicable to absences due to military service, established work related injury compensable under workers' compensation, disability pension, or a layoff where the sergeant has recall rights; or
- h. is absent for two (2) consecutive working days without authorization unless there are proven extenuating circumstances beyond the sergeant's control that prevent notification.

**ARTICLE XV**  
**EXTRA DUTY**

**Section 15.1. Definition.**

"Extra Duty" is worked by a sworn member of the police department on behalf of a governmental unit other than the City, a private business, or a private person which is paid for by such unit, business, or person through the City but which is subject to City regulations. In the case of special events, "extra

duty” is an assignment, other than those involving control of traffic or pedestrians, or bike patrol, worked by a sworn member of the department on behalf of a governmental unit other than the City, a private business, or a private person which is paid for by such unit, business, or person, in part or in its entirety through the City but which is subject to City regulations.

The administration will notify the chapter board president or any sergeant of any extra duty opportunities that are received by the administration less than 72 hours from the requested duty for the purposes of notifying members of the extra duty opportunity.

As such, no sergeant will be ordered to work extra duty for another entity other than the City except as mandated by liquor law ordinance.

#### **Section 15.2. Overtime Exclusion.**

Extra duty shall be construed as work performed for the person or agency who requests it and not for the City; accordingly, time spent as such work shall not be counted for computing any sworn member’s daily or weekly hours for straight-time or overtime purposes.

#### **Section 15.3. Priority of Regular Duty.**

In all cases, a sergeant’s first and primary responsibility is the proper, efficient discharge of his police duties and performance of extra duty will not be permitted to interfere with such duties.

#### **Section 15.4. Pay for Extra Duty.**

Extra duty shall be compensated at the rate of one and one-half times the master police officer’s hourly rate of pay, less applicable statutory deductions, except where such extra duty assignment was mandated by the chief of police or his designee, to be filled by the rank of sergeant. In this case, the affected sergeant shall be compensated at one and one-half said sergeant’s regular pay. The City acknowledges that it shall be responsible for compensation as set forth herein, to any sworn officer who, in good faith, works and extra duty detail. Extra duty compensation shall be paid for actual hours worked.

## **ARTICLE XVI**

### **WAGES**

#### **Section 16.1. Wage Schedule.**

Increase wages by 2% effective May 1, 2013; by 2% effective May 1, 2014, by 2% effective May 1, 2015, and by 2% effective May 1, 2015, as reflected in Appendix A attached hereto and made a part hereof. A sergeant’s hourly rate shall be determined by dividing his annual salary by the sergeant’s regular annual scheduled hours of work.

**Section 16.2. Temporary Assignment to Deputy Chief.**

Any sergeant temporarily assigned to a deputy chief position for a period of thirty (30) days or more shall be compensated with a 5% increase to the maximum of the sergeant’s salary range and the work schedule associated with that position.

**ARTICLE XVII  
UNIFORM ALLOWANCE**

**Section 17.1. Uniform Allowance.**

The City will provide to each sergeant covered by this agreement a uniform benefit. The uniform benefit amount shall be as follows:

|             |          |
|-------------|----------|
| May 1, 2013 | \$825.00 |
| May 1, 2014 | \$825.00 |
| May 1, 2015 | \$825.00 |
| May 1, 2016 | \$825.00 |

A sergeant may select approved uniform items from a vendor or vendors selected by the City, and the City will pay for such purchases directly, not to exceed the annual uniform allowance specified above. Unused annual uniform benefits will not accumulate from one year to the next.

The City will also provide an additional benefit amount of up to \$400 for a bulletproof vest the first year of employment and every five (5) years thereafter. For the term of this agreement, sergeant vests shall be replaced as set forth in the vest replacement list, attached hereto as appendix B.

**Section 17.2. Reimbursement For Destruction Of Personal Property.**

Personal property required to be carried on duty, such as a watch, glasses, etc., shall be repaired or replaced at the chief’s discretion at reasonable price not to exceed \$250.00 in the event of damage pursuant to police duties.

**ARTICLE XVIII  
MISCELLANEOUS**

**Section 18.1. No Discrimination.**

Neither the City nor MAP shall discriminate in violation of applicable law against any sergeant because of race, sex, age, disability, sexual orientation, creed, color, religion, or national origin. MAP shall represent all sergeants fairly without regard to Union affiliation, non-affiliation, or disaffiliation.

Any alleged violations of this Section shall be resolved through the appropriate federal or state agency or court, and shall not be subject to the grievance procedure.

**Section 18.2. Bill of Rights.**

The City acknowledges its obligations under 50 ILCS 725/1 et seq., relative to actions taken by the department that are subject to said law.

The sole remedy of any violation of the foregoing rights shall be to require that the procedure or access be followed or granted in line with legal requirements. In no case shall a violation of any of the foregoing serve to excuse employee misconduct or to mitigate or void any disciplinary or other action taken by the City to enforce discipline or to maintain efficiency.

**ARTICLE XIX**  
**LABOR-MANAGEMENT COMMITTEE/WRITTEN DIRECTIVES**

**Section 19.1. Scope.**

The union and the employer mutually agree that in the interest of management and employee relations, it is desirable that meetings be held between union representatives and responsible administrative representatives of the employer. Such meetings shall be held monthly as agreed by both parties at a mutual time and place. In addition to monthly meetings, each party may request a meeting at least ten (10) calendar days in advance by placing, in writing, a request to the other for a meeting of the labor-management committee and expressly providing the agenda for such meeting. Such meetings shall be held in the police department or other mutually agreed upon place and limited to:

- a. Discussing the implementation and general administration of this agreement.
- b. A sharing of general information of interest to the parties.
- c. Notifying the union of changes in conditions of employment contemplated by the employer that may affect the sergeants.
- d. Conferring on matters of mutual interest.
- e. Safety practices and procedures with the police department, equipment additions and/or facility modifications
- f. Questions raised by sergeants about supervisory practices of the departmental command

**Section 19.2. Conditions.**

It is expressly understood and agreed that such meetings shall be exclusive of the grievance procedure. Grievances being processed under the grievance procedure shall not be considered at meetings of the labor-management committee, nor shall negotiations for the purpose of altering any or all terms of this agreement be carried on at such meetings.

**Section 19.3. Attendance.**

Attendance at meeting of the labor-management committee shall be voluntary on the sergeant's part, and attendance during such meetings shall not be considered time worked for compensation purposes, except for sergeants who attend during working hours, the sergeant shall be permitted to attend without loss of pay.

Normally, up to three (3) persons from each side may attend these meetings, schedules permitting.

**Section 19.4. Departmental Written Directives.**

It is the department's right to issue written directives deemed necessary to maintain and/or improve professional and efficient department operations. To provide the union an opportunity to comment on written directives before implementation, the chief will provide the Union with a copy of all written directives at least seven (7) calendar days before implementation, and will allow union sergeants an opportunity to submit written comments relating to said directive during that seven (7) day period.

Each sergeant shall continue to receive copies of departmental written directives. Any change in departmental written directives shall be distributed prior to implementation to each police sergeant. Charges for infraction(s) of the rules or the written directives of the department will be brought within thirty (30) days after command has knowledge of the events or circumstances upon which such charges are based. All investigations resulting from charges (other than criminal) shall be brought to a conclusion within one hundred eighty (180) days of charge(s) being brought against the sergeant

**ARTICLE XX**  
**MISCELLANEOUS PROVISIONS**

**Section 20.1. Ratification And Amendment.**

This Agreement shall become effective when ratified by the City and MAP and signed by authorized representative(s) thereof and may be amended or modified during its term only with mutual written consent of both parties.

**Section 20.2. Maintenance Of Economic Benefits.**

A sergeant's return to work after injury or medical leave, as well as medical exams, functional capacity evaluations and transitional duty, shall be governed by City policy, as the same may be changed from time to time.

## **ARTICLE XXI** **SAVINGS CLAUSE**

### **Section 21.1. Savings Clause.**

In the event any article, section, or portion of this agreement should be held invalid and unenforceable by any board, agency or court of competent jurisdiction, such decision shall apply only to the specific article, section, or portion thereof specifically specified in the board, court or agency decision; and upon issuance of such a decision, the City and the union agree to notify one another and to immediately begin negotiations on a substitute for the invalidated article, section, or portion thereof.

## **ARTICLE XXII** **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, which conflict with the express terms of this agreement. If a past practice is not addressed in this agreement, it may be changed by the employer as provided in the management rights clause, Article II. 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 understanding and agreements arrived at by the parties after the exercise of that right opportunity are set forth in this agreement. The union specifically waives any right it may have to impact or effects bargaining for the life of this agreement.

## **ARTICLE XXIII** **TERMINATION**

### **Section 23.1. Termination in 2017.**

This agreement shall be effective as of May 1, 2013, and shall remain in force and effect until April 30, 2017. It shall be automatically renewed from year to year thereafter unless either party shall notify the other in writing at least one hundred twenty (120) 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 ninety (90) 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 later than ten (10) days prior to the desired termination date, which shall not be before the anniversary date.

Executed this \_\_\_\_\_ day of \_\_\_\_\_, 2013.

**METROPOLITAN ALLIANCE OF POLICE  
ST. CHARLES, CHAPTER 28**

**CITY OF ST. CHARLES**

\_\_\_\_\_  
President

\_\_\_\_\_  
City Administrator

\_\_\_\_\_  
Vice President

\_\_\_\_\_  
City Clerk

**METROPOLITAN ALLIANCE OF POLICE**

\_\_\_\_\_  
President  
\_\_\_\_\_

**APPENDIX A**  
**SERGEANT HOURLY RATE**

| <i>Sergeant Hourly Rate</i> |            |            |            |             |
|-----------------------------|------------|------------|------------|-------------|
|                             | <b>88%</b> | <b>92%</b> | <b>96%</b> | <b>100%</b> |
| <b>FY 13/14</b>             |            |            |            |             |
| <b>Hourly</b>               | \$45.87    | \$47.95    | \$50.04    | \$52.12     |
| <b>2.00%</b>                |            |            |            |             |
| <b>FY 14/15</b>             |            |            |            |             |
| <b>Hourly</b>               | \$46.78    | \$48.91    | \$51.04    | \$53.16     |
| <b>2.00%</b>                |            |            |            |             |
| <b>FY 15/16</b>             |            |            |            |             |
| <b>Hourly</b>               | \$47.72    | \$49.89    | \$52.06    | \$54.23     |
| <b>2.00%</b>                |            |            |            |             |
| <b>FY 16/17</b>             |            |            |            |             |
| <b>Hourly</b>               | \$48.67    | \$50.89    | \$53.10    | \$55.31     |
| <b>2.00%</b>                |            |            |            |             |

**APPENDIX B**  
**SERGEANT BODY ARMOR REPLACEMENT LIST**

Below is the department's existing body armor replacement list for sergeants:

| <b>Fiscal Year</b> | <b>Sergeant</b>             |
|--------------------|-----------------------------|
| 2012/2013          | Gatlin                      |
| 2013/2014          | No sergeants scheduled.     |
| 2014/2015          | Cicci<br>Anderson<br>Dargis |
| 2015/2016          | Kuttner<br>Griesbaum        |
| 2016/2017          | T. Shaw                     |

## **SIDE LETTER** **SUBSTANCE USE POLICY**

The City of St. Charles is committed to providing a safe and productive work environment for all employees and visitors. Employee health and overall well-being of the mind and body are important. The adverse effects of drug and alcohol use by employees are unacceptable. Consistent with the spirit and intent of this commitment, the City of St. Charles has developed and is implementing the following substance use (drugs and alcohol) policy for the Sergeants in accordance with the MAP contract. All aspects of the City's drug/alcohol testing policy including, but not limited to, the collection, handling, shipping, receiving and storage of specimens, laboratory analysis procedures, record keeping and the reporting of test results shall comply with federal regulations. Any changes to the Substance Use Policy will be discussed in Labor/Management and agreed to by both parties.

### **Substance Use Prohibited**

All locations, at which City business is conducted, are declared to be drug-free work places. The use, possession, (except, as required, in the line of duty) distribution and/or sale of drugs or alcohol on City premises or during work time by employees or visitors is prohibited. Employees are also prohibited from reporting to work or working under the influence of illegal drugs or alcohol. "Under the influence of drugs or alcohol" is defined as when test results are at or above the levels indicated in this policy. In accordance with this policy, urinalysis tests will be conducted to detect the six (6) following substances for Sergeants: amphetamines, cocaine, marijuana, opiates, 6-Accetylmorphine, and phencyclidine (PCP). Suspected cases of illegal workplace drug/alcohol possession or the distribution or sale of drugs/alcohol will be referred to law enforcement authorities. Employees who use drugs/alcohol harm themselves, endanger others, and can affect the efficiency and effectiveness of City operations.

### **Substance Use Testing**

#### ***Drug Testing***

Employees may be randomly tested no more than two (2) times per calendar year. All urine samples shall be split-samples. The "primary sample" shall be at least 30 ml. of urine; the "split sample" shall be at least 15 ml. Failure of the employee to provide that quantity even after a three (3) hour second opportunity following drinking up to forty (40) ounces of water, will cause the employee to be referred for a medical evaluation to develop pertinent information as to whether the employee's inability to provide a specimen is genuine or constitutes a refusal to test. The medical evaluation shall go to the Medical Review Officer (MRO) who will make a conclusion in writing to the City. While this process is being accomplished the employee shall not be working.

The employee will pay for all tests it directs.

The employee will be provided an eight (8) ounce glass of water every 30 minutes, but not to exceed a maximum of 40 ounces over a period of three (3) hours or until the donor has provided a sufficient urine specimen. The employee shall consume that amount which is not uncomfortable.

### *Alcohol Testing*

Two breath tests are required to determine if the employee has a prohibited alcohol concentration. A "screen" test shall be conducted first. Any results less than .04 alcohol concentration is considered a negative test and a second test is not required. If the alcohol concentration is .04 or greater, a second or "confirmation test" must be conducted. Within two (2) days of receipt, the City shall provide an employee with a copy of any test results that the City received with respect to such employee. The employer will pay for all tests it directs. Time spent at the site and traveling to and from the testing site shall be treated as work time.

### **Post-Offer Testing**

No one will be hired or re-hired until they take and pass a urine test for evidence of illegal drug use. All post-offer individuals will be scheduled at the City designated medical provider for substance use testing. The City designated medical provider uses only SAMHSA certified labs. The prospective employee will be required to sign a consent form, show a photo identification, and provide a urine specimen under the security requirements of the City designated medical provider. All positive screens for drug use will be confirmed by Gas Chromatography/Mass Spectrometry (GCMS) before specimens are regarded positive. Should a post-offer individual refuse a substance test or test positive, the offer will be rescinded. All results will be confidential.

### *Test Cutoff Levels Defined*

The initial test cut-off levels are defined as at or above:

| <b>INITIAL TEST CUT-OFF LEVELS</b>                           |                        |
|--|------------------------|
| Marijuana metabolites  | 50 ng/ml               |
| Cocaine metabolites  | 150 ng/ml              |
| Opiate metabolites<br>Codeine/Morphine                       | 2000 ng/ml             |
| 6-Accetylmorphine  | 10 ng/ml               |
| Phencyclidine (PCP)  | 25 ng/ml               |
| Amphetamines<br>AMP/MAMP (methamphetamine)<br>MDMA (ecstasy) | 500 ng/ml<br>500 ng/ml |

A positive urine/blood test is defined as at or above these levels of GC/MS Confirmation:

| <b>DRUGS</b>          |            |
|-----------------------|------------|
| Marijuana metabolites | 15 ng/ml   |
| Benzoylcegonine       | 100 ng/ml  |
| Codeine               | 2000 ng/ml |
| Morphine              | 2000 ng/ml |
| 6-Accetylmorphine     | 10 ng/ml   |

|                     |           |
|---------------------|-----------|
| Phencyclidine (PCP) | 25 ng/ml  |
| Amphetamines        | 250 ng/ml |
| Methamphetamine     | 250 ng/ml |
| MDMA (ecstasy)      | 250 ng/ml |
| MDA                 | 250 ng/ml |
| MDEA                | 250 ng/ml |

**Post Employment Drug Testing**

Once an applicant is hired, the employee may be subject to the following tests:

***Post-Accident Testing***

**Vehicle Accident**

Employee(s) involved in a reportable accident must be tested for substance use if one or more of the following apply:

- Fatality
- If the employee is the driver and receives medical treatment away from accident site (testing must occur within eight (8) hours of the accident for alcohol and 32 hours of the accident for drugs)
- If the employee is the driver and any vehicle is towed (testing must occur within 32 hours of the incident)
- Reasonable suspicion of drug usage

**Employee Accident**

All employees will be tested for substance use if seeking medical treatment following a work-related injury with a medical provider (hospital, clinic, or physician's office).

The substance use test must be performed within two (2) hours following the accident. If a required alcohol test is not administered within eight (8) hours following the accident, the employer shall cease attempts to administer an alcohol test. If a required controlled substance test is not administered within 32 hours following the accident, the employer shall cease attempts to administer a controlled substances test. If the employee refuses to submit to the substance use test, he/she will be treated as if he/she tested positive.

**Reasonable Suspicion Testing**

Employees who are suspected of using drugs at any time or alcohol during work hours will be tested for substance use. This suspicion must be based on the supervisor's specific observations concerning the appearance, behavior, speech and/or body odors of the employee. Testing for alcohol must occur within eight (8) hours of the supervisor's observation. Testing for drugs can occur whenever there is suspicion.

Employees will be given a completed and signed copy of the reasonable suspicion checklist at the time that they are directed to undergo reasonable suspicion testing.

Employees selected for testing because of reasonable suspicion will be escorted to the City designated medical provider to provide a urine specimen(s) in accordance with the City policy guidelines. All positive screens for drug use will be confirmed by Gas Chromatography/Mass Spectroscopy (GCMS)

before specimens are regarded positive. All positive drug test results will also be reviewed by a Medical Review Officer before results are reported to the City.

### **Random Selection Testing**

The City of St. Charles utilizes a computerized random selection program at the City designated medical provider to provide names to be tested for substance use. All employees in the random selection pool have an equal chance to be selected. Employees may be randomly tested no more than two (2) times per calendar year unless otherwise specified in union contract. Results will be sent to employee within two (2) days of receiving them in HR. A computer does the actual selection and provides two lists:

1. List of each employee in the City pool at the time of selection;
2. List of the actual employees selected at the time of selection.

### **Positive Employee Post-Accident, Reasonable Suspicion, Random Selection Test Results**

Positive test results for these tests are defined as:

1. An employee admission that he or she has used drugs and/or alcohol prior to reporting to work or while working
2. A breath alcohol concentration of .04 or greater
3. Positive urine test at or above levels stated in the pre-employment result section.
4. Refusal to be tested which may consist of attempting to adulterate sample; substitution of sample; or failure to cooperate in the testing process to include deliberate delay.

### ***Refusals or Positive Test – Removal from the Job***

Employees who refuse to be tested will be treated as if they tested positive. Refusal consists of attempting to adulterate sample, substitution of sample, or failure to cooperate in the testing process to include deliberate delay. The City may terminate the employee upon a positive test result. The employee, if testing positive, will be removed from his/her job immediately, required to have an evaluation and education with the Substance Abuse Professional (SAP) through the Employee Assistance Program (Tri-City Family Services), comply with and complete any recommended rehabilitation, and authorize the program to keep the City of St. Charles abreast of the employee's drug-free accomplishments. EAP services beyond the group health benefits provided by the City of St. Charles at the time of treatment, is the responsibility of the employee.

### **Employee Assistance Program (EAP)**

Any employee violating this policy is subject to discipline including suspension and/or termination. However, should any employee be convicted of violating a criminal drug statute in the

workplace, discipline of the employee will be termination, referral to law enforcement and/or participation in an approved rehabilitation or drug use employee assistance program (EAP). The Employee Assistance Program for City of St. Charles employees is Tri-City Family Services. If such help is offered and accepted, the employee must satisfactorily take part in the program to continue employment. The City believes that rehabilitation is the preferred solution to any such problem as it both protects our investment in a trained employee and treats the employee concerned with dignity. Payment beyond the group health benefits provided by the City of St. Charles at the time of treatment is the responsibility of the employee.

### ***EAP Requirements***

1. Employees in treatment due to a violation of this policy may be placed on medical leave at the discretion of the City. Employees who successfully complete rehabilitation will be reinstated to an available opening for which they are qualified.
2. All employees who have tested positive and completed an employee assistance/treatment program will be required to submit to testing with or without cause when ordered by the City for up to one (1) year following completed rehabilitation.
3. Employees who fail to cooperate in an evaluation; fail to successfully complete rehabilitation or test positive more than once will be terminated.
4. Some or all of the expenses of rehabilitation may be covered by the employee's insurance. Expenses not covered are the responsibility of the employee.
5. Employees may volunteer for rehabilitation and treatment but may not avoid discipline by volunteering. All rehabilitation provisions will still apply. No more than two such leaves for voluntary treatment will be granted to any employee.

### **Drug Education**

Employees have the right to know about the dangers of drug use in the workplace, the City policy regarding a drug-free workplace and what is available to help combat drug problems. Education programs on the dangers of drug use in the workplace will be made available on a regular basis. Employees will be made aware of the several kinds of help that are available on a voluntary basis.

These include:

1. Medical insurance benefits for substance use programs
2. Information about community resources for assessment and treatment
3. Tri-City Family Services (Employee Assistance Program)

We have established this help as part of our commitment to the health, safety, and well-being of our employees and their families; employees are encouraged to use it as needed.

## **Policy Acknowledgement**

All employees must acknowledge in writing (see Substance Use Policy Acknowledgement Form) that they have been informed of the above policy and agree to abide by it in all respects.

### ***Rights and Responsibilities under the City of St. Charles Policy***

#### **Employee Rights**

1. The City of St. Charles will tell the employee that he/she can't bring in, make, distribute or sell, use or even have with him/her any illegal drugs or alcohol when at work or on City premises.
2. The City of St. Charles will tell the employee what help the City has available to him/her for combating drug and alcohol problems.
3. The City of St. Charles will give the employee a written policy statement explaining the policy about drugs in the workplace.

#### **Criminal Conviction**

If an employee is convicted by a court of a substance use related criminal violation, the employee may be:

1. Disciplined up to and including termination; or
2. Offered help available to combat the employee's involvement with drugs or alcohol in accordance with the City policy.

#### **Employee Responsibilities**

1. The employee must read the policy statement and certify that he/she has done so.
2. The employee must agree to abide by the guidelines of the City's policy. The City of St. Charles can terminate an employee if he/she does not agree.
3. The employee must satisfactorily complete all the steps associated with any offered rehabilitation program.

If an employee has any questions or comments about this policy, please contact the Human Resources Department.

**SIDE LETTER**  
**SICK BANK HOURS**

This is a Side Letter to the 2013-2017 collective bargaining agreement between the City of St. Charles, Illinois, (hereinafter referred to as the “City” or the “Employer”) and the METROPOLITAN ALLIANCE OF POLICE, St. Charles Chapter #28 (hereinafter referred to as “MAP”). The City and MAP hereby agree as follows:

1. The following sergeants have the following sick leave hours in a sick bank, which such hours may be used only in the case of a serious health condition of the employee.

| <b>Name</b>     | <b>Sick Bank Hours</b> |
|-----------------|------------------------|
| Anderson, Roger | 232.0                  |
| Cicci, Joseph   | 0                      |
| Dargis, Linas   | 389.75                 |
| Shaw, Thomas    | 387.75                 |

2. This benefit is governed by City personnel policies in effect upon execution of this Side Letter.
3. In accordance with existing City policy, the above sick bank hours are not covered, and shall not be included, in any buyback program, including the buyback described in Section 12.3.
4. It is further understood and agreed that Sergeants shall be ineligible to participate in the Section 401A program offered by the City.

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**METROPOLITAN ALLIANCE OF POLICE**

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President