

# A G R E E M E N T

between

VILLAGE OF LOMBARD

and

LOMBARD FIREFIGHTERS' UNION, LOCAL 3009

January 1, 2019

through

December 31, 2022

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## **Article I - Preamble**

### **Section 1.1 - Definition**

This Agreement is hereby entered into between the Village of Lombard, hereinafter referred to as the "Village" and the Lombard Firefighters' Union, Local #3009, of the International Association of Firefighters, AFL-CIO, CLC, hereinafter referred to as the "Union".

### **Section 1.2 - Purpose of Contract**

The purpose of the contract is to provide harmonious and cooperative relationships through a mutual process and to insure orderly and uninterrupted efficient operations. The Village and the Union desire to enter into an agreement reached through collective bargaining which will provide as its purpose, the following: (1) The fair and equitable treatment of employees; (2) The promotion of equality and continuance of public service while fully recognizing the value of employees as they perform vital and necessary work; (3) The specification of wages, hours of work and other conditions of employment; (4) The avoidance of interruption or interference with the efficient operation of Village business; (5) The prompt and equitable resolution of disputes.

This Agreement is entered into in consideration of the mutual performance thereof in good faith by the parties.

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**Article II - Gender**

For the purpose of this agreement, the masculine gender shall include the feminine, the feminine shall include the masculine, unless otherwise stated to the contrary.

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**Article III - Recognition and Unit Description**

The Village recognizes the Union as the sole and exclusive collective bargaining agent for the bargaining unit consisting of all full-time sworn firefighters and Lieutenants; but excluding Battalion Chiefs, Deputy Chief, Fire Chief, and all civilian personnel of the Fire Department.

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## **Article IV - Union Security and Rights**

### **Section 4.1 - Union Membership**

Employees may join or not join the Union as a personal choice.

### **Section 4.2 - Authorization for Dues Deduction**

- A. Each employee who on the effective date of this Agreement is a member of the Union, and each employee who becomes a member after that date, subject to Section 4.1 of this Article, shall remain as members of the Union during the term of this Agreement. Authorization for such deductions shall be irrevocable unless revoked by written notice to the Village and the Union during the thirty (30) days prior to the expiration of the contract.
- B. The Village's obligation to make appropriate deductions shall immediately terminate upon receipt of a revocation of membership from an employee or upon the employee leaving Village employment; or being promoted to a position not covered by this Agreement.

### **Section 4.3 - Procedure for Dues Deduction**

- A. Upon receipt of a signed authorization from an employee, a uniform percentage amount of a top firefighter's base salary, as certified by the secretary/treasurer of the Union, shall be deducted from such employee's biweekly paycheck. (The amount certified by the Union shall not be changed more than once each fiscal year.) The amounts so deducted shall be forwarded each pay period to the secretary/treasurer of the Union together with a list of the names and amounts for whom deductions have been made. If the employee has no earnings due for a particular pay period, the Union shall be responsible for collecting said dues.
- B. The Union shall indemnify and save harmless the Village and its officers, agents and employees against any and all claims, demands, suits or other forms of liability (monetary or otherwise) and for all legal costs that may arise out of, or by reason of, any action taken or not taken by the Village, its officers, agents and employees in the course of or for the purpose of complying with the provisions of this Article. If an improper deduction is made resulting in an over payment by an employee, the Union shall refund any such amount directly to the involved employee, with notification to the Village.

### **Section 4.4 - Exclusive Bargaining Status**

For the term of this Agreement the Village shall not meet, discuss or negotiate with any other employee organization on matters pertaining to wages, hours of work and other conditions of employment for employees in the bargaining unit.

#### **Section 4.5 - Union Access**

One (1) non-employee Union representative shall normally have access to the premises of the Village for the purpose of resolving disputes or problems arising under this Agreement, provided the grievance has been appealed to Step 3 of the grievance process. In the event a resource person(s) or legal counsel representing the Union are needed to assist in the Step 3 hearing or subsequent proceedings, such representative(s) shall also receive access with the designated non-employee Union representative. In order to receive access, the representative(s) must provide notice to the Fire Chief or his designee. The representative(s) may visit with employees during their non-working hours if such visit does not disturb the work of employees who may otherwise be working.

#### **Section 4.6 - Union Leave**

- A. An employee may utilize accumulated personal leave, vacation leave or shift exchange for legitimate Union business such as Union meetings, locally or outside the Village of Lombard, such time off shall not be detrimental to the employee's record.
  
- B. Leave of absence, as defined in Section 24.1, may be requested by Union members authorized to represent the Union to attend meetings, conventions or conferences pertaining to Union business. Approval or disapproval of such request by an authorized Union member shall be at the sole discretion of the Village. It is agreed that leave of absence of authorized Union members for Union business shall not exceed four (4) duty days in even numbered years (e.g., 1988, 1990, 1992, etc.) for the total Union membership, provided such leave of absence(s) is approved pursuant to Article XXIV, Section 24.1 of this Agreement. It is understood that thirty (30) day advance notice of request for leave will be given to the Fire Chief or his designee.

#### **Section 4.7 - Bulletin Boards**

The Village shall provide an area in each fire station not to exceed three (3) feet by three (3) feet for a Union bulletin board. The bulletin board shall be for the sole and exclusive use of the Union. The items posted shall not be political, partisan or defamatory in nature. One (1) copy of all posted material will be sent to the Fire Chief or his designee.

## **Article V - Labor-Management Meetings**

A Labor-Management Committee consisting of the Village Manager, or his designee, and up to two (2) other members of the Village and up to three (3) employee members of the Union shall meet once every quarter or more often if mutually agreed to by the parties for the purpose of discussing any work related problems of mutual concern for the advancement of better relations and efficient operations and to review or make recommendations on safety or health conditions, and to provide mutual support for a strong safety program. The Committee shall have the authority to make non-binding recommendations to the Union and the Village where such recommendations are supported by the majority of the Committee members. The Village's specific written response to all recommendations supported by a majority of the Committee shall be presented no later than thirty (30) days from the Labor-Management meeting which produced the majority recommendation, said response shall also be made a part of the written minutes presented at the next Labor-Management meeting. The Union and the Village shall exchange agenda items at least seven (7) calendar days in advance of the meeting. Discussions shall be limited to matters set forth on the agenda and other matters mutually agreed to by the parties, but it is understood that these meetings shall not be used to renegotiate this Agreement or for the purpose of resolving grievances. On-duty members of the Union authorized to represent the Union at Labor-Management meetings will be released from duty with pay by the Village for time spent in Labor-Management meetings when such release will not adversely affect the operations of the department or result in the payment of overtime.

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## **Article VI - Management Rights**

The Village has and will continue to retain all powers, rights, authority, duties and responsibilities heretofore conferred upon and vested in it by the Statutes and Constitutions of the State of Illinois and the United States and the ordinances of the Village of Lombard and any modifications made thereto, provided that such Village ordinances do not conflict with the specific provisions of this agreement.

Except as amended, changed or modified by this Agreement, the Village shall have the sole right, responsibility and prerogative to manage the affairs of the Village and direction of the work force, including, but not limited to the following: to plan, direct, control and determine all the operations and services of the Village; to supervise and direct the working forces; to establish the qualifications for employment and to employ employees; to schedule and assign work; to establish work and productivity standards and, from time to time, to change those standards; to determine the methods, means, organization and number of personnel by which such operations and services shall be made or delivered; to make, alter and equitably enforce reasonable rules, regulations, orders and policies; to objectively 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 Village provided, however, that the exercise of any of the above rights shall not conflict with any of the express written provisions of this Agreement.

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## **Article VII - Subcontracting**

### **Section 7.1 - Policy**

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

### **Section 7.2 - Notice and Discussion**

If the Village elects to exercise its rights as per Section 7.1 above, the Village shall notify the Union at least sixty (60) calendar days prior to the implementation. The Union may within fourteen (14) calendar days of receipt of the Village's notice of implementation notify the Village of its desire to engage in impact or effects bargaining. Such bargaining shall commence within ten (10) calendar days of such notice. The parties shall negotiate in good faith for a period of not less than thirty (30) calendar days. If no agreement is reached, the Union may elect to refer the question of the impact or effects bargaining to arbitration according to the procedures of Section 315/14 of the Illinois Public Labor Relations Act.

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## **Article VIII - Hours of Work and Overtime**

### **Section 8.1 - Regular Hours**

This Article is intended to define the regular hours of work per day or per week during the term of this Agreement and shall not be construed

as a guarantee of work per week.

### **Section 8.2 - Normal Work Day and Work Week**

The normal work day and work week for employees shall be 24 consecutive hours of work (one shift) followed by 48 consecutive hours off (two shifts). A Kelly Day (*i.e.*, what would otherwise be a 24-hour duty day) shall be scheduled off every eighteen (18) duty days, and one additional Kelly day, which such day shall be scheduled off in the same manner and at the same time as vacation days are scheduled under Section 23.4, thereby reducing the normal work week to an average of 52.42 hours. Shifts shall commence at 0800 hours and end at 0800 hours the following day. A newly hired Firefighter hired before 6/30 will receive a Floating Kelly day (24 hours), a Firefighter hired on or after 7/1 will receive ½ (12 hours) of a Floating Kelly day.

Kelly Days may be traded between firefighters, provided such trades are between members of the same shift. Kelly Day trades shall not result in the payment of overtime. Kelly Day trades are subject to approval by the Fire Chief or his designee, which approval will not be unreasonably denied. Multiple Kelly Day trades are allowed, however, the Village will consider such Kelly Day trade requests on a case by case basis.

Fire Lieutenants will receive eight days of 24 hours of Kelly time to be used in the calendar year.. Kelly day time off shall be scheduled as defined in section 23.4.

### **Section 8.3 Minimum Manning**

The Village shall maintain a minimum shift complement of sixteen (16) full-time firefighting personnel per 24 hour shift. This minimum shift complement shall consist of at least fifteen (15) Bargaining Unit Employees and either one (1) Battalion Chief, one (1) Acting Battalion Chief or one (1) Deputy Chief, or Fire Chief.

In any event in which the minimum shift complement falls below the number outlined above, then the Village shall recall full-time employees to fulfill the minimum shift complement as per the Overtime provisions outlined in Section 8.5.

These provisions shall not supersede Management Rights as outlined in Article 6.

Extenuating circumstances which may impact the provisions outlined by the Minimum Manning language shall be addressed under Labor/Management agreement as outlined in Article 5.

In the event that the Village is required to change forms of deployment or service delivery by an outside agency, the Union and the Village agrees to engage in impact bargaining.

**Section 8.4 - Job Opening**

- A. In the event of a job opening due to promotion, transfer, demotion, retirement or demise of an employee, where the opening is to be filled by a lateral transfer, such transfers shall be made in accordance with the following provisions:
  - 1. The employer has the right to fill all job openings on a temporary basis not to exceed ninety (90) days pending completion of these provisions.
  - 2. All positions to be filled by lateral transfers shall, be announced by a bulletin which shall be posted in convenient locations accessible to all employees for a period of at least ten (10) days. Such positions shall be considered open for written bids for this ten (10) day period.
  - 3. In the event more than one (1) employee submits a written bid to the Village for the position, the position shall be given to the employee with the greatest seniority (length of continuous service with the Fire Department) where the skill, ability, and required experience level are determined by the Village to be relatively equal among the employees, provided the assignment does not adversely affect the effectiveness or efficiency of the Department, or its ability to work as a unit.
  - 4. In the event a bid is not received for a posted position from an employee deemed by the Village to be qualified for the position, the Village shall make such assignment.
- B. Except in an emergency when personnel are transferred from one shift to another (a to b, a to c, b to c, or vice versa), they will receive a minimum of forty-eight (48) hours off from the time they leave one shift until they report for duty on the other shift. Such forty-eight (48) hour time off may include a vacation or a personal day.
- C. Station assignments shall be made on the basis of seniority, where skill, ability, and required experience level are determined by the Village to be relatively equal among the employees, provided the assignment does not adversely effect the effectiveness or efficiency of the Department or its ability to work as a unit. Individuals may be transferred regardless of seniority when the needs of the Department so warrant.

## **Section 8.5 - Overtime**

- A. Overtime hours shall be considered as non-scheduled hours worked in excess of the normal work week when worked upon specific direction or approval of the immediate supervisor and shall be paid at the rate of one-and-one-half (1-1/2) times the employee's straight time hourly rate. The straight time hourly rate shall be calculated by dividing the annual salary (base salary plus additional premiums or incentive pays) by the scheduled annual hours: 2726. In order to be eligible to receive overtime compensation, an employee must receive payment for the entire work week; i.e., hours worked or paid as if worked.
  
- B. The normal work cycle for employees assigned to 24-hour shifts shall be 27 days. For FLSA purposes, each employee's work cycle shall be established so that the employee's Kelly day (i.e., every 18th shift) starts at 8:00 p.m. on the shift of the 27th day of his work cycle and ends at 8:00 p.m. on the first day of the succeeding work cycle.
  
- C. In situations where it is determined to be in the best interests of the Village and mutually agreed by the Village and the affected employee, the Village shall grant compensatory time off in lieu of overtime payment at a time of one and one-half (1 1/2) rate. In such situations, compensatory time shall be granted at such times and in such time blocks as are mutually agreed upon between the involved employee and his supervisor; permission to utilize compensatory time off shall not be unreasonably denied by the supervisor if operating requirements will not be adversely affected.

## **Section 8.6 - Call Back**

- A. The Village may issue a call back to augment the shift strength, or for any emergency or emergencies. An employee who is called back to duty after having left work or who is held over shall receive a minimum of one (1) hour's pay at his overtime rate and by the quarter (1/4) hour thereafter.
  
- B. An employee who reports to duty for an overtime assignment which is subsequently canceled upon his arrival for duty shall receive a minimum of two (2) hours pay at his overtime rate or pay for the actual time worked, whichever is greater.

## **Section 8.7 – Hold Over**

- A. In order to meet the needs of the department, the Village may hold over a firefighter or firefighters from one shift to all or a portion of the following shift.

- B. The supervisor at the fire station, absent an emergency where the “hold over” is required, may ask for volunteer(s) first from that station. If no such qualified individual volunteers, the least senior employee meeting the requirements for the “hold over” at the affected fire station shall be assigned to fill the “hold over” assignment.
- C. When an employee is required to work a hold over in excess of one (1) hour (and does so), the employee shall receive a “mandatory” credit on the Firefighter Overtime list. An employee who volunteers to work a hold over, or volunteers to substitute for another employee shall not receive a “mandatory” credit on the Firefighter Overtime list.
- D. An employee who is held over under this Section shall receive a minimum of one (1) hour’s pay at his overtime rate and by the quarter (1/4) hour thereafter.
- E. The Overtime Call Out Procedure (Appendix D) shall be invoked by the supervisor at the fire station at the time that the supervisor reasonably anticipates that the holdover assignment is likely to exceed six (6) hours. The employee held over under paragraph (b) of this Section shall remain until the employee who volunteers or is mandated from the Overtime Call Out Procedure reports for duty.

### **Section 8.8 - Emergency Overtime**

The Fire Chief or his designee shall have the right to require overtime work and employees may not refuse overtime assignments in emergency situations. In non-emergency situations the Fire Chief or his designee shall select volunteers in accordance with the Overtime Call-Out Procedure , a copy of which is attached hereto as Appendix D, as the same may be changed from time to time through the Labor-Management process. However, volunteers will not necessarily be selected for work in progress or where the overtime needed is a result of specific skills, ability and experience possessed by an employee or employees.

Whenever a firefighter is needed for a detail or to fill a vacancy not considered an emergency of more than six (6) hours in a shift, selection of said firefighter, provided he is capable of performing the work required, shall be made from a rotating departmental seniority list. The Village shall endeavor to distribute opportunities for overtime over the course of the fiscal year so far as practicable among the employees covered by this Agreement.

For purposes of this Agreement, any employee who accepted an overtime assignment of more than six (6) hours shall be adjusted accordingly on the rotating seniority/hours list. The rotating seniority/hours list shall be reset and all hours zeroed out each January 1.

### **Section 8.9 - Fourth Ambulance Program (FAP)**

Should the Village choose to operate and maintain a “Fourth Ambulance Program” (FAP), the Village and the Union agree to the terms listed herein. Such a program shall be strictly voluntary and available only to members of the bargaining unit. The FAP will operate commencing at 0830 hours and will not surpass 2000 hours; the length of a scheduled shift will be predetermined on a quarterly basis and at the discretion of the Fire Chief or his designee. The FAP may be operated on Village Holidays, at the discretion of the Fire Chief, in which case staffing shall be on a voluntary basis. Available shifts will be chosen during a quarterly meeting; shifts will be chosen in order of seniority, pursuant to Guidelines established by the Village and the Union, attached hereto as Appendix I. The Fire Chief or his designee may suspend the FAP on any or all days when shift manning meets or exceeds 20 personnel. Hours worked by personnel in the fourth ambulance program will be paid at the employee’s straight time wage plus an additional three (3) dollars per hour until the employee has reached 204 hours in the defined 27 day cycle. Working at the above defined wage rate below 204 hours under the FAP shall not be considered precedent setting and is only applicable to the FAP. The Village agrees that the FAP will not be utilized for the hiring of personnel to meet minimum manning requirements. The Village and the Union agree to this arrangement in order to staff an additional ambulance during peak hours with the intent to improve emergency response to the citizens of Lombard. The Village will track all FLSA hours and make timely reports readily available for review to department personnel. All hours in excess of 204 will be paid at one and a half times the straight time hourly rate. While participating in the FAP, an employee will fulfill all duties and responsibilities of a Firefighter/Paramedic. In addition to already established roles and responsibilities, members choosing to participate in the fourth ambulance may fulfill Mobile Integrated Healthcare (MIH) duties in accordance with their level of training. If FAP is enacted, the Village will use a trial period of no less than 120 calendar days.

### **Section 8.10 - 7G – Mobile Integrated Health (MIH)**

Should the Village choose to offer Mobile Integrated Healthcare (MIH) services, the Union agrees to the terms listed herein. MIH duties shall be conducted by members of the bargaining unit that have completed the required training set forth by the Good Samaritan EMS system; participation shall be strictly voluntary. MIH duties will be conducted at the current 7g rate times one and one half. The Union agrees to this wage arrangement in order to provide MIH in the community. While performing MIH duties in Lombard, any occurrence where personnel have a duty to act and initiate care beyond the scope of the MIH duties, are requested to respond to 9-1-1 generated Fire or EMS responses, or duties are conducted where an ambulance is used for emergent transportation, they shall be paid at one and half times their straight time hourly rate. Available shifts will be chosen during a quarterly meeting; shifts will be chosen in order of seniority, pursuant to Guidelines established by the Village and the Union. Hours of work and frequency shall be determined by the Fire Chief on a quarterly basis, not to exceed 0800-2000 hrs.

**Section 8.11 - No Pyramiding**

Compensation shall not be paid more than once for the same hours under any provision of this Article or Agreement.

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## **Article IX - Grievance Procedure**

### **Section 9.1 - Definition**

A grievance shall be defined as any dispute or disagreement between the parties concerning the meaning, interpretation, or application of this Agreement. Grievances will be processed in the manner and within the time limits, provided in Section 9.2

### **Section 9.2 - Procedure**

#### **Step 1**

An employee and/or the Union Steward shall take-up a grievance in writing or orally with the employee's shift Battalion Chief within Ten (10) calendar days of when the employee or the Union Steward knew or should have reasonably known of the occurrence. The shift Battalion Chief will use his best effort to resolve said grievance within seven (7) calendar days. Any grievance not filed within the time limits set forth in this Step shall not be considered further unless both the Village and Union agree to extend the time period.

#### **Step 2**

If the grievance is not settled in Step One and the Union, or the employee wishes to appeal the grievance to Step Two of the grievance procedure, it shall be referred in writing to the Fire Chief or his designee within seven (7) calendar days after the Battalion Chief's answer or within seven (7) calendar days of when the answer was due in Step One. The Fire Chief or his designee shall meet and discuss the grievance within seven (7) calendar days of receipt of the Step Two grievance with the employee and authorized Union representative at a time mutually agreeable to the parties. The Fire Chief or his designee shall give the Village's written answer to the employee and the Union within seven (7) calendar days following their meeting.

#### **Step 3**

If the grievance is not settled in Step Two and the Union or the employee wishes to appeal the grievance to Step Three of the grievance procedure, it shall be referred in writing to the Village Manager or his designee within seven (7) calendar days after the Fire Chief's answer or within seven (7) calendar days of when the answer was due in Step Two. The Village Manager and/or his designee shall meet and discuss the grievance within seven (7) calendar days with the employee and the authorized Union representative and such other persons as the Village Manager deems advisable at a time mutually agreeable to the parties. If no settlement is reached the Village Manager or his designee shall give the Village's written decision to the employee and the Union within fourteen (14) calendar days following their meeting.

#### **Step 4**

- A. If the Union is not satisfied with the decision of the Village Manager, the Union may appeal the grievance to arbitration by notifying the Village Manager in writing within fourteen (14) calendar days after receipt of the Village's response in Step Three or within fourteen (14) calendar days of

when the answer was due in Step Three. Within fourteen (14) calendar days of receipt of such request the Union and the Village Manager or the Manager's designee shall select an arbitrator from the permanent panel attached hereto and incorporated herein as Appendix F. Both the Village and the Union shall have the right to strike two (2) names from the panel. The order of alternate striking shall be determined by a coin toss, with the losing party striking the first, and third. The person remaining shall be the arbitrator and shall be promptly notified by the parties of his/her selection and requested to provide a list of dates for the commencement of the arbitration hearing, which shall be subject to mutual agreement.

*Note:* With respect to the permanent arbitration panel attached as Appendix F, said panel shall become null and void as of December 31, 2022, and shall not be renewed in whole or in part unless mutually agreed upon by the Village and the Union. No new panel shall be permanent unless mutually agreed upon between the parties.

- B. The arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the provisions of this Agreement as written. The arbitrator shall only consider and decide the specific issue or issues of contract interpretation or application appealed to arbitration as originally submitted in writing to the Village. The parties agree, however, that where pertinent additional information becomes known and is relevant to the originally submitted grievance, the grievance can be amended to include the additional information. The arbitrator shall have no authority to make a decision on any issue not so submitted to him. The arbitrator shall have authority to arbitrate any questions involving merit increases except for those cases that allege an arbitrary, capricious or discriminatory review. In no event, however, shall the arbitrator have the authority to alter or amend the merit system in effect at the time of the grievance. The arbitrator shall submit in writing his decision to the Village and the Union within thirty (30) calendar days following close of the hearing or submission of briefs by the parties, whichever is later, unless the parties agree to an extension. The decision of the arbitrator shall be final and binding on the employee or employees involved, the Union or the Village. No decision or remedy proposed by the arbitrator shall be retroactive beyond the beginning of time period in Step 1 of this grievance procedure.

### **Section 9.3 - Fees and Cost**

The fee and expenses of the arbitrator and the cost of the transcript, if requested by both parties, shall be divided equally between the Village and the Union. However, each party shall fully bear the expense of preparing and presenting its own case including the costs of witnesses and other persons (not employed by the Village) it requires to attend the arbitration. Should only one (1) party request a transcript, that party shall pay for the cost of the transcript.

### **Section 9.4 - Grievance Forms**

The Village shall furnish a mutually agreeable grievance form that shall be used by both parties.

### **Section 9.5 - Time Limits**

- A. Any decision not appealed by the employee or Union as provided within the time limits specified in each step shall be considered settled on the basis of the latest decision and shall not be subject to further appeal. Any grievance not answered within the time limits specified in each step shall be automatically appealed to the next step. However, time limits at each step may be extended by mutual written agreement of the parties.
- B. No matter or action shall be treated as a grievance unless a grievance is filed in accordance with this Article.
- C. No grievance settlement made as a result of the grievance procedure shall contravene the provisions of this Agreement.

### **Section 9.6 - Investigation**

Grievances shall normally be investigated during free time hours (breaks, lunch period) or any time after 1630 hours by Union stewards, representatives and grievance committee members provided such activities do not interfere with the normal operations of the department or any of its members. However under unusual circumstances, grievances may be investigated during working hours provided specific permission has been granted by the shift lieutenant. Such time shall not be abused by the Union and shall only apply to bonafide grievance investigations.

### **Section 9.7 - Time Off for Grievances**

Employees selected by the Union to act as Union representatives shall be known as "Stewards". The names of the employees selected as Stewards, and other Union representatives who may represent employees at each step of the grievance procedure shall be certified in writing to the Village by the Union.

One (1) employee Union representative, whose participation in grievance meetings held pursuant to the provisions of this Article is necessary, shall be released from work without loss of pay to attend such meetings. Grievance meetings shall be scheduled in a manner, which do not interfere with Village operations. Time off from duty hours with pay shall also be given to one (1) employee Union representative to attend mutually agreed upon meeting with the Village Manager or his designee for the purpose of arranging the arbitration.

## **Article X - Strikes and Lockouts**

### **Section 10.1 - No Strikes**

Neither the Union, its officers, agents or any employee during the life of this Agreement, shall instigate, encourage, participate in, or promote any strike, picket, concerted work stoppage, or slowdown against the Village or other curtailment or restriction, interruption of or interference with the services, work or other normal functions of the Village. Violation of this Section by any employee(s) may be grounds for disciplinary action up to and including discharge.

### **Section 10.2 - Union Responsibility**

In the event of a violation of this Article by the Union or any of its members, the Union shall cooperate with the Village and publicly disavow and denounce such action, and shall immediately notify all employees that such action is prohibited and advise all employees to return to work.

### **Section 10.3 - No Lockout**

The Village will not lock out any employee during the term of this Agreement as a result of a labor dispute with the Union.

## **Article XI - Discipline**

### **Section 11.1 - Discipline**

No employee shall be disciplined, suspended, or discharged except for just cause. The Village believes in the principal of progressive and corrective discipline; however, in some instances, a specific incident may justify immediate and/or severe disciplinary action in and of itself.

### **Section 11.2 - Manner of Discipline**

If the Village has reason to discipline an employee, it will make every effort to do so in a manner that will not unduly embarrass the employee before other fellow employees or members of the public.

### **Section 11.3 - Jurisdiction of Board of Fire and Police Commissioners**

- A. Disciplinary action or termination may be appealed to and be subject to the jurisdiction of the Board of Fire and Police Commissioners according to the applicable State law or the grievance procedure as set forth in Sections (b) and (c) of this article. Notice of said disciplinary action shall be provided in writing to the employee and to the Union President provided the employee has requested Union representation. Nothing in the article, however, shall be construed in such a manner as to make the reprimand, suspension or discharge of a probationary employee the subject of a hearing before the Board of Fire and Police Commissioners, or part of the Grievance Procedure.
- B. Disciplinary action resulting in a verbal reprimand, written reprimand, suspension or discharge, may also be subject to appeal through the Grievance Procedure as provided in Article IX of this Agreement. Any grievance alleging a violation of Section 11.1 of this Article with respect to a suspension or discharge shall immediately proceed to Step Four (4) of the Grievance Procedure. However, any reprimand or suspension of twelve (12) hours or less shall not be subject to arbitration.
- C. The parties agree that the Grievance Procedure in Article IX and the hearing process by the Board of Fire and Police Commissioners are mutually exclusive and no relief shall be available under the Grievance Procedure for any action heard before the Board of Fire and Police Commissioners. Furthermore, the parties agree that the pursuit of a grievance under this Agreement shall act as a specific waiver by the Union and the involved employee of the right to challenge the same matter before the Board of Fire and Police Commissioners and a form containing such specific waiver shall be executed by the Union and the involved employee before arbitration may be invoked under the grievance procedure of this Agreement. Employees initially seeking review by the Board of Fire and Police Commissioners who subsequently elect to file a grievance within the appropriate time limits may only do so prior to

any hearing before the Board. Employees so filing a grievance shall immediately withdraw their requests and waive any and all rights to additional hearing(s) before the Board. The parties intend the remedies set forth in (a) and (b) above to be mutually exclusive.

- D. If in a case involving both parties to this Agreement, it is determined by a court of competent jurisdiction that the grievance procedure is not the exclusive and final remedy for disciplinary action and that the jurisdiction of the Fire & Police Commission shall continue over disciplinary matters then the provisions of the grievance procedure pertaining to disciplinary action shall be void.

#### **Section 11.4 - Oral Reprimands**

In cases of oral reprimand, notation of such oral reprimand shall become a part of the employee's personnel file and a copy given to the employee. An employee shall be allowed to make one (1) written response in mitigation of an oral reprimand which shall become part of the employee's personnel file.

#### **Section 11.5 - Notification and Investigation**

- A. For discipline other than oral or written reprimands, prior to notifying the employee of the contemplated measure of discipline to be imposed, the Village will, absent exigent circumstances, offer to meet with the employee and, if the employee requests Union representation, meet with the employee and Union representative and inform them of the reason(s) for such contemplated disciplinary action. In the event exigent circumstances delay such a meeting until after such discipline is imposed, then the Village will offer to meet at the earliest practical time with the employee and, if the employee requests Union representation, meet with the employee and Union representative and inform them of the reason(s) for such disciplinary action.
- B. Before conducting an investigatory interview which may result in suspension or discharge of the employee being questioned, the employee shall be informed of his right to Union representation and shall be entitled to such if so requested by the employee. However the employee may not insist that any particular Union representative be present if such insistence causes a delay of more than five (5) calendar days. The role of the Union representative shall be to assist the employee. The representative may also attempt to clarify the reasons for such discipline. The Village retains the right in accordance with applicable State and Federal law to hear the employee's own account of the matter under investigation. This section shall not apply to meetings at which discipline is simply to be administered.

### **Section 11.6 - Reinstatement**

Any employee found to be unjustly suspended or discharged shall be reinstated with full compensation for all lost time and with full restoration of all other rights, benefits and conditions of employment without grievance prejudice unless a lesser remedy is agreed upon as a grievance settlement or deemed appropriate by an arbitrator.

## **Section 11.7 - Personnel File**

Any notation of an oral reprimand shall be removed from the employee's personnel file if, from the date of the last oral reprimand, eighteen (18) months have passed without the employee receiving additional discipline for a related offense. Any written reprimand shall be removed from an employee's personnel file if, from the date of the last written reprimand, twenty-four (24) months have passed without the employee receiving additional discipline for a related offense. Any sustained suspension(s) recorded in the employee's personnel file shall be removed from said file upon written request of the employee after sixty (60) months from the date of suspension.

The following language only applies to Lieutenants:

Any notation of an oral reprimand shall be removed from the personnel file if, from the date of the last oral reprimand, thirty-six (36) months have passed without the employee receiving additional discipline for a related offense. Any written reprimand shall be removed from an employee's personnel file if, from the date of the last written reprimand, thirty-six (36) months have passed without the employee receiving additional discipline for a related offense. Any sustained suspension(s) recorded in the employee's personnel file shall be not be removed from said file.

## **Article XII - Seniority**

### **Section 12.1 - Definition**

Seniority shall, for the purpose of this Agreement be defined as an employee's length of continuous regular full-time employment calculated from the employee's last date of hire. Employees hired on the same date shall be placed on the seniority list in order of their ranking on the employment eligibility list.

Seniority shall, for the purpose of this Agreement be defined as a Fire Lieutenant's length of continuous regular full-time employment calculated from the employees promotion date. Employee's promoted on the same date shall be placed on seniority list in order of their ranking on the promotional eligibility list.

### **Section 12.2 - Probationary Period for Newly Hired Firefighters and Newly Promoted Fire Lieutenants**

The probationary period for newly hired firefighters shall be twelve (12) months in duration from the date of hire. Unauthorized absence from duty for any reason shall not apply toward satisfaction of the probationary period. During the probationary period, an employee shall be afforded all rights and privileges under the contract; except the Village may reprimand, suspend or discharge a probationary firefighter without cause and such firefighter shall have no recourse to the grievance procedure or the Board of Fire and Police Commissioners to contest such a reprimand, suspension or discharge.

The probationary period for Fire Lieutenants shall be nine (9) months in duration from the date of promotion. During this probationary period, Fire Lieutenants may be returned to their former position of firefighter/paramedic for just cause by the Village. For initial appointment an evaluation will be completed after one (1) month, three (3) months, six (6) months, in addition to the formal evaluation completed prior to nine (9) months.

### **Section 12.3 - Termination of Seniority**

Any employee will lose all seniority and continuous employment with the Village if such employment is interrupted for any of the following reasons:

- A. He quits or retires;
- B. He is discharged for cause;
- C. He is absent for three (3) consecutive shift days without notifying the Village;
- D. He fails to return to work at the end of an approved leave of absence;
- E. He fails to return from layoff within fourteen (14) calendar days from the date of recall;
- F. He is absent from work because of lay-off for a period of twelve (12) months beyond the term of this Agreement.

### **Section 12.4 – Seniority List**

The Village shall maintain a seniority list of employees covered by this Agreement, and it shall be brought up to date on January 30 and July 30 of each year. Said list shall be presented to the Union President for posting on the Union Bulletin Board. Any objection to the list as posted shall be reported in writing to the Village within fifteen (15) calendar days of the date of posting or the list shall stand approved as posted.

## **Article XIII - Layoff and Recall**

### **Section 13.1 - Layoffs**

The Village, in its discretion, shall determine whether layoffs are necessary. If it is determined that lay-offs are necessary, the Village shall lay-off employees in reverse order of departmental seniority, with the least senior being the first laid off.

### **Section 13.2 - Recall**

- A. Employees who are laid off shall be placed on a recall list for a period of twelve (12) months beyond the term of this Agreement. Employees on said recall list have the obligation to keep the Village advised in writing of their current address. If there is a recall, employees who are on the recall list shall be recalled, in the inverse order of their layoff, provided they are presently qualified or can re-qualify within a reasonable time after recall, to perform the work in the job classification from which they were laid off.
  
- B. Within fourteen (14) calendar days after receiving notice of recall by registered letter the employee must advise the Village in writing that he accepts re-employment and will be able to commence employment on the date specified in the notice or as otherwise mutually agreed, whichever, is later. The Village may require that an employee undergo and pass a medical examination at the Village's expense prior to being accepted for re-employment.
  
- C. An employee who declines recall, or who, in the absence of extenuating circumstances approved by the Village Manager, fails to respond as directed within the time allowed, shall be presumed to have resigned and shall forfeit any and all re-employment rights.

## **Article XIV – Vacancies and Promotions**

### **Section 14.1 - Promotion To The Rank Of Lieutenant and Battalion Chief**

Promotions to the rank of Lieutenant and/or Battalion Chief shall be in accordance with the provisions of this Article and, if not otherwise covered by this Article, the applicable provisions of the Fire Department Promotion Act, 50 ILCS 742 (hereinafter the “Promotion Act”). All remaining aspects of the promotional process for the above ranks shall be in accordance with the applicable Rules and Regulations of the Village Board of Fire and Police Commissioners (hereinafter the “BOFPC”), as the same may be changed from time to time, provided that such rules shall not contravene the provisions of this Article or the applicable provisions of the Promotion Act.

### **Section 14.2 – Vacancies**

This Article applies to promotions to vacancies in the rank of Lieutenant and/or Battalion Chief. A vacancy in these ranks shall be deemed to occur on the date upon which the position is vacated, provided that the position continues to be funded and authorized by the Village. If the Village should add Lieutenant and/or Battalion Chief positions to the budget the position shall be treated open based upon the date funded in the adopted budget. If a vacated Lieutenant and/or Battalion Chief position is not filled due to the lack of funding or authorization, and is subsequently reinstated the final promotion list shall be continued in effect until all Lieutenant and/or Battalion Chief positions that were vacated and not filled due to the lack of funding or authorization have been filled or for a period of up to five (5) years beginning from the date on which such position was vacated.

### **Section 14.3 – Eligibility Requirements**

#### **A. For Promotion to the rank of Lieutenant**

The examination process for promotion to the rank of Lieutenant shall be competitive among the rank of Firefighter who meets the eligibility requirements:

(1) Firefighters shall be eligible to participate in the process for promotion to Lieutenant if they have served a minimum of five (5) years on the Lombard Fire Department, including probation, as of the date of close of applications, *i.e.*, the last date to submit an application.

(2) All applicants must be certified as a Fire Officer I, provisional Fire Officer I or Basic Fire Officer as described by the Illinois Office of the State Fire Marshal as of the date of the close of applications for the promotion testing process as established by the BOFPC.

## **B. For Promotion to the Rank of Battalion Chief**

Lieutenants shall be eligible to participate in the process for promotion to Battalion Chief if they have served a minimum of four (4) years in the rank of Lieutenant as of the date of close of applications, *i.e.*, the last date to submit an application. The Lieutenant must have five (5) years in rank to be eligible for promotion.

The following eligibility requirements shall apply:

- a. An Associates Degree in Fire Science and a Fire Officer I Certification or Basic Fire Officer from the Office of the State Fire Marshal, or
- b. An Associates Degree in any major and a Provisional Fire Officer II or Advanced Fire Officer Certification from the Office of the State Fire Marshal,  
*or*
- c. A Bachelors Degree in any major.

The Union and the Village hereby waive any requirement that eligibility requirements be published at least one year prior to the date of the beginning of the promotional process, including, but not limited to, any such requirement under Section 15 (b) of the Promotion Act.

### **Section 14.4 – Application To Be Tested**

The posting of the testing process by the BOFPC shall include a date and time by which the applicant who wishes to be tested shall have submitted an application in person to the Fire Chief or his designee, or by certified mail addressed to the Fire Chief. (Any application submitted by certified mail must be received by the date specified in the BOFPC posting.) The posting for the Lieutenant's exam shall be made no less than forty-five (45) calendar days prior to the deadline for submitting the application, and the posting for the Battalion Chief's exam shall be made no less than thirty (30) calendar days prior to the deadline for submitting the application, and shall include a copy of the application form. The form provided by the fire department shall be officially received, signed and date-stamped. A copy will be made available to the applicant.

No applications shall be received after the closing date and time specified in the BOFPC posting. Failure to submit such form by the closing shall preclude any consideration to the testing process.

**Section 14.5 – Components And The Weighting of Components Of The Promotional Process For The Rank Of Lieutenant, and for The Rank of Battalion Chief**

**A. For Promotion to The Rank of Lieutenant**

The placement of eligible candidates on a promotion list shall be based on the points achieved by the candidate on each of the following six (6) components weighted as specified.

<b>Order of Administration</b>	<b>Component</b>	<b>Weighting Percentage</b>
1	Seniority	10%
2	Ascertained Merit	10%
3	Department Merit and Efficiency	10%
4	Assessment Center	25%
5	BOFPC Interview	5%
6	Written Examination	40%

**B. For Promotion to The Rank of Battalion Chief**

The placement of eligible candidates on a promotion list shall be based on the points achieved by the candidate on each of the following components weighted as specified.

<b>Order of Administration</b>	<b>Component</b>	<b>Weighting Percentage</b>
1	In Grade Seniority	10%
2	Department Merit and Efficiency	10%
3	Chief's Points	5%
4	Assessment Center	40%
5	BOFPC Interview	5%
6	Written Exam	30%

**Section 14.6 – Candidate Withdrawal**

If a candidate wishes to withdraw from the promotional process before the completion of all the components of the promotional process, the candidate shall so advise the Fire Chief in writing. The Fire Chief must receive this letter prior to the beginning of the next scheduled component.

**Section 14.7 – Promotion Process**

**A. Process for Promotion to the rank of Lieutenant**

**1. Seniority**

Seniority shall be calculated based upon whole months of completed service as of the close of applications for the promotion testing, as established by the BOFPC. Seniority shall be calculated as follows:

Candidates shall be granted 0.5555 point for each completed month of full-time service with the Lombard Fire Department, beyond sixty (60) months of completed service. The total point value shall not exceed 100 points, based upon twenty (20) or more years of service.

**2. Ascertained Merit**

An aggregate of one hundred (100) points can be earned in Ascertained Merit based on any combination of points in the five (5) merit components: Education, Specialty teams, Committees, Department involvement, Boards, and Professional Certifications, as set forth below. Training sessions required to maintain a certification or license, as well as those required to maintain a position on a Specialty Team, shall not be eligible for additional points.

Candidates requesting points under this section shall include substantiation of the requested points by submitting: copies of degrees/diplomas, official transcripts, applicable certifications, certifying letters of involvement from committee chairs, board presidents, or the Fire Chief. All documentation shall be submitted at the time of application, and will not be accepted after the application deadline.

**a) Merit Component 1 – Education**

Thirty Hours of College Credit with no degree	10 points
Associate’s Degree- Non-Fire/EMS Related/Emergency Management	20 points
Associate’s Degree- Fire/EMS Related/Emergency Management	25 points
Bachelor’s Degree- Non-Fire/EMS Related/Emergency Management	35 points
Bachelor’s Degree- Fire/EMS Related/Emergency Management	40 points
Masters’ Degree- Non-Fire/EMS Related/Emergency Management	50 points
Masters’ Degree- Fire/EMS Related/Emergency Management	55 points

Points are non-cumulative; credit is given for only the highest degree obtained.

**b) Merit Component 2 – Specialty Teams Participation**

Promotional candidates shall be eligible to receive ten (10) points for being a member on any of the Lombard Fire Department specialty teams listed below. Positions on any of the below listed teams shall be filled by a competitive selection process. A promotional candidate who is a Team Coordinator / Leader shall be eligible to receive three (3) additional points. The Candidates must have been a member or Team Coordinator in good standing for at least 12 out of the previous 36 months prior to the deadline of the promotional application. If a candidate is a member of a Specialty Team and meets the criteria to receive points they will only be eligible to claim points for Specialty Team and not be eligible to claim points for classes that are required to be on the team (no double dipping).

- Hazardous Materials Team
- Technical Rescue Team
- Fire Investigations Team
- Public Educator
- FIAT-TEMS specialist

Points are cumulative to a maximum of twenty (20) points in this merit component.

**c) Merit Component 3 – Department Involvement**

Candidates shall be eligible to receive two (2) points for each role served within the 36 month period prior to the deadline of the promotional application. Candidates seeking to participate in any of the below listed Fire Chief approved roles shall be subject to competitive selection process.

- Safety equipment quartermaster
- Department Safety committee
- SCBA technician
- Fit testing technician
- Ladder testing coordinator
- Hose testing coordinator
- EMS equipment station representative
- Peer Fitness Facilitator
- Peer Fitness Coordinator
- EMS report auditor
- Fire report auditor
- Apparatus committee
- Paramedic Preceptor with student assignment \*
- Honor Guard member
- Small engine maintenance
- Fire hand tools coordinator

- Maps/Active 9-1-1 coordinator
- Radio/DUCOMM liaison
- MDT technician
- EOC technician
- IDPH inspection specialist
- Drivers training coordinator
- Training department instructor (minimum of 2 multi-company drills)
- Apparatus fire pump testing coordinator
- Hydrant tester
- AHA CPR Instructor
- Fitness equipment coordinator
- Special event organizer (ie: 9-11, Toy Drive, Kids Christmas party or other department event of similar scale)
- Buildings and grounds project leader

Promotional candidates may also receive two (2) points for participation in an ad-hoc committee or a role not listed in the above-recognized roles and/or other department participation deemed appropriate with the approval of the Fire Chief. Candidates must apply for these proposed points in writing to the Fire Chief explaining the nature of the activity and the value to the Department for such participation.

Final decisions regarding the awarding of points for participation not specifically listed above will be decided with the mutual agreement of the Fire Chief and the Union President.

\*Paramedic Preceptor must be assigned to a student to receive two points.

A maximum of twenty (20) cumulative points are available for this merit component.

**d) Merit Component 4 - Boards**

Candidates shall be eligible to receive ten (10) points for serving (either full or partial terms) and are current with their continuing education. Candidates must have served any portion of an elected term in the 36 month period prior to the close of promotional application and also be in good standing on any of the following Boards.

The Boards include:

- Foreign Fire Tax
- Pension Board
- Union Executive Board
- RMBA

A maximum of twenty (20) points are available for this merit component.

**e) Merit Component 5 – Professional Certifications**

Promotional candidates shall be eligible to receive two (2) points for each certificate obtained from the following qualifying agencies: IFSI, OSFM, Illinois Fire Chiefs, FEMA, and the NFA. In addition, one (1) point will be awarded for each fire or EMS related class, seminar, or training session attended which is not sanctioned by the above agencies, provided the member obtained a certificate of attendance or completion. These points will be granted if the candidate attended within the 36 month period prior to the close of application. Credit will only be given for one certification for the same class (no double dipping). Credit will not be given for any class or certification that is a prerequisite to take the promotional exam.

Points are cumulative to a maximum of thirty-five (35) points.

**3. Department Merit & Efficiency Rating**

For promotion to Lieutenant, a panel of raters shall be formed consisting of the three Battalion Chiefs and the senior Lieutenant from each shift. In the event of a vacancy in the Battalion Chief rank, the Deputy Fire Chief shall serve as a member of the rating panel. Candidates for promotion shall be rated for their performance during the period of up to five years prior to the date the exam is administered. Consensus scoring shall be utilized. Maximum or minimum scores in any category shall require a narrative as evidence for the given score. The Fire Chief or Deputy Fire Chief will facilitate the Merit and Efficiency component.

The points to be awarded shall be based on job related criteria. Such Criteria shall be disclosed to all candidates and the Union at least 60 days prior to the awarding of the points, along with a rubric to be used in scoring the rating. A maximum of 100 points can be awarded. .

If an employee files a grievance over the Merit & Efficiency Rating and it is appealed to arbitration, the arbitrator shall apply the arbitrary and capricious standard to determine whether or not the contract has been violated. Any such grievance must be filed at Step 2 of the grievance procedure within fourteen (14) calendar days of the date the Merit and Efficiency Rating are sent via email to the candidate.

As part of a member's annual review process, future candidates for promotion may request to be informally evaluated with the Merit and Efficiency component criteria currently in use. A shift Lieutenant and Battalion Chief will do this Informal Evaluation. This Informal Evaluation will consist of verbal feedback with those involved resulting in a written summary to the member. A non-numeric component will be used to assist in providing feedback to the member.

After the promotional testing process has been completed a candidate shall receive their composite score for each category of the Merit and Efficiency Rating.

#### **4. Assessment Center**

The BOFPC will select an independent vendor, who will use a panel or panels of fire command officers from other public sector jurisdictions to conduct an Assessment Center. The Assessment Center may include the use of multiple assessment techniques. Each candidate may be awarded up to 100 points by the Assessment Panel.

The Village will not retain an outside vendor to conduct the Assessment Center unless such vendor agrees not to offer a pre-assessment center review session to eligible employees in advance of the assessment center component which they have been retained to conduct.

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## **5. BOFPC Interview**

The BOFPC will conduct a candidate interview, giving each candidate a maximum of 100 points. The BOFPC will ask each candidate the same group of questions.

## **6. Written Examination**

The BOFPC will post a reading list of the study materials for written examination, which shall include study and reference material for all major areas contained in the written examination at both fire stations, at least ninety (90) calendar days in advance of the date of the written examination. The written exam shall be conducted by an outside vendor selected by the BOFPC. The written exams may be scored off site or on site as elected by the vendor. The candidates may review their scores and/or challenge questions with a representative of the vendor at a pre-determined time period at the Village, provided that the BOFPC or the BOFPC's designee shall make the final determination.

The Village will not retain an outside vendor to conduct the written exam unless such vendor agrees not to offer a pre-examination review session to eligible employees in advance of the written examination component which they have been retained to conduct.

## **B. Process for Promotion to the rank of Battalion Chief**

### **1. Seniority**

Seniority shall be calculated based upon whole months of completed service as of the close of applications for the promotion testing, as established by the BOFPC. Seniority shall be calculated as follows:

Candidates shall be granted 1.042 points for each completed month of full-time service in the rank of Lieutenant. The total point value shall not exceed 100 points, based upon eight (8) or more years of service in rank.

### **2. Department Merit & Efficiency Rating**

For promotion to Battalion Chief the three Battalion Chiefs shall be appointed as raters. In the event of a vacancy in the Battalion Chief rank, the Deputy Fire Chief shall serve as the third member of the rating panel. Candidates for promotion shall be rated for their performance during the period of up to five years prior to the date the exam is administered. Consensus scoring shall be utilized. Maximum or minimum scores in any category shall require a narrative as evidence for the given score. The Fire Chief or Deputy Chief will facilitate the Department Merit and Efficiency component, unless the Deputy Chief is already serving as a rater, in which the Fire Chief shall serve to facilitate.

The points to be awarded shall be based on job related criteria. Such Criteria shall be disclosed to all candidates and the Union at least 60 days prior to the awarding of the points. A maximum of 100 points can be awarded.

If an employee files a grievance over the Merit & Efficiency Rating and it is appealed to arbitration, the arbitrator shall apply the arbitrary and capricious standard to determine whether or not the contract has been violated. Any such grievance must be filed at Step 2 of the grievance procedure within fourteen (14) calendar days of the date the Merit and Efficiency Rating are sent via email to the candidate.

After the promotional testing process has been completed a candidate shall receive their composite score for each category of the Merit and Efficiency Rating.

### **3. Chief's Points**

The Fire Chief shall rate each candidate from 0 to 100 points. The Fire Chief shall assign points based on his assessment of each candidate's qualifications and abilities to perform the duties of a Battalion Chief. The Chief's points shall be based on job related criteria. Such criteria shall be disclosed to all candidates and the Union at least 60 days prior to the awarding of the points.

If an employee files a grievance over the Chief's points and it is appealed to arbitration, the arbitrator shall apply the arbitrary and capricious standard to determine whether or not the contract has been violated. Any such grievance must be filed at Step 3 of the grievance procedure within fourteen (14) calendar days of the date the Chief's point ratings are sent via email to the candidate.

After the promotional testing process has been completed a candidate shall receive their composite score for each category of the Chief's Points.

### **4. Assessment Center**

The BOFPC will select an independent vendor, who will use a panel or panels of fire command officers from other public sector jurisdictions to conduct an Assessment Center. The Assessment Center may include the use of multiple assessment techniques. Each candidate may be awarded up to 100 points by the Assessment Panel.

The Village will not retain an outside vendor to conduct the Assessment Center unless such vendor agrees not to offer a pre-assessment center review session to eligible employees in advance of the assessment center component which they have been retained to conduct.

## **5. BOFPC Interview**

The BOFPC will conduct a candidate interview, giving each candidate a maximum of 100 points. The BOFPC will ask each candidate the same group of questions.

## **6. Written Examination**

The BOFPC will post a reading list of the study materials for written examination, which shall include study and reference material for all major areas contained in the written examination at both fire stations, at least ninety (90) calendar days in advance of the date of the written examination. The written exam shall be conducted by an outside vendor selected by the BOFPC. The written exams may be scored off site or on site as elected by the vendor. The candidates may review their scores and/or challenge questions with a representative of the vendor at a pre-determined time period at the Village, provided that the BOFPC or the BOFPC's designee shall make the final determination.

The Village will not retain an outside vendor to conduct the written exam unless such vendor agrees not to offer a pre-examination review session to eligible employees in advance of the written examination component which they have been retained to conduct.

## **Section 14.8 – Scoring Components And Posting Of Preliminary Promotion List**

Each component of the promotional test shall be scored on a scale of 100 points. The component scores shall then be reduced by the weighting factor assigned to the component on the test, carried out two (2) decimal places no rounding of numbers, and the scores of all components shall be added to produce a total possible score of 100 points. After each component is completed, the score for that component shall be emailed with read receipt and interdepartmental mail to each applicant. Additionally, within seven (7) calendar days after the mailing of the scores, a list of combined scores for all candidates shall be posted in both Fire Stations. This posting shall be updated after each component of the promotion testing process occurs; and within seven (7) calendar days after the new scores have been emailed with read receipt and interdepartmental mail. Once the final component of the process has been completed, and the scores have been emailed with read receipt and interdepartmental mail and posted, the candidates shall then be ranked on the list in order from the highest to the lowest based on total weighted points scored on all components of the test. This shall be the basis of the preliminary promotion list.

## **Section 14.9 – Military Preference Points**

Once the preliminary promotion list is posted, if a candidate wishes to receive points for being a military veteran such employee must affirmatively so request in writing to the BOFPC or their designee within ten (10) calendar days of the posting of such list. The determination of whether an employee is eligible for military preference points shall be based on the provisions of the Illinois Municipal Code, 65 ILCS Sections 5/10-2.1-10. Candidates who are otherwise qualified

and timely request credit for at least one year of active military service, shall be granted military preference points of 0.1389 of one point for each month of such military service not exceeding thirty-six (36) months [maximum military preference points is five (5)]. Any person who has received a promotion from a promotion list on which his or her position was adjusted for military preference, under this Article, the Promotion Act or any other law, shall not be eligible for any subsequent military preference points.

#### **Section 14.10 - Final Promotion List**

After all components of the promotional process have been completed and any military preference points added, the score for all components for each candidate who completed all components shall be tallied, and a final promotion list shall be prepared by the BOFPC. The final promotion list shall be posted on the bulletin board at each fire station and at the Village Hall, listing in rank order from highest to lowest the scores of all candidates, except for candidate(s) who withdrew from the process. Once posted this date becomes the start date for the life of the list. In the event two or more candidates receive the identical score on the final list, priority shall be given to the person with the greatest seniority, among those with the same score. It is further agreed, however, that any candidate for promotion to Lieutenant who fails to achieve a total weighted score of 70.00 points or greater shall be excluded from the final Lieutenant's promotion list and ineligible for promotion. It is also agreed that any candidate for promotion to Battalion Chief who fails to achieve a total weighted score of 65.00 points or greater shall be excluded from the final Battalion Chief's promotion list and ineligible for promotion.

#### **Section 14.11 – Order Of Selection**

When there is a vacant or newly created position in the rank of Lieutenant and/or Battalion Chief that the Village has funded and authorized to be filled, the BOFPC shall appoint to that position the person with the highest ranking on the respective final Lieutenant or Battalion Chief Promotional List, except that the BOFPC, upon recommendation of the Fire Chief, shall have the right to pass over that person and appoint the next highest ranked person on the list if the BOFPC has reason to conclude that the highest ranking person has demonstrated substantial shortcomings in work performance or has engaged in misconduct affecting the person's ability to perform the duties of the promoted rank since the posting of the promotion list. If the highest ranking person is passed over, the BOFPC shall document their reasons for their decision to select the next highest ranking person on the list. Any dispute as to the selection of the first or second highest-ranking person shall be subject to resolution in accordance with the provisions of the grievance and arbitration procedure set forth in Article 9 of this Agreement; provided, however, any such grievance must be filed at Step 4 within seven (7) calendar days of the date the employee is notified, in writing, of the BOFPC's reason for passing him over. If a timely grievance is filed, the promotion shall be held in abeyance pending completion of the grievance process. During the pendency of any such grievance, the BOFPC may exercise their authority, pursuant to ILCS 5/10-2.1-16, to make a temporary appointment. If no such appointment is made the procedures set forth in Article XVIII (Acting Out of Classification) of this Agreement shall be utilized. Unless the reasons for passing over the highest ranking person are not remediable, no person who is the highest ranking person shall be passed over more than once.

Any candidate may refuse a promotion once without losing his position on the final promotional list. Any candidate who refuses a promotion a second time shall be removed from the final promotion list, provided that such action shall not prejudice a person's opportunity to participate in future promotional testing processes. Candidate refusal must be in writing.

#### **Section 14.12 – Duration Of Final Promotion List**

A final promotion list developed pursuant to this Article shall be effective for a period of three (3) years from the date of its posting. Integrated lists shall not be utilized.

#### **Section 14.13 – Monitoring Of The Testing Process**

The Union and the Village may elect to have up to two (2) monitors each at the written exam, Merit and Efficiency rating and the Assessment Center. The monitors cannot be participants in the testing process nor shall the Union monitors be any active or retired members of the Lombard Fire Department. The monitors are observing only and cannot be disruptive to the process. The failure to be on time or to attend will not impede the testing process. Names of the monitors for the Union have to be provided by the Union to the Fire Chief five (5) calendar days before the test component.

#### **Section 14.14 – Right Of Review**

Any individual participant in the promotional process who believes that an error has been made with respect to eligibility to take an examination, examination result, placement or position on a promotion list, or application of military preference points shall be entitled to a review of the matter by the BOFPC or as otherwise provided by law. Such a review request must be made within seven (7) calendar days of the final posting.

#### **Section 14.15 Lack of Qualified Candidates**

In the event that no qualified candidates successfully complete the promotional process under this Article, The Village will conduct a new process for promotion to Lieutenant and/or Battalion Chief which will be offered to all candidates who meet the minimum requirements at the time that the new test is administered.

## **Article XV - Rules and Regulations**

### **Section 15.1 - Modifications**

The Village may adopt, change or modify rules and regulations, including personnel policies and procedures applicable to bargaining unit employees. The Village agrees to post or make available in the department, a copy of its applicable rules, regulations and/or policies where such rules, regulations and/or policies exist in writing. Whenever the Village changes the rules, regulations and/or policies or issues new rules, regulations and/or policies applicable to employees, the Union and the employees will be given at least ten (10) days prior notice, absent emergency, before the effective date of the rules, regulations and/or policies in order that the Union may discuss such rules, regulations and/or policies with the Village before they become effective if the Union so requests.

### **Section 15.2 - Administration**

The Village agrees to the best of its ability that the rules, regulations and/or policies of the Fire Department shall be fairly and equitably administered and enforced under similar circumstances and shall not conflict with any specific provision of his contract.

### **Section 15.3 - Adherence**

The Village and the Union shall fully adhere to all rules, regulations and/or policies of the Department until such time as they are changed or altered.

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## **Article XVI - Safety and Health**

Both parties to this Agreement hold themselves responsible for mutual cooperation in enforcement of safety rules and regulations.

## **Article XVII - Shift Exchange**

Employees may temporarily exchange shifts with approval of the Fire Chief or his designee. Shift exchange is a privilege that shall not interfere with the normal operation of the Fire Department or result in the payment of overtime. Said approval shall not be unreasonably or arbitrarily withheld or denied. Notwithstanding the foregoing, a shift exchange will not be permitted that results in an employee working 48 consecutive hours more than three (3) times in a calendar month. This restriction does not preclude an employee working 48 consecutive hours due to overtime assignments or “flips” (i.e., exchanges involving consecutive 24-hour shifts).

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## **Article XVIII - Acting Out of Classification**

### **Section 18.1 - Acting Out of Classification Pay**

Acting out of classification pay shall commence when such officers are unavailable to respond to a fire emergency. Any employee covered by this Agreement who works in a higher position classification than his regularly assigned classification for a period of two (2) hours within a regular duty day shall be paid \$2.35 per hour in addition to his regular straight time hourly rate for all hours worked in the higher classification.

### **Section 18.2 - Formal Assignment**

- A. The Fire Chief, or his designee, may, at his discretion, choose to make an acting out of classification assignment to the highest listed firefighter on the most recently posted Lieutenant Promotional List who is present and working on the shift.
  
- B. The following language only applies to Lieutenants: The Fire Chief, or his designee, may, at his discretion, choose to make an acting out of classification assignment to the highest listed Fire Lieutenant on the most recently posted Battalion Chief Promotional List who is present and working on the shift.

### **Section 18.3 - Informal Assignment**

When a Fire Officer position needs to be filled for the day, and there is not a valid promotional list, or when no member on the current promotional list is on duty; the senior most willing member who meets the minimum criteria (Section 14.3) to test for promotion may serve as the acting officer. Such Acting Officer shall be eligible for additional compensation as described in Section 18.1 of this agreement for assignments lasting more than two hours. Absent exigent circumstances, such assignment shall be voluntary. The Fire Department realizes the importance of maintaining a qualified and trained group of Firefighters to act as Lieutenants and Lieutenants to act as Battalion Chiefs.

## **Article XIX - Non-Discrimination**

### **Section 19.1 - Equal Employment Opportunity**

- A. In accordance with applicable State or federal law both the Village and the Union agree not to discriminate against any employee covered by this Agreement in a manner which would violate federal or state laws on the basis of race, sex, creed, religion, color, marital status, age, national origin, political affiliation and/or beliefs, disability and Union activities or non-Union activities. Other than Union activities, any dispute concerning the interpretation and application of this paragraph shall be processed through the appropriate federal or state agency or court rather than through the grievance procedure set forth in this Agreement.
  
- B. The Village and Union agree that no employee shall be discriminated against, intimidated, restrained or coerced in the exercise of any rights granted by State or federal law or by this Agreement, or on account of membership or non-membership in, or lawful activities on behalf of the Union.

### **Section 19.2 - Union Activity**

The Union recognizes its responsibility as bargaining agent and agrees to fairly represent all employees in the bargaining unit without discrimination, interference, restraint or coercion.

## **Article XX - Employee Development and Education**

### **Section 20.1 - Tuition Reimbursement**

The Village encourages employees to voluntarily pursue educational programs related to their positions with the Village. Tuition reimbursement for such participation shall be subject to Appendix B, as attached hereto and incorporated herein.

### **Section 20.2 - Educational Incentive**

The Village agrees to provide educational incentive pay to all Union members as described in the applicable section pertaining to education incentive pay of the Village Personnel Manual, attached hereto as Appendix A.

### **Section 20.3 - Educational Leaves of Absence**

Employees may be granted paid leaves of absence for educational purposes to attend conferences, seminars, briefing sessions, classes or other functions of a similar nature that are intended to improve, maintain or upgrade the individual's certifications, skill and/or professional ability. A request for leave shall be reviewed on a case-by-case basis in accordance with the judgment of the Fire Chief that there will be no adverse effect on departmental capabilities or overtime.

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## **Article XXI - Insurance**

### **Section 21.1 - Hospitalization and Major Medical Insurance**

The Village agrees to provide hospitalization and major medical insurance for all eligible employees. An employee electing single coverage shall make the following premium contributions: Ten Percent (10%) of the premium for the plan, *i.e.* the HMO or PPO. Premiums for family coverage (*i.e.* employee and the employee's eligible dependents) shall continue to be shared by the Village and responsible full-time employee, with the Village reserving the right to pass along up to a maximum of 35% of any increases in premium cost for family coverage provided said increase is required of all other Village employees with family coverage. The Village will charge eligible employees their aforementioned share of health insurance premiums in 24 equal payment installments during a calendar year. The Village will designate two pay periods per calendar year in which eligible employees will not be charged any health insurance premiums whatsoever, with the employees' overall annual premium amount being spread equally among the remaining 24 pay periods.

The PPO and HMO plans offered to bargaining unit employees shall provide the same coverage, benefits and co-pays as those provided to full-time covered Village employees generally, including drug card co-pays. The Village retains the right to change insurance carriers, HMOs or to self-insure as it deems appropriate, so long as the new basic coverage and basic benefits are substantially the same as those in effect as of the date of the insurance plan changeover.

The Village shall provide for informational purposes reasonable documentation to show any increase in the employee's share of family coverage. This information is to be made available to the Union when the data is made available to the Village and in no case less than fifteen (15) days prior to implementation. The proposed increase shall be discussed at a Labor Management meeting if requested by the Union.

### **Section 21.2 - Cost Containment**

The Employer reserves the right to maintain or 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, bounty clause, and mandatory out-patient elective surgery for certain designated surgical procedures, provided that the Village shall provide a notice to the Union of thirty (30) calendar days prior to any change in insurance.

In the event that one or more of the Village's medical and hospitalization plans available to bargaining unit employees triggers (or is anticipated to trigger) the "Excise Tax" or other similar penalties, taxes or fines required by the Affordable Care Act, the Union and Village agree to meet at the other's request within 14 days to bargain over alternative provisions or plans so as to avoid and/or minimize any penalties, taxes or fines. The Village bears the burden of establishing that the Excise Tax or similar penalty, tax or fine has been or will be triggered. The Village agrees to notify the Union immediately upon becoming aware that the health plan of any

bargaining unit member will implicate the Excise tax, or similar penalties, taxes or fines required by the Affordable Care Act, and shall include with that notification a list of potentially affected employees.

In the event one or more of the Village's medical and hospitalization plans available to bargaining unit employees triggers the "Cadillac Tax" or another similar excise tax for high-cost coverage, and a bargaining unit employee chooses to remain on that plan, the employee will be obligated to incur the full cost related to the tax on a dollar-for-dollar basis in the form of either increase premium shares and/or through an itemized payroll deduction, and/or an alternate methodology that is mutually agreed upon by both parties thus eliminating the Village's liability for such expense. However, the Village will provide a health insurance plan that does not exceed the threshold cost which will trigger the "Cadillac Tax" as an option for bargaining unit employees to select as long as an option is available by the insurance provider. This new health insurance plan will offer the same benefits as the plan that triggered the "Cadillac Tax" ie: physician services, inpatient hospital care, hospital emergency care, other covered services, prescription and preventative care. The benefit levels subject to change would be coinsurance, deductibles and out-of-pocket maximums.

If an employee elects to stay in the plan that has triggered the excise tax due to extenuating circumstances, The Employee or the Union (on the employee's behalf) may appeal to The Village Manager for consideration of cost sharing options. The Village Manager, the employee and The Union (if the employee requests) shall meet within 60 days to discuss (not negotiate) the request and any cost sharing options. Any cost sharing options shall be in the form of either increase premium shares and/or through an itemized payroll deduction, and/or an alternate methodology that is mutually agree upon by both parties thus eliminating The Villages Liability for such expense. The decision of The Village Manager will be final and shall not be grievable.

### **Section 21.3 - Terms of Policies**

The extent of coverage under the insurance policies referred to in this Article shall be governed by the terms and conditions set forth in said policies. Any questions concerning coverage shall be resolved in accordance with the terms and conditions in said policy and shall not be subject to the grievance procedure set forth in this Agreement.

### **Section 21.4 - HMO Option**

The Village agrees to provide an HMO Plan as an alternative to the group insurance plan. Premiums paid by the Village for said plan shall not exceed those paid for the group hospitalization and major medical insurance.

**Section 21.5 - Life Insurance**

The Village shall provide all employees a term life insurance policy with a \$100,000 value, at no cost to the employee.

**Section 21.6 - Resignation or Retirement**

Any employee upon resigning or retiring from Village service may choose to continue participation in Village's health insurance plan(s). This participant shall be in compliance with applicable State law with all monthly premiums being the responsibility of the employee and paid at his sole expense.

**Section 21.7 - Flexible Spending Program**

The Village agrees to provide a flexible spending program pursuant to Internal Revenue Code, Section 125.

**Section 21.8 - Dental Insurance**

During the term of this Agreement, the Village agrees to continue to offer group dental insurance subject to the terms and conditions of the provider, to the extent such coverage is reasonably available. All costs for the dental insurance shall be borne solely by the participating employees.

**Section 21.9 - Vision Insurance**

During the term of this Agreement, the Village agrees to continue to offer group vision insurance subject to the terms and conditions of the provider, to the extent such coverage is reasonably available. All costs for the vision insurance shall be borne solely by the participating employees.

**Section 21.10 - National Health Insurance**

Should some form of National Health Insurance be enacted which results in increased insurance costs to the Village, the Village may elect to reopen Sections 21.1, 21.4 and 21.7 of this Agreement only. In the event of such a reopener, negotiations shall begin within ten (10) days of the notice to reopen. If no agreement concerning increased insurance costs is reached following a reopener under this Section, then such dispute concerning any or all of the following sections may be referred to interest arbitration under Section 14 of the Illinois Public Labor Relations Act: Sections 21.1, 21.4 and 21.7 of this Agreement only.

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### **Section 21.11 – Retirement Health Savings Plan**

The Village will maintain a Retirement Savings Plan for the Fire Lieutenants offered by the ICMA Retirement Corporations (hereinafter referred to as the “RHS Plan”, or another reputable outside plan provider.

Fire Lieutenant eligibility for participation in the RHS Plan, withdrawals qualified expenses, benefits provided and the tax effect of providing those benefits shall all be governed by the terms and conditions set forth in the RHS Plan document, as the same may be changed from time to time by the Village or the Plan Administrator.

It is specifically understood and agreed that the village shall have no obligation to contribute any monies to the RHS Plan on behalf of any or all bargaining unit Fire Lieutenants.

In the event that any portion of the RHS Plan should be held invalid and unenforceable by any court of competent jurisdiction or by reason of any existing or subsequently enacted legislation, such decision or legislation shall only apply to that portion of the RHS Plan rendered invalid or unenforceable, and the remaining portions of the RHS Plan shall remain in full force and effect.

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**Article XXII - Holidays**

**Section 22.1 - Holidays**

The following shall be considered paid holidays:

<p>New Year's Day Martin Luther King, JR's Birthday Spring Holiday Memorial Day Independence Day Labor Day Thanksgiving Day The Day Following Thanksgiving Christmas Eve Christmas Day</p> <p><i>Spring Holiday will be observed on 4/19/19, 4/10/20, 4/2/21, 4/15/22</i></p>
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Fire Lieutenants will not receive holiday pay for the Spring Holiday. They will receive Floating Holiday pay on the first pay check in November each calendar year.

**Section 22.2 - Eligibility**

In order to be eligible for holiday pay, the employee must work the employee's regularly scheduled workday immediately preceding and immediately following the holiday, unless the employee is on a previously authorized absence, or can provide proof of illness or an otherwise acceptable absence. If an employee is scheduled to work on the holiday and calls in sick, proof of illness must be provided for the day of the holiday. However, if an employee worked on the holiday, proof of illness will not be required if the employee calls in sick the shift before or shift after the holiday worked. In the event the Village is not satisfied with the proof provided, a physician's report shall be required. Said physician's report shall not be unnecessarily required.

**Section 22.3 - Holiday Pay**

Employees assigned to shift duty shall receive one (1) additional day's pay for each holiday recognized by the Village during any pay period in which a holiday(s) occurs.

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**Article XXIII - Vacations**

**Section 23.1 - Vacation Allowance**

Vacation shall be earned annually based on the following schedule:

<u>Length of Service</u>	<u>24 Hour Shift Days</u>
Employee in 2nd thru 4th years of service	8 shifts
Employee in 5th thru 8th years of service	11 shifts
Employee in 9th thru 15th years of service	13 shifts
Employee in 16th year and thereafter	16 shifts

**Section 23.2 - Accrual**

Employees shall not be entitled to use any vacation leave during the first year of employment. All vacation days shall be earned initially on the employee's first anniversary and then each January 1st thereafter. An employee shall not be allowed to carry over more than three (3) shift days into the next calendar year, except under exigent circumstances as approved by the Fire Chief and the Village Manager.

**Section 23.3 - Vacation Pay**

Vacation shall be taken at the rate of not less than one-half (1/2) shift day at a time. The calendar year shall constitute the period of time during which vacations will be scheduled.

**Section 23.4 - Selection**

- A. Employees covered by this Agreement shall select the initial period(s) of their annual vacation on the basis of seniority. Once vacation periods are established, seniority shall not be used to bump into another employee's vacation period. The parties agree that the selection of vacation shall not be denied so long as no more than two (2) bargaining unit employees are scheduled off on any given day. If there is an unassigned Kelly day slot, then it can be filled with a vacation day, provided no more than three (3) total bargaining unit members are scheduled off on any given day. Except as otherwise provided herein, Kelly days will not be considered part of scheduled vacation time off.

- B. If there is a shift change by the Village after the affected employee(s) has/have chosen his vacation time, the Village will endeavor to grant the employee his original vacation leave.
- C. Lieutenants shall select vacation days on the basis of seniority in rank, sharing selections with Battalion Chiefs. Once vacation periods are established, seniority shall not be used to bump into another employee's vacation period. The parties agree that the selection of vacation shall not be denied so long as no more than one (1) Lieutenant or Battalion Chief is scheduled off on vacation/Kelly on any given day. The initial selection of vacation days and Kelly days shall be done in three (3) rounds: Battalion Chiefs shall pick first during each round, followed by the Lieutenants.
- Round 1: Twenty-four (24) hour Kelly Days to be chosen one (1) Twenty-four (24) hour Kelly day per eighteen (18) day cycle. In one (1) eighteen (18) day cycle employee may choose two (2) twenty-four (24) hour Kelly Day.
- Round 2: Annual Vacation day allotment in twenty-four (24) hours slots only (no carryover days, or Half days).
- Round 3: Carryover vacation days and changing of twenty-four (24) hour vacation days to twelve (12) hour vacation days.

### **Section 23.5 – Payment on Resignation**

In the event an employee resigns his employment with The Village and has completed one (1) full year of continuous service, the employee shall be eligible for payment of all accumulated vacation. The Village requires a written notice of resignation at least fourteen (14) calendar days prior to the effective date of resignation. Employees, who fail to give such notice without good reason, shall not receive payment of any accumulated vacation leave.

## **Article XXIV - Miscellaneous Leaves of Absence**

### **Section 24.1 - Discretionary Leave**

The Village may grant a leave of absence without pay to any employee, subject to stipulations that are mutually agreed upon. The Village shall require the employee to make a written request setting forth the reason(s) for the leave.

### **Section 24.2 - Funeral/Birth Leave**

- A. In the event of a death in the immediate family of an employee, the employee shall be granted one (1) duty day off with pay. Such leave shall be taken within fourteen (14) calendar days of death. One (1) additional day of sick leave may be granted at the discretion of the Fire Chief or his designee. In the event of the death of an employee's spouse or child (including step-child), once the foregoing leave is exhausted, the employee shall, upon request, be granted one (1) additional day of vacation time off, for a total of three (3) consecutive duty days off.

The employee's family member is defined as spouse, domestic partner, mother, step mother, mother-in-law, father, step father, father-in-law, brother, step-brother, brother-in-law, sister, step-sister, sister-in-law, grandparent, grandparent-in-law, uncle, aunt and grandchild.

- B. An employee shall be granted one (1) duty day off with pay upon the birth or adoption of a child of the employee. Such leave shall be taken within fourteen (14) calendar days of the birth or adoption.

### **Section 24.3 - Military Leave**

Military leave shall be granted and provided in accordance with applicable State or Federal law.

### **Section 24.4 - Jury Duty**

Employees who are required to serve on a jury shall be compensated at their regular rate of pay for each hour spent on jury duty up to the maximum number of hours the employee would otherwise have been regularly scheduled to work excluding any overtime. In order to be eligible to receive compensation for jury duty, the employee shall be required to provide prior notice to the Fire Chief or his designee and the employee must endorse his jury duty check payable to the Village.

## **Section 24.5 - Family and Medical Leave**

Effective August 5, 1993, employees will be covered under the federal Family & Medical Leave Act of 1993. Employees who have worked for the Village for at least twelve (12) months, and have worked 1,250 hours over the previous twelve (12) months are eligible for up to twelve (12) weeks total of paid and unpaid leave, during a rolling twelve (12) month period measured backward from the date an employee uses any FMLA leave, for the: birth, adoption, or foster care of a child, or a serious health condition of an employee or immediate family member requiring inpatient care or continuing treatment by a health care provider.

An “immediate family member” is an employee’s son, daughter, spouse or parent. A son or daughter is a child either under the age of eighteen (18), or eighteen (18) years of age or older, but incapable of self-care because of a mental or physical disability. A “serious health condition” is an injury, illness, impairment or physical or mental condition that involves inpatient care or continuing treatment by a health care provider. The Village may require certification from the health care provider for leave based on a serious health condition. The disability portion of pregnancy leave is considered a serious health condition for purposes of the Family & Medical Leave Act. This would normally end six (6) weeks after a normal birth or eight (8) weeks after a Cesarean section.

Employees must provide the Village with thirty (30) days notice if possible before taking such leave, or notify the Village as soon as practical. Before going on unpaid leave status for the birth, adoption, or foster care of a child, an employee is required to use all accrued unused vacation leave, or may, at their option, retain up to forty-eight (48) hours of vacation leave. Before going on unpaid leave status for the serious health condition of the employee (excluding any leave covered by the Public Employee Disability Act, 5 ILCS 345/1) requiring inpatient care or continuing treatment, an employee is required to use all accrued unused sick leave, all accrued unused vacation leave, or may, at their option, retain up to forty-eight (48) hours of vacation leave. Before going on unpaid leave status for the serious health condition of a family member requiring inpatient care or continuing treatment, an employee is required to use all accrued unused sick leave (as allowed in 25.1 (c)) and all accrued unused vacation leave, or may, at their option, retain up to forty-eight (48) hours of vacation leave.

In the event an employee does not return to Village employment after taking leave under this Section, the Village may recapture the cost of any health insurance premiums paid by the Village for the employee’s benefit during the unpaid portion of the leave.

## **Section 24.6 – Domestic Partners**

Domestic partner is defined as “two adults of the same or opposite sex who have chosen to share their lives in an intimate and committed relationship, reside together, and share a mutual obligation of support for the basic necessities of life.” In order to be eligible to use Crisis Leave or Sick Leave for a domestic partner, an employee must submit a sworn statement confirming that the domestic partner relationship meets the following criteria:

- The partners are at least 18 years of age;
- They are not related by blood to a degree that would otherwise prohibit marriage;
- They are not married to another person or in a domestic partnership with another person;
- They have lived together at the same regular residence for at least five years and intend to do so indefinitely;
- They have been engaged in a committed relationship for at least five years and are known as being in a relationship in the public eye;
- They are jointly financially responsible for “basic living expenses,” defined as the cost of basic food, shelter and any other expenses of a domestic partner;
- They are financially interdependent and responsible for each other’s debts;
- They are responsible for each other’s common welfare; and
- They hold or can be granted power of attorney for each other.

The Village may require an employee to provide proof of domestic partnership by providing requested documentation.

Employees must notify the Village within thirty (30) days of any change in domestic partnership status by submitting a *Statement of Termination of Domestic Partnership*.

Domestic partners do not include civil union partnership which will be considered as a marriage under State law. Domestic partners do not include roommates, siblings, parents, or other similar relationships.

The Village does not provide benefits for domestic partners other than the use of crisis leave and sick leave.

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## **Article XXV - Sick Leave**

### **Section 25.1 - Use of Sick Leave**

Sick leave shall not be considered a privilege, which may be used at the employee's discretion, but shall only be approved by the Village in the following situations:

- A. Actual non-occupational illness or disability of the employee.
- B. Medical or dental appointments for the employee which cannot be scheduled outside of normal working hours, provided that such leave may not exceed four (4) hours for an appointment without the approval of the Fire Chief or his designee.
- C. Absence required by serious illness or disability of the employee's immediate family, provided no more than three (3) sick days are used for this purpose in any one (1) calendar year unless otherwise approved by the Fire Chief or his designee. An employee's immediate family is defined as children (including half or step), spouse, domestic partner or parent.

### **Section 25.2 - Accrual**

Sick leave shall be accrued by all eligible employees on a bi-weekly basis beginning with the first day of employment. The rate of accrual is based upon accruing 5.4 hours per pay period. A probationary employee may be advanced up to 72 hours of sick leave (or 3 duty days) during their first year of employment by the Village, provided that if any such employee's employment with the Village terminates before such time as the sick leave advanced under this Section has actually been accrued, then the amount of non-accrued sick leave advanced under this paragraph shall be deducted from the employee's final pay or shall otherwise be repaid by the probationary employee. [E.g., if a probationary firefighter uses 72 hours of sick leave during his first six months of employment but has only accrued 70.2 hours (13 pay periods x 5.4 hours) then the Village may deduct 1.8 hours from the employee's final pay.]

### **Section 25.3 - Accumulation**

- A. Sick leave may be accumulated, but may not exceed sixty (60) duty days. Upon the accrual of forty-five (45) sick days, the employee may choose to participate in a sick leave buy-back plan. Under such a plan, the employee may buy back twenty-five (25) percent of his annual accrual at full pay. Participation in this plan becomes mandatory once sixty (60) sick days have been accumulated. In order to continue participation in this plan, the forty-five (45) day minimum must be maintained. Payment for any conversion shall be made once each year, normally in December.
- B. The following language only applies to Lieutenants:

A newly promoted Fire Lieutenant shall make a one-time irrevocable choice to either participate in the buy-back program or continue to accrue their sick leave until retirement. If the buy-back program is chosen, the following information explains the program:

Upon the earning of forty-five (45) sick days, a Fire Lieutenant may participate in the program. After sixty (60) or more sick days have been accumulated, participation shall become mandatory. A minimum of forty-five (45) sick days shall be required for continued participation in the program.

The conversion rate shall be twenty-five percent (25%) of the annual sick-leave earnings exceeding the forty-five (45) or sixty (60) day ceiling. Therefore, maximum conversion would allow 1.5 days, which is twenty-five percent (25%) of six (6) sick days.

Sick leave may be converted to vacation or pay.

Said conversion shall occur only once per calendar year in December.

If the Lieutenant has not selected the buyback program within 30 days of being offered the choice, then such Lieutenant who retires after twenty (20) years of continuous service shall receive payment for any sick time in excess of 49 days at the rate of one quarter day per day of sick leave balance.

#### **Section 25.4 - Procedure**

An employee to qualify for sick leave pay shall report any illness or disability to the immediate supervisor not later than sixty (60) minutes prior to the employee's regular starting time. Upon return to work, the necessary leave slip shall immediately be completed. The Village may require a physician's report to confirm the employee's absence from work and/or his ability to continue to work. A physician's report may also be required to verify any absence of an employee due to an illness or disability of the employee's immediate family. If an employee is required to use sick leave for a period exceeding two (2) consecutive duty days, a statement from a physician shall be required. Such statement shall describe the reason for the absence and, if appropriate, an expected date for the return of the employee to work.

#### **Section 25.5 - Medical Examination**

All bargaining unit employees may be required to undergo a medical examination at the Village's expense every 12 months by a qualified and licensed physician selected by the Village. The information obtained by the Village from this annual medical examination shall only be as allowed according to the "Release of Information" form attached as Appendix C which shall be used by the Village and examining agency.

In addition, if there is cause for the Village to believe an employee is not fit for duty or fit to return to duty following a lay-off or a leave of absence, the Village may require such employee to have a medical examination and/or psychological examination by a qualified and licensed physician and/or psychologist selected by the Village. (For purposes of this section, cause shall include, but not be limited to, suspected drug/alcohol use, unusual rate of absenteeism, repeated work-related injuries and decreased job performance.) All such examinations/tests shall be at the Village's expense.

An employee shall cooperate with the Village physician and/or psychologist and shall authorize the release of the results of any physical and/or psychological examination or test to the Village. An employee's refusal shall be subject to disciplinary action, up to and including dismissal.

If the employee provides the Village with a statement from his physician/psychologist within seven (7) calendar days of the date the employee was notified of the determination by the Village's physician/psychologist, indicating that the employee is fit to perform the essential duties of his position, then the Village may accept the opinion of the employee's physician/psychologist or, if not, any conflict which cannot be resolved between the two physicians/psychologists shall be resolved by the opinion of a third physician/psychologist selected by mutual agreement between the Village and the employee. The Village and the employee shall each pay one-half of the cost of obtaining an opinion of a third physician/psychologist under this section.

The Village shall be entitled to the results of examinations under this section on the following basis: (a) if the physician/psychologist determines that the employee is fit to perform all of the duties of his position, then such determination shall be made known to the Village, without disclosure of additional examination results; or (b) if the physician/psychologist determines that

the employee is not fit to perform all of the duties of his position, then the results of the examination and/or tests shall be confidentially submitted to the Village Fire Chief and other Village Representatives on a need to know basis.

**Section 25.6 - Outside Employment**

An employee shall not be eligible to use sick leave for an illness or disability incurred in conjunction with outside employment that is covered by Worker's Compensation.

**Section 25.7 - Light Duty**

The Village shall offer light duty assignments based upon a physician's approval to employees who are unable to perform full duty responsibilities because of illness, injury or disability, provided such light duty work is available, the employee can reasonably be expected to perform the work and provided there is a reasonable expectation that the employee will be able to assume full duties and responsibilities within six (6) months. An employee who is on Worker's Compensation leave will be required to perform said light duty assignment if so offered. Light duty assignments shall be on a forty (40) hour work schedule, normally Monday through Friday, from 0800 to 1700 hours.

**Section 25.8 - Work Related Injury**

Employees who sustain an on-the-job illness, injury or disability shall be granted, if necessary, up to one (1) year of injury leave at full pay and with full accrual of benefits. While on injury leave the employee agrees to sign over or otherwise return to the Village, all temporary total disability (TTD) payments received from Worker's Compensation Insurance. The Village agrees to abide by the provisions of the Worker's Compensation Laws of the State, as they may apply to the members of the bargaining unit. The parties agree, however, that this section is not intended to provide a second path of appeal to any decision made by the Illinois Industrial Commission. It is the intention of the parties that an appeal processed through either the grievance procedure or the Illinois Industrial Commission is to be mutually exclusive.

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**Article XXVI - Protective Gear**

All protective gear as required by the Fire Department shall be furnished by the Village. When in the determination of the Fire Chief or his designee it is deemed necessary or desirable said protective gear may be repaired or replaced at no cost to the employee.

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## **Article XVII - Uniforms**

### **Section 27.1 - Clothing Allowance**

- A. The Fire Department shall provide a new employee all required uniforms. Following completion of one (1) year of continuous service, an employee will be provided a clothing allowance of \$700.00 each January 1<sup>st</sup>. This clothing allowance shall pertain to all required uniform apparel and certain other related items as approved by the Fire Chief. Replacement of items torn or worn out may be approved under inspection by the Fire Chief or his designee.
- B. A carry-over amount not to exceed a total of \$250.00 and not less than \$15.00 will be allowed.
- C. The Fire Department shall provide a newly promoted Lieutenant all required uniforms.
- D. All Firefighter station wear purchased with the clothing allowance shall be fire resistive or NFPA compliant (Standard 1975, 1999 Edition). For Lieutenants, all station wear purchased with the clothing allowance may be non-NFPA compliant (standard 1975, 1999 edition).

### **Section 27.2 - Clothing Change**

If a clothing change cannot be accomplished over a multi-year phase-in period, the Village agrees to furnish two (2) sets of the changed item.

### **Section 27.3 - Quartermaster System**

Nothing in this Section shall preclude the Village from providing uniforms through a quartermaster system. Prior to implementing any such change, the Village agrees to provide the Union sixty (60) days' notice and the opportunity to meet and discuss such changes if requested by the Union. If such a change is implemented, the parties agree to eliminate the annual allowance. The Village agrees that in the event of such implementation, the quality and standards of the provided uniforms shall be equal to or exceed current department issue.

### **Section 27.4 - Manner of Dress**

The parties agree that each employee is responsible for using the clothing allowance in such a manner as to always be dressed in accordance with departmental rules regarding personal appearance.

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**Article XXVIII - Severance Pay Upon Retirement**

**Section 28.1 - Retirement Severance Pay – In Lieu of Longevity**

An employee eligible to receive retirement benefits from the Lombard Fire Pension Fund upon leaving Village employment shall be awarded retirement severance pay from the Village according to the following schedule:

10-14 years of service	4 weeks' pay
15-19 years of service	7 weeks' pay
20+ years of service	9 weeks' pay

The Foregoing benefit is in Lieu of Longevity pay.

**Section 28.2 - Termination**

Any employee terminated by reason of disciplinary action shall not be eligible for the pay as described in Section 28.1

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**Article XXIX - Wages**

**Section 29.1 - Wages**

Employees covered by the Agreement shall be paid in accordance with the schedule as set forth in Section 29.2. Wages for the term of this contract shall increase by the following percentages:

- 1/1/19 = 2.5%
- 1/1/20 = 2.5%
- 1/1/21 = 2.0%
- 1/1/22 = 2.0%

**Section 29.2 – Step System**

The agreed step system for all employees shall be as listed below.

**(a) For all Firefighters:**

Step	Description	Effective Date			
		January 1, 2019	January 1, 2020	January 1, 2021	January 1, 2022
1	Less than one full year	\$66,837	\$68,508	\$69,878	\$71,276
2	One year one day to two years	\$70,671	\$72,437	\$73,886	\$75,364
3	Two years one day to three years	\$75,565	\$77,454	\$79,003	\$80,583
4	Three years one day to four years	\$79,932	\$81,930	\$83,568	\$85,240
5	Four years one day to five years	\$84,824	\$86,944	\$88,683	\$90,457
6	Five years one day and after	\$93,153	\$95,482	\$97,391	\$99,339

**(b) For all Lieutenants promoted before December 31, 2010:**

Step	Description	Effective Date			
		January 1, 2019	January 1, 2020	January 1, 2021	January 1, 2022
7	Six years one day and after	\$120,598	\$123,613	\$126,086	\$128,607

**(c) For all Lieutenants promoted between January 1, 2011 and December 31, 2013:**

Step	Description	Effective Date			
		January 1, 2019	January 1, 2020	January 1, 2021	January 1, 2022
5	Four years one day and after	\$116,692	\$119,609	\$122,002	\$124,442

**(d) For all Lieutenants promoted after January 1, 2014:**

Step	Description	Effective Date			
		January 1, 2019	January 1, 2020	January 1, 2021	January 1, 2022
1	Less than one full year	\$98,904	\$101,377	\$103,404	\$105,473
2	One year one day to two years	\$102,202	\$104,757	\$106,852	\$108,989
3	Two years one day to three years	\$105,711	\$108,354	\$110,521	\$112,732
4	Three years one day to four years	\$109,247	\$111,978	\$114,217	\$116,502
5	Four years one day to five years	\$112,906	\$115,728	\$118,043	\$120,404

Annual progression through these steps set forth in (a), (b), (c), and (d) above, shall be subject to an acceptable annual Village performance evaluation as evidenced by a rating of “meets expectations” or above, and shall be granted within the first complete pay period following the employee’s anniversary date. Once an employee has reached the maximum step described he shall only be eligible for a pay increase as negotiated between the parties.

**Section 29.3 - Retroactive Pay**

Base salary under Section 29.2 (a) shall be fully retroactive to January 1<sup>st</sup> 2019, for all members of the bargaining unit still on the active payroll on the date this Agreement is executed provided that any employee who retired on or after January 1<sup>st</sup> 2019, but before the date this Agreement is executed, or is no longer on the active payroll for reasons other than discharge or resignation, shall also be eligible to receive retroactive pay based on the hours worked between January 1<sup>st</sup> 2019, and the date of retirement or the date the employee is no longer on the active payroll. Payments shall be made on an hour for hour basis for all regular hours worked since January 1<sup>st</sup> 2019, as well as all hours of paid leave, vacation, holiday pay and overtime hours between January 1<sup>st</sup> 2019, and the date this Agreement is executed.

**Section 29.4 - Premium Pay**

The Village shall maintain the following annual premium pay benefits for the term of the contract as outlined below:

(a) Certified Advanced Firefighter (equivalent to Firefighter III)	\$450
(b) Hazardous Materials Technician (No more than 8 employees; only paid if the employee is regularly assigned and operating as a member of the special HAZ-MAT team)	\$450 (\$112.50 paid quarterly)
(c) Technical Rescue Technician (Only paid if the employee is regularly assigned and operating as a member of the TRT team)	\$450 (\$112.50 paid quarterly)

Payment for all premium pay benefits shall be processed bi-weekly with 1/26th of the annual amount being paid with each paycheck.

**Article XXX – Public Education & 7(g) Assignment/Role**

**Section 30.1 7(g) Scope**

In accordance with the Fair Labor Standards Act (FLSA) Section 7(g), the Union and the Village agree to pay the 7(g) negotiated rates when an employee voluntarily works any off-duty assignment/role that is not a 9-1-1 generated Fire or EMS response. These 7(g) rates apply to, but are not limited to, the following assignments/role:

Public Educator, Committees, non-mandatory meetings, station maintenance, administrative positions/duties (Training, EMS, Firehouse etc.), training instructors/stokers, CPR instructor, or any other work that is mutually agreed to by the Union and the Village.

The agreed upon 7(g) rates shall also apply to Fire and EMS training and continuing education that is required to maintain Specialty Team membership, professional licensure or certification. If attending a required 40 hour class or an Academy, the Village shall pay 7(g) during class attendance or move the employee to a 40 hour work week.

For the term of this contract the following classes but not limited to, will be paid at the agreed upon 7(g) rates:

Certified Advanced Firefighter  
Incident Safety Officer – for acting battalion chiefs  
Vehicle Machinery operations

No employee will be involuntarily assigned to the 7(g) positions pursuant to the terms of a 7(g) agreement. Any employee requesting 7(g) Assignment/role may be required to execute an agreement pursuant to Section 7(g) of the Fair Labor Standards Act, in the form attached hereto as Appendix E.

**Section 30.2 – 7(g) Pay Scale**

Bargaining unit employees participating in the agreed upon 7(g) assignments/role shall be compensated at one and one-half times the hourly rate per the following schedule. This rate shall be increased at the same percentage rate as base wages as described in Section 29.1 of this agreement.

As of:	Firefighter/Paramedic	Fire Lieutenant
January 1 <sup>st</sup> , 2019	\$22.00	\$26.00
January 1 <sup>st</sup> , 2020	\$22.55	\$26.65
January 1 <sup>st</sup> , 2021	\$23.00	\$27.18
January 1 <sup>st</sup> , 2022	\$23.46	\$27.73

### **Section 30.3 – Job Opening and Bidding**

When selecting individual(s) for 7(g) assignments, the Fire Chief or his designee will post a notice of vacancy in each fire station for a period of fourteen (14) calendar days, during which time any qualified bargaining unit employee may apply. Candidates will be chosen based on a competitive selection process. If no bargaining unit employees apply for the position, then the Fire Chief or his designee and the Union President will meet to discuss options. The Fire Chief or his designee shall have the final right to determine who to select for this position and to remove an employee from this position when he deems necessary. Provided, however that no less than five (5) bargaining unit employees - each of whom shall be selected in the manner set forth in the first sentence of this § 30.3 – shall hold the position of Public Educator.

No employee will be involuntarily assigned to the 7(g) Assignment positions pursuant to the terms of a 7(g) agreement. Any employee requesting 7(g) Assignment work may be required to execute an agreement pursuant to Section 7(g) of the Fair Labor Standards Act, in the form attached hereto as Appendix E.

If a bargaining unit member applies for and is not selected for a position in the Bureau of Public Education, the employee may request a meeting with the Fire Chief to determine the reason(s) for not being selected. This meeting shall be granted.

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**Article XXXI - Savings Clause**

If any provisions of this Agreement or the application of any such provision should be rendered or declared invalid by any court action, or by reason of any existing or subsequently enacted federal or state legislation, the remaining parts or portions of this Agreement shall remain in full force and effect and the subject matter of such invalid provision shall be open to immediate negotiations.

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## **Article XXXII - Entire Agreement**

This Agreement constitutes the complete and entire Agreement between the parties, and concludes collective bargaining between the parties for its term. The Employer shall have the authority to cancel, modify or otherwise alter prior practices and agreements whether written or otherwise, unless otherwise expressly stated in this 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 State Law from the area of collective bargaining and that the full and complete understandings and agreements arrived at by the parties are set forth in this Agreement.

Therefore, the Village and the Union for the life 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 referred to, or covered in this Agreement, or with respect to any subject or matter not specifically referred to or covered in this Agreement even though such subject or matter may not have been within the knowledge and contemplation of either or both of the parties at the time they negotiated or signed this Agreement.

The parties agree that should the Employer cancel, modify or otherwise alter prior practices or agreements, not expressly stated in this Agreement, the Union shall have the right to notify the Employer within fourteen (14) calendar days of its desire for impact or effects bargaining. The parties agree to begin such negotiations within ten (10) calendar days of such notice and continue to bargain in good faith for a period of not less than thirty (30) calendar days.

If no agreement is reached, the Union shall have the right to refer the dispute over impact or effects bargaining to arbitration, utilizing the procedures set forth in Section 315/14 of the Illinois Public Labor Relations Act. The parties agree the Employer shall have the right to temporarily implement the change during the period of such impact or effects bargaining.

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**Article XXXIII - Duration**

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 the 31st day of December, 2022 It shall be automatically renewed from year to year thereafter unless either party shall notify the other in writing no sooner than one-hundred-twenty (120) nor less than sixty (60) days prior to the anniversary date of this Agreement that it desires to modify this Agreement.

In the event that such notice is given, negotiations shall begin no later than thirty (30) days after such notice unless otherwise mutually agreed. This Agreement shall remain in full force and effect during the period of negotiations until agreement is reached so long as the Union remains the exclusive bargaining agent for the employees covered by this Agreement.

Signed and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 2018

For the Union

For the Village

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\_\_\_\_\_

**Educational Incentive Pay**

1. The Village provides commissioned Firefighters below the rank of Chief with educational incentive pay for successfully completing job-related college level courses from an accredited school or university.
2. Prior to receiving the incentive, a Firefighter shall provide a copy of a certified transcript demonstrating successful completion of all courses with a grade “C” or better; and a standard “Request for Educational Incentive Pay” form.
3. Eligible Firefighters shall be paid according to the following schedule:

30 semester hours	\$65.00
60 semester hours	\$130.00
90 semester hours	\$195.00

Payments, however, shall be processed bi-weekly with 1/26th of the annual amount being paid with each paycheck.

4. All payments shall be subject to State and Federal taxes.

**Tuition Reimbursement Program**

1. All regular full-time bargaining unit employees shall be eligible for participation in the Tuition Reimbursement Program provided that whatever degree or course being sought by the employee is job-related. Initial approval must be obtained from the Fire Chief or his designee with final approval required by the Village Manager. Criteria for approval will include the employee's performance record, the need for the training and the requirements and needs of the Village.

2. The Village shall reimburse as follows:

Undergraduate Courses:

A = 100% reimbursement

B = 80% reimbursement

C = 50% reimbursement

Graduate Courses:

A = 100% reimbursement

B = 80% reimbursement

Reimbursement will be \$2750 per fiscal year for tuition and books. Reimbursement will be made upon presentation of an itemized school receipt and an official grade report showing completion of the course with a grade of 'C' or better for undergraduate courses and a grade of 'B' or better in graduate courses. All classes must be approved in advance of the class beginning and if it is a Pass/Fail class (undergraduate course only), it must be approved as such.

3. The Village shall require all employees approved to participate in the program to agree to an obligation of continued employment for one (1) year after the completion of a course. Voluntary termination of employment prior to six (6) months after completion of a course will require repayment of 100% of the full amount paid to the employee. Voluntary termination of employment between six (6) months and one (1) year after completion of a course will require repayment of 50% of the full amount paid to the employee.

4. The Village's cost for approved tuition reimbursement will be met from amounts approval and included within individual department's annual budget for the fiscal year and shall be limited to those programs and courses where other governmental or tax-supported assistance is not available. Examples of such assistance are grants-in-aid, partial scholarships and G.I. tuition benefits.

5. Participation in the Tuition Reimbursement Program shall require the following:

- a) It is the responsibility of the employee to go to the supervisor in advance of the budget preparation process to request the funds be included in the budget of the following fiscal year.
  - b) The employee shall submit a completed application form prior to enrollment in the course to his/her Department Head. (Form can be found in the Village's Human Resources Manual, see **Exhibit 6**.)
  - c) If approved, the Department Head shall forward the request to the Village Manager for final approval.
  - d) Notice of final approval shall be sent to the employee and responsible Department Head with a copy to Human Resources.
  - e) Upon completion of the course, the employee will submit a copy of the itemized school receipt, the official grade report and a claim voucher to their Department Head. This is to be signed and forwarded to Human Resources.
  - f) After review and approval by Human Resources, vouchers will be forwarded to the Finance Department and payment will be made.
6. The schedule of courses selected must not interfere with the employee's normally assigned working hours. Time off with pay will not be allowed for an employee to attend courses in connection with the Tuition Reimbursement Program. No meal or transportation allowance shall be given.
7. Employee participation in a degree program will be allowed to complete all courses necessary for the award of a degree as long as the degree being sought is job related. Employees participating in individual courses for continued improvement in specific skills will have to prove the job-related nature for each individual course.

Release of Information

It is understood between the Village of Lombard and Elmhurst Memorial Hospital that the Village will receive a work clearance document stating the employee's ability to work or not work.

It is further understood that if the Hospital physician determines that the employee is not fit for regular duty the physician will forward this determination and specific information deemed necessary by the physician to explain the reason why the employee is unable to work. The physician shall also make recommendations as to the course of action for the Village to take.

This release does not authorize the Hospital physician to release any other medical records or other unrelated documentation in the employee's medical file without prior written consent of the employee. The Fire Chief shall be entitled to such additional records or documentation on a reasonable, need to know basis. All medical correspondence from Elmhurst Memorial Hospital will be directed to the Fire Chief. The Fire Chief shall ensure the confidentiality of said information, in accordance with the terms of this release.

It is understood that the Fire Chief may share this information with other upper Village Representatives on a need to know confidential basis.

Nothing above precludes the Village of Lombard's rights through the Workmen's Compensation Act for the State of Illinois.

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

**Overtime Call-Out Procedure**

**Section D.1 - Overtime List Establishment**

The overtime list for all bargaining unit employees shall begin at zero hours each January 1. The overtime list for manpower requirements shall be established according to seniority and total hours of previous overtime worked.

**Section D.2 - Posting**

The overtime list shall be posted in the computer and updated each time overtime is required.

**Section D.3 - Selection Process**

1. The Lieutenant from the affected shift is responsible for ensuring that calls for overtime shall not be made more than one shift day in advance.
2. The bargaining unit member's primary number shall be used first. If possible to do so, a message shall be left.
3. If the bargaining unit member has designated a secondary number, that number shall be utilized also before proceeding to the next member on the list. If possible, a message or call back number shall be left at that number also.
4. If overtime exists on a present shift (*e.g.*: an employee calls in sick), primary phone numbers will be the only phone numbers used to contact the member.
5. Calling shall begin with the most qualified senior employee having worked the least number of hours.
6. The overtime assignment under this Subsection D.3 shall be awarded to the first bargaining unit member to verbally accept the offered overtime.
7. The only time the employee's name shall be moved on the list will be if he accepts and works overtime equal to or in excess of six (6) hours.

\* It should be noted that any bargaining unit member who works overtime of less than six (6) hours will not lose his position on the list.

#### **Section D.4 - Mandatory Overtime**

Should a mandatory overtime situation arise, the least senior employee found to be available on the Firefighter Overtime list qualified to fill the vacancy shall be mandated to work the overtime. This employee shall not be mandated again during the current posting (January 1 through December 31) unless all other employees have been mandated.

#### **Section D.5 - New Employees**

New employees shall be placed on the overtime list in accordance with their seniority and earned overtime hours at the time of their shift assignment.

#### **Section D.6 - General**

- A. The Lieutenant (or person he assigns) making the phone calls shall allow a minimum of seven (7) rings of the telephone.
- B. The call-in list shall be maintained on the computer jointly between the Lieutenants and the shift stewards. All other personnel shall only be allowed access to view the list, but never to alter it.

Section 7(g) Agreement

I, \_\_\_\_\_, agree and understand that for all straight time hours in my regular job as a firefighter/paramedic or fire Lieutenant at the Lombard Fire Department, I will be paid \_\_\_\_\_ per hour, and I will be paid 1-1/2 times that rate or \_\_\_\_\_ per hour for all overtime hours worked in that regular job. I also agree and understand that for all straight time hours in my 7(g) assignment/role, I will be paid \_\_\_\_\_ per hour, and I will be paid 1-1/2 times that rate or \_\_\_\_\_ per hour for all overtime hours worked in that 7(g) assignment/role. Lastly, I understand and agree that all my hours worked in my tertiary 7(g) assignment/role will be paid at the overtime rate of that tertiary assignment/role.

Rate Effective

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

**Arbitration Panel**

Panel to and including December 31, 2022:

Marvin Hill

Peter Meyers

Edward Benn

**Side Letter**

During the term of this Agreement, the Village may offer bargaining unit employees the option of enrolling in the Blue Advantage HMO, in which event employee premium payments shall be determined by the Village. Provided, however, the Village retains the right, with reasonable advance notice to the Union and employees, to discontinue this optional HMO at any time.

**Public Education Duties Side Letter Addendum**

The table below represents Lombard Fire Department Public Education and Life Safety Education Duties as directed and managed by the Fire Chief. The table is intended to identify the Local 3009 Public Educator duties, Fire Prevention Bureau Fire Inspector duties and shared duties by both. The Fire Department views fire safety as every member’s obligation. Therefore, this table cannot list every fire safety effort we conduct.

However, it is the intention to have any planned and approved Public Education programs delivered to our students, senior citizens or EMS training to be the duties of Local 3009 ‘Public Educators’. Building and Life Safety activities as required by Village adopted codes, safety activities in businesses and or residential occupancies to be that of ‘Fire Prevention Bureau Inspectors’. Any new programs or opportunities to increase the level of safety for our citizens and visitors will be determined by the Fire Chief and communicated to both parties.

**Local 3009 Duties**

**Shared Duties**

**Fire Prevention Inspectors**

<ul style="list-style-type: none"> <li>• <b>Public Education Programs in the Schools</b></li> <li>• <b>Public Education and vehicle displays at public events.</b></li> <li>• <b>Citizen and Junior Fire Academies</b></li> <li>• <b>Senior Citizen Public Education Programs*</b></li> <li>• <b>CPR training*</b></li> </ul> <p><b>*If Village approved and funded</b></p>	<ul style="list-style-type: none"> <li>• <b>Senior Fair</b></li> <li>• <b>National Night Out</b></li> <li>• <b>Fire Department Open House</b></li> <li>• <b>Station Tours when on duty personnel are unavailable</b></li> </ul>	<ul style="list-style-type: none"> <li>• <b>Fire and Life Safety Inspections</b></li> <li>• <b>Life Safety inspections at special events</b></li> <li>• <b>Life safety education, for citizens other than schools or those that conflict with approved senior citizen programs.</b></li> <li>• <b>Evacuation and fire alarm drills in all buildings.</b></li> <li>• <b>Health Fair</b></li> <li>• <b>Weather Emergency Education and drills</b></li> <li>• <b>Home Safety Surveys</b></li> </ul>
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**FLSA/Fourth Ambulance Staffing: Operations & Guidelines**

**Eligibility:**

1. All full-time Firefighter/Paramedics and Lieutenant/Paramedic's will be eligible to participate in these assignments.
2. Personnel shall declare their option to participate in this program. All personnel that have "opted to participate" will be the first called to fill open spots.
3. Personnel that have opted to participate can also opt out with 2 week written notice.
4. Personnel shall not be eligible for shift overtime assignments to meet minimum manning if previously committed to an FLSA assignment on the same day and hours of the overtime.

**Staffing:**

1. Full-time Firefighter/Paramedics and Lieutenant/Paramedic's shall staff the additional *FLSA/Fourth Ambulance* from a voluntary pool of personnel.
2. A list will be established of the personnel in order to establish seniority and the tracking of hours selected. Seniority will be defined as their original date of hire for full-time employment with the Village of Lombard Fire Department.
3. Staffing of the *FLSA/Fourth Ambulance* will be Monday thru Friday from 0830-1630-hours.
4. The *FLSA/Fourth Ambulance* shall not be required to be staffed on Holidays. The *FLSA/Fourth Ambulance* may be operated on Village Holidays, at the discretion of the Fire Chief, in which case the staffing by bargaining unit personnel shall be on a voluntary basis.
5. Once assignments have been chosen, it is that member's responsibility to find a replacement if they are unable to work an assignment, except in the case of illness.
6. If an employee calls in sick 1 hour prior to the assignment, the Firefighter will not be charged sick time.

**Selection Process:**

1. Selection process will be done on a **quarterly** basis.
2. Selection shall be made by the most senior member (or that member's proxy) present, choosing no more than two (2) slots at a time. This will continue with the next most senior member (or proxy) through the process until all slots have been assigned.
3. If following this process open slots still exist, all open slots shall be available to members of the pool on a first come first serve basis.
4. If slots still exist at that time, a list shall be posted for one week at both stations and those days shall be open to all bargaining unit members of the Fire Department whether in or outside the pool on a first come, first served basis.
5. If slots still exist following that time period, members that have "opted to participate" shall be subject to mandatory assignments according to reverse seniority of the participants.
6. All trades or "giveaways" must be approved by the Fire Chief or his designee and recorded prior to the day of the accepted duty.

## **Public Education Side Letter of Agreement**

This Side Letter of Agreement “Side Letter” confirms the mutually agreed modifications to portions of Article XXX of the collective bargaining agreement between the Village of Lombard and Lombard Fire Fighters Union, Local 3009

Prior to the expiration of this Side Letter, both parties agree to meet with the purpose of evaluating individual 7g programs and determine if the programs meet both parties intended outcomes. Both Local 3009 and the Village reserve the right to introduce additional 7g programs or economies for consideration at any time, which can only be implemented upon the mutual agreement of both parties.

Both Parties agree that this agreement is not intended to eliminate or take away any work that is currently part of the daily duties of any other Village bargaining unit. If a dispute does exist, both parties agree to meet and discuss it.

For the purpose of this side letter the Role of Public Educator shall include the following if approved and funded by the Village:

- Fire and Life Safety School Program; Pre-Kindergarten Program, Kindergarten Program, 3<sup>rd</sup> Grade Program, Safety Trailer & Jr. Fire Academy.
- Village and Fire Department Events where topics taught by Public Educators (as stated above) are needed such as: National Night Out, Arts and Craft Fairs Fire Prevention Week Open House and Special Group Fire Station Tours (Girl/Boy Scouts, School field trips, etc).
- CPR programs
- Senior Education Programs
- For clarification of these duties and any overlapping duties with other entities refer to Appendix H

