



AGREEMENT

BETWEEN

VILLAGE OF HOMEWOOD

AND

**METROPOLITAN ALLIANCE OF
POLICE CHAPTER 621**

May 1, 2025 – April 30, 2028

TABLE OF CONTENTS

PREAMBLE	1
ARTICLE I. RECOGNITION	1
SECTION 1.1 RECOGNITION	1
SECTION 1.2 PROBATIONARY PERIOD	1
SECTION 1.3 GENDER	1
ARTICLE II. UNION SECURITY AND RIGHTS	2
SECTION 2.1 DUES CHECK OFF	2
SECTION 2.2 UNION INDEMNIFICATION	2
SECTION 2.3 NAMES AND WORK CLASSIFICATION	2
SECTION 2.4 UNION USE OF BULLETIN BOARDS	2
ARTICLE III. LABOR-MANAGEMENT MEETINGS	2
SECTION 3.1 MEETING REQUEST	2
SECTION 3.2 CONTENT	3
SECTION 3.3 ATTENDANCE	3
ARTICLE IV. MANAGEMENT RIGHTS	3
ARTICLE V. BODY WORN CAMERA	3
ARTICLE VI. HOURS OF WORK AND OVERTIME	4
SECTION 6.1 APPLICATION OF ARTICLE	4
SECTION 6.2 NORMAL WORKWEEK AND WORKDAY	4
SECTION 6.3 CHANGES IN NORMAL WORKWEEK AND WORKDAY	4
SECTION 6.4 CHANGES IN SHIFT ASSIGNMENTS	4
SECTION 6.5 OVERTIME PAY	5
SECTION 6.6 COMPENSATORY TIME	5
SECTION 6.7 COURT TIME	5
SECTION 6.8 CALL-BACK PAY	5
SECTION 6.9 COMPUTATION OF HOURLY RATE OF PAY	6
SECTION 6.10 REQUIRED OVERTIME	6
SECTION 6.11 OFFICER IN CHARGE COMPENSATION	10
SECTION 6.12 FIELD TRAINING OFFICER COMPENSATION	10
SECTION 6.13 NO PYRAMIDING	10
SECTION 6.14 SPECIAL ASSIGNMENTS	10
ARTICLE VII. GRIEVANCE PROCEDURE	11
SECTION 7.1 DEFINITION	11
SECTION 7.2 PROCEDURE	11
SECTION 7.3 GRIEVANCE ARBITRATION	12
SECTION 7.4 INTEREST ARBITRATION	13
SECTION 7.5 LIMITATIONS ON AUTHORITY OF ARBITRATOR	13
SECTION 7.6 TIME LIMIT FOR FILING	13

ARTICLE VIII. NO STRIKE-NO LOCKOUT	14
SECTION 8.1 NO STRIKE	14
SECTION 8.2 NO LOCKOUT	14
SECTION 8.3 PENALTY	14
SECTION 8.4 JUDICIAL RESTRAINT.....	14
ARTICLE IX. HOLIDAYS.....	14
SECTION 9.1 HOLIDAYS	14
SECTION 9.2 HOLIDAY PAY AND WORK REQUIREMENTS.....	15
SECTION 9.3 DETECTIVE HOLIDAY PAY.....	15
ARTICLE X. LAYOFF AND RECALL.....	15
SECTION 10.1 LAYOFF	15
SECTION 10.2 RECALL.....	16
ARTICLE XI. VACATIONS	16
SECTION 11.1 VACATION ELIGIBILITY AND ALLOWANCES.....	16
SECTION 11.2 VACATION PAY.....	17
SECTION 11.3 SCHEDULING AND ACCRUAL	17
SECTION 11.4 EMERGENCIES.....	17
SECTION 11.5 ADMINISTRATIVE LEAVE DAY	18
ARTICLE XII. SICK LEAVE.....	18
SECTION 12.1 PURPOSE.....	18
SECTION 12.2 ALLOWANCE.....	18
SECTION 12.3 DAYS EARNED IN ACCUMULATION	18
SECTION 12.4 NOTIFICATION	18
SECTION 12.5 MEDICAL EXAMINATION	19
SECTION 12.6 SICK LEAVE UTILIZATION AND BUY-BACK.....	19
SECTION 12.7 NON-USE OF SICK LEAVE BONUS.....	19
SECTION 12.8 CATASTROPHIC SICK LEAVE BANK	19
SECTION 12.9 WAIVER OF PAID LEAVE LAWS AND ORDINANCES	19
ARTICLE XIII. ADDITIONAL LEAVES OF ABSENCE	19
SECTION 13.1 DISCRETIONARY LEAVES.....	19
SECTION 13.2 APPLICATION FOR LEAVE	20
SECTION 13.3 MILITARY LEAVE.....	20
SECTION 13.4 JURY LEAVE	20
SECTION 13.5 PAID FUNERAL LEAVE.....	20
SECTION 13.6 LEAVE FOR ILLNESS OR INJURY	21
SECTION 13.7 BENEFITS WHILE ON LEAVE	21
SECTION 13.8 LIGHT DUTY	22
SECTION 13.9 NON-EMPLOYMENT ELSEWHERE	22
SECTION 13.10 LINE OF DUTY INJURY.....	22
SECTION 13.11 FAMILY AND MEDICAL LEAVE	22

ARTICLE XIV. TUITION REFUND PROGRAM.....	22
SECTION 14.1 TUITION REIMBURSEMENT PROGRAM.....	22
SECTION 14.2 PAYMENT	23
SECTION 14.3 COURSES DURING WORKING HOURS	23
ARTICLE XV. WAGES.....	23
SECTION 15.1 WAGE SCHEDULE.....	23
SECTION 15.2 LONGEVITY PAY	23
SECTION 15.3 MERIT PAY.....	24
SECTION 15.4 RESPONDER COMPENSATION.....	24
SECTION 15.5 EMPLOYEE HEALTH SAVINGS PLAN	
CONTRIBUTIONS	24
ARTICLE XVI. UNIFORM ALLOWANCE.....	24
SECTION 16.1 NEW HIRE UNIFORMS	24
SECTION 16.2 UNIFORM REPLACEMENT	24
ARTICLE XVII. INSURANCE.....	25
SECTION 17.1 COVERAGE	25
SECTION 17.2 COST.....	26
SECTION 17.3 COST CONTAINMENT.....	26
SECTION 17.4 LIFE INSURANCE	26
SECTION 17.5 LINE OF DUTY DEATH BENEFIT	26
SECTION 17.6 HEALTH INSURANCE OPT-OUT PROGRAM	26
SECTION 17.7 RETIREMENT HEALTH SAVINGS PLAN	27
ARTICLE XVIII. MAINTENANCE OF ECONOMIC BENEFITS	28
ARTICLE XIX. IMPASSE RESOLUTION	29
ARTICLE XX. DISCIPLINE	29
SECTION 20.1 DISCIPLINE	29
SECTION 20.2 EMPLOYEE ELECTION OF FORUM.....	29
SECTION 20.3 DISCIPLINARY ACTION	30
SECTION 20.4 PRE-DISCIPLINARY MEETING	30
SECTION 20.5 NOTIFICATION AND MEASURE OF DISCIPLINARY	
ACTION	30
ARTICLE XXI. MISCELLANEOUS.....	30
SECTION 21.1 NON-DISCRIMINATION	30
SECTION 21.2 UNION BUSINESS LEAVE	31
SECTION 21.3 FITNESS EXAMINATIONS.....	31
SECTION 21.4 TAKE-HOME VEHICLES	31
SECTION 21.5 DRUG AND ALCOHOL TESTING.....	31
SECTION 21.6 OFFICER INVOLVED SHOOTINGS AND DEATHS.....	33
SECTION 21.7 VISIT BY A UNION REPRESENTATIVE	34
SECTION 21.8 CONFIDENTIALITY	34
SECTION 21.9 BENEFITS RE-OPENER	34

SECTION 21.10 EMPLOYEE HEALTH SAYINGS PLAN.....	34
SECTION 21.11 REPLACEMENT OF PERSONAL PROPERTY	35
SECTION 21.12 TRAINING REIMBURSEMENT	35
ARTICLE XXII. SAVINGS CLAUSE	36
ARTICLE XXIII. ENTIRE AGREEMENT	36
ARTICLE XXIV. TERMINATION.....	36
SECTION 24.1 TERMINATION IN	36
APPENDIX A WAGE SCHEDULE	38
APPENDIX B INVESTIGATION OF EMPLOYEE	39
APPENDIX C CATASTROPHIC SICK LEAVE BANK.....	40
APPENDIX D HOLIDAY PAY COMPUTATION.....	43
APPENDIX E BODY WORN CAMERAS MOU.....	44
APPENDIX F 12 HOUR SHIFT MEMORANDUM OF AGREEMENT (MAP 621)	46
APPENDIX G 12 HOUR SHIFT OVERTIME CALL OUT PROCEDURE (MAP 621).....	50
APPENDIX H FAMILY AND MEDICAL LEAVE.....	52
APPENDIX I INSURANCE PLANS – PPO/HMO/HSA/FSA	53

PREAMBLE

THIS AGREEMENT entered into by the VILLAGE OF HOMEWOOD, ILLINOIS (hereinafter referred to as the "Village" or the "Employer") and the METROPOLITAN ALLIANCE OF POLICE, HOMEWOOD POLICE CHAPTER #621 (hereinafter referred to as the "Union"), is in recognition of the Union's status as the exclusive representative of the Village's non-supervisory, sworn peace officers as described in Section 1.1 and has as its basic purpose the promotion of harmonious relations between the Employer and the Union; the establishment of an equitable and peaceful procedure for the resolution of differences; and the establishment of an entire agreement covering all rates of pay, hours of work and conditions of employment applicable to bargaining unit employees.

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

ARTICLE I. **RECOGNITION**

Section 1.1 Recognition

The Village recognizes the Union as the sole and exclusive collective bargaining representative for all sworn full-time peace officers (hereinafter referred to as "officers" or "employees"), but excluding all sworn peace officers in the rank of sergeant and above, any employees excluded from the definition of "peace officer" as defined in Section 3(k) of the Illinois Public Labor Relations Act, and all other managerial, supervisory, confidential and professional employees as defined by the Act, as amended.

Section 1.2 Probationary Period

The probationary period shall be twelve (12) months in duration following proper certification by the Police Training Board. For those who already possess such certification at the time of employment, the probationary period shall begin with the date of employment. Time absent from duty or not served for any reason except vacation leave, sick leave, and holidays shall not apply toward satisfaction of the probationary period. During the probationary period, an officer is entitled to all rights, privileges or benefits under this Agreement, except that the Village may suspend or discharge a probationary officer without cause and such action shall be final and the officer shall have no recourse to the grievance procedure or otherwise to contest such suspension or discharge.

Section 1.3 Gender

Wherever the male gender is used in this Agreement, it shall be construed to include both males and females equally.

ARTICLE II.

UNION SECURITY AND RIGHTS

Section 2.1 Dues Check Off

While this Agreement is in effect, the Village will deduct from each paycheck the appropriate dollar amount of Union dues for each employee in the bargaining unit who has filed with the Village a voluntary, effective check off authorization. The fixed dollar amount to be deducted each paycheck shall be Forty Seven Dollars (\$47.00) per month. The dues to be deducted may be changed once a year by the Union. If an employee's check is less than the dues amount, the Village has no obligation to make the deduction.

A Union member desiring to revoke the dues check off may do so by written notice to the Village at any time during the thirty (30) day period prior to the annual anniversary date of the contract. Dues shall be placed in the mail to the Union by the 15th day of the month following deduction.

Section 2.2 Union Indemnification

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

Section 2.3 Names And Work Classification

The Village shall provide the Union within thirty (30) days of hire the name, classification, rate of salary and starting date of any new employee hired into the bargaining unit.

Section 2.4 Union Use of Bulletin Boards

The Village will make available space on a bulletin board for the posting of official Union notices of a non-political, non-inflammatory nature. The Union will limit the posting of Union notices to such bulletin board.

ARTICLE III.

LABOR-MANAGEMENT MEETINGS

Section 3.1 Meeting Request

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

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

Section 3.2 Content

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

Section 3.3 Attendance

Attendance at labor-management meetings shall be voluntary on the employee's part, and attendance during such meetings shall not be considered time worked for compensation purposes. Normally, three (3) persons from each side shall attend these meetings, schedules permitting.

ARTICLE IV. MANAGEMENT RIGHTS

Except as specifically limited by the express provisions of this Agreement, the Village retains all traditional rights to manage and direct the affairs of the Village in all of its various aspects and to manage and direct its employees, 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 assign overtime; to determine the methods, means, organization and number of personnel by which such operations and services shall be made or purchased; to make, alter and enforce reasonable rules, regulations, orders and policies; to evaluate employees for purposes other than merit pay; 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.

ARTICLE V. BODY WORN CAMERA

Attached as Exhibit E is the agreed upon terms of a Memorandum of Understanding related to the use of officer body worn cameras.

ARTICLE VI.

HOURS OF WORK AND OVERTIME

Section 6.1 Application of Article

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

Section 6.2 Normal Workweek and Workday

Except as provided elsewhere in this Agreement, the normal workweek (Sunday through Saturday) shall average forty (40) hours per Departmental calendar week resulting in 2,080 hours of work per year. Each officer will be allowed to take a paid thirty (30) minute meal break and a paid fifteen (15) minute meal break, which may be combined, during an eight (8) or more hour period of time actually worked. Vacation time or compensatory time taken during a shift does not count towards the eight (8) hours of time worked. If the meal breaks are taken prior to the vacation or compensatory time, the thirty (30) -minute meal break time will be charged against the vacation or compensatory time used during that shift. If an officer's meal break is interrupted by work duties; the officer's meal break shall be re-scheduled if the workload permits or the officer shall forego his meal break, without additional compensation, if the workload doesn't permit a re-scheduled meal break. The parties recognize that the paid meal break may result in the Village having to implement an early car/late car system in order to avoid gaps in coverage on the street.

Section 6.3 Changes in Normal Workweek and Workday

The shifts, workdays and hours to which employees are assigned shall be stated on the quarterly departmental work schedule at least one (1) month in advance of the beginning of the quarter. Should it be necessary in the interest of efficient operations to establish schedules departing from the normal workday or workweek, the Village will give at least twenty-four (24) hours' notice where practicable of such change to the individuals affected by such change. The Village agrees that there shall be thirty (30) days' notice for any change in an employee's day off key.

Section 6.4 Changes in Shift Assignments

The shift to which an employee desires to be assigned shall be bid upon by seniority in September of the preceding year, except that in the event such a bid shall result in a shift which possesses an unbalanced mixture of youth and experience the Chief shall have the right to balance the shift as he considers appropriate.

In the event an officer rotates out of a specialty unit during mid-year, the officer may select the shift he/she desires to be assigned to consistent with the procedures provided for in the annual shift bid in the preceding sentence. All rotations shall be scheduled to rotate on January 1 and officers rotating from such assignments on January 1 shall participate in the regular shift bid held the preceding October.

When manpower must be changed from one shift to another within the Patrol Division during a calendar year, the shift of the most junior officer in the Patrol Division who is not on probationary status will be changed to meet manpower requirements. If the change results in a second manpower shortage, the shift of the second most junior officer will be changed to accommodate the secondary shortage. This process for changing shifts shall continue in the same manner with succeeding junior officers until no further manpower changes are required.

Section 6.5 Overtime Pay

Overtime at the rate of time and one-half (1½) an employee's regular straight-time hourly rate of pay shall be paid for all hours worked beyond the employee's regularly scheduled workday or duty shift, such pay to be calculated in fifteen (15) minute segments.

Section 6.6 Compensatory Time

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 and one-half (1½) rate. In such situations, compensatory time shall be granted at such times and in time blocks not less than one-quarter (.25) hour increments as are mutually agreed upon between the involved employee and his supervisor, except on holidays; permission to utilize compensatory time off shall not be unreasonably denied by the supervisor if operating requirements will not be adversely affected. The Village shall grant requests for two (2) hours of compensatory time off when the shift falls one officer below minimum staffing provided that the officer notifies his supervisor not less than forty-eight (48) hours before the start of the officer's shift. Such requests shall be granted only at the beginning or end of the shift and will not be granted in the middle of the shift. The Village shall bring the shift to the minimum staffing level pursuant to Section 6.10 Planned Overtime for Patrol Shifts.

If two or more employees simultaneously submit requests for the use of compensatory time on the same shift on the same date, the employee with the most seniority shall be given preference. A maximum of one hundred twenty (120) hours can be accumulated.

Section 6.7 Court Time

Employees who would otherwise be off-duty shall be paid their overtime rate of pay for all hours worked when appearing in court on behalf of the Village in the capacity of a commissioned officer or when preparing for an off-duty court appearance when in the presence of a prosecuting attorney; off-duty lunch periods shall not be counted toward hours worked. Employees will be paid a minimum of three (3) hours for all off-duty court time worked outside regularly scheduled hours in a single day, or actual time spent, whichever is greater. These minimums shall include court preparation time.

Section 6.8 Call-Back Pay

An employee called back to work after having left work shall receive a minimum of two (2) hours' pay at overtime rates unless the time extends to his regular work shift or unless the individual is called back to rectify his own error, at which time the two-hour minimum shall not apply. If called back to correct his own error, the employee will be paid at overtime rates only for

time actually spent. Any time an officer is held fifteen (15) minutes or more beyond his regular shift, he shall be paid at his overtime rate for each full fifteen (15) minutes he is held over.

Section 6.9 Computation of Hourly Rate of Pay

For purposes of determining overtime compensation, a police officer's salary shall be computed based upon an annual work year of 2,080 hours, and shall include education pay, if any.

Section 6.10 Required Overtime

Where it will not adversely affect the job or unduly add to the time of making work assignments, the Chief of Police or designee(s), except under emergency circumstances, will assign overtime as described in the paragraph which follows. However, volunteers will not necessarily be selected for work in progress being performed by a specific officer. Also, specific officers may be selected for special assignments based upon specific skills, ability and experience they may possess.

Overtime Callout Procedure

(a) Regular Overtime Call-Out to Cover a Full Shift Procedure

1. Time permitting and when a shift commander has been made aware of a manpower shortage at least one and one half (1½) hours in advance of the manpower shortage, the Village will attempt to contact those officers simultaneously, via cell phone, on the shift that overtime is required, who are on their day(s) off. Officers will have twenty (20) minutes to respond to the page and the most senior officer who accepts the overtime will be notified via cell phone that he/she will be assigned to this overtime.
2. Should officers not be reached or decline the full shift overtime, the Village shall then, by seniority, attempt to contact those officers presently on duty, and request a holdover of four (4) hours. Officers will have twenty (20) minutes to respond to the page and the most senior officer who accepts the overtime will be notified via cell phone that he/she will be assigned to this overtime. When an officer is already working a full overtime shift, that officer will be last in eligibility, regardless of seniority, to work the additional holdover of four hours overtime. If a holdover cannot be obtained voluntarily, the Village may require, by reverse seniority, an employee(s) to work the holdover time, not to exceed four (4) hours.
3. The Village will then attempt to contact simultaneously, via cell phone, those officers assigned to report for the next regular on-coming shift, by seniority, requesting an early report to duty (four (4) hours). Officers will have twenty (20) minutes to respond to the page and the most senior officer who accepts the overtime will be notified via cell phone that he/she will be assigned to this overtime. When an officer is already scheduled to work a full overtime shift on the on-coming shift, that officer will be last in eligibility, regardless of seniority, to work the additional early report of four

(4) hours overtime. If an early report cannot be obtained voluntarily, the Village may require, by reverse seniority of those contacted, an employee(s) to work the early report, not to exceed four (4) hours.

4. If overtime is not filled by those officers eligible during the time frame set, then one (1) "all call" text message via cell phone will be generated to all bargaining unit officers to fill the available overtime based on seniority. If no officers respond to the text message, the officer who has been held over from the previous shift will be required to work the full eight (8) hour shift.

(b) Extra duty (not immediately following or preceding regular shift assignments - planned overtime)

1. The Village shall, time permitting, by seniority, attempt to contact those employee(s) who are on their regular day off on the day overtime is required, in order to obtain the required personnel on a voluntary basis.
2. If no volunteers are obtained, reverse seniority shall be utilized to obtain necessary officers.

(c) Planned Overtime Call-Out for Patrol Shifts Procedure

A staffing need shall be considered "planned overtime" when the Village becomes aware of a staffing shortage on a patrol shift forty eight (48) or more hours in advance of said shift and determines that overtime will be required to fill the shortage. In such circumstance, the following procedure shall be employed to fill the shortage:

(d) Planned Overtime Call-Out Procedure

1. The Watch Commander in charge of the shift on which the staffing shortage will exist shall notify officers eligible for the planned overtime through personal contact by telephone or face-to-face conversation. Officers shall not be restricted to respond to said notification within a minimum period of time (i.e. twenty (20) minute rule is NOT applicable), except that any officer willing to accept the planned overtime must notify the Watch Commander within 48 or more hours in advance of said shift.
2. The Watch Commander shall schedule the officer(s) accepting the planned overtime and shall document which officers decline the planned overtime or do not respond to the notification on the "Overtime Call-out Sheet".
3. If not enough officers accept the planned overtime within forty eight (48) or more hours in advance of said shift, the regular overtime call-out procedure shall be followed to staff the shortage.

(e) Planned Overtime for Special Assignments Procedure

When the Village becomes aware of a staffing need for a special assignment, the Village shall post the staffing need shall in a manner similar to a detail assignment as follows:

1. The "Planned Overtime Call-Out" sheet shall be posted on the detail board with a deadline date by which officers must voluntarily sign-up for the special assignment.
2. Selection of officers to work the special assignment shall be determined by seniority of those officers who sign up.
3. If the need for the overtime arises less than forty eight (48) hours before the assignment is to be worked, then the overtime assignment will be posted on a first come-first serve basis and the overtime will be announced with a page/text message to all collective bargaining unit members.
4. Officers scheduled to work during the hours of the special assignment who are interested in working the special assignment must write their initials in the appropriate location on the "Planned Overtime Call-Out" sheet. In the event officers selected to work the special assignment are unable to do so after being selected, the vacancy shall be filled with those officers who initialed the sheet in order of seniority.

(f) Overtime Call-Out Eligibility

Officers attending training or who are working on an administrative assignment are not eligible to fill a shift staffing shortage and will not be selected if they respond to an overtime call-out to fill a shift when the staffing shortage is on the shift

immediately preceding or immediately following the training class or the administrative assignment.

(g) Instructor Assignment Procedure

When the Village becomes aware of an overtime staffing need for any type of instructor within the Homewood Police Department, the assignment shall be offered to officers qualified to conduct the instruction needed based on seniority, except that officers who have a history of poor performance, poor attitude, disciplinary action, or other characteristics that would have an adverse impact on the officers being instructed may not be offered the assignment regardless of seniority. If the officer selected to conduct the instruction is unable or unwilling to do so, it will be his obligation to find a qualified replacement, based on seniority and with the approval of the Deputy Chief responsible for the training function.

(h) Supplemental Staffing Call Out Procedure

Staffing needed for the purpose of supplementing or exceeding the minimum staffing level of a shift shall be posted forty eight (48) hours or more in advance of the shift in question. The most senior employee(s) who signed up shall be granted the assignment.

(i) Time of Call Out Notification

There shall be no restrictions on the time of day that overtime call-out text messages are sent.

(j) Call Out Correction Procedure

Errors made during an overtime call-out procedure shall be corrected by sending one or more corrected call-out text messages via cell phone to all affected employees. If more than one (1) text message is sent to correct the error, the last and final text message shall serve as the correct and official record of which employees were sent the text message, what time the text message was sent, and for calculating the period of time in which employees must respond to the notification. If the Village makes an error and skips over the next eligible officer for overtime assignment, that officer will be assigned overtime in the equivalent amount. This will not be used to supplement existing shift operations.

(k) Resolving Staffing Shortages

If shift staffing falls below minimum staffing levels and a staffing shortage remains one (1) "all call" page will be sent to all employees. If no employees accept the overtime, the employee who has been held over from the previous shift will be ordered to work the full eight-hour shift.

Whenever an officer declines voluntary overtime on the basis of fatigue or illness, and pursuant to the requirements of this Article, it becomes necessary to order that officer to work required overtime, the Chief or his designee may, at his discretion after agreeing with the officer's

reasons for declining the overtime, order the next officer, on a reverse seniority basis, to work, who has not also declined the overtime on the same basis. This is to ensure that officers will not be ordered to work overtime when they are, in the opinion of the Chief or his designee, already or soon to be unduly overworked and therefore too fatigued to perform their assigned work properly. Decisions to order other than the least senior officer to work overtime shall be documented. However, decisions to order other than the least senior officer to work overtime as provided for above are totally at the discretion of the Chief or his designee and will not be subject to challenge under the grievance provisions of this Agreement. Concerns relating to a possible violation of the intent of this discretionary power may be considered at a labor/management meeting.

- (1) Detail opportunities will be communicated to eligible employees through a posting on the detail board and via email for voluntary viewing while off-duty.

Section 6.11 Officer in Charge Compensation

Any patrol officer who is assigned the regular duties of a Sergeant for at least two (2) consecutive hours shall receive a total premium payment of one (1) hour of overtime pay for the performance of such work.

Section 6.12 Field Training Officer Compensation

Any patrol officer who is assigned to perform the regular duties of a Field Training Officer, for an entire shift, shall receive a total premium payment equal to one (1) hour of the officer's regular overtime hourly rate of pay for the performance of such work.

Section 6.13 No Pyramiding

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

Section 6.14 Special Assignments

Excluding the annual "Homewood Days" event, traffic control related special assignments, or details, may be assigned to Reserve Officers. Examples of such details include parades, road closures, train traffic details, competitive athletic events involving road closures or pedestrian safety, charitable runs and walks involving road closures or pedestrian safety, etc. Traffic control detail associated with the annual "Homewood Days" event shall be assigned to full-time officers.

Other events or special assignments that include alcohol consumption and/or large crowds that may require crowd control, law enforcement action or the use of "police powers" shall be assigned to full-time officers. Examples of such details include guarding prisoners, traffic enforcement details and other enforcement or high visibility/intensity assignments.

ARTICLE VII.

GRIEVANCE PROCEDURE

Section 7.1 Definition

A “grievance” is defined as a dispute or difference of opinion raised by an employee or the Union against the Village involving an alleged violation of an express provision of this Agreement, except that any dispute or difference of opinion concerning a matter or issue, other than disciplinary matters or issues, subject to the jurisdiction of the Homewood Fire and Police Commission shall not be considered a grievance under this Agreement. Disciplinary matters may be grieved according to the procedures contained in Article XX of this Agreement.

Section 7.2 Procedure

Recognizing that grievances should be raised and settled promptly, a grievance must be raised within seven (7) calendar days as provided in Step 1 below. A grievance may be initiated by a steward, an aggrieved employee or the Metropolitan Alliance of Police on behalf of a group of employees (class grievance). Grievances regarding discipline imposed by the Chief (or authorized designee) will be filed at Step 4. A grievance shall be processed as follows:

Step 1: Any employee and/or Steward who has a grievance shall submit the grievance in writing to the employee's (in most cases, the Sergeant in charge) immediate supervisor, specifically indicating that the matter is a "grievance" under this Agreement. The grievance shall contain a general statement of the facts, the provision or provisions of this Agreement which are alleged to have been violated, and the relief requested. All grievances must be presented no later than seven (7) calendar days from the date of the occurrence of the matter giving rise to the grievance or within seven (7) calendar days after the employee, through the use of reasonable diligence, could have obtained knowledge of the occurrence of the event giving rise to the grievance. The immediate supervisor shall render a written response to the grievant within seven (7) calendar days after the grievance is presented or at a mutually agreed upon time between the employee and his supervisor within seven (7) days.

Step 2: If the grievance is not settled at Step 1 and the employee, or the Union if a Union grievance, wishes to appeal the grievance to Step 2 of the grievance procedure, it shall be submitted in writing to the appropriate Division Deputy Chief within seven (7) calendar days of receipt of the answer in Step 1.

The grievance shall specifically state the basis upon which the grievant believes the grievance was improperly denied at the previous step in the grievance procedure. The Division Deputy Chief shall investigate the grievance and, in the course of such investigation, shall offer to discuss the grievance within seven (7) calendar days with the grievant and an authorized Union business representative, if one is requested by the employee, at a time mutually agreeable to the parties. If no settlement of the

grievance is reached, the Division Deputy Chief shall provide a written answer to the grievant, or to the Union if a Union grievance, within seven (7) calendar days following their meeting.

- Step 3: If the grievance is not settled at Step 2 and the employee, or the Union if a Union grievance, wishes to appeal the grievance to Step 3 of the grievance procedure, it shall be submitted in writing designated as a "grievance" to the Police Chief within seven (7) calendar days of receipt of the answer in Step 2. The grievance shall specifically state the basis upon which the grievant believes the grievance was improperly denied at the previous step in the grievance procedure. The Police Chief or his designee shall investigate the grievance and, in the course of such investigation, shall offer to discuss the grievance within seven (7) calendar days with the grievant and an authorized Union representative if one is requested by the employee at a time mutually agreeable to the parties. If no settlement of the grievance is reached, the Police Chief or designee shall provide a written answer to the grievant, or to the Union if a Union grievance, within seven (7) calendar days following their meeting.
- Step 4: If the grievance is not settled at Step 3 and the Union desires to appeal, it shall be referred by the Union in writing to the Village Manager within seven (7) calendar days after receipt of the Village's answer in Step 3. Thereafter, the Village Manager or his designee and the Police Chief or other appropriate individual(s) as desired by the Village Manager, shall meet with the grievant, the Steward involved and an outside, non-employee representative of the Union within seven (7) calendar days of receipt of the Union's appeal, if at all possible. If no agreement is reached, the Village Manager or designee shall submit a written answer to the Union within seven (7) calendar days following the meeting.
- Step 5: If the Grievance is not settled at Step 4, the dispute shall be submitted to mediation through the Federal Mediation and Conciliation Service (FMCS). The Village and the Union shall voluntarily submit a mutual request within seven (7) days after denial of the grievance in Step 4. Both parties shall attempt to reach a mediated agreement to resolve the dispute. This Step 5 mediation process may be waived by mutual agreement of the Parties.

Section 7.3 Grievance Arbitration

If the grievance is not settled at Step 4 or 5 and the Union wishes to appeal the grievance, the Union may refer the grievance to arbitration, as described below, within ten (10) calendar days of receipt of the Village's written answer as provided to the Union at Step 4 or within ten (10) calendar days after unsuccessfully reaching a mediated agreement at Step 5 (unless waived by mutual agreement):

- (a) The parties shall attempt to agree upon an arbitrator within seven (7) calendar days after receipt of the notice of referral. In the event the parties are unable to agree upon the arbitrator within said seven (7) day period, the parties shall jointly request

the Federal Mediation and Conciliation Service (FMCS) to submit a panel of seven (7) arbitrators all of whom shall be members of the National Academy of Arbitrators. Each party retains the right to reject one panel in its entirety and request that a new panel be submitted. A "coin toss" shall determine the order of striking of names from the arbitration panel. The winner of the coin toss shall have the choice of taking the first or second turn in the striking sequence. Both the Village and the Union shall strike names alternately. The person remaining on the arbitration panel shall be the arbitrator.

- (b) The arbitrator shall be notified of his/her selection and shall be requested to set a time and place for the hearing, subject to the availability of Union and Village representatives.
- (c) The Village and the Union shall have the right to request the arbitrator to require the presence of witnesses or documents. The Village and the Union retain the right to employ legal counsel.
- (d) The arbitrator shall submit his/her decision in writing within thirty (30) calendar days following the close of the hearing or the submission of briefs by the parties, whichever is later.
- (e) More than one grievance may be submitted to the same arbitrator if both parties mutually agree in writing.

The fees and expenses of the arbitrator and the cost of a written transcript, if mutually agreed to, shall be divided equally between the Village and the Union; provided, however, that each party shall be responsible for compensating its own representatives and witnesses.

Section 7.4 Interest Arbitration

For interest arbitration only, the procedures of the ILRB shall be followed, except that the panel of arbitrators shall be provided by FMCS and not AAA, all of whom shall be members of the National Academy of Arbitrators residing in the state of Illinois, Indiana, or Wisconsin.

Section 7.5 Limitations on Authority of Arbitrator

The arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the provisions of this Agreement. The arbitrator shall be empowered to determine the issue raised by the grievance as submitted in writing at Step 2 (except merit pay grievances which begin at Step 4). The arbitrator shall have no authority to make a decision on any issue not so submitted or raised. Any decision or award of the arbitrator rendered within the limitations of this Section 7.5 shall be final and binding upon the Village, the Union and the employees covered by this Agreement.

Section 7.6 Time Limit for Filing

If a grievance is not presented by the employee or the Union within the time limits set forth above, it shall be considered "waived" and may not be further pursued by the employee or the

Union. If a grievance is not appealed to the next step within the specified time limit or any agreed extension thereof, it shall be considered settled on the basis of the Village's last answer. If the Village does not answer a grievance or an appeal thereof within the specified time limit, the aggrieved employee and/or the Union may elect to treat the grievance as denied at that step and immediately appeal the grievance to the next step.

ARTICLE VIII. **NO STRIKE-NO LOCKOUT**

Section 8.1 No Strike

Neither the Union nor any of its officers or agents, or members of the bargaining unit, will instigate, promote, sponsor, engage in, or condone any strike, sympathy strike, slowdown, sit-down, concerted stoppage of work, concerted refusal to perform overtime, concerted, abnormal and unapproved enforcement procedures or policies or work to the rule situations, mass resignations, mass absenteeism, picketing or any other intentional interruption or disruption of the operations of the Village. Any or all employees who violate any of the provisions of this Article may be discharged or otherwise disciplined by the Village. In the event of a violation of this Section of this Article the Union agrees to inform its members of their obligations under this Agreement and to direct them to return to work.

Section 8.2 No Lockout

The Village will not lockout any employees during the term of this Agreement as a result of an actual labor dispute with the Union.

Section 8.3 Penalty

The failure to confer a penalty in any instance is not a waiver of such right in any other instance nor is it a precedent.

Section 8.4 Judicial Restraint

Nothing contained herein shall preclude the Village or the Union from seeking or obtaining judicial restraint and damages in the event the other party violates this Article.

ARTICLE IX. **HOLIDAYS**

Section 9.1 Holidays

The following days shall be designated as paid holidays for all employees:

- New Year's Day
- Martin Luther King Jr. Day
- President's Day
- Easter Sunday
- Memorial Day

- Independence Day
- Labor Day
- Thanksgiving Day
- Day After Thanksgiving Day
- Christmas Eve
- Christmas Day

Section 9.2 The exact date to be observed for a holiday shall be as determined

pursuant to the terms of 205 ILCS 630/17. Holiday Pay and Work Requirements

Employees shall receive eight (8) hours' pay in addition to their regular pay rate for each holiday. Employees who actually work on a holiday shall be paid at two (2) times their regular pay rate for all hours actually worked. Employees may use up to two (2) hours compensatory time, as provided for in Section 6.6 of this Agreement, to complete their regular work shift on a holiday as listed in Section 9.1 of this Agreement and still receive pay at the rate of two (2) times their regular pay rate for the compensatory time used. In order to be eligible for holiday pay, the employee must work the full scheduled work shift immediately preceding and immediately following the holiday, in addition to the holiday when scheduled as part of their normal, monthly, departmental work schedule, unless he or she is on a legitimate paid leave. Nothing in this Section shall be construed to make employees on layoff eligible for holiday pay. Examples of the holiday pay computation are attached as Appendix E.

Section 9.3 Detective Holiday Pay

Detectives shall continue to receive holiday time off with no loss of pay for recognized holidays that fall on a regular scheduled workday.

ARTICLE X.
LAYOFF AND RECALL

Section 10.1 Layoff

The Village, in its discretion, shall determine whether layoffs are necessary. If it is determined that layoffs are necessary, employees covered by this Agreement will be laid off in accordance with their departmental seniority, as provided in 65 ILCS 5/10-2.1-18.

Except in an emergency, no layoff will occur without at least twenty-one (21) calendar days notification to the Union and the affected employees. The Village agrees to consult the Union, upon request, and afford the Union an opportunity to propose alternatives to the layoff, though such consultation shall not be used to delay the layoff. The Village further agrees that it will not change the duties of auxiliary officers or pay part-time officers to perform the regular duties of any bargaining unit member who is on layoff.

Section 10.2 Recall

Any officer who has been laid off shall be placed on the appropriate reinstatement list for three (3) years and shall be recalled on the basis of seniority in the Police Department, as provided in this Agreement, prior to any new officers being hired.

Notice of recall shall be sent to the employee by certified or registered mail with a copy to Metropolitan Alliance of Police. The employee must notify the Police chief or his designee of his intention to return to work within three (3) workdays after receiving notice of recall and shall be given fourteen (14) calendar days after receipt of notice of recall to make arrangements to return to work. The Village shall be deemed to have fulfilled its obligations by mailing the recall notice by certified mail, return receipt requested, to the mailing address last provided by the employee, it being the obligation and responsibility of the employee to provide the Police Chief or his designee with his latest mailing address. If an employee who has not received actual notice fails to timely respond to a recall notice, his name shall be placed at the bottom of the recall list for the first failure and shall be eliminated for any subsequent failure to respond. If an employee who has received actual notice of his recall fails to timely respond, his name shall be removed from the recall list.

ARTICLE XI. VACATIONS

Section 11.1 Vacation Eligibility and Allowances

All officers shall become eligible for vacation in accordance with the schedule listed below:

Years of continuous service completed	Vacation hours
1 year	80
2 years	88
3 years	104
4 years	112
5 years	120
6 years	136
7 years	144
8 years	152
9 years	160
10 years	168
11 years	176
12 years	184
13 years	192
14 years	200
15 plus years	240

Employees shall receive their annual vacation leave allowances in advance on their anniversary date of employment. If an employee separates from employment before completing the year for which he has received a vacation leave accrual, his vacation leave accrual shall be reduced by 1/12 for each month or portion of a month not worked. In the event such reduction results in a negative vacation leave balance, the difference will be deducted from the employee's

final paycheck. If an employee is compensated for less than one hundred twenty (120) hours of work in a month, his vacation leave accrual shall be reduced by 1/12.

Section 11.2 Vacation Pay

The rate of vacation pay shall be the employee's regular straight-time rate of pay in effect for the employee's regular job classification on the payday immediately preceding the employee's vacation. Employees may request their vacation pay no later than three (3) days prior to the start of a vacation period exceeding five (5) days.

Section 11.3 Scheduling and Accrual

Employees shall be awarded vacation time by the Village in accordance with Village service needs and, if possible, the employee's desires. Subject to the preceding sentence, vacation requests for the period beginning January 1st shall be received by October 1st in any calendar year. Vacation selection shall occur as follows:

- (a) More than one (1) bargaining unit officer per shift per day may be scheduled for vacation with the written permission of the Chief or his designee.
- (b) Initial vacation selections shall be made by seniority order. Up to two (2) weeks' vacation may be selected, and selections must be in one-week increments.
- (c) Once all bargaining unit members have made those initial selections, then a second round of vacation selections shall occur as described in subparagraph (b) above. A third round of selection shall thereafter occur for those employees who have more than four (4) weeks' vacation.
- (d) After all weekly selections have been made as described above, officers may, on a seniority basis by November 1st, select any remaining individual one-day (8-hour) vacations with the approval of the Chief or his designee. Thereafter, one-day (8-hour) selections may be made on a first come - first serve basis with the approval of the Chief or his designee. The Village further agrees that one (1) officer per shift will be allowed to utilize a one- day(8-hour) vacation or eight (8) hours of compensatory time per shift when staffing falls to one (1) below the set minimum staffing level, if such request is made at least forty-eight (48) hours in advance.
- (e) Vacation selections may be modified upon written request to the Chief or his designee upon thirty (30) days' notice prior to the requested vacation date.

Employees will be required to take vacation days within two (2) years from the date they are accrued. The Village shall grant vacation leave requests in an increment not less than a two (2) hour block of time.

Section 11.4 Emergencies

Where a vacation day is needed for emergency reasons, such as unexpected family illness, the employee will notify the Village as soon as possible of such need. If the Village is able to

arrange suitable coverage for the employee's work, the employee will be given the requested day(s) off as a vacation day(s), provided the employee has the requisite number of approved vacation day(s) available.

Section 11.5 Administrative Leave Day

For each five (5) consecutive workdays an employee takes off as vacation where the employee is scheduled for a work shift of six (6) consecutive days, the employee shall receive one (1) administrative leave day to be taken in conjunction with five (5) consecutive vacation days to complete the vacation week.

ARTICLE XII. **SICK LEAVE**

Section 12.1 Purpose

Sick leave with pay is provided as a benefit in recognition that employees do contract various illnesses from time to time and that their financial resources may be diminished in such instances if pay is discontinued, and that it may not be in the best interest or health of the employee or fellow employees for them to work while sick. To the extent permitted by law, sick employees are expected to utilize sick leave only for illness and/or injury, visiting their doctor or acting pursuant to reasonable instructions for care or caring for a sick member of the immediate family.

Section 12.2 Allowance

Any employee contracting or incurring any non-service connected sickness or disability, or if such sickness or disability occurs involving an individual of the employee in the employee's immediate family (defined as the employee's legal spouse, children, stepchildren, adopted children, parents, parents of spouse or stepparents) the employee shall receive sick leave with pay pursuant to the remaining terms of this Article.

Section 12.3 Days Earned in Accumulation

Employees shall be allowed one (1) day of sick leave for each month of service. Sick leave shall be earned by an employee for any month in which the employee is compensated for more than eighty (80) hours of work. Sick leave cannot be taken before it is actually earned.

Section 12.4 Notification

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

Section 12.5 Medical Examination

The Village may, at its discretion and expense, require an employee to submit a physician's verification of illness from a physician designated by the Village. If it is a family member who is sick, the Employer may require a doctor's verification of the illness. In all circumstances, a physician's verification will be required when an employee is absent for four (4) or more consecutive workdays due to an illness of himself or a family member, except if the absence is due to a highly contagious disease. If an employee is diagnosed with a highly contagious disease, a physician's verification that the employee is no longer contagious and the employee may return to work will be required in all instances and for any period of time the employee is absent. Such verifications must be provided upon the employee's return to work. All verifications required by this Article shall be on a form prescribed by the Village.

Section 12.6 Sick Leave Utilization and Buy-Back

Sick leave shall be used in no less of an increment than one (1) hour. Any employee discharged for just cause forfeits all sick leave accrued benefits.

Section 12.7 Non-use of Sick Leave Bonus

Any officer who in the previous full calendar year of full-time employment with the Village has used zero (0) sick leave days shall receive one (1) additional day off with pay. The day off with pay shall be taken within one year after the day off is earned and with the approval of the Chief of Police.

Section 12.8 Catastrophic Sick Leave Bank

Any officer may participate in the Catastrophic Sick Leave Bank policy attached as Appendix C.

Section 12.9 Waiver of Paid Leave Laws and Ordinances

The paid time off benefits in this Agreement exceed any requirements of the State and Cook County paid leave laws and therefore any conflicting provisions are waived by agreement of the Parties.

ARTICLE XIII.

ADDITIONAL LEAVES OF ABSENCE

Section 13.1 Discretionary Leaves

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

Section 13.2 Application for Leave

Any request for a leave of absence shall be submitted in writing via department memorandum or by email, by the employee to the Police Chief or his designee as far in advance as practicable. The request shall state the reason for the leave of absence and the approximate length of time off the employee desires. Authorization for leave of absence shall, if granted, be furnished to the employee by his immediate supervisor and it shall be in writing.

Section 13.3 Military Leave

Military Leave – A patrol officer who requires leave from employment for purposes of military service shall be entitled to compensation, benefits, restoration rights and other rights as provided by applicable federal and/or state statute (e.g., ISERRA and USERRA).

Section 13.4 Jury Leave

Employees covered by this Agreement who are required to serve on a jury or are called for jury duty on days they are scheduled to work shall sign their jury duty checks over to the Village, excluding any payments for incidental expenses such as travel, meals and parking. The Village shall compensate such employees, at their regular rate of pay, for the regularly scheduled workday. Employees who serve on a jury or are called for jury duty for less than their regularly scheduled work day in a given day may be excused from further work for the Village that day at the discretion of the Chief of Police or his designee(s) after considering the actual number of hours the employee spent on jury duty that day and the employee's work schedule.

Section 13.5 Paid Funeral Leave

In the event of death in the immediate family (defined as the employee's legal spouse, children, stepchildren, adopted children, parents, brothers, sisters, grandparents, grandchildren, parents-in-law, brothers-in-law, sisters-in-law, step brothers, step sisters, and stepparents) an employee shall be granted up to three (3) consecutive workdays as funeral leave if the employee attends the funeral. Leave beyond such three (3) consecutive work days and must be taken within the timeframe specified by the Illinois Family Bereavement Leave Act ("FLBA") or at the discretion of the Police Chief or their designee. Upon approval of the Police Chief or his designee, be extended on a day-to-day basis if charged to the employee's sick leave accrual account.

In the event of a death in the employee's extended family (defined as the employee's or their spouse's aunts, uncles, nephews, nieces, cousins within the third degree of consanguinity (defined as "of the same blood or origin" or "descended from the same ancestor"), and the employee's spouse's grandparents), the employee may take a maximum of three (3) work days' funeral leave if the employee attends the funeral, which days shall be charged against the employee's sick leave account if the employee has that many days in the employee's account.

An employee shall provide satisfactory evidence of the death of a member of the immediate or extended family and the employee's attendance at the funeral if so requested by the Village. The employee may have the right to request additional unpaid leave to a maximum of five (5) consecutive days, subject to the Village's right to refuse such leave. Further, eligible employees

(with one year of service or more and 1250 hours worked in the preceding 12 month period) may receive additional unpaid time off pursuant to the FBLA referenced above.

Section 13.6 Leave for Illness or Injury

In the event an employee is unable to work by reason of illness, or injury (including those compensable under workers' compensation), the Village may grant a leave of absence without pay during which time seniority shall not accrue for so long as the employee is unable to work, except that for a work related injury compensable under workers' compensation, an employee shall accrue seniority for the first one (1) year of leave.

To qualify for such leave, the employee must report the illness or injury as soon as the illness or injury is known and thereafter furnish to the Chief of Police or his designee a physician's written statement showing the nature of the illness or injury and the estimated length of time that the employee will be unable to report for work, together with a written application for such leave. Thereafter, during such leave, the employee shall furnish a current report from the attending doctor at the end of every forty-five (45) day interval or at some other reasonable interval as determined by the Village and the employee.

Before returning from leave of absence for injury or illness, or during such leave, the employee at the discretion of the Village may be required to have a physical examination by a doctor designated by the Village to determine the employee's capacity to perform work assigned. A leave of absence for illness, non-job related injury or pregnancy will be granted with the employee having the option of using accrued sick leave or taking an unpaid leave of absence.

Section 13.7 Benefits While on Leave

Unless otherwise stated in this Article or otherwise required by law, length of service shall not accrue for an employee who is on an approved non-pay leave status. Accumulated length of service shall remain in place during that leave and shall begin to accrue again when the employee returns to work on a pay status. Unless otherwise stated in this Article, an employee returning from leave will have his seniority continued after the period of his leave. Upon return the Village will place the employee in his or her previous job if the job is vacant; if not vacant, the employee will be placed in the first available opening in his classification or in a lower-rated classification according to the employee's seniority, where skill and ability to perform the work without additional training are relatively equal.

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

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

Section 13.8 Light Duty

The Chief of Police or designee may, at his discretion, offer or assign light duty work with a physician's approval to an employee if there is meaningful work to be performed, the employee is qualified to perform such light duty work and the employee is unable to perform full duty responsibilities because of injury or disability. Officers assigned to light duty after sustaining a work-related injury shall be assigned based on the following guidelines:

- (a) Officers will be assigned to work Monday through Friday with weekends and holidays scheduled off.
- (b) Officers will generally be assigned to the day or afternoon shift.
- (c) Schedule restrictions or schedule notification requirements in this Agreement and specifically in Article VI, shall not apply when scheduling light duty work; however, the Village will attempt to notify the officer at least 48 hours in advance of his scheduled workday.

Section 13.9 Non-Employment Elsewhere

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

Section 13.10 Line of Duty Injury

The parties agree that nothing in this Agreement shall supersede the provisions of the Illinois Workers' Compensation Act, 820 ILCS 305/1, et seq.

Section 13.11 Family and Medical Leave

Officers shall be covered by the Village's Family and Medical Leave Policy as adopted on October 12, 1993. A copy of this policy is attached to this Agreement as Appendix C. In the event this policy conflicts with the Family and Medical Leave Act of 1993, as amended, the Family and Medical Leave Act of 1993 shall govern.

ARTICLE XIV. TUITION REFUND PROGRAM

Section 14.1 Tuition Reimbursement Program

When a full-time employee is enrolled in an accredited university, college or adult education program and the course and/or degree program being undertaken is related to his duties with the Village, the following tuition reimbursement plan shall apply when prior written approval for such reimbursement has been received from the Department Head and the Village Manager.

Section 14.2 Payment

The Village shall, upon receiving a payment receipt consistent with the requirements of Section 14.1, reimburse the employee one hundred percent (100%) contingent upon a grade of "B" or better. There shall be no reimbursement for grades below "B". The Village shall also pay fifty percent (50%) of the cost for all books required for such course work contingent upon the employee receiving a grade of "B" or better. The maximum reimbursement an employee may receive during his employment with the Village shall not exceed fifteen thousand dollars (\$15,000). The Village will budget ten thousand dollars (\$10,000) per year for this program. The Village will not reimburse employees seeking degrees higher than a Master's Degree.

Employees who leave the employment of the Village within three (3) years of having received a tuition reimbursement check shall be obligated to pay back to the Village the amount of such reimbursement.

Section 14.3 Courses During Working Hours

The Village Manager may, in his discretion, grant an employee time off from work to attend a school course during working hours. A request for time off must be in writing and will not be considered unless it is shown that it is necessary to take the course during regular working hours and that the course(s) will not cause a manpower shortage or detract from the employee's work. If the Village Manager grants the requested time off, the employee may be required to compensate the Village for any such time off taken.

ARTICLE XV. WAGES

Section 15.1 Wage Schedule

Employees shall be compensated in accordance with the wage schedule attached to this Agreement and marked Appendix A. The wage schedule attached as Appendix A shall be considered part of this Agreement.

Section 15.2 Longevity Pay

All employees will receive longevity pay on the following schedule:

<u>Length of Continuous Service</u>	<u>Amount</u>
At least 6 years, but less than 10	\$800
At least 10 years, but less than 15	\$1,100
At least 15 years, but less than 19 years	\$1,500
Over 19 years	\$2,000

Longevity payments shall be paid out in the first paycheck in December of each year to all employees who have completed the required service time.

Section 15.3 Merit Pay

The Village may award merit pay increases (i.e., step advancement(s) on Appendix A) to employees who have performed satisfactorily as reasonably determined by the Village at least annually. The failure to award a merit pay increase shall be accompanied by a written explanation to the employee. Any grievance involving merit pay shall begin at Step 4 of the grievance procedure.

Section 15.4 Responder Compensation

The Village may, at its discretion, require employees assigned to the Investigation Division to carry a cell phone on nights, weekends, and holidays for the purpose of allowing the Village to contact those employees to report for unscheduled work. Any employee assigned to the investigation division who is directed to carry a cell phone over a weekend shall receive the equivalent of five (5) hours of overtime pay as responder compensation for that weekend for carrying the cell phone. No "Responder Compensation" shall be due for nights, holidays, or where the employee doesn't carry the cell phone for the entire weekend. Actual hours worked in response to a call shall be compensated as provided for in this Agreement.

Section 15.5 Employee Health Savings Plan Contributions

Effective January 1, 2009, the Village will contribute from each paycheck four percent (4%) of the salary, excluding overtime compensation, to an account in the Employee Health Savings Plan for each employee in the bargaining unit who is eligible for participation in the Employee Health Savings Plan as identified in Section 17.7 and 21.10 of this Agreement. The annual rates of salary set forth in Appendix A of this Agreement are reduced by an equivalent amount of four percent (4%), to make those contributions non-taxable to employees.

ARTICLE XVI. **UNIFORM ALLOWANCE**

Section 16.1 New Hire Uniforms

Uniforms shall be supplied by the Village to new employees upon hire per uniform specifications/dress code procedure 3.104. However, new employees will be required to purchase their own approved duty weapon. Employees shall be responsible for properly cleaning and maintaining their uniform items.

Section 16.2 Uniform Replacement

The Village will provide necessary and required uniforms to all existing employees as described below at no expense to employees. Employees shall be responsible for properly cleaning and maintaining their uniform items.

The Village shall provide a quartermaster system for use by employees to replace worn or damaged uniform items and weapons, and to purchase new items in an amount not to exceed One Thousand Two Hundred and Fifty Dollars (\$1,250.00) per employee per fiscal year. It is understood that the employee has discretion in how to use the funds provided that the employee is

in compliance with the Village's applicable SOP's regarding uniforms and appearance guidelines. Any officer also may use the uniform allowance to purchase written department promotional materials or any items that are required for wear/use while on duty, including court and training. The purchase of an authorized weapon through the quartermaster system must be pre-approved by the Deputy Chief of Operations and shall not be approved for more than one weapon during each two calendar year period (available in alternating calendar years). The employee also has the discretion to be reimbursed for items purchased out of pocket that are not available from an approved vendor provided that the items purchased are in compliance with the Village's applicable SOP's regarding uniforms and appearance guidelines. Quartermaster funds do not carry over from year to year.

Uniform items purchased must be selected from the uniform specification sheet approved by the Village and must be purchased from an approved vendor. Items purchased that are not on the approved specification sheet will not be paid for by the Village and will become the responsibility of the employee that purchased the item(s). The employee must submit to the Village a valid original receipt(s) for the items purchased within seven (7) business days of said purchase.

If an employee reaches his One Thousand Two Hundred Fifty Dollars (\$1,250) annual uniform amount and needs additional uniform replacement, said replacement shall be at the employee's expense.

ARTICLE XVII. INSURANCE

Section 17.1 Coverage

The Village shall continue to try to make available to non-retired employees and their dependents substantially similar group health and hospitalization insurance, and life insurance coverage and benefits as existed prior to the signing of this Agreement. In the event the Village is unable to provide substantially similar group health and hospitalization insurance, the parties agree to re-open Section 17.1. Further, the Village will try to make available to employees who are under the age of sixty five (65) and who retire during the life of this Agreement, individual and dependent coverage (where the dependent(s) are under the age of sixty five (65)) at group rates, with such premiums to be paid by the retired employees, for the life of this Agreement.

Employees who retire with a minimum of twenty (20) years' full-time service to the village and who are at least fifty (50) years of age and less than sixty-five (65) years of age, and their dependents who are under age sixty-five (65), can remain as participants in the Village's health insurance plan. The Village shall pay the same portion of that retiree's insurance premium as they do for other Village employees. Employees who retire with a minimum of twenty years' full-time service to the village but who are not at least fifty (50) years of age at the time of their retirement, and their dependents who are under age sixty-five (65), can remain as participants in the Village's health insurance plan provided the retiree is not eligible for insurance by some other employer or covered by a federal or state government health plan and provided the village's health insurance plan allows such participation. Such retiree shall pay one hundred percent (100%) of the premiums for as long as he is eligible to participate in the group insurance. Dependents of deceased retirees can remain covered to the extent required by applicable federal law. Arrangements for

reimbursement of premiums to the Village should be made with the Finance Director. The Village reserves the right to change insurance carriers or benefit levels or to self-insure as it deems appropriate, so long as the new coverage and benefits are substantially similar to those which predated this Agreement.

All full-time employees hired after May 1, 1996 will be responsible for payment of 100% of premium for both individual and dependent health and hospitalization insurance coverage under the Village's group policy, upon fulfillment of the terms of retirement as outlined in Section 17.1 of this Agreement.

Section 17.2 Cost

The Village will pay eighty percent (80%) of the cost of the premiums for full-time employees' group health and hospitalization insurance and the employee will contribute twenty percent (20%) of the premium through a payroll deduction.

Section 17.3 Cost Containment

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

Section 17.4 Life Insurance

The Village shall provide, at no cost to the employee, life insurance coverage in the amount of Fifty Thousand Dollars (\$50,000) or one year's base salary, whichever is greater up to a maximum of One Hundred Thousand Dollars (\$100,000).

Section 17.5 Line of Duty Death Benefit

The family of an employee whose death is the result of action taken within the line of duty shall be entitled to a funeral death benefit in the amount of Seven Thousand Five Hundred Dollars (\$7,500).

Section 17.6 Health Insurance Opt-Out Program

The Village of Homewood shall offer a program where eligible employees may voluntarily "opt out" of participation in the Village's group health insurance plan and the affected employee will receive a stipend in lieu of such participation. If those eligible employees can provide proof that they have alternate health coverage available to them through another source, the Village will deposit \$125 per paycheck (up to Three Thousand Two Hundred Fifty Dollars (\$3,250) annually) and employee may choose how to receive the incentive (per pay period cash payment, a lump sum payment, or as contribution to their MissionSquare 457 account. The opt-out benefit is the same for all eligible employees regardless of current Village health plan participation status, and regardless of whether an employee carries single or family coverage.

To be eligible, employees must be an active full-time Village employee, must not be eligible for Medicare coverage, must sign and submit an opt-out plan participation agreement, along with documented evidence from the administrator of another group health plan demonstrating that they have health insurance coverage outside of the Village, and the employee cannot also be a covered dependent on a Village Health Plan.

The Village will review this program on an annual basis in order to determine if it will be continued and the Village reserves the right to discontinue this program at any time. In the event of any conflict between any portion of this policy and the applicable law, the law will govern in all cases.

Section 17.7 Retirement Health Savings Plan

The Village shall offer a Retirement Health Savings Plan through the MissionSquare from May 1, 2012 through April 30, 2025. Participation in the RHS is mandatory for all employees. The Village shall annually contribute, on a calendar year basis, a portion of the employee's unused sick leave from the most recently concluded year, as follows:

Unused Sick Hours As Of Dec. 31	Approximate Percent Contribution	Hours Contributed
8	0%	0
16	0%	0
24	0%	0
32	0%	0
Less than 48	0%	0
48-55	20%	10
56-63	20%	11
64-71	20%	13
72-79	20%	14
80-87	30%	24
88-95	40%	35
96	50%	48

The monetary value of the sick leave hours contributed shall be the product of the number of hours contributed from the table above and the employee's hourly rate of pay as of December 31 of the calendar year for which the unused sick leave balance is determined. The hours of unused sick leave contributed to an employee's RHS account shall be deducted from the employee's sick leave balance as of December 31 for such year. The Village shall deposit said contribution into the employee's RHS account no later than January 31 of the following year. Hours contributed shall be in whole hours as listed in the table above. The Village shall not contribute partial, fractional or prorated hours.

New employees with less than three (3) years of service, who use zero sick days in a year, may contribute their 8-hour non-use of sick leave bonus earned to their RHS account.

As a condition to any contribution of unused sick leave hours, employees must attain and maintain a balance of one hundred sixty (160) hours of sick leave at all times. The Village shall not contribute any unused sick leave into an employee's RHS account if the employee's sick leave balance is one hundred sixty (160) hours or less as of December 31 or if the amount of the allowable contribution for the calendar year would reduce the employee's sick leave balance to an amount which is at or below one hundred sixty (160) hours as of December 31. The Village shall not contribute any portion of unused hours from the table above which would reduce the total down to one hundred sixty (160) hours; rather, the Village will make the contribution of only the total hours from the table above where the balance left would be equal to or in excess of one hundred sixty (160) hours. No partial hours from the table above shall be contributed at any time.

When an employee retires from the Village the monetary value of his unused sick leave hours to be contributed shall include the sick leave hours actually earned less the hours actually used between January 1 and the date of the employee's last day of work. Unused sick leave contributions shall be based on the table above without any proration for partial year employment and shall be deposited into the employee's RHS account no later than thirty (30) days after the employee's last day of work. The hours of unused sick leave contributed to an employee's RHS account shall be deducted from the employee's sick leave balance.

Upon retirement from the Village, with twenty (20) years of service and aged fifty (50) or older, the Village shall contribute the retiring employee's unused sick leave balance in an amount not to exceed four hundred (400) hours into the employee's RHS account, or paid out to the employee, no later than thirty (30) days after the employee's last day of work. The amount of unused sick leave contributed shall be calculated after any partial year contributions have been deducted from the employee's sick leave balance as provided for in the preceding paragraph. Retired employees can be reimbursed from their RHS account for all qualifying medical expenses as define in Internal Revenue Code Section 213.

After December 31, 2019 the Village shall evaluate the cost effectiveness of the RHS plan. If the Village determines that the RHS plan is cost effective, the plan shall remain in effect. If the Village determines that the program has not been cost effective, the Village shall not continue to make deposits into employees' RHS accounts and the Village and Union shall meet to attempt to reach agreement to redesign the plan. Any plan redesign agreed to by both parties shall take effect as of January 1, 2020. Nothing in this Section requires the Village to continue making contributions to the plan beyond December 31, 2019 if the parties are not able to reach agreement on a plan redesign that makes the plan cost effective in the determination of the Village.

ARTICLE XVIII.

MAINTENANCE OF ECONOMIC BENEFITS

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

ARTICLE XIX.
IMPASSE RESOLUTION

Upon the expiration of this Agreement, or upon a proper reopener pursuant to Section 15.4, or other mid-term bargaining as provided in Articles XXII and XXIII, the remedies for the resolution of any bargaining impasse shall be in accordance with the Illinois Public Labor Relations Act, as amended (5 ILCS 315/14).

ARTICLE XX.
DISCIPLINE

Section 20.1 Discipline

The Village may discipline post-probationary employees only for just cause. The parties agree that written warnings may be expunged from the employee's personnel file at the Chief's discretion.

The parties further agree that Sergeants will have the power to impose such disciplinary actions as oral or written warnings. Deputy Police Chiefs will have the power to impose such disciplinary actions as oral or written warnings. The Chief of Police shall have the power and authority to impose such disciplinary actions as oral or written warnings and suspensions up to five (5) days. Any disciplinary actions which the Chief may impose (or the filing of charges with the Board of Fire and Police Commission, when applicable) will commence within thirty (30) days of the Village's completion of its investigation concerning the violation. Unless there are extenuating circumstances in the opinion of the Chief, suspensions will not occur without at least seven (7) days' advance notice to the employee. This time period may be shortened if mutually agreed upon by the Chief and the affected employee. An employee may request a status report of a disciplinary investigation pending against him every fifteen (15) days.

The parties agree that nothing in this Agreement shall supersede the provisions of the Uniform Peace Officers' Disciplinary Act, 50 ILCS 725/1, et. seq.

Section 20.2 Employee Election of Forum

The parties recognize that the Fire and Police Commission of the Village of Homewood has certain statutory authority over employees covered by this Agreement as defined by the Illinois Municipal Code, 65 ILCS 5/10-2.1-1, et. seq. The Agreement is nevertheless intended to supplement the authority of the Fire and Police Commission by providing non-probationary employees with the right to choose between having a dispute as to disciplinary action resolved through the grievance/arbitration procedure of this Agreement (with the Union's consent) or by hearing conducted by the Fire and Police Commission.

The filing of a notice with the Village by the Union to refer the grievance to arbitration, as described in Section 7.3, shall constitute notice of the employee's election to appeal the disciplinary dispute through the grievance arbitration procedure and to waive any hearing before the Fire and Police Commission. Conversely, the failure to file such notice shall constitute a waiver of the grievance appeal and an election by the employee to have the dispute heard by the Fire and Police Commission.

Following the pre-disciplinary meeting and notice of anticipated discipline, within seven (7) days, the Employee may file a grievance beginning at Step 4 of the grievance procedure. Should the grievance not be resolved at Step 4, the Union shall elect whether to proceed to arbitrator or have the matter resolved by the Board of Fire and Police Commission. If the matter is to be resolved via arbitration, the Employer may immediately impose discipline. If the Commission is selected the Municipal Code and Rules of the Commission shall control imposition of discipline.

In the event of any conflicts between this procedure and any Village ordinances or Fire and Police Commission rules, the provisions of this Agreement shall take precedence.

The administration of discipline by the Village in other respects shall be carried out as stated in the sections which follow.

Section 20.3 Disciplinary Action

Disciplinary action (*i.e.* oral or written reprimand, suspension, or discharge) may be imposed upon a post-probationary employee only for just cause.

Section 20.4 Pre-Disciplinary Meeting

Once a tentative decision to impose or recommend a suspension, without pay, or a discharge is reached by the Chief of Police, prior to implementing the intended disciplinary action, the Chief or his designee shall notify the Union and meet with the employee involved, and the employee's Union representative if requested by the employee. The Chief shall inform the employee of the reasons for such contemplated disciplinary action. The employee, and the Union representative if present, shall be given the opportunity to rebut or clarify the reasons for such discipline.

Section 20.5 Notification and Measure of Disciplinary Action

In the event disciplinary action of suspension is taken against an employee, the Department shall promptly furnish the employee a statement in writing of the reasons therefore. The measure of discipline and the statement of reasons may be modified but not increased by the Village as a result of any grievance meetings. The previous sentence shall not preclude the Chief from initiating additional charges if new facts become known to the Employer, nor shall it affect the authority of the Fire and Police Commission under the Municipal Code.

ARTICLE XXI. **MISCELLANEOUS**

Section 21.1 Non-Discrimination

The Village shall not discriminate against officers in a manner that would violate state or federal law, and employment-related decisions within the bargaining unit will be based on qualifications and predicted performance in a given position without regard to race, color, sex, religion, age or national origin of the officer nor shall the Village discriminate against officers as a result of membership in the Union. Officers shall not be transferred, assigned or reassigned for

reasons prohibited by this Section, nor for reasons unrelated to performance, skill, ability or the objective needs of the Department.

Section 21.2 Union Business Leave

To the extent that there is no disruption of service, increase in costs or interference with operations, leaves of absence without pay shall with prior advance notice be granted annually a total of up to two (2) officers for one day each or one officer for two (2) days who are selected, delegated or appointed by the Union to attend Union meetings, conventions or educational conferences.

Section 21.3 Fitness Examinations

If there is a justifiable concern about an employee's medical fitness for duty or medical fitness to return to duty, the Village may require that the employee have an examination by a qualified and licensed physician or other appropriate medical professional selected and paid by the Village. The employee shall be furnished a copy of any medical report.

Section 21.4 Take-Home Vehicles

On-call detective(s) and canine officer(s) will be provided with a vehicle and the officer may use the vehicle on duty and while on-call within a fifty (50) mile radius of the Village Hall.

Section 21.5 Drug And Alcohol Testing

- (a) Submit To Testing The Village may require an employee to submit to a urine test where there is reasonable, individualized suspicion based on objective consideration of improper drug or alcohol use. The Village shall provide any employee who is ordered to submit to any such test with a preliminary written statement of the basis for the Village's reasonable suspicion prior to referring the employee to a testing facility.
- (b) Laboratory Testing. The Village shall use only laboratories which are certified by the State of Illinois to perform drug and/or alcohol testing for such testing and shall be responsible for maintaining the identity and integrity of the sample. The passing of urine will not be directly witnessed unless there is reasonable suspicion to believe that the employee may tamper with the testing procedure. If the first test results in a positive finding based upon the cut-off standards utilized by the laboratory, a GC/MS confirmatory test shall be conducted. An initial positive screening test result shall not be submitted to the Village; only GC/MS confirmatory test results will be reported to the Village. The Village shall provide an employee with a copy of any test results which the Village receives with respect to such employee along with such other information as is required to assure the tests were properly conducted.
- (c) Sample Retention. A portion of the test sample, if positive, shall be retained by the laboratory for six months so that the employee may arrange for another confirmatory test (GC/MS) to be conducted by a laboratory certified by the State

of Illinois to perform drug and/or alcohol testing of the employee's choosing and at the employee's expense.

- (d) Blood Sample. At the time a urine sample is taken, a blood sample will also be taken if a warrant was obtained. If the GC/MS test results are positive and a blood sample was taken, the blood sample will be tested with the results reported to the Village. The Village shall then share these results with the employee.
- (e) Cause For Discipline. Use of unlawful drugs at any time while employed by the Village, use of prescribed drugs beyond recommended dosages, as well as having alcohol of .03% or above or unlawful drugs in the body while on duty shall be cause for discipline, including termination. Any issues relating to the drug and alcohol testing process (*e.g.*, whether there is reasonable suspicion for ordering an employee to undertake a test, whether a proper chain of custody has been maintained, etc.) shall be raised under the grievance procedure. Voluntary requests for assistance with drug and/or alcohol problems shall be held strictly confidential and the Chief of Police and Village Manager shall be the only ones informed of any such request or any treatment that may be given and they shall hold such information strictly confidential.
- (f) Disciplinary Action. Except in more serious or extreme cases, the Village will not discharge an employee who tests positive a first time but may suspend such employee up to thirty (30) calendar days or impose a lesser discipline as reasonably determined to be appropriate by the Village, so long as the employee complies with the following requirements. In order to avoid the penalty of termination, the employee must:
 - 1. agree to undergo appropriate treatment as determined by the physician(s) involved;
 - 2. discontinue use of illegal drugs or abuse of alcohol;
 - 3. agree to authorize persons involved in counseling, diagnosing and treating the employee to disclose to the Chief of Police and the Village Manager the employee's progress, cooperation, drug and alcohol use and any dangers perceived in connection with performing job duties and completion or non-completion of treatment;
 - 4. complete the course of treatment prescribed, including an "after-care" group for a period of up to twelve (12) months;
 - 5. submit to random testing during working hours during the period of "after-care" treatment and for a period of twenty-four (24) months following the period of "after-care"; and
 - 6. agree that during the last chance time period in (e) above, if the employee tests positive again the employee may be terminated.

Employees who do not agree to or act in accordance with the foregoing shall be subject to discipline, up to and including discharge. This Section shall not be construed as an obligation on the part of the Village to retain an employee on active status throughout the period of rehabilitation if it is appropriately determined that the employee's current use of alcohol or drugs prevents such individual from performing his duties or whose continuance on active status would constitute a direct threat to the property and safety of others. Such employee shall be afforded the opportunity, at his option, to use accumulated paid leave or take an unpaid leave of absence pending treatment.

- (g) Right to Contest. The Union and/or the employee, with or without the Union, shall have the right to file a grievance concerning any testing permitted by this Agreement. Any evidence concerning test results which is obtained in violation of the standards contained in this Article shall not be admissible in any disciplinary proceeding involving the employee.
- (h) Voluntary Request for Assistance. The Village shall take no adverse employment action against any employee who voluntarily seeks treatment, counseling or other support for an alcohol or drug related problem, other than the Village may require reassignment of the employee with pay if he is unfit for duty in his current assignment. The foregoing is conditioned upon:
 - 1. the employee agreeing to undergo appropriate treatment as determined by the physician(s) involved;
 - 2. the employee discontinues use of illegal drugs or abuse of prescribed drugs or alcohol;
 - 3. the employee agreeing to authorize persons involved in counseling, diagnosing and treatment of the employee to disclose to the Chief of Police and the Village Manager the employee's progress, cooperation, drug and alcohol use and any dangers perceived in connection with performing job duties and completion or non-completion of treatment;
 - 4. the employee completes the course of treatment prescribed, including an "after-care" group for a period of up to twelve (12) months; and
 - 5. the employee agrees to submit to random testing during working hours during the period of "after-care."
- (i) Employee Assistance Program. The Village shall provide to employees covered by this Agreement the benefits of the Employee Assistance program offered to the Village through the South Suburban Mayors and Managers Association.

Section 21.6 Officer Involved Shootings and Deaths

50 ILCS 727/1-25 mandates the Employer enact a policy requiring all officers involved in an "officer involved shooting" ("OIS") to be subject to drug and alcohol testing prior to the end of

his or her shift. 50 ILCS 727/1-25 defines an “officer involved shooting” as any instance when a law enforcement officer discharges his or her firearm, causing injury or death to a person or persons, during the performance of his or her official duties or in the line of duty. (See Side Letter at Appendix K.)

Section 21.7 Visit By A Union Representative

The Village agrees that one (1) accredited representative of the Union, whether Chapter Union representative or MAP representative, shall have reasonable access to the Police Department training room to meet with an off-duty bargaining unit employee(s). The outside representative shall call the Chief, or designee, before arrival and obtain prior approval, which approval may be reasonably denied, from the Department Head before entering upon the premises of the Department. The representative shall not in any way disturb employees who are working or other Village personnel.

Section 21.8 Confidentiality

To the extent permitted by law, any and all complaints filed against any police officer shall remain confidential and shall not be revealed to any person not in the chain of command within the Police Department other than MAP, Chapter #621, the Board of Fire and Police Commissioners, the Village Manager, the Assistant to the Village Manager, the Village President and Trustees, the Village Attorney, the State's Attorney, and other law enforcement agencies involved in the investigation.

Section 21.9 Benefits Re-Opener

Except as otherwise provided in this Agreement, if the Village grants other Village employees a significant improvement in a major fringe benefit, and if said improvement is universally applicable to all Village employees and exceeds the overall level of said fringe benefit set forth in this Agreement, the Union may give notice of its desire to reopen this Agreement and negotiate concerning a change in said benefit. The Union shall not request the Village to bargain or negotiate with respect to any other matter and the Village shall not have any obligation to negotiate or bargain concerning any other matter. The provisions of this Article, Section 20.14, shall at all times remain in effect. If and when an agreement is reached concerning the fringe benefit in question, the then applicable collective bargaining agreement, together with such fringe benefit changes as shall have been agreed upon, as so modified, shall be in full force and effect.

Section 21.10 Employee Health Savings Plan

The Village shall offer an Employee Health Savings Plan to eligible employees pursuant to the Employer Mission Square Employee Health Savings Plan Adoption Agreement and Employee Health Savings Plan documents attached as Appendices F, G and H respectively.

In the event the Village acts to amend or terminate the Employee Health Savings Plan, the Village agrees to meet with the Union to negotiate a similar benefit providing for employee contributions, if and to the extent such benefits are permitted under applicable law and regulations, available from third party providers, for post-employment health costs. In the event the parties are unable to agree upon such a benefit after a sixty (60) day period of negotiations, either party may

invoke interest arbitration to resolve their dispute as provided under the proceedings of §14(H) of the Illinois Public Labor Relations Act. The arbitrator shall be selected pursuant to the procedures set forth in Article VII of the parties' Collective Bargaining Agreement.

Section 21.11 Replacement of Personal Property

The Village agrees to repair or replace uniforms that are damaged while in the performance of assigned duties. The item is required to be worn by the employee to perform their assigned work tasks. This includes, but is not limited to, prescription glasses and sunglasses, hearing aids, and watches of those employees who are required to wear watches to perform their duties.

The item must be lost or damaged as a direct result of performing work duties. Items lost or damaged as a result of improper care or protection, or other employee negligence, even though the loss or damage may occur during work, will not be replaced by the Village. The Village also will not replace items because of normal wear and tear, even though such wear and tear may be a direct result of performing work duties.

The cost of reimbursement for items other than medically required items (*i.e.* prescription glasses, hearing aids) will be limited to one hundred dollars (\$100.00). Uniforms will be replaced through a quartermaster system and as set forth in Article XV.

Employees who apply for reimbursement under this policy must provide a statement that the item was damaged or lost as a direct result of performing work duties and must furnish a receipt verifying the cost of the replacement item. Generally, this statement must be provided within ten (10) business days of the incident which led to the request for reimbursement.

In the event that the employee received restitution for any item replaced from any other source, the employer shall be reimbursed for any amounts paid to the employee in accordance with this section.

Section 21.12 Training Reimbursement

All applicants that are hired and later voluntarily terminates his or her employment with the Village within two years of the date of his or her employment, he or she will reimburse the Village for all of the Village's direct and indirect costs associated with Applicant's hiring and training, including but not limited to the costs of police academy and field training, as follows:

<i>Length of Service</i>	<i>Applicant Reimbursement</i>
Voluntary termination of employment less than one year from date of hire	Cost of hiring and training up to \$9,000
Voluntary termination of employment more than one year but less than two years from date of hire	Cost of hiring and training up to \$8,000

In the event that an Applicant owes hiring and/or training costs to the Village and has not paid the costs to the Village as of the last day of employment as a full-time Village police officer, Applicant consents to reimburse the Village within thirty (30) days of separation as stated above.

ARTICLE XXII.
SAVINGS CLAUSE

In the event any Article, section or portion of this Agreement should be held invalid and unenforceable by any Board, Agency or Court of competent jurisdiction, such decision shall apply only to the specific Article, section or portion thereof specifically specified in the Board, Agency or Court decision; and upon issuance of such a decision, the Village and the Union agree to immediately begin negotiations on a substitute for the invalidated Article, section or portion thereof. If any provision of this Agreement or its application is held contrary to law, the remainder of this Agreement shall not be affected thereby. If the parties are unable to reach agreement, the impasse procedure of the Illinois Public Labor Relations Act shall be used.

ARTICLE XXIII.
ENTIRE AGREEMENT

This Agreement constitutes the complete and entire agreement between the parties and concludes collective bargaining between the parties for its term except as stated in the paragraph which follows. This Agreement supersedes and cancels all prior practices and agreements, whether written or oral which conflict with the express terms of this Agreement. If a past practice is not addressed in the Agreement, it may be changed by the Employer as provided in the management rights clause at Article IV of 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 law from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement.

The Union and the Village shall have the right to impact or effects bargaining as provided in the Illinois Public Labor Relations Act. The Village shall have the right to temporarily implement management decisions in emergency situations, or upon seven (7) calendar days' notice to the Union, pending final resolution of any impact or effects bargaining as timely presented (within seven (7) calendar days of receipt of notice) by the Union, unless specifically provided otherwise in this Agreement.

ARTICLE XXIV.
TERMINATION

Section 24.1 Termination in

This Agreement shall be effective beginning May 1, 2025 and shall remain in full force and effect until 11:59 p.m. on the April 30, 2028. It shall be automatically renewed from year to year thereafter unless either party shall notify the other in writing at least two hundred forty (240) days prior to the anniversary date that it desires to modify this Agreement. In the event that such notice is given, negotiations shall begin no later than two hundred ten (210) days prior to the anniversary date.

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

Executed this 8th day of July 2025

VILLAGE OF HOMEWOOD:

**METROPOLITAN ALLIANCE OF
POLICE CHAPTER 621:**

Richard Hofeld, Village President
Village of Homewood

Keith George, President
Metropolitan Alliance of Police

Nakina Flores, Village Clerk
Village of Homewood

Donald Dean, President
Metropolitan Alliance of Police
Homewood Police Chapter #621

Denise McGrath, Chief of Police
Village of Homewood

Brian Beauchamp, Vice President
Metropolitan Alliance of Police,
Homewood Police Chapter #621

APPENDIX A
WAGE SCHEDULE

Police Officer	5/1/2024 to 4/30/2025	5/1/2025 to 4/30/2026	5/1/26 to 4/30/2027	5/1/27 to 4/30/28
Annual Increase	3.0%	3.5%	3.5%	4.0%
Step A	\$81,871	\$84,736	\$87,702	\$91,210
Step B	\$85,340	\$88,327	\$91,418	\$95,075
Step C	\$89,758	\$92,900	\$96,151	\$99,998
Step D	\$94,008	\$97,298	\$100,704	\$104,732
Step E	\$98,473	\$101,920	\$105,487	\$109,707
Step F	\$103,159	\$106,769	\$110,506	\$114,926
Step G	\$108,035	\$111,817	\$115,730	\$120,359

APPENDIX B
INVESTIGATION OF EMPLOYEE

An employee may request that a union representative be present at any meeting called by command or supervisory personnel in which the employee reasonably fears that discipline may result from such meeting.

APPENDIX C

CATASTROPHIC SICK LEAVE BANK

Policy

The Sick Leave Bank serves as a depository into which participating employees may donate accrued sick leave time for allocation to other participating employees. The purpose of this bank is to alleviate the hardship caused if catastrophic illness or injury forces the employee to exhaust all sick leave time (including non-accumulative and extended illness sick leave) earned by that employee and thereby lose compensation.

Sick Leave Bank Administration

A sick leave bank committee shall be established to administer the sick leave bank. The committee shall consist of five (5) individuals; the Chief of Police or his/her designee; one (1) individual appointed by the Village Manager; one (1) individual appointed by the Union; two (2) individuals appointed by the Chief of Police who have contributed sick leave to the sick leave bank in the past. In the event there are not two (2) individuals who have contributed to the sick leave bank in the past, the Chief of Police will appoint two (2) individuals that are eligible to contribute.

The committee shall convene within five (5) business days upon receipt of a withdrawal request to consider the request. A quorum of members or their alternates must be present for a meeting to take place. A withdrawal request shall be granted upon majority affirmative vote of all members present at the meeting. The committee shall notify the requestor of the committee's decision within one (1) day after the meeting. If a request is denied, the committee shall inform the requestor as to the reasons for the denial.

Eligibility & Limitations

1. Catastrophic injury or illness is defined as a non-work-related severe condition or combination of conditions affecting the mental or physical health of an employee that results in the disability of the employee for a continuous period of fourteen (14) days or longer, or that requires intermittent treatment for more than three (3) non-consecutive days. The catastrophic illness or injury must require the continuing services of a physician, psychologist, or psychiatrist.
2. This sick leave bank is available to those employees who have completely exhausted all sick leave time and who are not receiving temporary disability benefits under workers' compensation.
3. Employees who have accumulated a minimum of three hundred twenty (320) hours of sick leave after November 11, 1984, in accordance with 12.3 are eligible to donate to the sick leave bank. Eligibility for participation in the bank will discontinue upon termination of employment or death of the employee.
4. Benefits from the bank are not available retroactively. Once benefits are donated, they are no longer available to the employee, unless the employee is designated to receive benefits under this policy.

5. Use of benefits from the sick leave bank is considered under the provisions of the Family and Medical Leave Act (FMLA) and any use is included in the twelve weeks of leave provided under this Act, if applicable.
6. Days remaining in the sick leave bank at the end of a fiscal year will be carried over to the next fiscal year.

Donations

Any employee who wishes to transfer a portion of his/her sick leave must sign a statement indicating the number of days to be transferred. Employees will be given an opportunity to donate accrued sick leave to the bank after a request to withdraw sick leave from the bank has been received by the committee and the committee determines that the requestor meets all the eligibility requirements to participate in the program. All donations shall be voluntary.

1. The minimum amount of sick leave an employee may contribute is one (1) day. Donations to the bank must be in one (1) day increments. The donating employee must retain a minimum of twelve (12) days of sick leave in their personal account. Once sick leave has been donated to the bank, it cannot be returned to the donating employee.
2. Donations are to be taken from the employee's non-compensable sick leave balance earned after November 11, 1984, and will be transferred on a ratio of 1/1. No transfer of funds occurs, but the contributing employee's sick leave balance is reduced by the number of days donated.

Withdrawals

1. An employee or his/her designee must request sick leave from the bank in writing to the committee on a sick leave withdrawal form prescribed by the Village.
2. Request for sick leave may be used by the catastrophically ill employee for the treatment of his/her ill or the treatment of a catastrophically ill "family member" (as defined in Section 13.5)
3. All requests must be accompanied by a physician's statement that includes the beginning date of the catastrophic condition, a description of the illness or injury, and a prognosis for recovery. All requests should also indicate the estimated number of sick leave days required and information related to any pending disability claims.
4. Requests for withdrawal must be made by the employee or his/her designee no later than five (5) working days after all accrued sick leave time has been exhausted.
5. No employee may withdraw more than twenty (20) sick leave days in one (1) calendar year. Employees may submit multiple requests per calendar year.
6. If the recipient returns to work before the received hours have been expended, all unused hours shall be returned to the sick leave bank.

7. All grants and denials withdrawal requests shall be submitted to the accounting office for processing, with a copy in the requestor's personnel file.
8. The Police Chief may overturn the decision of the committee where there is demonstrable evidence of a pattern of abuse of sick leave by the recipient which evidence shall be submitted to the committee in writing prior to overturning the decision.
9. Final decisions of the committee or the Police Chief (if applicable) shall not be subject to the grievance procedure of their agreement.
10. The parties reserve their rights to reconsider this provision in connection with negotiations related to successor agreements effective May 1, 2006 or thereafter and the terms of this Agreement including the union's waiver in this Agreement of the right to grieve adverse decisions by the committee or the Police Chief shall be without prejudice to their positions on those issues in such negotiations.

APPENDIX D
HOLIDAY PAY COMPUTATION

Example A

Officer's scheduled day off, officer does not work. Officer receives eight (8) hours of holiday pay for a total pay of eight (8) hours.

Example B

Officer's scheduled day to work, officer actually works eight (8) hour shift. Officer receives 8 hours of holiday pay plus sixteen (16) hours of pay for hours worked (2 x 8 hours of work). Total pay is twenty-four (24) hours.

Example C

Officer's scheduled day to work, officer actually works ten (10) hour shift. Officer receives eight (8) hours of holiday pay plus twenty (20) hours of pay for hours worked (2 x 10 hours of work). Total pay is twenty-eight (28) hours.

Example D

Officer's scheduled day off, officer called in to work eight (8) hour shift. Officer actually works eight (8) hour shift. Officer receives eight (8) hours of holiday pay plus sixteen (16) hours of pay for hours worked (2 x 8 hours of work). Total pay is twenty-four (24) hours.

Example E

Officer's scheduled day off, officer called in to work eight (8) hour shift. Officer actually works twelve (12) -hour shift. Officer receives 8 hours of holiday pay plus twenty-four (24) hours of pay for hours worked (2 x 12 hours of work). Total pay is thirty two (32) hours.

APPENDIX E
BODY WORN CAMERAS MOU

This Memorandum of Understanding (“MOU”) is made and entered into by and between METROPOLITAN ALLIANCE OF POLICE, Chapter #621 (“Patrol Unit”) and the VILLAGE OF HOMEWOOD and its Police Department (the “Employer or “Village”). The Parties agree:

1. The Employer has adopted a policy related to the use of officer-worn body worn cameras. The Employer’s body worn camera (BWC) policy shall not conflict with the terms of this MOU or the Illinois Officer Worn Body Camera Act (the “Act”), 50 ILCS 706/10 et seq..
2. After this MOU is signed by authorized representatives of both Parties, the Chief (or designee) will post or distribute the MOU and the BWC Policy to all addition to emailing a copy of the BWC Policy to all covered employees in the manner in which other policies are communicated.
3. Body Worn Camera footage may be used in performance reviews and other supervisory responsibilities but is not intended to replace the review of officer performance in the field. Employer’s review of covered employees BWC video shall not be conducted for discriminatory, retaliatory, arbitrary and capricious or illegal reasons.
4. Unless expressly prohibited by law, the recording officer shall have reasonable access and shall be permitted to review his or her recordings prior to completing incident reports or other documentation, provided that any such review is disclosed to the supervisor and documented in the report or documentation.
5. An officer who is subject to a Formal Investigation related to his own use of force or his own conduct shall have the right to review their own BWC footage following any “interrogation” as defined under the Uniform Peace Officer Disciplinary Act 50 ILCS 725/1 et seq. but prior to the imposition of disciplinary action arising out of the Formal Investigation. Provided, however, this review by the officer shall not occur unless (a) a member of management is present at the time of the viewing, ad (b) any written statement provided by the officer will reflect the fact that the officer reviewed the video on a given date/time before the statement was made.
6. Nothing in this Agreement or the Village’s BWC policy is construed as a waiver of an officer’s ability to claim that a portion of the recording contains a communication protected by a legally privileged relationship (e.g. spouse, attorney, labor representative, minister, etc.). Unless forbidden by law, an officer may turn off their BWC to engage in privileged communication for a reasonable period of time (after notifying the supervisor this exception applies) not to exceed 3 minutes. A privileged communication does not include a conversation with another officer or supervisor while still actively engaged in a call for service, investigation, community care taking function and/or law enforcement encounters or activities.
7. In the event of a breach of this MOU by either Party, the issue may be raised pursuant to the Grievance Procured in Article VI of the parties collective bargaining agreement and/or the applicable laws.

8. In the event of a conflict between an express provision of this Agreement and applicable law, the law will govern. In the event this Agreement conflicts with a change in law, either party may request bargaining pursuant to the CBA and IPLRA.
9. The Village agrees to provide employees with training related to the BWC Policy and this MOU at the Village's expense during working hours.
10. The Parties agree that the terms of this MOU satisfy any mandatory obligation to bargain the terms or effects of this MOU. There is nothing in this MOU that is construed as a waiver of the Village's rights to change or amend any terms of the BWC Policy that are not mandatory subject of bargaining.
11. The parties agree that BWC technology will be equipped with a minimum of 30-second buffer period (but not beyond 2 minutes), with exceptions as required by law. The buffer period will record video only, not audio.
12. Body worn cameras may be activated remotely or "live streamed" only if the Village has a good faith reason to do so for a legitimate safety and/or law enforcement reason. If an officer's body worn camera is remotely activated, the Village will make a good faith effort to notify the affected officer within a reasonable period of time thereafter if time is of the essence due to the circumstances involved.
13. Should any section or clause of this Agreement be declared illegal or invalid by a court of competent jurisdiction, or by reason of any existing or subsequently enacted legislation, all other provisions of this Agreement shall remain in full force and effect.

VILLAGE OF HOMEWOOD

METROPOLITAN ALLIANCE OF
POLICE HOMEWOOD CHAPTER 622

Napoleon Haney
Village Manager

Don Dean – President
Metropolitan Alliance of Police

Denise McGrath
Chief of Police

Brian Beauchamp – Vice President
Metropolitan Alliance of Police

Kelly Strayer
Deputy Chief of Police

Kevin Radtke - Treasurer
Metropolitan Alliance of Police

Thomas Johnson
Deputy Chief of Police

Henry Renken - Secretary
Metropolitan Alliance of Police

APPENDIX F
12 HOUR SHIFT
MEMORANDUM OF AGREEMENT

This Memorandum of Agreement (“MOA”) is entered into by and between the Village of Homewood and its Police Department (collectively referred to as the “Village”) and the Metropolitan Alliance of Police, Chapter 622, Sergeants Unit (referred to as the “Union”). The Village and the Union are collectively referred to as the “Parties”. The Parties agree:

1. Background Information:

- a. Except as provided below, the terms of the 2025-2028 collective bargaining agreement between the Parties (“CBA”) will remain in full force and effect.
- b. The Parties agree and acknowledge that the terms of this MOA and the effects of the MOA were agreed to by the Parties following good faith bargaining and negotiations to the extent required by law.
- c. Unless otherwise expressly referenced in the CBA or this MOA, a “day” means an eight (8) hour period of time.

2. Twelve (12) hour Normal Shift: The normal shifts, workdays and hours to which Sergeants are assigned shall be construed as a twelve (12) hour period of time.

3. Normal Shift Hours: The normal working hours are 6 AM until 6 PM (day shift) and 6 PM-6 AM (night shift), subject to the remaining terms of the CBA as modified by this MOA.

4. Regular Day Off Patterns: While this MOA is in effect, there are two groups of regular day off patterns that will rotate and repeat in two-week intervals consistent with the applicable two-week pay period. They are:

(a) Two On/Two Off/Three On/Two Off/Two On/Three Off,
OR

(b) Two Off/Two On/Three Off/Two On/Two Off/Three On.

5. Short Day: The regular day off shift patterns referenced in Paragraph 3 above equate to eighty-four (84) hours of working time during each full two (2) week pay period. To account for the extra four (4) hours in each two-week pay period, each patrol officer will be scheduled for one “short day” of eight (8) hours instead of a normal twelve (12) hour shift bringing the time scheduled each pay period to eighty (8) hours per workweek.

6. Overtime Pay: For purposes of Section 5.5 Overtime Pay, overtime pay is triggered after 12-hours in a day when scheduled to work a normal 12-hour day and after 8 hours when scheduled to work a normal 8-hour day (short day).

7. Training Time: The Parties recognize that there will be certain pay periods throughout the year in which a patrol officer will be assigned to attend in-service training program(s)

on the patrol officer's regular day off, lasting eight (8) hours in a given day. When this occurs, the patrol officer's normally scheduled day off (12-hour shift) will be changed during the same pay period to ensure the total hours available to that patrol officer during the pay period remains at eighty (80) hours. [See Appendix G of the CBA for "Overtime Call-Out Procedures" when this applies.]

8. **Compensatory Time Use:** No covered officer will be scheduled to use compensatory time under circumstances that will cause any shift to go below minimum staffing standards established by the Village
9. **Holiday Pay and Work Requirements:** For purposes of Section 8.2 of the CBA), Holiday Pay shall continue to be computed based on eight (8) hours' pay for each designated holiday regardless of whether the bargaining unit member actually works the holiday. As also provided in Section 8.2 "time worked" on a designated holiday listed shall be compensated at two (2) times the patrol officer's regular rate of pay.
10. **Comp Time Use on Holiday:** Covered patrol officers who are scheduled to work a twelve (12) hour shift on a holiday referenced in Section 9.1 may use up to three (3) hours of compensatory time, as provided for in Section 6.6 of the CBA, to complete their regular work shift hours. Covered patrol officers who are scheduled to work an eight (8) hour shift on a holiday may use up to two (2) hours of compensatory time, as provided in section 6.6 of the CBA to complete their regular work shift hours.
11. **Vacation Selection:** As used in Section 10.3 of CBA, a patrol officer's "vacation selection" may be requested in one-week increments, defined as the seven (7) day period beginning on Monday and ending on Sunday.
12. **Sick Leave:** As used in Section 12.3 of the CBA, patrol officers shall accrue eight (8) hours of paid sick leave for each full month of service and the prior accrual schedule is no longer applicable. When using earned Sick Leave time, the patrol officer will be charged for the actual number of hours used in a given day. For example, an 8-hour day of sick time will involve the use of eight (8) hours of paid sick leave time whereas a 12-hour day of sick time will involve the use of twelve (12) hours of paid sick time.
13. **Field Training Officer Compensation** (Section 6.12): Any patrol officer who is assigned to perform the regular duties of a Field Training Officer (FTO) shall receive a total premium payment of the officers overtime hourly rate for the performance of such work:

At least 2 hours but less than 4 hours = one half (.50) hour
At least 4 hours but less than 8 hours = One (1) hour
At least 8 hours up to 12 hours = One and one half (1.5) hour

There is no premium payment for less than 2 hours. The premium payment is based on scheduled hours, not hours that are a result of a late arrest or late call.
14. **Officer in Charge Compensation** (Section 6.11): Any patrol officer who is assigned the regular duties of a Sergeant for at least two (2) hours will receive a total premium payment equal to one (1) hour of the officer's overtime hourly rate for the performance of such

work. If those duties extend beyond 4.25 hours, the total premium payment will be equal to one and one half (1.5) hour of the officer's overtime hourly rate for the performance of such work. The clock will restart each shift.

Light Duty: As used in Section 13.8 of the CBA, the normal work schedule for officers assigned to temporary light duty work assignments after sustaining a work-related injury or illness, shall be assigned by evaluating the following criteria;

- An officer's current schedule and assignment;
- Projected release to full-duty assignment; and,
- Departmental needs

Patrol officers who are normally scheduled to work a 12-hour shift may remain on their current 12-hour normal work day or they may be assigned to a normal work day lasting eight-hours per day, Monday through Friday (with weekends and designated holidays scheduled as regular days off). In general, when assigned to a light duty work assignment pursuant to this Paragraph on the basis of an eight (8) hour scheduled day, the patrol officer's regular workday will be between the hours of 7 AM and 10 PM.

15. Day Off Switches and Work Time Exchange: Subject to the remaining terms of the CBA as modified by this MOA, Sergeants may make the following shift switches during each calendar year: (a) up to six (6) single-day off switches per calendar year, and (b) up to sixty (60) hours of work exchange time.

These day off switches (and/or work time exchanges) cannot cause the Village to incur or have a need to schedule overtime and all switches must be completed in the same pay period. If a Sergeant fails to work as scheduled (including switched/exchanged work days), this is just cause for disciplinary action like any other absence from work. No day off switch (and/or work time exchange) is in place unless approved in advance by the Deputy Chief of Operations or authorized designee. Unused day off Switches may not be carried over into subsequent calendar years.

16. Management Rights: Nothing in this MOA limits or restricts the Village's right under the CBA, including without limitations its management right to schedule work and return to a regular work shift of eight (8) hours (or an alternate shift). As in the past, the Village retains its right to change the work schedule of its covered employees to return to the eight (8) hour schedule (and prior related terms of the CBA) where, for example, the Village determines that such change is necessary for the proper operation of the Department. Stated further, the Village remains free to change the 12 hour shift schedule at any time and for any business reason notwithstanding the remaining provisions of this MOA.

17. Notice of Change: If the Village determines that it has a business need to change the normal patrol division schedule from the "12 hour shift schedule" to any other variation of a normal work schedule, including the "4-2 schedule", the Village agrees to provide the Union adequate notice as required by the remaining provisions of the CBA that were in effect as of the time of execution of this MOA.

18. **Application:** This MOA will be construed as if it was mutually drafted by both Parties and any ambiguity will not be construed in favor or against either party as the original drafter. This MOA may be changed only by written instrument signed by authorized representatives of both parties and ratified by the Union membership and the authorized representatives of the Village Board.

19. **Good Faith Bargaining:** The Parties agree and represent that they have been given adequate time to review and consider these terms and the results of the MOA were the product of good faith bargaining by both Parties. Additionally, both parties represent and agree that their respective promises in the MOA are supported by adequate consideration. Finally, the terms of this MOA were freely and voluntarily entered by the individuals who sign below and those individuals are duly authorized to act on behalf of the respective members.

Agreed this 2nd day of July, 2025

VILLAGE OF HOMEWOOD

METROPOLITAN ALLIANCE OF
POLICE HOMEWOOD CHAPTER 622

Napoleon Haney
Village Manager

Don Dean – President
Metropolitan Alliance of Police

Denise McGrath
Chief of Police

Brian Beauchamp – Vice President
Metropolitan Alliance of Police

Kelly Strayer
Deputy Chief of Police

Kevin Radtke - Treasurer
Metropolitan Alliance of Police

Thomas Johnson
Deputy Chief of Police

Henry Renken - Secretary
Metropolitan Alliance of Police

APPENDIX G
OVERTIME CALL OUT PROCEDURE – PATROL (MAP 621)

Shift is offered to the RDO eligible group which includes anyone from that shift that may be on their extra scheduled RDO and can be taken as 12 hours or 8 hours (only 6-2 or 10-6).

- The shift will be given to anyone that wants the full 12 hours regardless of seniority even if a higher seniority person wanted 8 hours of the overtime.
 - If senior officer is bumped by a junior officer who wanted the full 12 hours, the senior officer may take the full 12 hours and bump the junior officer that bumped them.
- If taken as 8 hours, the remaining 4 hours will be offered to the connecting shift based on seniority.
 - If no one claims the 4 hours on connected shift it will go to an All Call.
 - If not covered by the All Call the 4 hours will be given by force to the most junior officer on the connected shift.
- **All Call for shift to be offered as 12 hours or 8 hours (only 6-2 or 10-6).**
 - The shift will be given to anyone that wants the full 12 hours regardless of seniority even if a higher seniority person wanted 8 hours of the overtime.
 - If senior officer is bumped by a junior officer who wanted the full 12 hours, the senior officer may take the full 12 hours and bump the junior officer that bumped them.
 - If taken as 8 hours, the remaining 4 hours will go to the connected shift based on seniority first and forced if not claimed voluntarily.
- **If shift is not taken from All Call procedure:**
 - Shift is split into three 4 hour shifts (6-10, 10-2, 2-6)
 - The first 4 hour and last 4 hours being covered by the connected outgoing or incoming shift based on seniority first and then forced to the most junior officer.
 - The middle 4 hours will be offered to RDO eligible group which includes anyone from that shift that may be on their extra scheduled RDO.
 - The middle 4 hours will go to an All Call.
 - The middle 4 hours will be covered by the already scheduled overtime officer from the incoming or outgoing shifts by each working the additional 2 hours that are connected to their overtime shift.
 - If the overtime shift becomes a 6 hour overtime shift it can be done on a voluntary basis first.
 - If the overtime shift becomes a 6 hour overtime shift by force then the next eligible officer on the forced overtime list for that group will cover the shift. The forced overtime list for each group will start with the most junior officer and go in order to the most senior officer in the group. The list will start over after all officers in the

group have been forced for 6. If the next eligible officer calls off sick, the forced overtime goes to the next person on the list and the officer that called off remains at the top of the list to cover the next forced 6 hours of overtime.

- **Force Exceptions**

- An officer on a full 12 hour of overtime cannot be forced to hold over unless emergency circumstances dictate.
- An officer that worked overtime on the front half or back half of their shift cannot be forced to fill the opposite end of overtime.

- **Overtime caused by an officer's short day**

- The officer that is on their short day will be the first eligible officer to volunteer for the 4 hours of overtime
- If the short day officer doesn't want the shift, the shift will go to the regular overtime process for coverage.

APPENDIX H
FAMILY AND MEDICAL LEAVE

Adopted by Resolution No. R-1453
October 12, 1993

- 27.101 Eligible employees shall be granted time off as required by the Family and Medical Leave Act (FLMA). The twelve (12) month period for the purpose of determining remaining FMLA leave balance shall be a rolling twelve (12) month period measured backward from the date an employee uses any FMLA leave.
- 27.102 Employee requests for FMLA leave shall be made at least thirty (30) days in advance if the need for leave is foreseeable. If the need is unforeseeable, the employee shall provide such notice as is practicable. Employee requests shall provide sufficient facts demonstrating that the leave qualifies under the FMLA. A medical certification shall be required for family or personal medical leave. Requests for FMLA leave shall be forwarded to the Village Manager for approval.
- 27.103 Employees requesting FMLA leave will be referred to the Accounting Department for information on their rights and responsibilities under the FMLA. Health insurance premiums for which the employee is responsible for paying shall be paid by the employee to the Village no later than the 15th day of the month prior to the month's coverage for which the premium is being paid. An employee requesting FMLA leave for personal medical, or family medical reasons shall first use any accrued sick leave which the employee has available. An employee requesting FMLA leave for personal medical, or family medical reasons shall first use any accrued sick leave which the employee has available. An employee requesting FMLA leave for childbirth or child placement reasons may, at his/her option, use accrued sick leave. Vacation leave may be used, at the employee's option, for any type of FMLA leave. If an employee uses paid leave for an FMLA-qualifying purpose, the paid leave shall be counted against an employee's 12-week FMLA leave entitlement. If an employee has insufficient accrued leave available, the FMLA leave period for which leave isn't available shall be unpaid. During an unpaid FMLA leave, the employee shall not accrue vacation leave, sick leave, or seniority and shall not be entitled to any benefits other than health insurance coverage.
- 27.104 Employees desiring to return to work following a personal medical leave may be required to furnish a fitness for duty certification from their health care providers. Such certification must be provided prior to the employee's return to work and shall be forwarded to the Village Manager for approval of the employee's return to work.
- 27.105 Nothing in this policy expands the Village's or an employee's rights and duties under the FMLA, except as specifically provided in this policy.

APPENDIX I
INSURANCE PLANS – PPO/HMO/HSA/FSA

GRIEVANCE SETTLEMENT AGREEMENT

This Settlement Agreement is entered into as of this 14th day of December, 2004 by and between the **VILLAGE OF HOMEWOOD (“Employer”)**, and **AMERICAN FEDERATION OF STATE, COUNTY AND MUNICIPAL EMPLOYEES, COUNCIL 31, LOCAL 2891, AFL-CIO, HOMEWOOD PROFESSIONAL FIRE FIGHTERS LOCAL 3656, IAFF, AFL-CIO-CLC and THE STATE AND MUNICIPAL TEAMSTERS LOCAL 726** (hereinafter collectively referred to as the “**Unions**”).

WHEREAS, the parties wish to resolve Grievance No. 51 390 00464 04 in good faith and in a harmonious manner;

NOW, THEREFORE, in consideration of the premises and mutual promises contained herein, the Employer and the Unions all agree as follows:

1. The Employer sponsors a group health plan (hereinafter referred to as the “Plan”) which consists of two primary component parts: a Health Maintenance Organization (“HMO”) component and a Preferred Provider Organization (“PPO”) component. All employees and eligible retirees of the Employer, including those employees represented by the Unions, are covered by these same two Plan components.

2. As part of the Employer’s annual renewal of its health insurance policy for the 2004 Plan year, the Employer was informed that there would be a 29.3% increase in the cost of the policy. At the request of the Employer’s Insurance Committee the Employer took various steps in an attempt to reduce this amount without changing the terms of the Plan. The provider

was unwilling to offer a policy renewal cost in an amount acceptable to the Employer.

3. The Insurance Committee discussed the circumstances and alternatives.

Thereafter, the Employer altered the coverage ratio under the Plan's PPO component from 100% in network and 80% out-of-network to 90% in network and 70% out-of-network, with a \$500 out-of-pocket maximum. The Employer's Board of Trustees subsequently approved the above modifications which resulted in a reduction in the increased cost for the 2004 renewal from 29.3% to 16.2%.

4. On or about December 28, 2003, the Employer distributed a letter to all of its employees regarding the renewal of its insurance policy including a description of the revised coverage ratios and \$500 out-of-pocket maximum under the Plan.

5. On or about December 31, 2003, the Unions filed individual grievances relating to the revised coverage ratios and \$500 out-of-pocket maximum under the Plan's PPO component which were subsequently combined as Grievance No. 51 390 00464 04. The Unions' grievances allege that the modifications to the Plan were not in accordance with the terms of their respective Collective Bargaining Agreements in effect at the time. Specifically, the Unions allege violations of Article XX of the Collective Bargaining Agreement between the Village of Homewood and the Homewood Professional Fire Fighters Local 3656, International Association of Fire Fighters, AFL-CIO-CLC, 2001-2004; Article XVII of the Agreement between Village of Homewood and State and Municipal Teamsters Local 726, 2002-2006; and Article XXVI of the Collective Bargaining Agreement between the Village of Homewood and the American Federation of State, County, and Municipal Employees, Council 31, Local 2891, AFL-CIO, 2001-2005.

6. The parties have now agreed to resolve any and all disputes effective to the date of this Agreement, arising from or related to the issues referred to above.

7. It is therefore agreed that effective July 1, 2005, the Employer shall change the terms of the Plan to provide three component parts as follows:

- a. A PPO component identical to that which is currently in effect, including the coverage ratio of 90% in network and 70% out-of-network, with a \$500 out-of-pocket maximum and a \$250 deductible.
- b. An HMO component, including an annual Employer contribution to the Flexible Spending Account of each employee electing coverage under the HMO component, the first such annual contribution to be credited no later than the first payroll period in July 2005, in an amount equal to \$120 for those employees electing single coverage, \$240 for those employees electing single plus one coverage and \$360 for those employees electing family coverage.
- c. Two additional High Deductible PPO components with the same benefits and coverages as the PPO component described above, but with deductible amounts as follows: Option A with deductibles of \$2,000 for those employees electing single coverage, \$4,000 for those employees electing single plus one coverage and \$6,000 for those employees electing family coverage; Option B with deductibles of \$1,000 for those employees electing single coverage, \$2,000 for those employees electing single plus one coverage and \$3,000 for those employees electing family coverage.

For each employee electing coverage under a High Deductible component, the Employer shall make a lump sum annual contribution to each eligible employees' HSA account no later than the first payroll period after the employee's enrollment in such component, or as soon thereafter as permitted under applicable law, in the amounts stated in the following table. In addition, the out-of-pocket maximums for the plan shall be as indicated.

<u>Category</u>	<u>Option A</u>	<u>OOP Max</u>
	<u>HSA Contribution</u>	
Family	\$3,000	\$10,000

Single + 1	\$2,000	\$8,000
Single	\$1,000	\$4,000

<u>Category</u>	<u>Option B</u>	
	<u>HSA Contribution</u>	<u>OOP Max</u>
Family	\$1,500	\$6,000
Single + 1	\$1,000	\$4,000
Single	\$500	\$2,000

Notwithstanding the above, for the initial short plan year beginning in July 2005, the HSA contribution for those employees electing family coverage will be made in two installments, as required in order to comply with applicable law. The first installment is to be contributed no later than the first payroll period after the employee's enrollment in an amount equal to \$2575, and the second installment is to be contributed no later than the first payroll period in January 2006 in an amount equal to \$425.

- d. In addition, after the Plan Year ending June 30, 2007, the Insurance Committee shall review the claims experience and costs of the High Deductible PPO component in comparison with the costs of other similar PPO plans within the IPBC Network. After such review, the Employer agrees that any signatory to this Agreement may reopen this Agreement and propose an additional amount of Employer contributions to the employee HSA if it can demonstrate a significant increase in savings in premium costs for employees enrolled in a High Deductible PPO component. The Employer agrees in principle to make additional contributions if warranted based on such demonstrated savings in premium costs. The specific amounts of such contributions shall be bargained in good faith between the parties within the context of the circumstances as they may then exist

8. It is further agreed that the Employer shall establish and maintain a Flexible Spending Account (FSA) for each employee represented by the Unions who had elected to be covered under the Plan's PPO component in 2004. Additionally, the Employer shall credit each such employee's FSA account with \$175.00 no later than the first payroll period in July 2005

and again in July 2006.

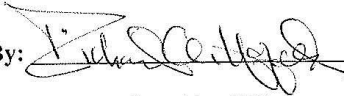
9. It is further agreed that, to the extent permitted by applicable law, employees represented by the Unions who are enrolled in a High Deductible PPO component and who are contractually entitled to contribute any accrued sick leave, vacation leave or compensatory time to their Retirement Health Savings Plan account shall have the option to alternatively make such authorized contributions to their Health Savings Accounts.

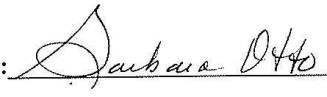
10. It is further agreed that the Unions shall withdraw their individual grievances and Grievance No. 51 390 00464 04 referenced above in paragraph 5, and will not file additional grievances based on the Plan changes referenced in paragraph 3.

11. This Agreement, including the events described in paragraphs 2 and 3, shall not serve as or be used as a precedent in any future case, dispute or proceeding, except for the purpose of enforcing its terms. It is agreed and understood that, by entering into this Agreement, the Employer does not admit to any violation of any law or contract. Furthermore, the Employer agrees that this Agreement is not intended to diminish the contractual restrictions as to mid-term changes in benefits and coverages described in Articles 17.3 (Teamsters), 26.2(b) and (c) (Firefighters) and 26.3 (AFSCME) and affirms its obligation to adhere to the terms of the respective Collective Bargaining Agreements.

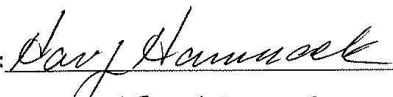
IN WITNESS WHEREOF, each of the parties, by their duly authorized representatives,
have signed this Grievance Settlement Agreement.

VILLAGE OF HOMEWOOD


By: 
Date: December 14, 2004

By: 
Date: December 14, 2004

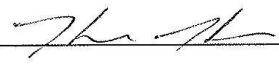
**AMERICAN FEDERATION OF STATE,
COUNTY, AND MUNICIPAL
EMPLOYEES, COUNCIL 31, LOCAL
2891, AFL-CIO**

By: 
Date: 12-13-04

**HOMEWOOD PROFESSIONAL
FIREFIGHTERS LOCAL 3656,
IAFF, AFL-CIO-CLC**

By: 
Date: 12/14/04

**THE STATE AND MUNICIPAL
TEAMSTERS LOCAL 726**

By: 
Date: 12-14-04