

**Collective Bargaining Agreement
Between
The Village of Homewood**

And

**The Homewood Professional
Fire Fighters
Local 3656
International Association of Fire Fighters
AFL-CIO,**

May 1, 2026 – April 30, 2029

PREAMBLE	6
ARTICLE I – RECOGNITION.....	6
ARTICLE II - UNION SECURITY AND DUES DEDUCTIONS.....	6
SECTION 2.1 DUES CHECK OFF	6
SECTION 2.2 UNION INDEMNIFICATION	6
SECTION 2.3 FAIR SHARE	7
SECTION 2.4 ACCESSES TO WORK SITES BY UNION REPRESENTATIVES	7
SECTION 2.5 NOTIFICATION OF UNION REPRESENTATION.....	7
ARTICLE III - MANAGEMENT RIGHTS	7
SECTION 3.1 SOLE RIGHTS OF VILLAGE	7
SECTION 3.2 PURPOSE AND MISSION.....	9
SECTION 3.3 EMERGENCIES	9
ARTICLE IV – SUBCONTRACTING	9
SECTION 4.1 GENERAL POLICY.....	9
SECTION 4.2 USE OF SUPPLEMENTAL EMPLOYEES	9
ARTICLE V - HOURS OF WORK	8
SECTION 5.1 APPLICATION OF ARTICLE	8
SECTION 5.2 EMPLOYEE TIME RECORD	10
SECTION 5.3 WORK HOURS.....	10
SECTION 5.4 FAIR LABOR STANDARDS ACT (FLSA)-SCHEDULE ADJUSTMENT (“KELLY DAYS”).....	10
SECTION 5.5 SHIFT ASSIGNMENTS	11
SECTION 5.6 TEMPORARY SHIFT REASSIGNMENTS	12
SECTION 5.7 SHIFT TRADES	12
SECTION 5.8 OFFICER IN CHARGE COMPENSATION.....	13
SECTION 5.9 NO PYRAMIDING.....	13
SECTION 5.10 MINIMUM HOURS OF WORK.....	13
ARTICLE VI – PARAMEDICS.....	14
SECTION 6.1 TRAINING.....	14
SECTION 6.2 LIABILITY COVERAGE	14
SECTION 6.3 PAYMENT FOR RE-LICENSURE FEES	13
ARTICLE VII - GENERAL PROVISIONS	14
SECTION 7.1 UNION BULLETIN BOARDS	14
SECTION 7.2 CONTRACT COPIES.....	14
SECTION 7.3 NEW EMPLOYEE ORIENTATION	14
SECTION 7.4 PHYSICALS	14
ARTICLE VIII - PERSONNEL FILE.....	15
SECTION 8.1 FILE INSPECTION TO THE EXTENT PROVIDED BY LAW	15
SECTION 8.2 RESPONSE	15
SECTION 8.2 REMOVAL FROM FILE.....	15
ARTICLE IX – HOLIDAYS	16
A. DESIGNATED PAID HOLIDAYS	16
B. HOLIDAY PAY AND WORK REQUIREMENTS	16
ARTICLE X - SENIORITY RIGHTS.....	17
SECTION 10.1 DEFINITION.....	17
SECTION 10.2 PROBATIONARY PERIOD.....	17
SECTION 10.3 BREAKS IN CONTINUOUS SERVICE	17

SECTION 10.4 SENIORITY LISTS	17
SECTION 10.5 LAY-OFF AND RECALL.....	17
ARTICLE XI - SICK AND INJURY LEAVES	18
SECTION 11.1 SICK AND INJURY LEAVES.....	18
SECTION 11.2 EXTENDED LEAVE FOR ILLNESS OR INJURY.....	20
SECTION 11.3 SICK LEAVE DONATIONS	20
ARTICLE XII - LEAVE OF ABSENCES.....	22
SECTION 12.1 MILITARY LEAVE	22
SECTION 12.2 DISCRETIONARY LEAVES.....	22
SECTION 12.3 APPLICATION FOR LEAVE	22
SECTION 12.4 JURY LEAVE	22
SECTION 12.5 PAID FUNERAL LEAVE	23
SECTION 12.6 BENEFITS WHILE ON LEAVE - OTHER THAN DUTY DISABILITY	23
SECTION 12.7 LIGHT DUTY	24
SECTION 12.8 NON-EMPLOYMENT ELSEWHERE	24
SECTION 12.9 COURT TIME	24
SECTION 12.10 MATERNITY LEAVE	24
ARTICLE XIII – VACATION	24
SECTION 13.1 VACATION	24
ARTICLE XIV – WAGES	27
SECTION 14.1 WAGES SCHEDULE (SEE APPENDIX II).....	27
SECTION 14.2 LONGEVITY.....	27
ARTICLE XV – OVERTIME	27
SECTION 15.1 SCHEDULED OVERTIME.....	27
SECTION 15.2 SCHEDULED OVERTIME FOR OFFICERS.....	27
SECTION 15.3 UNSCHEDULED OVERTIME	28
SECTION 15.4 OVERTIME FOR EMERGENCY RESPONSES.....	29
SECTION 15.5 ACTING OFFICER COMPENSATION	30
SECTION 15.6 METHOD OF NOTIFICATION.....	30
SECTION 15.7 OVERTIME PAY	29
SECTION 15.8 ACCEPTANCE OF OVERTIME.....	31
SECTION 15.9 MEETINGS & OTHER SPECIAL SITUATIONS.....	31
ARTICLE XVI - OUTSIDE EMPLOYMENT	32
SECTION 16.1 OUTSIDE EMPLOYMENT.....	32
ARTICLE XVII - DRUG AND ALCOHOL TESTING	33
ARTICLE XVIII - GRIEVANCE PROCEDURE	35
SECTION 18.1 DEFINITION.....	35
SECTION 18.2 PROCEDURE	35
SECTION 18.3 ARBITRATION	37
SECTION 18.4 LIMITATIONS ON AUTHORITY OF ARBITRATOR.....	38
SECTION 18.5 TIME LIMIT FOR FILING	38
ARTICLE XIX - NO STRIKE AND NO LOCKOUT	38
SECTION 19.1 NO JOB ACTION COMMITMENT.....	38
SECTION 19.2 NOTIFICATION	38
SECTION 19.3 NO LOCKOUT	39
SECTION 19.4 PENALTY	39
SECTION 19.5 JUDICIAL RESTRAINT	39

ARTICLE XX - NON DISCRIMINATION	39
SECTION 20.1 NON DISCRIMINATION.....	39
SECTION 20.2 GENDER.....	39
SECTION 20.3 DUTY To FAIR REPRESENTATION	39
ARTICLE XXI - RULES AND REGULATIONS	39
SECTION 21.1 COMPLIANCE AND REVIEW	39
SECTION 21.2 LABOR/MANAGEMENT MEETINGS	40
SECTION 21.3 REQUIRED POSTING	40
ARTICLE XXII - UNIFORM AND TOOL ALLOWANCE	40
SECTION 22.1 UNIFORM ISSUANCE	40
SECTION 22.2 REPLACEMENT OF PERSONAL PROPERTY	40
ARTICLE XXIII - UNION LEAVE	41
SECTION 23.1 UNION LEAVE.....	41
SECTION 23.2 LOCAL 3656 NEGOTIATING TEAM	41
SECTION 23.3 UNION BUSINESS.....	42
ARTICLE XXIV - HEALTH AND SAFETY.....	42
SECTION 24.1 UNSAFE CONDITION	42
SECTION 24.2 SAFETY MATTERS OF GENERAL CONCERN	42
SECTION 24.3 PHYSICAL FITNESS PROGRAM	42
SECTION 24.4 COMPLIANCE WITH LAW	42
SECTION 24.5 SAFETY COMMITTEE.....	42
ARTICLE XXV – EDUCATION TUITION REIMBURSEMENT	43
SECTION 25.1 TUITION REIMBURSEMENT PROGRAM.....	43
SECTION 25.2 PAYMENT	43
SECTION 25.3 REQUIRED CERTIFICATIONS.....	43
SECTION 25.4 EDUCATION AND CLASS COVERAGE	43
SECTION 25.5 TRAINING COST REIMBURSEMENT FOR NEW HIRES	43
ARTICLE XXVI – INSURANCE	45
SECTION 26.1 HOSPITALIZATION AND MEDICAL COVERAGE PROGRAM	45
SECTION 26.2 LIFE INSURANCE	45
SECTION 26.3 RETIREMENT SAVINGS PLAN.....	45
ARTICLE XXVII DISCIPLINE	48
SECTION 27.1 DISCIPLINE.....	48
SECTION 27.2 FIRE AND POLICE COMMISSION AUTHORITY	48
SECTION 27.3 DISCIPLINARY ACTION	49
SECTION 27.4 PRE-DISCIPLINARY MEETING	49
SECTION 27.5 NOTIFICATION AND MEASURE OF DISCIPLINARY ACTION	49
ARTICLE XXVIII - SAVINGS CLAUSE	50
ARTICLE XIX- ENTIRE AGREEMENT	50
ARTICLE XXX - BENEFITS REOPENER	50
ARTICLE XXXI - PROMOTIONS	50
SECTION 31.1 GENERAL	50
SECTION 31.2 VACANCIES	50
SECTION 31.3 EDUCATION.....	50
SECTION 31.4 ELIGIBILITY	51
SECTION 31.5 RATING FACTORS AND WEIGHT	51

SECTION 31.6 TESTING COMPONENTS – FIRE LIEUTENANT	51
SECTION 31.7 SCORING OF COMPONENTS - LIEUTENANTS	52
SECTION 31.8 RIGHT TO REVIEW	53
SECTION 31.9 ORDER OF SELECTION	53
SECTION 31.10 MAINTENANCE OF PROMOTIONAL LISTS.....	53
ARTICLE XXXII - STAFFING/MINIMUM REQUIREMENTS	54
SECTION 32.1 STAFFING/MINIMUM REQUIREMENTS.....	56
ARTICLE XXXIII – TERMINATION	55
SECTION 33.1 TERMINATION AND NOTICE	56
SECTION 33.2 NEGOTIATIONS.....	56
SECTION 33.3 RATIFICATION AND ENACTMENT	56
APPENDIX I	57
APPENDIX II	58
APPENDIX III	59
APPENDIX IV	61
APPENDIX V	63
APPENDIX VI	65
APPENDIX VII	66
APPENDIX VIII	68

PREAMBLE

This Agreement is entered into by and between the Village of Homewood, an Illinois Municipal Corporation, hereinafter referred to as the EMPLOYER or VILLAGE, and the Homewood Professional Fire Fighters Union, Local No. 3656, of the International Association of Fire Fighters, AFL-CIO, hereinafter referred to as the UNION.

It is the purpose of this Agreement to achieve and maintain harmonious relations between the Employer and the Union, to establish proper standards of wages, hours and other terms and conditions of employment, and to provide for the equitable and peaceful adjustment of differences which may arise between the parties.

ARTICLE I – RECOGNITION

The Employer hereby recognizes the Union as the sole and exclusive bargaining representative for all full-time fire-fighter/paramedics, Lieutenants, and Captains of the Village of Homewood Fire Department, excluding the Fire Chief, Deputy Fire Chief, full and part-time clerical personnel, all other employees of the Village of Homewood and all managerial, supervisory, and confidential employees excluded by the Act.

ARTICLE II - UNION SECURITY AND DUES DEDUCTIONS

Section 2.1 Dues Check off

Upon receipt of a written and signed authorization form (See [Appendix I](#)) from an employee, the Village shall deduct the amount of Local 3656 dues and initiation fees, if any, set forth in such form and any authorized increases therein and shall remit such deductions monthly to Local 3656 at the address designated by Local 3656 in accordance with the laws of the State of Illinois. This authorization shall remain in full force and effect during the term of this Agreement, except that thirty (30) days prior to the expiration date of this Agreement an employee may revoke the authorization in writing by certified mail to the Finance Director with copies to the Fire Chief and Local 3656. The Local shall advise the Village of any changes, in writing, at least thirty (30) days prior to any effective change date.

Section 2.2 Union Indemnification

Local 3656 shall indemnify the Village and hold it harmless against any and all claims, demands, suits or other forms of liability that may arise out of, or by reason of, any action taken

by the Village at the request of Local 3656 for the purpose of complying with the provisions of this Article.

Section 2.3 Fair Share

Any present or future employee, as described in Article I, of the Homewood Fire Department who is not now a member of Local 3656 shall pay a monthly Fair Share charge. Such non-member employees shall be responsible for a Fair Share of Special Assessments levied by Local 3656 to cover the costs of the collective bargaining process and contract administration of this Agreement and exclude any costs associated with political activity. The monthly service charge shall be deducted by the Village from the earnings of non-member employees and shall be paid monthly to the address designated by Local 3656 in accordance with the Laws of the State of Illinois. The Fair Share shall be subject to an audit starting May 1, if requested by any non-member between May 1 and May 30 of each contract year. If the Fair Share amount is thereby changed, it shall remain in effect until the next May 1. Resolution of any disputes regarding this section shall be the responsibility of the Union and the employee to which the dispute pertains to. The Village shall have no responsibility for resolving any such disputes.

Section 2.4 Accesses to Work Sites by Union Representatives

The Employer agrees that a representative from the Union or legal counsel for the Union shall have reasonable access to the premises of the Employer after obtaining permission from the Fire Chief or designee.

Section 2.5 Notification of Union Representation

The names of the employees currently selected as Union representatives, and other non-employee Union representatives shall be certified in writing to the Village by the Union.

ARTICLE III - MANAGEMENT RIGHTS

Section 3.1 Sole Rights of Village

It is understood and agreed that the Village possesses the sole right and authority to operate and direct the Fire Department employees of the Village, including all rights and authority exercised by the Village prior to the execution of this Agreement, except as explicitly modified by the provisions of this Agreement. These rights include but are not limited to:

- A. The right to determine its mission, policies, procedures, and to set forth the standards of service offered to the public;

- B. To plan, direct, control and determine the operations or services to be conducted by employees of the Village, including assignments, deployment, shift manning and authorized strength;
- C. To determine the methods, means, number of personnel needed to carry out the department's mission and to assign overtime;
- D. To direct the working force and determine position responsibilities and the organizational structure of the Homewood Fire Department;
- E. To the extent permitted by law, to hire and assign or transfer employees within the department to other Fire Department related functions;
- F. To the extent permitted by law, to promote, suspend, discipline or discharge;
- G. To lay-off or relieve employees due to lack of work or funds;
- H. To make, amend, publish and enforce reasonable rules of conduct and safety or regulations;
- I. To introduce new or improved methods, equipment, or facilities;
- J. To contract out for goods and services, consistent with Section 4.1 of this agreement;
- K. To prescribe visible uniforms and appearance standards of all unit personnel;
- L. To determine reasonable standards for training and satisfactory completion standard requirements for all unit personnel;
- M. To determine the equipment to be used by unit personnel and to determine the reasonable standards of proficiency in the use of such assigned equipment;
- N. To evaluate performance of all personnel; and
- O. Where there exists reasonable cause based upon behavior, accidents, patterns of absence or tardiness or other symptoms, unit personnel may be required to submit to immediate, confirmed testing (including blood testing) for chemical or alcohol abuse under strict specimen security procedure. If the confirmed test is positive, the Unit person will have a one-time access to an appropriate rehabilitation

program without loss of job or discipline in accordance with Section 17 of this Agreement.

Section 3.2 Purpose and Mission

The Village President, or Village President Pro-Tem and the Board of Trustees have the sole authority to determine the purpose and mission of the Village and the overall Village budget to be adopted thereto and authorized manpower for the Homewood Fire Department.

Section 3.3 Emergencies

If in the discretion of the Village President or the Board of Trustees, or in his absence the Village President Pro-Tem, it is determined that extreme civil disorders, tornado conditions, floods, or other similar catastrophes exist, the provisions of this Agreement may be suspended by the Village President, or in his absence the Village President Pro-Tem during the time of the declared emergency, provided that wage rates and monetary fringe benefits shall not be suspended. Should an emergency arise, the Village President, or in his absence the Village President Pro-Tem shall advise the President of the Local or the next highest officer of the Local of the nature of the emergency. The Village President shall follow up said advice in writing as soon thereafter as practicable and shall forward said written notice to the President of the Local.

ARTICLE IV – SUBCONTRACTING

Section 4.1 General Policy

The Village shall continue to utilize its employees to perform work they are qualified to perform. However, the Village reserves the right to contract out any work it deems necessary, consistent with the Village's lawful authority under Illinois statutes.

Section 4.2 Use of Supplemental Employees

The Village shall utilize part-time firefighter/paramedics (part-time employees) as a means to supplement the full-time personnel pursuant to the Use of Part-time Personnel Agreement as provided for in Appendix IX.

ARTICLE V - HOURS OF WORK

Section 5.1 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 5.2 Employee Time Record

Each employee must accurately record time worked as required by the Village and/or Departmental regulations.

Section 5.3 Work Hours

Personnel shall be assigned to a forty (40) hour workweek or a twenty-four/forty-eight (24/48) shift subject to the following sections:

- A. The twenty-four (24) hour shift will start at 07:00 a.m. and end at 07:00 a.m. on the following morning. The work cycle shall be twenty eight (28) days.
- B. All paid time will be counted as hours worked.
- C. Uncompensated absences will not be counted as hours worked.
- D. The daily work hours shall consist of the time period defined in SOG #A-006. If the Fire Chief desires to change the work hours, the Fire Chief shall discuss the contemplated change with the Union at a Labor/Management meeting and attempt to reach an agreement on a modification to the SOG that is acceptable to both parties. If an agreement is not reached between the parties, or if the Fire Chief unilaterally modifies the SOG, the Union may appeal the change through the grievance procedure as described in Article XVIII of this Agreement.

Section 5.4 Fair Labor Standards Act (FLSA)-Schedule Adjustment ("Kelly Days")

For the twenty-four (24) hour shift, a work period of nine (9) shifts will be worked with the tenth shift off as the agreed upon "Kelly Day" which is in conformance with the Fair Labor and Standards Act. An annual schedule shall be posted by November 1st of the preceding calendar year. Employees shall have the ability to trade their Kelly Day between themselves or move them to an open day.. All requests shall be made in writing and forwarded to the Fire Chief or designee for approval.

Effective January 1, 2027, for the twenty-four (24) hour shift, a work period of six (6) shifts will be worked with the seventh shift off as the agreed upon "Kelly Day" which is in conformance with the Fair Labor and Standards Act. An annual schedule shall be posted by November 1st of the preceding calendar year. Employees shall have the ability to trade their Kelly Day between themselves or move them to an open day. All requests shall be made in writing and forwarded to the Fire Chief or designee for approval. Effective May 1, 2026, Kelly days shall not be subject to mandatory overtime. Employees may elect to volunteer for available overtime assignments.

Section 5.5 Shift Assignments

Personnel shall be normally assigned by the Fire Chief to a twenty-four/forty-eight (24/48) hour shift. In instances of light duty, temporary assignments, or new employee orientation periods employees may be temporarily assigned to a forty (40) hour work week.

A. Changes in Assignment.

Due to a legitimate reasonable organizational need as determined by the Fire Chief, or designee, the Fire Chief or designee may change employees from one twenty-four (24) hour shift to another. Twenty-four/forty-eight (24/48) hour shift personnel may also be transferred to a forty (40) hour week or from a forty (40) hour week to a twenty-four/forty-eight hour (24/48) shift. When a shift change is made, a minimum of two (2) weeks notice will be given to the affected employee, prior to the change, unless the Fire Chief and the Union mutually agree to a notification period of less than two (2) weeks.

B. Procedure.

1) For reassignments from a twenty-four/forty-eight (24/48) hour shift to a forty (40) hour shift or vice versa the following procedures will be adhered to when time permits:

- a. For a period of at least seven (7) calendar days, a notice will be posted requesting that qualified personnel interested in the posted reassignment volunteer to be reassigned.
- b. If more than one (1) qualified person applies, the senior qualified person shall be reassigned.
- c. If no one volunteers, the lowest senior qualified person(s) will be assigned
- d. No employee shall lose previously scheduled vacation during a time the employee is re-assigned to a different shift.
- e. An employee shall receive two (2) calendar days off, if practical, between the different work shifts without loss of pay.
- f. No employee's assignment shall commence on a holiday.

2) For reassignments from one twenty-four/forty-eight (24/48) hour shift to another twenty-four/forty-eight (24/48) hour shift the following procedures will be adhered to:

- a. For a period of at least seven (7) calendar days, a notice will be posted indicating that a reassignment(s) are being considered.
- b. Within that thirty (30) calendar days after the posting date, the Union shall have an opportunity to submit a request to the Fire Chief indicating to which shift each employee desires to be assigned. The Fire Chief will give reasonable consideration to the request when considering shift assignments.
- c. The Fire Chief shall post the new shift assignments and the date on which the new assignments will take effect.
- d. No employee shall lose previously scheduled vacation during a time the employee is re-assigned to a different shift.
- e. An employee shall receive two (2) calendar days off, if practical, between the different work shifts without loss of pay.
- f. No employee's assignment shall commence on a holiday.

Section 5.6 Temporary Shift Reassignments

Bargaining unit employees may be temporarily reassigned to a different shift for reasons of training, special duty assignments, or under emergency conditions as determined by the Fire Chief or designee. These special assignments will be temporary in nature:

- A. No employee shall lose previously scheduled vacation during a time the employee is assigned to a different shift.
- B. An employee shall receive two (2) calendar days off, if practical, between the different work shifts without loss of pay.
- C. No employee's assignment shall commence on a holiday.
- D. The temporary assignment will not be for longer than thirty (30) calendar days unless mutually agreed by the Village and the Union.

Section 5.7 Shift Trades

The approval or denial of each shift trade is the responsibility of the Fire Chief or designee. Personnel trading tours of duty must adhere to the criteria listed below. Failure to adhere to these criteria may result in the loss of shift trade privileges.

- A. A person requesting a trade, and the person accepting the trade must fill and sign the trade form. The request must then be approved or denied by the Fire Chief or designee.
- B. Parties to the trade of tour of duty must be qualified to fill in for each other. For purposes of this procedure, personnel who are not designated Lieutenants may not trade into a situation where they would be required to perform Captain duties.
- C. The replacement, having signed the trade form, will be responsible for working the tour of duty just as if they were normally scheduled for that tour of duty.
- D. Repayment of trade time is the responsibility of the individuals trading time. The Village is not responsible for repayment of any trade time.
- E. Shift trades are a privilege that shall not interfere with the normal operation of the Fire Department or result in the payment of overtime.

Section 5.8 Officer in Charge Compensation

Any Lieutenant who works in the position of Captain for a period of 30 calendar days or longer or any Firefighter who works in the position of Lieutenant for a period of 30 calendar days or longer shall be compensated at the base pay of the rank in which they are working in. These positions shall be chosen in accordance with Article XXXI of this Agreement.

Section 5.9 No Pyramiding

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

Section 5.10 Maximum Hours of Work

No employee shall be forced to work more than forty-eight (48) continuous hours. If an employee works the maximum hours allowed, the employee shall be afforded the option to take a minimum of twenty-four (24) hours off unpaid. Employees who are engaged in an ongoing emergency call beyond the forty-eight (48) hour maximum shall continue with their assigned duties until released by the Officer in Charge.

If the Chief or designee determines an employee has worked an excessive amount of hours and those hours worked cause a reasonable safety risk to the individual or other employees, the Chief or his designee shall have the authority to excuse the employee from duty. If it is the

employee's regularly scheduled workday, and the employee is excused from remaining at work, the employee shall remain in a paid status and hour for hour sick time shall be deducted from the employee's sick bank. If it is not the employee's regularly scheduled workday, and the employee is excused from remaining at work, the employee shall not be paid for the remainder of the scheduled workday, nor shall sick time be deducted from the employee's sick bank.

ARTICLE VI – PARAMEDICS

Section 6.1 Training

Training of the members of the Department assigned to the Paramedic Program shall take place during regular duty hours whenever possible. Where the Village schedules required Paramedic training activities at a time when an employee is not regularly scheduled to work, such training time shall be treated as overtime.

Section 6.2 Liability Coverage

The Village will indemnify bargaining unit employees to the extent of coverage, subject to any limitation, as provided by such general liability insurance as the Village may maintain from time to time.

Section 6.3 Payment for Re-Licensure Fees

The Village shall pay for all required fees associated with Emergency Medical Services licensing requirements.

ARTICLE VII - GENERAL PROVISIONS

Section 7.1 Union Bulletin Boards

The Village will make available space on a bulletin board for the posting of official Union notices of a non-political or non-inflammatory nature. The Union will limit the posting of Union notices to such bulletin board. The bulletin board shall be 4' x 6' and shall be used only for the posting of Union notices, memorandums and other items related to the Union in its operation. The Union shall also be afforded space in an agreed area to store a file cabinet at the Union's expense.

Section 7.2 Contract Copies

Each member of the Bargaining Unit shall be provided with a copy of this Agreement and at least one copy will be made available in the fire station.

Section 7.3 New Employee Orientation

All new employees shall be scheduled to meet, on duty within their first week of employment, with a representative(s) of the Union for a period of not more than one hour for the purpose of orienting them to their rights under the contract and as members of the union.

Section 7.4 Physicals

In order to fulfill the respiratory requirements of OSHA and NFPA the Village shall provide at the Village expense an annual physical examination. The Village agrees to continue to utilize the standards as set forth by the NFPA 1582 (2013 edition) chapter 7.

Upon request from the employee copies of all tests, x-rays, and other medical findings shall be provided to the employee at no expense.

Any change(s) to the current practice will be discussed between labor and management prior to implementation.

ARTICLE VIII - PERSONNEL FILE

Section 8.1 File Inspection to the Extent Provided by Law

The Department personnel files, time sheets and disciplinary history relating to any bargaining unit member shall be open and available for inspection by the affected employee during the regular business hours of the custodian of the files. The employee may select one Union representative and/or legal counsel to accompany the employee to review the records. The affected employee, upon request, may have a copy of the specific records requested.

Section 8.2 Response

Employees may include in their personnel file the employee's written response to any document placed into their file in accordance with the Personnel Record Review Act, 820 ILCS 40.

Section 8.3 Removal from File

At the written request of an employee, an oral reprimand may be removed from the employee's personnel file provided no further disciplinary action of any kind has been taken against the employee during the eighteen (18) months immediately following the date of the oral reprimand to be removed. A written reprimand may be removed from the employee's personnel file provided no further disciplinary action of any kind has been taken against the employee during the thirty (30) months immediately following the date of the written reprimand to be removed. Each written request must identify the specific oral or written reprimand to be

removed. No more than a combined total of four (4) oral and/or written reprimands shall be removed from an employee's personnel file during his or her employment with the Village.

ARTICLE IX – HOLIDAYS

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

New Year's Day	Labor Day
President's Day	Thanksgiving Day
Dr. M. L. King's B-day	Day After Thanksgiving
Memorial Day	Christmas Eve Day
Independence Day	Christmas Day

The exact date to be observed for a holiday shall be denoted in the Village policy.

B. Holiday Pay and Work Requirements

1. Forty (40) Hour Week. At the discretion of the Fire Chief, forty (40) hour employees may be given holidays off with no additional pay. Employees who actually work on a holiday shall be paid double time (2 times their regular rate of pay) for all hours actually worked. 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 they are on a legitimate paid leave. Nothing in this Section shall be construed to make employees on layoff eligible for holiday pay.
2. Twenty-four/forty-eight (24/48) Hour Shift. All employees who are in a pay status immediately preceding and following the holiday shall receive an additional twelve (12) hours pay at their forty (40) hour pay rate. Employees regularly scheduled to work on a holiday shall be paid double (2) times their regular pay rate for all hours actually worked on the holiday. In addition, if an employee is called in on a holiday, the employee shall be paid double (2) times their regular rate of pay for all hours actually worked on the holiday. For purposes of calculating holiday hours worked, the holiday shall begin at 07:00am and end at 07:00am the following day.

ARTICLE X - SENIORITY RIGHTS

Section 10.1 Definition

Seniority means an employee's length of continuous full-time service with the Fire Department since the employee's last date of hire. If more than one person is hired on the same day they shall be placed on the seniority list according to their rank on the eligibility list from which they were hired.

Section 10.2 Probationary Period

The probationary period shall be one (1) year in duration. The Village may extend the ending date of an employee's probationary period by an amount of time equivalent to time absent from duty or not served by the employee during the probationary period in accordance with the Illinois Municipal Code, 65 ILCS 5/10-2.1-6.3. During the probationary period, an employee is subject to discipline, including discharge without cause and with no recourse to the grievance procedure except that if an employee's probationary period is extended beyond one year, because he/she is required as a condition of employment to be a certified paramedic, then the sole reason that the employee may be discharged without a hearing, during the extended probation period, is for failing to meet the requirements for paramedic certification.

Section 10.3 Breaks In Continuous Service

An employee's continuous service record shall be broken by voluntary resignation, discharge or retirement. In addition, any unpaid time off resulting from a disciplinary action will not count toward service time.

Section 10.4 Seniority Lists

Each year or whenever there are new hires, the Employer shall post on the administrative bulletin board a seniority list setting forth the continuous service of each sworn employee. A copy of the seniority list shall be provided simultaneously to the Union. If a Grievance is not filed contesting the accuracy of the list within thirty (30) days, the list shall be deemed accurate until replaced by the next posting of the list.

Section 10.5 Lay-Off And Recall

In the event employees are laid-off, it will be according to an inverse order of seniority. All part-time employees shall be laid-off before full-time employees. Employees shall be recalled from lay-off according to their seniority. The Village, for bona fide economic or legitimate reasons, shall determine whether layoffs are necessary. If it is determined that layoffs are necessary, employees covered by this Agreement will be laid off in accordance with their length of service as

provided in the Illinois Compiled Statutes (65 ILCS 5/10-2.1-18, as it existed as of January 1, 1996), provided that the remaining employees are qualified to do the remaining work without further training.

Employees who are laid off shall be placed on a recall list for a period of one (1) year beyond the term of the Agreement. No new employee(s) shall be hired until all employees on lay-off status desiring to return to work have been recalled and hired. If there is a recall, employees who are still on the recall list shall be recalled, in the inverse order of their layoff, provided they are fully qualified to perform the work to which they are recalled with minimal retraining. Such retraining must be completed within ninety (90) days from the date of recall. Before being reinstated to duty, all employees recalled from layoff will be required to take and pass the same physical examination and drug test as used for new hires.

Employees who are eligible for recall shall be given twenty-one (21) calendar day's notice of recall (with the first of the twenty-one (21) days being the date the notice to the employee is postmarked).

The notice of recall shall be sent to the employee by certified mail with a copy similarly mailed or personally delivered to the Union President or designee, provided that the employee must notify the Fire Chief or designee of their intention to return to work within three (3) calendar days after receiving notice of recall. 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 each employee to provide the Fire Chief or designee with their latest mailing address. If an employee fails to timely respond to a recall notice their name shall be removed from the recall list. If the Village has not heard from the employee within twenty-one (21) calendar days of mailing a properly addressed notice of recall, the employee's name shall be removed from the recall list.

ARTICLE XI - SICK AND INJURY LEAVES

Section 11.1 Sick And Injury Leaves

A. 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, visiting their doctor, or acting pursuant to reasonable instructions for care or caring for a sick member of the immediate family.

B. Allowance

Any employee contracting or incurring any non-duty connected sickness or disability, or if such sickness or disability occurs involving an individual in the employee's immediate family (defined as the employee's legal spouse, children, step-children, adopted children, parents, parents of spouse or step-parents) the employee shall receive sick leave with pay, as long as there is adequate sick leave in the employee's sick leave accrual.

C. Days Earned in Accumulation

Employees shall accumulate eight (8) hours for a forty (40) hour workweek or twelve (12) hours for a twenty-four/forty-eight (24/48) hour shift of sick leave for each month of work. 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 for a forty (40) hour workweek or one hundred and six (106) hours for a twenty-four/forty-eight (24/48) hour shift. Sick leave cannot be taken before it is actually earned.

D. Notification

Notification of absence due to sickness shall be given to the Fire Chief or designee as soon as possible on the first day of such absence and every day thereafter (unless this requirement is waived by the Fire Chief). Such notification shall be no later than one (1) hour before the start of the employee's work shift unless it is shown that such notification was not feasible. Failure to properly report an illness may be considered an absence without pay and may subject the employee to discipline, as well.

E. Medical Examination

In all circumstances, a physician's verification will be required when an employee is absent for four (4) or more consecutive eight to ten (8-10) hour workdays or two (2) or more consecutive twenty-four/forty-eight (24/48) hour shifts due to an illness of employee or an immediate family member. Such verification must be provided upon the employee's return to work. All verifications and release to work required by this Article shall be on a Homewood Fire Department Medical Release Form as agreed to by both parties. The Village may, at its discretion and expense, require an employee to submit a Homewood Fire Department Medical Release Form from a physician designated by the Village. If it is an immediate family member who is sick, the Employer may require the employee to submit a Homewood Fire Department Medical Verification Form as a physician's verification of the illness and a statement that the employee's care of the family member

was necessary. The forms are attached and shall be designated as "[Appendices IV and V](#)".

The Village holds sick time abuse as a serious offense and will investigate any questionable incident and discipline in a manner deemed appropriate by the Fire Chief, in accordance with Article XXVII of this Agreement.

F. Sick Leave Utilization

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

G. Non-Use of Sick Leave Bonus

Any employee who in the previous full calendar year of full-time employment with the Village has used zero (0) sick leave hours shall receive 12 hours of pay, at the employee's pay rate on January 31, deposited into the employee's Post Employee Health Plan at the Village's expense.

Section 11.2 Extended Leave For Illness Or Injury

- A. In the event an employee is unable to work by reason of illness, or injury (excluding 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.
- B. 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 Fire Chief or designee a Homewood Fire Department Medical Release Form, [Appendix IV](#), 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 Homewood Fire Department Medical Release Form 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.
- C. 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 by submitting a report on the Homewood Fire Department Medical Release Form. A leave of absence for illness or non-job related injury would be granted with the employee having the option of using accrued sick or vacation leave or taking an unpaid leave of absence.

- D. A paid or unpaid leave of absence under this section shall count toward an employee's leave entitlement under the Family and Medical Leave Act.

Section 11.3 Sick Leave Donations

In the event an employee or a member of an employee's immediate family (defined as the employee's legal spouse, children, step-children, adopted children, parents, parents of spouse or step-parents) has suffered an illness or injury such that the patient's condition is considered to be "critical" or "serious" as defined by the American Hospital Association, or if the patient's illness or injury is so severe that it requires treatment in a hospital or recovery at home for at least two (2) weeks, the affected employee may solicit fellow bargaining unit employees for donations of their unused sick leave if the affected employee does not or will not have any of their own sick or vacation leave available. In order to be eligible to solicit donations, the affected employee must have zero (0) sick and vacation leave hours remaining in their leave balances, or they will be exhausting their leave balances as a result of the subject medical condition.

Bargaining unit employees who have at least two-hundred forty (240) hours of sick leave may donate up to ninety-six (96) hours of their sick leave to the affected employee. Any employee soliciting sick leave donations may receive no more than ten (10) shifts (240 hours) of donated sick leave per fiscal year.

Donations of sick leave are completely voluntary and at the sole discretion of the employee making the donation.

The employee soliciting sick leave donations must authorize their request by completing and signing the Sick Leave Donation Form attached as Appendix V. The employee or his designee shall be responsible for soliciting bargaining unit members for donations.

Employees who meet the aforementioned criteria and who wish to donate a portion of their sick leave must authorize the donation by completing and signing the Sick Leave Donation Form and indicate the number of sick leave hours they wish to donate.

The employee or his designee shall submit the completed Sick Leave Donation Form to the Deputy Fire Chief or the Fire Chief for approval, approval of which shall not be unreasonably denied. The affected employee and donors shall be notified as to the outcome of the request.

Donors of approved requests shall have their sick leave balance reduced by the number of hours they authorized for donation on the Sick Leave Donation Form. Donated sick leave hours are not available for use by the donating employee. Unused donated sick leave hours shall remain with the affected employee and may be used at any time for allowances provided for in Section 11.1 B of this Agreement. Donated sick leave hours that are not used by the affected employee shall not be returned to the donating employees.

ARTICLE XII - LEAVE OF ABSENCES

Section 12.1 Military Leave

Military leave shall be granted in accordance with applicable state and federal law, and this leave shall not be charged against vacation or sick leave.

Section 12.2 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 12.3 Application For Leave

Any request for a leave of absence shall be submitted in writing by the employee to the Fire Chief or 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. The Fire Chief or designee shall if granted, furnish authorization for leave of absence to the employee and it shall be in writing.

Section 12.4 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 Fire Chief or designee after considering the actual number of hours the employee spent on jury duty that day and the employee's work schedule, absent any judicial orders.

Section 12.5 Paid Funeral Leave

In the event of death in the immediate family (defined as the employee's legal spouse, children, step-children, adopted children, parents, parents of spouse, step-parents, brother or sister, and grandparents, or as otherwise approved by the Fire Chief or designee) an employee shall be granted up to three (3) consecutive work days for a forty (40) hour work week and one (1) twenty-four (24/48) hour shift day for a twenty-four/forty-eight (24/48) hour shift employee as paid funeral leave. Leave beyond such time may, upon approval of the Fire Chief or 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 his spouse's aunts, uncles, nephews, nieces, grandchildren, brothers-in-law, sisters-in-law, divorced spouse, spouse's grandparents, and cousins within the third degree of consanguinity), the employee may take a maximum of three (3) work days or one shift day of sick 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 or two (2) shift days for a twenty-four/forty-eight (24/48) hour shift employee subject to the Village's right to refuse such leave.

Section 12.6 Benefits While On Leave - Other Than Duty Disability

- A. Unless otherwise stated in this Article, or otherwise required by law, length of service shall not accrue for an employee who is on an approved non-pay leave status. Accumulated length of service shall remain in place during that leave and shall begin to accrue again when the employee returns to work on a pay status. Unless otherwise stated in this Article, employees returning from leave will have their seniority continued after the period of their leave. Upon return, the Village will place employees in their previous job, if the job is vacant. If not vacant, the employee will be placed in the first available opening in their 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.
- B. If, upon the expiration of a leave of absence, the employee would have been laid off according to their seniority except for their leave, they shall go directly on layoff.
- C. During the approved leave of absence or layoff under this Agreement, the employee shall be entitled to coverage under applicable group and life insurance plans to the extent provided in such plan(s) or provided by law, provided the employee makes arrangements

for the change and arrangements to pay the entire insurance premium involved, including the amount of premium previously paid by the Village.

Section 12.7 Light Duty

The Fire Chief or designee may, at their discretion, offer or assign light duty work with a physician's approval to an employee, provided there is meaningful fire department 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.

Section 12.8 Non-Employment Elsewhere

A leave of absence will not be granted to enable an employee to try for or accept employment elsewhere or for self-employment. The Village may terminate employees who engage in employment elsewhere during such leave.

Section 12.9 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 their duty or when preparing for an off-duty court appearance when in the presence of a prosecuting attorney. Employees will be paid a minimum of three (3) hours for state court and one and one-half (1-1/2) hours for local court 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 12.10 Maternity Leave

Maternity leave shall be granted in accordance with 775 ILCS 5/2-102(H).

ARTICLE XIII – VACATION

Section 13.1 Vacation

Vacation Accrual for Forty (40) Hour Work Week

YEARS OF SERVICE	WEEKS/DA	HOURS	CONVERSION
Less than 5 years	2 Weeks	80	1.5
At least 5 yrs. but less than 11 yrs	3 Weeks	120	1.4
At least 11 yrs. but less than 20 yrs	4 Weeks	160	1.35
At least 20 yrs	5 Weeks	200	1.44

Vacation Accrual for Twenty-Four (24) On and Forty-Eight (48) Hours Off Shift

YEARS OF SERVICE	SHIFTS	HOURS	CONVERSION
Less than 2 years	3	72	
At least 2 years but less than 5 years	5	120	1.5
At least 5 yrs. but less than 11 yrs	7	168	1.4
At least 11 yrs. but less than 20 yrs	9	216	1.35
At least 20 yrs.	12	288	1.44

A. Accrual.

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 one twelfth (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 on a forty (40) hour workweek is compensated for less than one hundred twenty (120) hours of work in a month, his vacation leave accrual shall be reduced by one twelfth (1/12th). If an employee on a twenty-four (24) hour shift is compensated for less than one hundred sixty eight (168) hours of work in a month, his vacation leave accrual shall be reduced by one twelfth (1/12th). At no time may an employee have more than two (2) years of vacation leave accruals in his/her vacation leave account except for extenuating circumstances.

B. Vacation Scheduling

Employees shall be awarded vacation time by the Village in accordance with Fire Department manpower requirements. Vacation will not be scheduled when it creates overtime. The vacation calendar year shall begin on January 1. The employee shall continue to receive their regular rate of pay while on vacation, provided they have sufficient vacation leave hours. For twenty-four/forty-eight (24/48) hour shift personnel, shift days with scheduled Kelly days shall not be eligible days for other twenty-four/forty-eight (24/48) hour employee's vacations to be scheduled. Subject to the following sentences, vacation requests for the year beginning January 1st shall be received by December 1st of the preceding year. Vacation selection shall occur as follows:

1. Vacation shall be selected based on seniority of personnel assigned to each shift for twenty-four/forty-eight (24/48) hour shift and for forty (40) hour workweek.

2. No more than one full-time person per twenty-four (24) hour shift and one full-time person per forty (40) hour shift may be scheduled off on vacation or other leave at the same time, unless approved by the Fire Chief or designee.
3. Initial vacation selections shall be made by seniority order of all personnel assigned to the shift. Up to four (4) weeks or ten (10) shift days vacation may be selected.
4. Once all shift personnel have made those initial selections, then a second round of vacation selections shall occur as described in subparagraph (3) above.
5. For calendar year 2026, the number of variances shall remain at 10. For calendar year 2027, 6 variances will be allowed, but must be completed by June 30, 2027. These variances shall not fall on a holiday. A variance day shall not be used by a Captain and Lieutenant at the same time. The provisions in this Section 13.1(5) will be in effect for calendar years 2026 and 2027 only.
6. After the initial seniority vacation selections have been made as described in subparagraph 3 and 4 above, vacation selections shall be granted on a first come-first-served basis when requested at least twenty-four (24) hours prior to the date requested providing no other scheduled leaves or Kelly Days have been made and with the approval of the Fire Chief or designee. When multiple requests are received for the same shift on the same date, seniority will be used to determine which request is considered first.
7. Vacation selections must be taken in at least one-hour increments.
8. Once a requested vacation leave has been approved, seniority cannot be used to displace someone else with scheduled vacation.
9. Vacation requests shall be scheduled in full hour(s) increments.

C. Change In Work Schedule.

An employee assigned from a twenty-four/forty-eight (24) hour shift to a forty (40) hour week shall have his current vacation leave balance converted by dividing the current balance by the appropriate conversion factor as shown in Section 13.1. An employee assigned from a forty (40) hour week to a twenty-four/forty-eight (24) hour shift shall have his current vacation leave balance converted by multiplying the current balance by the appropriate conversion factor as shown in Section 13.1.

- D. No employee shall be forced back to work while on an approved vacation leave. However, the employee shall still be eligible to work any available overtime, as outlined in this agreement. For this section only, an approved vacation leave shall begin at the end of the employee's last regularly scheduled workday preceding the vacation leave, and shall end at the start time of the employee's next regularly scheduled workday following the vacation leave.

ARTICLE XIV – WAGES

Section 14.1 Wages Schedule (See Appendix II)

Employees shall be compensated at a minimum in accordance with the wage schedules attached to this Agreement and marked "[Appendix II](#)". The attached wage schedules shall be considered a part of this Agreement.

Section 14.2 Longevity

All employees shall receive longevity pay, in addition to the rate set forth in "[Appendix II](#)," according to the following schedule:

<u>Length of Continuous Service</u>	<u>Longevity Pay</u>
At least 6 years, but less than 10 years	\$ 800
At least 10 years, but less than 15 years	\$1,100
At least 15 years, but less than 19 years	\$1,500
19 years and over	\$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. In the event an employee eligible to receive longevity pay separates from employment before the longevity payroll in December, that employee shall receive longevity pay prorated based on the number of full months of service the employee has since the previous December 1st.

ARTICLE XV – OVERTIME/ Acting Officer Compensation

Section 15.1 Scheduled Overtime

The Fire Chief or designee will handle overtime scheduling. In the absence of the Fire Chief or designee a Captain or Lieutenant will be responsible for obtaining overtime coverage. This overtime coverage will be marked on the weekly schedule. Scheduling overtime will be offered to full-time personnel on a rotating basis with the employee having the most seniority

initially being at the beginning of the list. The offer will be made successively to each employee on the rotating list until someone accepts the offer. If no one accepts the overtime slot, then the first person that “passed” will be recalled and will be required to fill the overtime slot. The rotating seniority call out list will be maintained in the Overtime Call Out Log Book. Overtime where special skills or abilities when specific assignments are required will be offered independently of the rotating list and will be done at the Fire Chief or designee's discretion.

Section 15.2 Scheduled Overtime for Officers

Effective May 1, 2027, or upon the Department reaching full staffing capacity, officers shall no longer be permitted to cover shifts assigned to firefighter/paramedic positions, except in cases of employee injury, illness, or other extraordinary circumstances that create an operational necessity. Any such exception must receive prior approval from the Fire Chief or his/her designee.

Officers may continue to cover shifts within their same rank. When an officer vacancy causes staffing to fall below minimum staffing levels, the officer overtime opportunity shall first be offered to qualified officers. If no qualified officer accepts the officer overtime assignment, and the shift includes an Acting Officer together with a Lieutenant or Captain, the officer overtime assignment shall then be offered and/or mandated from the firefighter overtime list.

Accordingly, two separate overtime callout lists shall be maintained:

- Firefighter Overtime List
- Fire Officer Overtime List

Section 15.3 Unscheduled Overtime

If overtime occurs due to illness or injury, the regular rotating overtime call out list will be utilized. If two hours or less overtime is needed at the end of, or prior to a shift, then the overtime will result in a “holdover” or “in early” to cover the time needed without using the rotating call out list. On duty personnel will be required to fill the holdover position and the oncoming shift will be required to fill in the early overtime. Employees shall be notified of this overtime either in person or via the phone number they have provided the Village. Whenever an employee declines voluntary overtime on the basis of fatigue or illness, and pursuant to the requirements of this Article it becomes necessary to order that employee to work required overtime, the Fire Chief or designee may, at their discretion after agreeing with the employee’s reasons for declining the overtime, order the next employee, from the overtime log book to work the overtime.

Overtime will be limited to a maximum of twenty-four (24) consecutive hours. If continuous overtime in excess of twelve (12) hours is needed, the hours will be split so neither overtime shift exceeds twelve (12) hours, unless no other employee accepts the overtime.

Section 15.4 Overtime For Emergency Responses

Full-time personnel will be paid overtime for emergency response based on the following:

- A. The Fire Chief or officer in charge calls for an "All Call" for off duty personnel to respond. Responding personnel will be paid for a minimum of two (2) hours.
- B. The dispatch of an emergency callout through MABAS for an incident within Homewood. Responding personnel will be paid for a minimum of two (2) hours.
- C. The dispatch of an emergency callout for a specialty team response. Responding members of the specialty team which is called out will be paid for a minimum of two (2) hours.
- D. Emergency responses in which personnel are actively involved at the end of their normal shift. Personnel involved in such responses will be paid for the actual time on duty which exceeds their normal shift.

Section 15.5 Acting Officer Compensation

A qualified Firefighter/Paramedic who is assigned to serve as a Company Officer shall receive additional compensation in the amount of four dollars (\$4.00) per hour for all hours worked in such assignment effective May 1, 2026.

Section 15.6 Method Of Notification

- A. Overtime callout notification for career personnel will be made in person, or via text messaging or voice contact to the employee's cellular telephone number. The procedure is described below.
- The same employee callout sequence as provided for in Section 15.1 of this Agreement will be used.
 - The caller will attempt to contact the employee via text message utilizing a department phone. The text will include in detail(s), including the date and time of any slots that are being filled with this callout.
 - If the employee does not promptly reply to the text message within 2 minutes, the caller will voice call the cellular telephone number provided by the employee to the department.
 - If no answer still, the caller will leave a voicemail. The employee has 10 minutes from the time of the voice phone call to reply via text, call or in person.
 - If still no response after 10 minutes, the caller will move on to the next employee on the callout list.

The logbook will be maintained with the following symbols:

OD	On Duty
NA	No Answer
A	Accepted
P	Passed
S	Sick
V	Vacation
F	Forced
I	Ineligible

Section 15.7 Overtime Pay

Overtime at the rate of time and one-half ($1\frac{1}{2}$) 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.

For purposes of determining overtime compensation, a firefighter's salary shall be computed based upon an annual work year of two-thousand eighty (2,080) hours for a forty (40) hour per week position, and two-thousand six-hundred twenty (2,620) hours for a twenty-

four/forty-eight (24/48) hour shift and shall include certification/education pay, if any. Effective January 1st, 2027, for purposes of determining overtime compensation, a firefighter's salary shall be computed based upon an annual work year of two thousand eighty (2,080) hours for a forty (40) hour per week position, and two-thousand five-hundred (2,500) hours shall be used for a twenty-four/forty-eight (24/48) hour shift and shall include certification/education pay, if any. Overtime compensation must be taken as money, and not as comp time.

Section 15.8 Acceptance Of Overtime

A. Overtime cancellation for staffing considerations.

Once an employee is scheduled to work overtime, the Village may cancel the overtime provided the employee is given a minimum twenty-four (24) hours notice prior to the time they are scheduled to start to work the overtime. If the overtime is cancelled according to this time frame, the employee will not receive any compensation. If less than twenty-four (24) hours but more than twelve (12) hours notice is given to the employee of the proposed cancellation of the scheduled overtime, the Village may cancel the proposed overtime, however the employee will receive two (2) hours overtime compensation and will not be required to work. If less than twelve (12) hours notice is given to the employee of the proposed cancellation of the scheduled overtime, the employee may voluntarily offer to withdraw from working the overtime. If the employee voluntarily withdraws from the overtime offer, the employee will receive two (2) hours overtime compensation and will not be required to work. If the employee decides not to voluntarily withdraw from the offered or scheduled overtime, they will be required to work the overtime and will be compensated accordingly.

B. Overtime cancellation for classes or special events (Assignments).

If scheduled overtime is for classes or special events and not staffing, and the class or event is cancelled after the employee arrives for the class or special event, or would have been reasonably expected to be enroute to the class or special event, the employee will receive a minimum two (2) hours show up time at his overtime rate. If the class or special event ends prior to the scheduled completion time the employee will only be compensated for the time attending the class or special event and travel time back to Homewood if travel time is applicable. If the class or special event is cancelled prior to the time the employee leaves home or work, or would be reasonably expected to be enroute, and the employee

is notified of the cancellation, the employee will not receive any compensation for the scheduled overtime.

C. Call out List Rotation

In all cases whether overtime is cancelled or the employee voluntarily withdraws from the overtime, the overtime call out process will remain in the same rotation position as if the employee had worked the overtime as scheduled or offered.

Section 15.9 Meetings & Other Special Situations

An employee required to attend an approved meeting and/or approved special assignment scheduled beyond the employee's regularly scheduled workday or duty shift shall receive a minimum of two (2) hours pay at time and one half (1 ½) the employee's regular straight time hourly rate of pay.

ARTICLE XVI - OUTSIDE EMPLOYMENT

Section 16.1 Outside Employment

Employees may engage in employment outside of duty hours provided that approval for such employment is obtained from the Fire Chief or designee and provided that the following conditions are met:

- A. The outside employment must not interfere with the employee's effectiveness as a Village employee;
- B. The outside employment cannot result in an actual or a perceived conflict of interest with the employee's Village employment;
- C. The employee shall not wear any part of his/her Homewood Fire Department uniform while engaging in outside employment;
- D. The employee shall not represent that he/she is an employee of the Homewood Fire Department or the Village of Homewood in furtherance of the outside employment;
- E. The employee cannot use Village property or equipment in the outside employment;
- F. There shall be eight (8) hours of rest before the employee reports for duty. (2300 - 0700 shall consist of the agreed rest period); and
- G. All outside employment must be reported to the Fire Chief or designee in writing at least five (5) days prior to commencing such employment.

ARTICLE XVII - DRUG AND ALCOHOL TESTING

- A. The Village may require an employee to submit to a urine and/or blood 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. The Village shall use only laboratories which are certified by the Department of Health and Human Services ("HHS") 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. A portion of the test sample, if positive, shall be retained by the laboratory for six (6) months so that the employee may arrange for another confirmatory test (GC/MS) to be conducted by a laboratory certified by HHS to perform drug and/or alcohol testing of the employee's choosing and at the employee's expense.
- D. At the time a urine sample is taken, a blood sample will also be taken. If the GC/MS test results are positive, the blood sample will be tested with the results reported to the Village. The Village shall then share these results with the employee.
- E. Use of unlawful drugs at anytime while employed by the Village, use of prescribed drugs beyond recommended dosages, as well as having alcohol of .019% or above, or unlawful drugs in the blood while on duty shall be cause for discipline, including termination.
- F. Disciplinary Action. Except in more serious or extreme cases as determined by the Village, the Village will not discharge or seek discharge of 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 cooperate with and undergo appropriate treatment as determined by the physician(s) involved, at the employee's expense;
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 Fire Chief 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 their 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 their option, to use accumulated paid leave or take an unpaid leave of absence pending treatment.

7. 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.
8. 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 prior to an order to test, other than the Village may require reassignment of the employee with pay if they are unfit for duty in their current assignment. The foregoing is conditioned upon:

- a. The employee agreeing to undergo appropriate treatment as determined by the physician(s) involved;
- b. The employee discontinues use of illegal drugs or abuse of prescribed drugs or alcohol;
- c. The employee agrees to authorize persons involved in counseling, diagnosing and treatment of the employee to disclose to the Fire Chief 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;
- d. The employee completes the course of treatment prescribed, including an "after-care" group for a period of up to twelve (12) months;
- e. The employee agrees to submit to random testing during working hours during the period of "after-care."

ARTICLE XVIII - GRIEVANCE PROCEDURE

Section 18.1 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, subject to the terms of Section 27.2 of this Agreement.

Section 18.2 Procedure

Recognizing that Grievances should be raised and settled promptly, a Grievance must be raised within five (5) business days as provided in Step 1 below. A Grievance may be initiated by a Local Officer, an aggrieved employee or Local 3656. A Grievance shall be processed as follows:

Step 1: Any employee and/or Local Officer who has a Grievance shall submit the Grievance orally or in writing to the employee's 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 that are alleged to have been violated, and the relief requested. All Grievances must be presented no later than five (5)

business days from the date of the occurrence of the matter giving rise to the Grievance or within five (5) business 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. Business days are defined as Monday through Friday excluding Village recognized holidays listed in the Personnel Policy Manual. In the event the Village changes the Holidays listed in the Personnel Policy Manual the Village shall serve the Union with written notice prior to the effective date of the change.

The immediate supervisor shall render a written response to the grievant within five (5) business days after the Grievance is presented or at a mutually agreed upon time between the employee and his supervisor within five (5) business days. If the Grievance is filed by the Union, the Grievance may by-pass Step 1 and be filed at Step 2.

Step 2: If the Grievance is not settled at Step 1 and the employee, or the Local Officer if a Union Grievance, wishes to appeal the Grievance to Step 2 of the Grievance procedure, it shall be submitted in writing to the Fire Chief or designee within five (5) business 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 Fire Chief or designee shall investigate the Grievance and, in the course of such investigation, shall offer to discuss the Grievance within five (5) business 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 Fire Chief or designee shall provide a written answer to the grievant, or to the Union if a Union Grievance, within five (5) business days following their meeting.

Step 3: If the Grievance is not settled at Step 2 and the grievant or the Union desires to appeal, it shall be referred by the Union in writing to the Village Manager within five (5) business days after receipt of the Village's answer in Step 2. Thereafter, the Village Manager or designee and the Fire Chief or other appropriate individual(s) as desired by the Village Manager, shall meet with the grievant, the Local Officer involved and an outside, non-employee representative of the Union within five (5) business 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 five (5) business days following the meeting.

Step 4: If the Grievance is not settled at Step 3, the dispute shall be submitted to mediation through the Federal Mediation and Conciliation Service (FMCS). The Village and the Union shall

submit a mutual request within five (5) business days after denial of the grievance in Step 3. Both parties shall attempt to reach a mediated agreement to resolve the dispute.

Section 18.3 Arbitration

If the Grievance is not settled in Step 4 and the Union wishes to appeal the Grievance from Step 4 of the Grievance procedure, the Union may refer the Grievance to Arbitration, as described below, within five (5) business days of the completion of the mediation process.

- A. The parties shall attempt to agree upon an arbitrator within five (5) business days after receipt of the notice of referral. In the event the parties are unable to agree upon the arbitrator within said five (5) business 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. In the case of interest arbitration, the panel shall be appointed by the Illinois Labor Relations Board. Each party retains the right to reject one panel in its entirety and request that a new panel be submitted. Both the Union and the Village shall strike names alternately with the party striking the first name determined by a coin toss. The person remaining shall be the arbitrator.
- B. The arbitrator shall be notified of their 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 their decision in writing within thirty (30) calendar days following the close of the hearing or the submission of briefs by the parties, whichever is later.
- E. More than one Grievance may be submitted to the same arbitrator if both parties mutually agree in writing.
- F. The fees and expenses of the arbitrator and the cost of a written transcript, if 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.
- G. If mutually agreed to by both parties, the expedited arbitration process shall be utilized.

Section 18.4 Limitations On Authority Of Arbitrator

The arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the provisions of this Agreement. The arbitrator shall be empowered to determine the issue raised by the Grievance as submitted in writing at the Second Step (except merit pay Grievances which begin at Step 3). 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 18.4 shall be final and binding upon the Village, the Union and the employees covered by this Agreement.

Section 18.5 Time Limit For Filing

If the employee or the Union does not present a Grievance 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 XIX - NO STRIKE AND NO LOCKOUT

Section 19.1 No Job Action Commitment

Neither the Union nor any officers, agents or employees will instigate, promote, sponsor, engage in, or condone any strike, sympathy strike, slowdown, sit-down, concerted stoppage of work, concerted refusal to perform overtime, mass resignations, mass absenteeism, picketing or any other intentional interruption of the operations of the Village, regardless of the reason for so doing. Any or all employees who violate any of the provisions of this Article may be discharged or otherwise disciplined by the Village. Each employee who holds the position of officer or steward or committeeman of the Union occupies a position of special trust and responsibility in maintaining and bringing about compliance with the provisions of this Article. In addition, in the event of a violation of this Section of this Article the Union agrees to inform its members of their obligations under this Agreement and to direct them to return to work.

Section 19.2 Notification

Local 3656 agrees to notify all Local Officers and Representatives of their obligations and responsibilities for maintaining compliance with this Article, including their responsibility to remain

at work during any interruption, which may be caused or initiated by others, and to encourage employees violating 19.1 of this Article to return to work.

Section 19.3 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 19.4 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 19.5 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 XX - NON DISCRIMINATION

Section 20.1 Non Discrimination

The Village shall not discriminate against employees in any manner which would violate state or federal law. Employees who believe that the Village has violated this Article may process Grievances up to but not including Arbitration. Employees who are dissatisfied with the Village's disposition of Grievances under this article may elect to file charges with the appropriate state or federal agency.

Section 20.2 Gender

All references to employees in this Agreement designate both sexes, and whenever the male gender is used, it shall be construed to include male and female employees.

Section 20.3 Duty To Fair Representation

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

ARTICLE XXI - RULES AND REGULATIONS

Section 21.1 Compliance and Review

The Union agrees that it and its members shall comply, in full, with all Fire Department Rules and Regulations, Practices and Procedures.

Section 21.2 Labor/Management Meetings

The Fire Chief and his designees shall meet with the Union Executive board at times that are agreeable to both parties. These meetings shall be in the interest of promoting harmonious relations between the Union and the Village. These will also allow for disputes to be discussed, if mutually agreed upon, without having to resort to the Grievance process.

Section 21.3 Required Posting

Upon implementation of any administrative order or change in a standard operating procedure, notification of such shall be distributed via written notice. This notice shall be read on each shift for three (3) consecutive shifts. Once the required readings have been completed all changes shall be kept in a binder in an accessible location that all employees shall have access to.

ARTICLE XXII - UNIFORM AND TOOL ALLOWANCE

Section 22.1 Uniform Issuance

The uniform items listed in Appendix VIII shall be supplied by the Village to new employees upon hire and to all employees on an as needed basis as described below at no expense to employees. Items not available from said vendor shall be obtained from a vendor that provides equivalent quality products. Employees shall be responsible for properly cleaning and maintaining their uniform items and shall return all items issued by the Village upon employment termination or retirement. The Village shall provide laundry appliances and detergent for employees to launder their uniform clothing during their duty shift.

The Village shall provide a quartermaster system for use by employees to replace worn or damaged uniform items in Appendix VIII. The Village shall replace uniform items issued to employees when the item is worn out, faded, torn, or otherwise in a poor condition due to normal wear and tear during the course of employment.

On or about May 1 of each year, the Fire Chief or his designee shall conduct an inspection of Village issued uniform items. Items not passing inspection shall be repaired or replaced by the Village at no expense to the employee. Items that need to be replaced during the year shall be done on an exchange basis, whereby the employee notifies the Fire Chief or his designee of the need for replacement of a uniform item; if the Fire Chief or his designee concurs with the need for

said replacement, the item to be replaced shall be ordered by the Village; the employee shall provide his worn uniform item to the Village in exchange for the new item.

At its discretion, the Village may choose to have damaged or worn uniform items repaired instead of replaced if the repair can be done practically and if the repair does not adversely affect the intended function of the item.

Section 22.2 Replacement of Personal Property

The Village agrees to repair or replace uniforms or personal clothing worn by the employee to perform their assigned work tasks, when those items are damaged while in the performance of assigned duties. This includes, but is not limited to, prescription glasses and sunglasses, flashlights, and watches.

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 \$100.00. Uniforms will be replaced with an identical item or its equivalent.

ARTICLE XXIII - UNION LEAVE

Section 23.1 Union Leave

One (1) employee chosen as a delegate to a State or National Conference, upon written application approved by Local 3656 and submitted to the Fire Chief or designee with at least fourteen (14) days notice, may be given a leave of absence without pay for the period of time required to attend such convention or conference if said absence does not create an overtime expense or if the Union pays an employee to cover said absence. This period of time is not to exceed one (1) week. The approval is at the discretion of the Fire Chief or designee.

Section 23.2 Local 3656 Negotiating Team

Up to two (2) members designated as being on the Local 3656 negotiation team who are scheduled to work on a day on which negotiations will occur, shall, for the purpose of attending scheduled negotiations, be excused from their regular duties without loss of pay, to the extent that there is no interference with emergency response. If a designated Local 3656 negotiating team member is in regular day-off status on the day of negotiations, the team member will not be compensated for attending the session.

Section 23.3 Union Business

Local 3656 agrees not to conduct any Union business and/or meet with Union legal counsel on the premises in person or via telephone, email, or text messaging or while on duty during normal business hours without prior approval of the Fire Chief or designee. After normal business hours, Union business may be conducted under conditions mutually agreed to between the Fire Chief and the local Executive Board.

ARTICLE XXIV - HEALTH AND SAFETY

Section 24.1 Unsafe Condition

If a Unit Employee has a justifiable reason to believe that his safety and health are in danger beyond the normal hazards associated with this type of work due to an alleged unsafe working condition, or unsafe equipment, he shall inform the Department of the unsafe condition through the chain of command.

Section 24.2 Safety Matters Of General Concern

Safety matters of general concern may be discussed at the next Labor/Management Committee meeting. Special meetings to discuss safety may be called by either party with reasonable notice to the other and by mutual agreement.

Section 24.3 Physical Fitness Program

- A. The Village agrees to encourage its employees to participate in a program that helps its employees to maintain their physical fitness to perform the functions of jobs assigned and shall afford employees time during their shift to exercise.

Section 24.4 Compliance with Law

The Village agrees to take earnest efforts to comply with all safety laws and regulations regarding employee safety currently enforceable against the Village.

Section 24.5 Safety Committee

At the request of either party, representatives of the Village and Union, not to exceed two (2) in number for each side, shall meet every other month, unless both parties agree that no meeting is necessary, at mutually agreed-upon times to discuss safety issues. More frequent meetings may be held upon mutual consent.

The party requesting the meeting shall submit a proposed agenda to the other party seven (7) calendar days prior to the scheduled meeting. Any report or recommendations which are prepared by either party or both, as a direct result of these meetings, shall be reduced to writing and copies submitted to the Chief or designee and the Union. The Fire Chief or designee shall respond in writing within a reasonable period of time.

Issues that are not settled at a fire safety committee meeting shall be reported at the next scheduled executive safety committee meeting and a written response from the executive safety committee shall be submitted to the fire safety committee.

ARTICLE XXV –EDUCATION & TUITION REIMBURSEMENT

Section 25.1 Tuition Reimbursement Program

Tuition reimbursement may be approved at the discretion of the Fire Chief for any full time employee enrolled in an accredited university, college or adult education program, where the course and/or degree program undertaken is related to his duties with the Village, and the amount has been allocated within the Fire Department budget (line item of tuition reimbursement). Prior to the request for tuition reimbursement, the employee must apply for the IFCA scholarship.

Section 25.2 Payment

If an individual is taking a course or courses, the Village shall, upon receiving a payment receipt, reimburse the employee 100% contingent upon a grade of “B” or better. There shall be no reimbursement for grades below “B”. The Village shall also pay 50% of the cost for all books required for such course work contingent upon receipt of a grade of “B” or better. Reimbursement shall be limited to a comparable state university course. 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 25.3 Required Certifications

Based on Policy 613 in Lexipol, issued April 9, 2021, the fire department shall work with the local to ensure the required certifications based on years of service and/or officer status are met within the said time frame based on budget and class availability. Any changes to Policy 613 shall be agreed upon by both the local and the fire department administration.

Section 25.4 Education and Class Coverage

- a. Required Classes/Training

The Village of Homewood agrees to compensate employees at the overtime hourly rate for any school, seminar, or training that the Employer requires an employee to attend during off-duty hours. This shall include, but not be limited to, any school, seminar, or training necessary to attain and/or retain any required certification or classification.

The Employer further agrees to pay all associated costs, including registration fees, tuition, and books, unless otherwise mutually agreed upon in advance by the Fire Chief and the employee.

b. Voluntary Classes/Training

Employees attending approved classes at any school, seminar or training that are voluntary shall be compensated at the employee's straight hourly rate of pay for time spent in class/training when not scheduled for a regular shift. Employees shall not be compensated at an overtime rate of pay for attendance at voluntary classes/training. Employees shall be eligible for approval of up to one (1) voluntary approved class/training per calendar year. Employees may attend further voluntary classes, seminars or training programs subject to prior approval by the Fire Chief.

For such classes/training, employees shall submit a request for approval via email to the Fire Chief or designated Training Officer. If the class/training is approved, the Employer agrees to pay all associated costs, including registration fees, tuition, and books, unless otherwise mutually agreed upon in advance by the Fire Chief and the employee. Employees shall not be compensated at an overtime rate for time spent attending or traveling to/from non-required classes

c. Coverage

For required classes/training, the Employer shall provide coverage at the overtime rate for up to ten (10) hours per day.

For voluntary classes/training, if the approved class/training occurs during an employee's regularly scheduled shift, the Village shall cover the employee's shift for one (1) approved training/class. Any such coverage shall not result in any additional cost or overtime liability to the Village.

Section 25.5 Training Cost Reimbursement for New Hires

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 training, including but not limited to the costs of the Fire Academy, EMT School and Paramedic School, as follows:

<i>Length of Service</i>	<i>Applicant Reimbursement</i>
Employees who voluntarily terminate employment within two (2) years after hire shall be responsible for reimbursing the employer a pro-rated amount based of the cost of hiring and training.	Cost of training up to \$10,000

In the event that an applicant owes 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 firefighter, the applicant consents to reimburse the Village as stated above. (see Appendix VIII)

ARTICLE XXVI – INSURANCE

Section 26.1 Hospitalization And Medical Coverage Program

A. Coverage.

1. Active Employees. 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. Effective 5/1/2012 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.

Effective July 1, 2026, the Preferred Provider Organization Plan 1 ("PPO 1") shall no longer be available to any employee hired on or after that date. Employees hired on or after July 1, 2026, shall not be eligible to enroll in PPO 1 and may only enroll in the health insurance plan options otherwise made available by the Employer.

Employees hired before July 1, 2026 who are already enrolled in PPO 1, or who are otherwise eligible for PPO 1 under the terms of this Agreement, shall retain access to PPO 1 subject to the terms and conditions of the Plan and this Agreement, unless modified by mutual agreement of the parties.

The parties acknowledge that this provision is intended to sunset PPO 1 through attrition for newly hired employees, while preserving coverage for current eligible employees.

2. Retired Employees. To the extent required by 215 ILCS 5/267f (Fireman's Continuance Privilege), the Village will make available to employees who retire during the life of this Agreement, individual and dependent coverage (where the dependent(s) are under the age of 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 their dependents who are under age sixty-five (65) can remain as participants in the Village's health insurance plan. For employees hired in a full-time status before January 1, 1997 and who at the time of retirement have at least twenty (20) years of full-time service with the Village and are fifty (50) years of age or older, the Village shall pay the same portion of that retiree's insurance premium as they do for other Village employees. All full-time employees who were hired after January 1, 1997 will be responsible for payment of one hundred percent (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, regardless of the employee's age or length of service at the time of retirement. 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 as authorized by applicable federal law.
3. Disabled Employees. To the extent required by 5 ILCS 345/1 as well as 820 ILCS 320 and other applicable state and federal law, the Village shall continue health insurance benefits for employees injured in the line of duty who are unable to work. The Village shall continue paying the premium costs as it does for active employees provided the disabled employee is in a pay status or is using leave under the Family and Medical Leave Act (FMLA). An employee disabled in the line of duty who is in an unpaid status and has exhausted FMLA leave, or who is a disabled pensioner may continue on the Village's group health insurance provided the employee pays one hundred percent (100%) of the premium cost

4. Reimbursement of Employee Premiums. Arrangements for reimbursement of premiums to the Village should be made with the Finance Director.

B. 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.

C. Changes in Carriers and Benefit Levels.

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.

Section 26.2 Life Insurance

The Village shall provide, at no cost to the employee, life insurance coverage in the amount of \$50,000.00 or one year's base salary, whichever is greater up to a maximum of \$100,000.

Section 26.3 Retirement Health Savings Plan

The Village shall maintain a Retirement Health Savings Plan ("RHS Plan"). The RHS Plan shall be administered by ICMA-Retirement Corporation. The applicable RHS Plan documents are attached as Appendix VI to this Agreement.

The RHS Plan shall include the following contributions to each employees RHS account.

1. Non probationary employees will make a direct contribution from their pensionable salary based on the following formula:

Years of Service	% of Salary
1 – 5	1.5%
5 – 10	2%
10 – 15	2.5%
15+	3%

2. No later than seven (7) calendar days following a non-probationary employee's anniversary each year, the Village shall deposit any vacation time that is in excess of the maximum accrual amount as defined in Article XIII, Section 13.1, A. to this fund. The vacation time to be deposited shall be calculated as of the day before the employee's anniversary date.
3. Upon separation of employment with the Village, forty (40) hour employees shall contribute a maximum of three-hundred and forty-four (344) sick leave hours from their unused sick leave balance and twenty-four/forty-eight (24/48) hour employees shall contribute a maximum of four-hundred and fifty-five (455) sick leave hours from their unused sick leave balance and the Village shall deposit said amount to this fund no later than seven (7) calendar days following the employee's date of separation.
4. On the employee's last day of employment, any remaining vacation hours in the employee's vacation time bank shall be contributed to this fund.
5. All contributions shall be paid at their value at the time the contribution is made on the employees' behalf, not at the rate at which it was accrued.

ARTICLE XXVII DISCIPLINE

Section 27.1 Discipline

The Village may discipline post-probationary employees only for just cause. The parties further agree that the Fire Chief 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 (filing of charges or lesser disciplinary action that the Chief may impose) will commence within thirty (30) days of the Village's completion of its investigation concerning the violation. 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 disciplinary investigation pending against him every fifteen (15) days.

The parties agree that nothing in this Agreement shall supersede the provisions of the Fireman's Disciplinary Act.

Section 27.2 Fire And Police Commission Authority

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 5/10-2.11-1 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 or by a hearing conducted by the Fire and Police Commission. Accordingly, the parties agree that if a disciplinary matter as to which a Grievance has been filed is not resolved at Step 2 of the Grievance procedure, the employee shall have the right to choose to have the dispute heard before the Fire and Police Commission, if the dispute is within the purview of the Commission, or in instances of suspensions and terminations only, to continue an appeal throughout the Grievance procedure as described in Section 18.3 of this Agreement. The filing of a notice with the Village by the Union to refer the Grievance to Arbitration as described in Section 18.3, 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.

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 that follow.

Section 27.3 Disciplinary Action

Disciplinary actions consisting of oral or written reprimand, suspension or discharge may be imposed upon post-probationary employees only for just cause. Disputes regarding imposed disciplinary actions shall follow the Grievance procedure pursuant to Article 18 of this Agreement.

Section 27.4 Pre-Disciplinary Meeting

Once a tentative decision to impose or recommend a suspension without pay or a discharge is reached by the Fire Chief, 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, and 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 to clarify the reasons for such discipline.

Section 27.5 Notification And Measure Of Disciplinary Action

In the event disciplinary action of twenty-four (24) hours or less is taken against an employee, the Department shall promptly furnish the employee a statement in writing of the reasons therefore. The measure of the 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 he knows new facts, nor shall it affect the authority of the Fire and Police Commission under the Municipal Code.

ARTICLE XXVIII - SAVINGS CLAUSE

If any provision of this Agreement or the application of any such provision should be rendered or declared invalid by any court action, or by reason of any existing or subsequently enacted Federal or State Legislation, the remaining parts or portions of this Agreement shall remain in full force and effect.

ARTICLE XXIX - 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 otherwise stated in this Agreement. 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, the Employer as provided in the management rights clause, Article III, may change it.

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 XXX – 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. If the parties do not reach agreement, the matter shall be resolved in accordance with the impasse procedures provided for in the Illinois Public Labor Relations Act.

ARTICLE XXXI – PROMOTIONS

Section 31.1 – General

Promotions to the rank of Fire Captain and Lieutenant shall be conducted in accordance with the provisions of the Fire Department Promotion Act, 50 ILCS 742 (“Promotion Act”). Except where expressly modified by the terms of this Article, the procedures for promotions shall be made in accordance with the Promotion Act.

Section 31.2 – Vacancies

This Article applies to promotions to vacancies in the rank of Fire Captain and Fire Lieutenant. A vacancy in such position(s) shall be deemed to occur on the date upon which the position is vacated, and on that same date, a vacancy shall occur in the rank(s) below, provided that the position or positions continue to be funded and authorized by the corporate authorities. If a vacated position is not filled due to a lack of funding or authorization and is subsequently reinstated, the final promotion list shall be continued in effect until all positions vacated have been filled or for a period of up to five (5) years beginning from the date on which the position was vacated. In such event, the candidate or candidates who would have otherwise been promoted when the vacancy originally occurred shall be promoted.

Section 31.3 Education

Once an individual has been promoted to the rank of Captain, the Village shall have one year to provide Fire Officer II / Advanced Fire Officer training at its entire expense, as defined by the OSFM and based on class availability. Once an individual has been promoted to the rank of Lieutenant, the Village shall have one year to provide Fire Officer I / Company Fire Officer training at its entire expense, as defined by the OSFM and based on class availability. If the Village does not have the financial resources to provide said training, the training may be delayed until such time funds become available. All career personnel are encouraged to continue their education and to obtain Fire Officer certifications.

Section 31.4 Eligibility

Fire Captain: All promotions to the rank of Fire Captain, after the creation of the initial three (3) positions provided for in Section 31.3 of this Article, shall be made from a Captain's Final Eligibility list created by first listing individuals by seniority based on time served in the rank of Lieutenant, followed by listing individuals in the same rank order as they appear on the final valid Lieutenant Eligibility.

Fire Lieutenant: - All promotions to the rank of Fire Lieutenant shall be made from employees in the fire fighter rank who have at least five (5) years of full-time career seniority in the Homewood Fire Department. Anniversaries of service, which affect eligibility, will be considered to occur on the date on which the written exam is given.

Section 31.5 Rating Factors and Weights

All examinations shall be impartial and shall relate to those matters that will test the candidate's ability to discharge the duties of the position to be filled. The placement of employees on promotional lists shall be based on the points achieved by each employee on the promotional examinations consisting of the following four (4) components weighted as specified:

	<u>% of Weight</u>
1. Written Examination	35
2. Seniority	10
3. Ascertained Merit	20
4. Subjective Component	35

Section 31.6 - Test Components – Fire Lieutenant

Written Exam **(Maximum 100 points)**

The written exam shall be given in accordance with the Fire Department Promotion Act.

Seniority **(Maximum 100 points)**

Time on the Job – ten (10) points per year up to a maximum of one hundred (100) points. Seniority shall apply only to full-time career service in the Homewood Fire Department and shall only apply to full years of service; no partial year credit will be issued. Points shall be awarded beginning with year seven of full-time career employment.

Ascertained Merit – Lieutenant **(Maximum 100 points)**

Associate's Degree	10 points
--------------------	-----------

Bachelor's Degree	10 points
F	
Company Fire Officer or Fire Officer I	30 points
Advanced Fire Officer or Fire Officer II	30 points

It is understood that if an employee holds a Bachelor's Degree, the employee shall automatically be awarded the points for the Associate's Degree as well.

Subjective Component - Lieutenant **(Maximum 100 points)**

All evaluators shall be selected from the approved evaluators list as defined in Public Act 095-0956 and maintained by the OSFM. Evaluators will not be current or past employees of the Village of Homewood. A list of seven (7) individuals will be submitted to the Union from which the parties will alternately strike one name at a time until there are three (3) names remaining on the list. The striking order shall be determined by the flip of a coin. The remaining three (3) individuals shall conduct the tactical and management evaluations.

Tactical Evaluation (Maximum 50 points)

The tactical evaluation will consist of an evaluation of the candidate's fire ground tactics, strategy, and management skills.

Management Evaluation (Maximum 50 points)

The management evaluation will consist of an evaluation of the candidate's ability to handle supervisory tasks, management responsibilities and personnel.

Section 31.7 - Scoring of Components - Lieutenant

The test components each shall be scored on a scale of one-hundred (100) points. The component shall then be reduced by the weighting factor assigned to that component of the test. Scores of all components shall be added to produce a total score. Candidates shall then be ranked on the list in the rank order based on the highest to the lowest points scored on all components of the test. The preliminary promotion list shall be composed of all the candidates who obtain an overall score of at least sixty (60) points after all component scores are compiled. Whenever two (2) or more candidates receive the same score, priority shall be given to the person who has seniority. A candidate on the preliminary promotion list who is eligible for a veteran's preference under the laws and agreements applicable to the Department may file a written

application for that preference within ten (10) days after the initial posting of the preliminary promotion list. The preference shall be calculated as provided under Section 55 of the Promotion Act and added to the total score achieved by the candidate on the test. The appointing authority shall then make adjustments to the rank order of the preliminary promotion list based on any veteran's preferences awarded. The application of military preference points to any candidate's score shall not be a reason to remove any other candidate(s) from the final promotion list. Within thirty (30) days, the final adjusted promotion list shall then be posted in the fire station, with copies provided to the Union and all candidates.

Section 31.8 – Right to Review

The Union or any affected employee who believes that an error has been made with respect to eligibility to take an examination, examination result, placement or position on a promotion list, or veteran's preference shall be entitled to a review of the matter pursuant to the grievance/arbitration procedures contained in this Agreement.

Section 31.9 - Order of Selection

Whenever a promotional rank is created or becomes vacant due to resignation, discharge, promotion, death, or the granting of a disability or retirement pension, or any other cause, the appointing authority shall appoint to that position the person with the highest ranking on the final promotion list for that rank, except that the appointing authority shall have the right to pass over that person and appoint the next highest ranked person on the list if the appointing authority has reason to conclude that the highest ranking person has demonstrated substantial shortcomings in work performance or has engaged in misconduct affecting the person's ability to perform the duties of the promoted rank. If the highest ranking person is passed over, the appointing authority shall document its reasons for its decision to select the next highest ranking person on the list. A copy of this documentation shall be presented to the passed over person within 7 days of the decision to not promote the person. Unless the reasons for passing over the highest ranking person are not remediable, no person who is the highest ranking person on the list at any time of the vacancy shall be passed over more than once. Any dispute as to the selection of the first or second highest ranking person shall be subject to resolution with the grievance procedure in Article XVIII of this Agreement.

Section 31.10 - Maintenance of Promotional Lists

Final eligibility lists shall be effective for a period of three (3) years. The Employer shall take all necessary steps to ensure that the Homewood Fire & Police Commission maintains in

effect current eligibility lists so that promotional vacancies are filled not later than thirty (30) days after the occurrence of the vacancy.

ARTICLE XXXII – STAFFING/MINIMUM REQUIREMENTS

Section 32.1 – Staffing/Minimum Requirements

1. The Village shall not subcontract out bargaining unit work in violation of Public Act 095-0490.
2. The Village shall not use a person who has not qualified for regular full time appointment (i.e. not listed on the Homewood Fire and Police Commission's entry level full time firefighter/paramedic eligibility list) as a temporary or permanent substitute or replacement for full time bargaining unit employees.
3. Effective May 1st, 2026, each 24-hour shift shall be scheduled with 7 full time firefighter/paramedics with at least 5 full time firefighter/paramedics working at all times. 1 of these 5 shall be a Captain or Lieutenant. Another of these 5 shall be qualified to serve as Company Officer. On Saturdays and Sundays, minimum staffing shall increase to 6 firefighter/paramedics.

Effective May 1st, 2027, each 24-hour shift shall be scheduled with 8 full time firefighter/paramedics, with at least 6 full time firefighter/paramedics working at all times. One of these 6 shall be a Captain or Lieutenant. Another of these 6 shall be qualified to serve as Company Officer.

4. In the event employees are laid-off, it will be according to an inverse order of seniority. All part-time employees shall be laid-off before full-time employees. Employees shall be recalled from lay-off according to their seniority. The Village, for bona fide economic or legitimate reasons, shall determine whether layoffs are necessary. If it is determined that layoffs are necessary, employees covered by the parties' Collective Bargaining Agreement will be laid off in accordance with their length of service as provided in the Illinois Compiled Statutes (65 ILCS 5/10-2.1-18, as it existed as of January 1, 1996), provided that the remaining employees are qualified to do the remaining work without further training.

ARTICLE XXXIII – TERMINATION

Section 33.1 Termination And Notice

This Agreement and each of its provisions shall be effective as of May 1, 2026 and shall continue in full force and effect until April 30, 2029 and thereafter unless either party shall notify the other in writing one hundred and fifty (150) days prior to the anniversary date of this contract, that it desires to modify and/or amend this Agreement.

Section 33.2 Negotiations

Negotiations shall commence within a reasonable period of time after the request to amend and/or modify the Agreement.

Section 33.3 Ratification And Enactment

- A. If the parties reach a complete agreement as to the items for negotiations at the end of the negotiating period (Section 32.1), the following procedure shall apply:
1. The Agreement will first be presented to the Union membership for ratification.
 2. The Agreement shall then be submitted to the Village's Legislative Body for a vote on ratification.
3. In the event the Village's Legislative Body or the Union should reject the recommended Agreement, the parties shall meet again within five (5) days of the Union's or Legislative Body's vote to discuss the reasons for the rejection and to determine whether any modifications can be made to deal with the reasons for the rejection; but either party may thereafter invoke Arbitration in accordance with the Illinois Public Labor Relations Act.
- B. The Village agrees to incur all costs in the printing and distribution of this document so all employees have full knowledge and access to their rights granted from here

IN WITNESS WHEREOF, the parties hereto have affixed their signatures, this the ____ day of July 2026:

FOR THE UNION:

Union President

Union Vice President

Union Secretary / Treasurer

FOR THE VILLAGE:

Village President

Village Clerk

APPENDIX I
PAYROLL DEDUCTION AUTHORIZATION

I, _____, being an employee of the Village of Homewood, hereby authorize the Village of Homewood to deduct _____ from my bi-weekly payroll check and to forward that deduction to the Homewood Professional Firefighters Association. This is a voluntary deduction authorization on my part, and I understand that I may revoke this authorization at any time by giving written notice to the Village's accounting office. I agree to not hold the Village of Homewood, its elected and its appointed officials, or its employees liable in the event a deduction is made improperly or is not made.

Employee's Signature _____

Date: _____

**APPENDIX II
WAGE SCHEDULES**

Firefighter/Paramedic			
	5/1/2026	5/1/2027	5/1/2028
		4%	3%
EMT PAY	\$84,736	\$87,702	\$91,210
A	\$87,702	\$91,210	\$93,946
B	\$91,418	\$95,075	\$97,927
C	\$96,151	\$99,998	\$102,997
D	\$100,704	\$104,732	\$107,874
E	\$105,487	\$109,707	\$112,998
F	\$110,506	\$114,926	\$118,374
G	\$115,730	\$120,359	\$123,970

* Please note new scale was created effective May 1, 2026*

Lieutenants			
	5/1/2026	5/1/2027	5/1/2028
		4%	3%
A	\$125,730	\$130,359	\$134,682
B	\$128,730	\$133,359	\$137,896
C	\$131,730	\$136,359	\$141,109

Captains			
	5/1/2026	5/1/2027	5/1/2028
		4%	3%
A	\$134,730	\$140,119	\$144,236
B	\$140,730	\$146,359	\$150,750

Education Pay		
5/1/2026	5/1/2027	5/1/2028
\$5,439	\$5,656	\$5,826

**APPENDIX III
HOMEWOOD FIRE DEPARTMENT MEDICAL VERIFICATION**

To the Physician:

If an employee of the Village has a sick or injured family member, the Village allows that employee to utilize accrued sick leave to care for that individual. In order to verify that someone is sick or injured and the employee needs to be off from work to attend to a sick or injured family member we are requesting that you, the physician, and the employee complete this form. You may also be contacted by department administrative staff of the Village or the Fire Department. Should you have any questions, please call (708) 206-3400.

Fire Department contact person _____ phone _____

Physician please read carefully and complete this portion of this form:

This is to verify that _____, _____
patient's name patient's relationship to employee

has been under my care since _____ (Date) for a health related condition, and has certain restrictions that they require the assistance of someone to help them on a daily basis.

Physicians Signature & Date

Contact Phone Number

Employee please complete portion of this form:

I _____ am requesting to use accrued sick time to provide assistance
(Employee name)

to _____ .
(Person employee is assisting)

I am requesting to utilize ____ hours of my accrued sick time from _____ to _____.

Employee signature & Date

Appendix IV
Homewood Fire Department
Medical Release



To the Physician:

In the interest of maintaining a fully fit and ready firefighting force, we need your assistance and opinion when treating one of our employees for any illness, injury or medical condition which could affect his/her full work capability. You may also be contacted by department administrative staff. Should you have any questions, please call (708) 206-3400.

Fire Department contact person _____ phone _____

Please read carefully and complete this form.

This is to certify that _____ Title _____
Patient's name Patient's job position

has been under my care since _____ for _____
Date Condition, injury or illness

Section A. Employees are required to participate physically in any duties required to control all types of emergency fire and/or rescue operations. Full-duty tasks and functions include, but are not limited to:

1. Wearing personal protective ensemble and SCBA, performing fire-fighting tasks (hoseline operations, extensive crawling, lifting and carrying heavy objects, ventilating roofs or walls using power or hand tools, forcible entry, etc.), rescue operations, and other emergency response actions under stressful conditions, including working in extremely hot or cold environments for prolonged time periods.
2. Wearing an SCBA, which includes a demand valve-type positive pressure facepiece or HEPA filter masks, requiring the ability to tolerate increased respiratory workloads.
3. Exposure to toxic fumes, irritants, particulates, biological (infectious) and nonbiological hazards, and/or heated gases, despite the use of personal protective ensembles and SCBA.
4. Depending on the local jurisdiction, climbing six or more flights of stairs while wearing fire protective ensemble weighing at least 50 lb (22.6 kg) or more and carrying equipment/tools weighing an additional 20 to 40 lb (9 to 18 kg).
5. Wearing fire protective ensemble that is encapsulating and insulated, which will result in significant fluid loss that frequently progresses to clinical dehydration and can elevate core temperature to levels exceeding 102.2°F (39°C).
6. Wearing personal protective ensemble and SCBA, searching, finding, and rescue-dragging or carrying victims ranging from newborns to adults weighing over 200 lb (90 kg) to safety despite hazardous conditions and low visibility.
7. Wearing personal protective ensemble and SCBA, advancing water-filled hoselines up to 2 1/2 in. (65 mm) in diameter from fire apparatus to occupancy [approximately 150 ft (50 m)], which can involve negotiating multiple flights of stairs, ladders, and other obstacles.
8. Wearing personal protective ensemble and SCBA, climbing ladders, operating from heights, walking or crawling in the dark along narrow and uneven surfaces, and operating in proximity to electrical power lines and/or other hazards.
9. Unpredictable emergency requirements for prolonged periods of extreme physical exertion without benefit of warm-up, scheduled rest periods, meals, access to medication(s), or hydration.

10. Operating fire apparatus or other vehicles in an emergency mode with emergency lights and sirens.
11. Critical, time-sensitive, complex problem solving during physical exertion in stressful, hazardous environments, including hot, dark, tightly enclosed spaces, that is further aggravated by fatigue, flashing lights, sirens, and other distractions.
12. Ability to communicate (give and comprehend verbal orders) while wearing personal protective ensembles and SCBA under conditions of high background noise, poor visibility, and drenching from hoselines and/or fixed protection systems (sprinklers).
13. Functioning as an integral component of a team, where sudden incapacitation of a member can result in mission failure or in risk of injury or death to civilians or other team members.

Is the current condition of the employee such that he/she is able to fully function in all of the above capacities without any limitations?

NO _____ - If NO, go to Section B

YES _____ - If yes, sign below and check appropriate release box

Section B.

In some cases of limited temporary disability, depending upon the employee's ability and the Village's need, we may, for short, temporary periods of time, have available limited/light duties for the employee. Examples of this duty may include: answering telephones, clerical help, performing fire inspections (which involves walking up to two hours, bending, stooping and climbing), taking inventory, messenger service, public speaking, and non-emergency vehicle driving.

Is the current condition of the employee such that he/she is able to function in a limited, light-duty capacity? YES _____ NO _____

If YES, are there any restrictions on the employee's performance of light duty assignments? (Please specify). _____

If NO, when do you anticipate release to limited light duty? _____

When do you anticipate release to full-duty? _____

Comments (prognosis, anticipated follow-up care, etc.):

Check only one:

☐ Not Released

☐ Released to light duty

☐ Released to full duty

Physician signature

Printed name

Date

Address

Telephone

APPENDIX V

HOMEWOOD PROFESSIONAL FIREFIGHTERS - SICK LEAVE DONATION FORM

Name of Requestor: _____

Request is for Illness/Injury Suffered By: ☐ Employee ☐ Immediate Family Member: _____

Number of Sick Leave Hours Requested: _____ (not to exceed 240 hours per fiscal year)

Describe Illness or Injury: _____

I am requesting donation of sick leave as indicated above from fellow bargaining unit members due to: ☐ my having zero sick and vacation leave hours remaining in my leave balances, or ☐ because I will exhaust my sick and vacation leave balances as a result of the medical condition indicated above. I understand that the amount of donations I receive may not exceed 240 hours per fiscal year.

Signature of Requestor

Date

Name of Donor: _____

Number of Sick Leave Hours To Be Donated: _____ (not to exceed 96 hours)

By my signature below I authorize the Village to reduce my sick leave balance by the number of hours indicated above for donation to the requestor named above. I affirm that I have at least 240 hours of accrued sick leave and that my donation is completely voluntary and at my sole discretion. I understand and agree that the number of donated sick leave hours indicated above will not be available for use by me at any time. I further understand and agree that any unused donated sick leave hours shall remain with and available for use by the requestor named above, and will not be returned to me.

Signature of Donor

Date

Name of Donor: _____

Number of Sick Leave Hours To Be Donated: _____ (not to exceed 96 hours)

By my signature below I authorize the Village to reduce my sick leave balance by the number of hours indicated above for donation to the requestor named above. I affirm that I have at least 240 hours of accrued sick leave and that my donation is completely voluntary and at my sole discretion. I understand and agree that the number of donated sick leave hours indicated above will not be available for use by me at any time. I further understand and agree that any unused donated sick leave hours shall remain with and available for use by the requestor named above, and will not be returned to me.

Signature of Donor

Date

Name of Donor: _____

Number of Sick Leave Hours To Be Donated: _____ (not to exceed 96 hours)

By my signature below I authorize the Village to reduce my sick leave balance by the number of hours indicated above for donation to the requestor named above. I affirm that I have at least 240 hours of accrued sick leave and that my donation is completely voluntary and at my sole discretion. I understand and agree that the number of donated sick leave hours indicated above will not be available for use by me at any time. I further understand and agree that any unused donated sick leave hours shall remain with and available for use by the requestor named above, and will not be returned to me.

Signature of Donor _____
Name of Donor: _____

Date _____

Number of Sick Leave Hours To Be Donated: _____ (not to exceed 96 hours)

By my signature below I authorize the Village to reduce my sick leave balance by the number of hours indicated above for donation to the requestor named above. I affirm that I have at least 240 hours of accrued sick leave and that my donation is completely voluntary and at my sole discretion. I understand and agree that the number of donated sick leave hours indicated above will not be available for use by me at any time. I further understand and agree that any unused donated sick leave hours shall remain with and available for use by the requestor named above, and will not be returned to me.

Signature of Donor _____

Date _____

Name of Donor: _____

Number of Sick Leave Hours To Be Donated: _____ (not to exceed 96 hours)

By my signature below I authorize the Village to reduce my sick leave balance by the number of hours indicated above for donation to the requestor named above. I affirm that I have at least 240 hours of accrued sick leave and that my donation is completely voluntary and at my sole discretion. I understand and agree that the number of donated sick leave hours indicated above will not be available for use by me at any time. I further understand and agree that any unused donated sick leave hours shall remain with and available for use by the requestor named above, and will not be returned to me.

Signature of Donor _____

Date _____

Name of Donor: _____

Number of Sick Leave Hours To Be Donated: _____ (not to exceed 96 hours)

By my signature below I authorize the Village to reduce my sick leave balance by the number of hours indicated above for donation to the requestor named above. I affirm that I have at least 240 hours of accrued sick leave and that my donation is completely voluntary and at my sole discretion. I understand and agree that the number of donated sick leave hours indicated above will not be available for use by me at any time. I further understand and agree that any unused donated sick leave hours shall remain with and available for use by the requestor named above, and will not be returned to me.

Signature of Donor _____

Date _____

Name of Donor: _____

Number of Sick Leave Hours To Be Donated: _____ (not to exceed 96 hours)

By my signature below I authorize the Village to reduce my sick leave balance by the number of hours indicated above for donation to the requestor named above. I affirm that I have at least 240 hours of accrued sick leave and that my donation is completely voluntary and at my sole discretion. I understand and agree that the number of donated sick leave hours indicated above will not be available for use by me at any time. I further understand and agree that any unused donated sick leave hours shall remain with and available for use by the requestor named above, and will not be returned to me.

Signature of Donor _____

Date _____

For Office Use

Total Number of Hours Donated: _____

Request is: ☐ Approved ☐ Denied Reason for Denial: _____

**APPENDIX VI
RETIREMENT HEALTH SAVINGS PLAN**

Paperwork is on file in the Village Manager's Office and with the Fire Union. Paperwork was executed on January 15, 2013.

Appendix VII Village Issued Uniform Clothes

The Village of Homewood shall provide all structural firefighting protective gear necessary for the performance of assigned duties. All such equipment shall meet or exceed applicable standards established by the National Fire Protection Association (NFPA), as may be amended from time to time.

The selection, specification, and replacement of such equipment shall be determined by the Village, provided that all equipment issued complies with current NFPA standards and is appropriate for the duties performed.

The Village shall be responsible for the maintenance, repair, and replacement of issued structural firefighting gear to ensure continued compliance with applicable safety standards and operational readiness.

The Village of Homewood shall maintain all firefighting gear and perform repairs in accordance with NFPA 1850. The Village of Homewood shall provide and maintain a gear washer and dryer for the laundering and decontamination of turnout gear. The Village of Homewood shall also provide and maintain a washer for SCBA components, boots, masks, and helmets.

(Class A) FULL DRESS UNIFORM

- 1 Dark blue dress blouse
- 1 Dark blue long sleeve dress shirt with navy blue colored tie for Firefighters
- 1 White colored long sleeve dress shirt with navy blue colored tie for Officers.
- 1 White colored dress hat for Officers.
- 1 Dark blue dress hat for Firefighters
- 1 Department approved black dress shoes
- 1 Belt
- 1 Dark blue dress pants

(Class B) LIGHT DRESS UNIFORM

- 1 Navy blue colored button down short sleeve uniform shirt for Firefighters
- 1 White colored button down short sleeve shirt for Officers

(Class C) DUTY WEAR

- 4 Navy blue colored pants, style as authorized by the Chief and/or Quartermaster
Lieutenant
- 2 Department issued/approved black boots

- 7 Navy blue colored short sleeve crew neck t-shirts with proper department scroll insignia and rank designation for Firefighters
- 3 Navy blue colored long sleeve crew neck t-shirts with proper department scroll insignia and rank designation for Firefighters
- 7 Gray short sleeve crew neck t-shirts with proper department scroll insignia and rank designation for Officers
- 3 Gray long sleeve crew neck t-shirts with proper department scroll insignia and rank designation for Officers
- 1 All season reflective outerwear with "HFD" insignia on back
- 3 Heavy duty navy blue colored job shirt with proper department scroll insignia and rank designation
- 1 Navy blue colored TruSpec with proper department scroll insignia and rank designation
- 1 Duty wear belt
- 1 Baseball cap with HFD insignia
- 2 Winter hats with HFD insignia
- 2 Sweatpants of the appropriate color with HFD insignia
- 2 Workout shorts appropriate color with HFD insignia
- 1 High visibility water resistant Jacket of appropriate color proper department scroll insignia and rank designation

Brass

- 2 Fire Department badges
- 2 Nametags
- 2 Collar brass with appropriate rank insignia
- 1 Hat badge



Training Cost Reimbursement Agreement for New Hires

I, _____, acknowledge that if I am hired by the Village of Homewood and voluntarily terminate my employment within two (2) years of my date of hire, I may be required to reimburse the Village for the direct and indirect costs associated with my hiring and training.

These costs may include, but are not limited to, expenses related to the Fire Academy, EMT School, Paramedic School, required certifications and training-related costs incurred by the Village.

The reimbursement amount shall be prorated based on the length of service completed and shall not exceed \$10,000.

Length of Service at Voluntary Separation Reimbursement Amount

0–6 months	100% of hiring/training costs
6–12 months	75% of hiring/training costs
12–18 months	50% of hiring/training costs
18–24 months	25% of hiring/training costs
After 24 months	No reimbursement required

In the event that I owe hiring and/or training reimbursement costs to the Village and have not paid the required amount by my last day of employment as a full-time firefighter, I consent to reimburse the Village for the amount owed as stated above in accordance with an agreed upon payment plan.

By signing below, I acknowledge that I have read, understand, and agree to the terms of this Training Cost Reimbursement Agreement.

ACKNOWLEDGEMENT

Name

Date of Hire

Signature

Date

Village Representative Name

Title

Village Representative Signature

Date