



Report to the APC

Agenda Item: Discussion and Possible Action: Police MOU for Vacation

Meeting Date: February 20, 2024

Referring Body: Administrative Policy Committee

Committee Contact: President Chris Voll

Staff Contact: Chief Terry McHugh

Report Prepared by: Chief Terry McHugh

AGENDA ITEM: Discussion and Possible Action: Police MOU for Vacation

OBJECTIVE(S): Discuss the current Police MOU proposal regarding when officers receive their yearly vacation allotment.

HISTORY/BACKGROUND: ISSUE BACKGROUND/PREVIOUS ACTIONS:

Officers have historically always been given their yearly allotment of vacation on January 1 of each year instead of their anniversary date. Lt. Smart was the first patrol officer to be hired and started in May 2005 and advised that this has always been the Village's practice. I was hired a year later and as long as I've been here, that's the way I remember vacation being allotted to officers as well.

With the new payroll system, it now allows for vacation time to be given on the anniversary date of an employee. The contract language is included with this report and indicates that, "Every employee having completed 'X' year(s) of service shall be entitled to 'X' hours of vacation with pay." The Clerk advised that with the new payroll system capabilities, officers would now start receiving their annual vacation on their anniversary dates instead of January 1 of each year.

The union position is that the Village has created a past practice by giving officers all their annual vacation on January 1 of each year, regardless of when their anniversary falls. This has been the practice literally since the beginning of the police department and has crossed over many different union contracts over the past 19 years.

The union MOU would clarify the issue by making the vacation period run from Jan 1 through December 31 of each year. They also added language stating that officers hitting their anniversary date for the next vacation step would receive that additional vacation on January 1. The MOU language essentially clarifies the practice that's already been taking place over the last 19 years.

PROPOSAL: Recommend approving Police MOU to the Village Board

RECOMMENDED ACTION: To be determined by Committee and recommended to Village Board.

FINANCIAL

Financial Consideration/Action: If an officer leaves service prior to their anniversary date, then their time is pro-rated and the Village could just take it out of their last paycheck.

FUNDING SOURCE:

Account Number/Title: #
Current Adopted Budget: \$
Spent to Date: \$
Remaining Budget: \$
Requested Amount: \$
Remainder of Budgeted Amount, if approved:

ATTACHMENTS: