



*At the Heart of Community*

OFFICE OF THE VILLAGE MANAGER  
Human Resources Division

70 East Main Street  
Lake Zurich, Illinois 60047

(847) 438-5141  
LakeZurich.org

---

## MEMORANDUM

Date: September 24, 2021  
To: Ray Keller, Village Manager  
From: Douglas Gibson, Human Resources Director  
Subject: **International Association of Firefighters Local 3191 Collective Bargaining Agreement**

---

**Issue:** The collective bargaining agreement (CBA) with the International Association of Firefighters Local 3191 expired December 31, 2020. The Village of Lake Zurich has been in negotiations with the IAFF regarding a successor contract. In September of 2021, members of the IAFF accepted a new four-year contract. Details of the new contract are listed below.

### **Contract Changes:**

#### *Entire Contract*

Language, grammar, page numbering, and section numbering clean-up

#### *Article I*

**Section 1.4 Gender** – Amended language to increase inclusivity

#### *Article III*

**Section 3.1 Dues Check off** – Added exemption of union dues for union board members

**Section 3.2 Fair Share** – Eliminated fair share language

#### *Article V*

**Section 5.3 Work Reductions Days** – Cleaned up language and clarified procedure

**Section 5.10 Overtime Procedures** – Added restrictions on overtime until ALS privileges are granted

#### *Article VIII*

**Section 8.3 Earned Time off** – Added an additional float day

#### *Article XII*

**Section 12.1 Eligibility and Allowance** – Cleaned up a mathematical error, no additional time added

*Article XVI*

**Section 16.1 Health Insurance**– Eliminated definition of basic plan, modified language to allow flexibility in percentages for employee rates not to exceed a certain amount

*Article XVIII*

**Section 18.2 Military Leave** – Modified language to include compensation to mirror law

**Section 18.5 Family Medical Leave Act** – Eliminated exception

**Section 18.6 Catastrophic Leave** – Added section to allow for sick leave donation and no payback shift trades for injured union members

*Article XXI*

**Section 21.2 Scheduling of House Duties** – Added language to allow shopping at the closest store

*Article XXV* – Replaced entire article

**Section 25.1 General** – Modified language to include future amendments

**Section 25.2 Eligibility** – Modified language to clarify eligibility

**Section 25.3 Components and Scoring** – Modified language and scoring percentages

**Section 25.4 Written Exam Review** – Language clean up

**Section 25.5 Promulgation of New or Revised Rules** – Language clean up

**Section 25.6 Ascertained Merit Criteria** – Modified percentage weights and points

**Section 25.7 Merit and Efficiency Criteria** – Added section to assess further skills

*Article XXVIII*

**Termination** – Modified dates to reflect new contract January 1, 2021 – December 31, 2024

**Appendix A Wage Scale** – January 1, 2021 – December 31, 2024

January 1, 2021 – 2.5%

January 1, 2022 – 2.5%

January 1, 2023 – 2.5%

January 1, 2024 – 2.5%

**Appendix B Meets Standards Pay** – Modified language to mirror current practice

**Recommendation:** Approve the attached Collective Bargaining Agreement between the Village of Lake Zurich and IAFF 3191.

**W/Attachments:**

Collective Bargaining Agreement (CBA) with the International Association of Firefighters 3191 and the Village of Lake Zurich.

AGREEMENT  
BETWEEN  
VILLAGE OF LAKE ZURICH, ILLINOIS  
AND  
PROFESSIONAL FIREFIGHTERS OF  
LAKE ZURICH LOCAL 3191  
AFFILIATED WITH  
THE INTERNATIONAL ASSOCIATION  
OF FIREFIGHTERS

SIGNATURE CONTRACT COPY

| Effective ~~May 1, 2017~~January 1, 2021 – December 31, ~~2020~~2024

Table of Contents

PREAMBLE ..... 5

ARTICLE I - RECOGNITION ..... 6

    Section 1.1 Recognition ..... 6

    Section 1.2 Fair Representation..... 6

    Section 1.3 Union Officers ..... 6

    Section 1.4 Gender ..... 6

ARTICLE II - NON-DISCRIMINATION ..... 6

    Section 2.1 Non-Discrimination..... 6

    Section 2.2 American With Disabilities Act ..... 6

ARTICLE III - UNION RIGHTS..... 7

    Section 3.1 Dues Check off ..... 7

~~Section 3.2 Fair Share Payment..... 7~~

    Section 3.23 Indemnification..... 9

    Section 3.34 Bulletin Boards..... 9

    Section 3.45 Release Time ..... 9

ARTICLE IV - MANAGEMENT RIGHTS ..... 9

ARTICLE V - HOURS OF WORK AND OVERTIME..... 10

    Section 5.1 Application of Article..... 10

    Section 5.2 Work Schedule ..... 10

    Section 5.3 Work Reduction Days ..... 11

    Section 5.4 Changes in Normal Work Schedule any Workday..... 11

    Section 5.5 Work Cycle and Overtime..... 11

    Section 5.6 Voluntary Hire Back..... 12

    Section 5.7 Hold Over ..... 12

    Section 5.8 Forced Hire Back..... 13

    Section 5.9 Emergency Call Back ..... 13

    Section 5.10 Overtime Procedure..... 13

    Section 5.11 No Pyramiding..... 15

ARTICLE VI - GRIEVANCE PROCEDURE..... 15

    Section 6.1 Definition..... 15

    Section 6.2 Grievance Procedure ..... 16

        STEP 1 ..... 16

        STEP 2 ..... 17

        STEP 3 ..... 17

    Section 6.3 Arbitration ..... 17

    Section 6.4 Time Limit for Filing..... 18

ARTICLE VII - NO STRIKE/NO LOCKOUT..... 19

    Section 7.1 No Strike/No lockout Commitment ..... 19

    Section 7.2 Resumption of Operations and Union Liability ..... 19

    Section 7.3 Discipline and Judicial Restraint..... 19

ARTICLE VIII - EARNED TIME OFF..... 19

    Section 8.1 Holidays..... 19

    Section 8.2 8 Hour Employees: ..... 20

    Section 8.3 Earned Time off..... 20

    Section 8.4 Scheduling of Earned Time After Change of Duty Status ..... 21

ARTICLE IX - SUBCONTRACTING ..... 22

May 2017 Contract

Section 9.1 General .....	22
Section 9.2 Notice of Negotiation .....	22
ARTICLE X - SENIORITY .....	22
Section 10.1 Definition of Seniority.....	22
Section 10.2 Probationary Period .....	22
Section 10.3 Seniority List .....	23
Section 10.4 Seniority Termination.....	23
ARTICLE XI - LAYOFF AND RECALL . . . . .	23
Section 11.1 Layoff .....	23
Section 11.2 Recall .....	23
ARTICLE XII - VACATIONS .....	26
Section 12.1 Eligibility and Allowances.....	24
Section 12.2 Vacation Pay.....	28
Section 12.3 Scheduling .....	26
ARTICLE XIII - SICK LEAVE.....	29
Section 13.1 Purpose .....	29
Section 13.2 Allowance.....	29
Section 13.3 Accumulation .....	30
Section 13.4 Sick Leave Payment and Conditions .....	30
Section 13.5 Notification.....	30
Section 13.6 Sick Leave Buy Back.....	30
Section 13.7 Retirement Health Savings .....	31
Section 13.8 Post Employment Health Savings Plan.....	29
ARTICLE XIV - TUITION REIMBURSEMENT AND TRAINING PROGRAMS.....	32
Section 14.1 Tuition Reimbursement.....	32
Section 14.2 Mandatory Training Programs.....	33
Section 14.3 Voluntary Training Programs .....	33
Section 14.4 Special Team Training: .....	34
ARTICLE XV - WAGES .....	34
Section 15.1 Compensation.....	34
Section 15.2 Pension Pick-up.....	35
Section 15.3 Work out of Classification Lt.....	35
Section 15.4 Work out of Classification Captain .....	35
Section 15.5 Paramedic Preceptor .....	33
ARTICLE XVI - INSURANCE.....	36
Section 16.1 Health Insurance.....	34
Section 16.2 Cost Containment .....	35
Section 16.3 Terms of Policies to Govern.....	35
Section 16.4 IRS 125 Plan.....	35
ARTICLE XVII - POLICE AND FIRE COMMISSION.....	38
ARTICLE XVIII - LEAVES OF ABSENCE .....	38
Section 18.1 Discretionary Leaves .....	38
Section 18.2 Military Leave .....	40
Section 18.3 Paternity/Maternity Leave .....	40
Section 18.4 Funeral Leave .....	40
Section 18.5 Family Medical Leave Act. ....	40

ARTICLE XIX - LABOR MANAGEMENT CONFERENCES.....	41
Section 19.1 Meeting Request.....	41
Section 19.2 Content .....	41
ARTICLE XX - SHIFT TRADES .....	42
Section 20 Shift Trades .....	42
ARTICLE XXI - MAINTENANCE DUTIES .....	42
Section 21.1 Maintenance .....	42
Section 21.2 Scheduling of House Duties .....	42
ARTICLE XXII - JURY DUTY & COURT TIME.....	43
Section 22.1 Jury Duty .....	43
Section 22.2 Court Time .....	44
ARTICLE XXIII - CLOTHING.....	44
Section 23.1 General .....	44
Section 23.2 Station Clothing.....	45
Section 23.3 Turnout Gear .....	45
ARTICLE XXIV - GENERAL PROVISIONS.....	46
Section 24.1 Physical Examination.....	46
Section 24.2 Employee Testing and Substance Abuse.....	46
Section 24.2(A) Policy .....	47
Section 24.2(B) Prohibitions .....	47
Section 24.2(C) Testing.....	47
Section 24.2(D) Order to Submit to Testing .....	48
Section 24.2(E) Tests to be Conducted .....	48
Section 24.2(F) Discipline.....	50
Section 24.2(G) Grievance Procedure .....	51
Section 24.2(H) Voluntary Request for Assistance.....	51
Section 24.3 Injury in the Line of Duty.....	51
Section 24.3(A) Light Duty .....	48
Section 24.4 Smoking/Tobacco Product Use:.....	53
Section 24.5 Residency .....	54
Section 24.6 License Renewal Expense: .....	54
ARTICLE XXV – PROMOTIONS ACT .....	54
Section 25.1 General .....	60
Section 25.2 Eligibility.....	60
Section 25.3 Components and Scoring.....	60
Section 25.4 Written Exam Review .....	61
Section 25.5 Promulgation of New or Revised Rules: .....	61
Section 25.6 Ascertained Merit Criteria.....	62
ARTICLE XXVI - SAVINGS CLAUSE.....	63
ARTICLE XXVII - ENTIRE AGREEMENT.....	63
ARTICLE XXVIII - TERMINATION.....	64
Appendix A.....	65
Wage Scale .....	55
Wages Part 2.....	55
Appendix B .....	56

AGREEMENT  
BETWEEN  
VILLAGE OF LAKE ZURICH, ILLINOIS  
AND  
PROFESSIONAL FIREFIGHTERS OF  
LAKE ZURICH LOCAL 3191, AFFILIATED WITH  
THE INTERNATIONAL ASSOCIATION  
OF FIREFIGHTERS

PREAMBLE

This agreement is entered into by and between the Village of Lake Zurich, Illinois (herein referred to as the “Village” or “Employer”) and the Professional Firefighters of Lake Zurich Local 3191, IAFF (herein referred to as the “Union”).

It is the purpose of this Agreement and it is the intent of the parties hereto to establish and promote mutual harmonious understanding and relationship between the Village and the Union; to promote departmental efficiency and effectiveness; to establish wages, hours, and other conditions of employment of the employees covered by this Agreement for its term; and to resolve grievances and prevent strikes or other disruption of work. Therefore, the Village and the Union regard all employees covered by this Agreement as public servants governed by the highest ideals of honor and integrity in all of their personal and public conduct, in order that they may merit the respect and confidence of the public.

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

## ARTICLE I - RECOGNITION

**Section 1.1 Recognition.** The Village recognizes the Union as the sole and exclusive collective bargaining representative for all full-time employees in the rank of Firefighter/Paramedic, Lieutenant/Paramedic and any other full-time employees in rank or positions below that of Captain in the Fire Department. Excluded from this grant of recognition are all managerial, supervisory, and confidential employees, as those terms are defined by the Illinois Labor Relations Act, which includes the positions and/or ranks of Chief, Deputy Chief, Captain rank, all clerical, dispatch, civilian personnel, paid on-call and part-time employees of the Fire Department; and all other Village employees.

**Section 1.2 Fair Representation.** The Union recognizes its responsibility as bargaining agent and agrees to fairly represent all employees in the bargaining unit, whether or not they are members of the Union.

**Section 1.3 Union Officers.** For purposes of this Agreement, the term “Union Officers” shall refer to the Union’s duly elected President, Vice-President, and Secretary/Treasurer.

**Section 1.4 Gender.** Wherever the male gender is used in the Agreement, it shall be construed to include both males, ~~and~~ females, and non-binary individuals equally.

## ARTICLE II - NON-DISCRIMINATION

**Section 2.1 Non-Discrimination.** Neither the Village nor the Union shall discriminate on the basis of race, color, sexual orientation, gender identity, sex, religion, age, national origin, handicap, disability or membership or non-membership in the Union, to the extent provided in applicable state and federal statutes and regulations. Other than Union membership, any dispute concerning the interpretation and application of this Article shall be processed through the appropriate federal or state agency or court rather than through the grievance procedure.

**Section 2.2 American With Disabilities Act.** Notwithstanding any other provisions of this Agreement, the parties agree that the Village may take



whatever reasonable steps are needed to comply with the provisions of the Americans with Disabilities Act.

### ARTICLE III - UNION RIGHTS

**Section 3.1 Dues Check off.** During the term of this Agreement the Village will deduct from each employee's paycheck once each pay period the uniform, regular Union dues for each employee in the bargaining unit who has filed with the Village a lawfully written authorization form.

The actual dues amount deducted, as determined by the Union's Constitution and By-laws, shall be uniform for each employee in order to ease the Village's burden in administering this provision. However, consistent with the Union Constitution and By-laws, no dues shall be deducted from the members of the Union Executive Board. The Union shall identify such members of the Executive Board on an annual basis, or more frequently should membership on the Executive Board change. The Union may change the uniform dollar amount once each year during the life of this Agreement by giving the Village at least thirty (30) days notice of any change in the amount of the uniform dues to be deducted.

If an employeea union member has no earnings or insufficient earning to cover the amount of the dues deduction, the Union shall be responsible for collection of dues. The Union agrees to refund to the employee-union member any amounts paid to the union in error on account of this dues deduction provision.

~~**Section 3.2 Fair Share Payment.** During the term of this Agreement, employees who are not members of the Union shall, commencing sixty (60) days after their employment or sixty (60) days after the effective date of this Agreement, whichever is later, pay a fair share fee to the Union for collective bargaining and contract administration services rendered by the Union as the exclusive representative of the employees covered by said Agreement, provided that such fair share fee shall not exceed the dues attributable to being a member of the Union. Fair share fees shall be deducted by the Village from the earnings of non-members and remitted to the union's Treasurer. The Union shall periodically submit to the Village a list of the members covered by this Agreement who are not members of the~~

~~Union and an affidavit which specifies the amount of the fair share fee. The amount of the fair share fee shall not include any contributions related to the election or support of any candidate for political office or for any member-only benefit.~~

~~The Union agrees to assume full responsibility to insure full compliance with the requirements of all applicable laws and regulations with respect to the rights of fair share fee payers. Accordingly, the Union agrees to do the following:~~

- ~~1. Give timely notice to fair share payers of the amount of the fee, including the major categories of expenses, as well as verification of same by an independent auditor.~~
- ~~2. Advise fair share fee payers of an expeditious and impartial decision-making process Board whereby fair share fee payers can object to the amount of the fair share fee, as well as their rights under the regulations and procedures of the Illinois State Labor Relations Board.~~
- ~~3. Place the amount reasonably in dispute into an escrow account pending resolution of any objections raised by fair share fee payers to the amount of the fair share fee. This list is not necessarily inclusive of all actions that the Union may be required to take to comply with its obligations.~~
- ~~4. It is specifically agreed that any dispute concerning the amount of the fair share fee and/or the responsibilities of the Union with respect to the fair share fee payers as set forth above shall not be subject to the grievance and arbitration procedures set forth in this Agreement. The indemnification provisions of this Article shall apply.~~
- ~~5. Non-members who are subject to the fair share fee and who object to paying fees to the Union based upon bona fide religious tenets or teachings shall pay an amount equal to such fair share fee to a non-religious charitable organization mutually agreed upon by the employee and the Union Executive Board. If the affected non-member and the Executive Board are unable to reach agreement on the organization, the organization shall be selected by the affected non-member from an approved list of charitable organizations established by the Illinois State~~

~~Labor Relations Board and the payment shall be made to said organization.~~

**Section 3.23 Indemnification.** The Union shall indemnify and hold harmless the Village, its elected representatives, officer, administrators, agents and employees from and against any and all claims, demands, actions, complaints, suits, legal fees, or other forms of liability (monetary or otherwise) that arise out of or by reason of any action taken or not taken by the Village for the purpose of complying with the provisions of this Article, or in reliance on any written check off authorization, certification or affidavit furnished under any such provisions.

**Section 3.34 Bulletin Boards.** The Village will make available space on a bulletin board in the kitchen area of each firehouse for the posting of a non-political and non-inflammatory nature. The Union will limit the posting of Union notices to such bulletin board. Endorsements, documents, pamphlets and other literature which is primarily and chiefly political in nature with regard to candidates or elections for any local office may not be posted on this bulletin board.

**Section 3.45 Release Time.** Union Officers and appointed Union Stewards will be allowed reasonable time off without loss of pay when involved in meetings or discussions with the Chief, his designee, or Shift Commanders concerning grievances or the administration of this Agreement. The Union shall appoint stewards and shall inform the Chief of the identity of such persons. The Village shall grant time off without loss of pay for Union Officers for the purpose of engaging in regularly scheduled collective bargaining negotiations. Release time for union stewards is subject to the Chief's discretion and shall not adversely affect minimum staffing levels at each station.

#### ARTICLE IV - MANAGEMENT RIGHTS

Except as specifically limited by the express provisions of the Agreement, the Village retains all traditional rights to manage and direct the affairs of the Village of Lake Zurich and its Fire Department in all of their various aspects and to manage and direct employees, including but not limited to the following: to determine the mission of the Department and to set standards

of service offered to the public; to determine the number of stations, and the staffing of stations and equipment; to determine whether and to what extent it will contract with other governmental bodies for the provision of fire protection services and upon what terms and conditions such contracts will be entered into; to plan, direct, control and determine all the operations and services of the Department; to supervise and direct the working forces; to assign and transfer employees; to establish the qualifications of employment, determine the number of employees, and to employ employees; to schedule and assign work; to establish performance standards and from time to time, to change those standards; to assign overtime; to determine the methods, means, organization and number of personnel by which such operations and services shall be provided or purchased; to make, alter and enforce various rules, regulations, orders and policies; to evaluate employees; to discipline, suspend and discharge employees for just cause (probationary employees without cause); to change, alter, modify, substitute or eliminate existing methods, equipment, uniforms or facilities; to hire employees and to promote employees; to lay off employees when necessary; to determine and establish training requirements for positions within the Department; and to establish, change, combine or abolish positions and the job duties of any position in accordance with operational requirements. The Village expressly reserves the right under this Agreement to exercise all management's rights set forth in Section 4 of the Illinois Public Relations Act. In addition, the Village may establish all requirements, rules, policies and procedures concerning the probationary period for newly hired employees.

## ARTICLE V - HOURS OF WORK AND OVERTIME

**Section 5.1 Application of Article.** This article is intended as a basis for calculating overtime payments and for setting forth the normal work day, work week and work cycle, and nothing in this Article or Agreement shall be construed as a guarantee of hours of work per day or per week or per work cycle.

**Section 5.2 Work Schedule.** Except as provided elsewhere in this Agreement, employees—union members assigned to fire suppression and paramedic duties will be normally assigned to a three day shift rotation consisting of 24 hours of work (commencing at 7:00 a.m.), followed by 48

hours off duty. ~~Employees—Union members~~ assigned to full-time administrative or other duties will be normally assigned to work 8 hours per day (commencing 8:00 a.m. to 5:00 p.m.) with a one hour non-paid lunch.

**Section 5.3 Work Reduction Days.** ~~Employees—Union members~~ will work a 27-day work cycle and work reduction days will be applied in accordance with the FLSA. Two (2) 12 hour segments will be combined to provide (1) 24 hour shift off duty without loss of pay each 54 day period.earn 7 (24 hour) Work Reduction days per year without loss of pay.

It is understood that Work Reduction Days are scheduled by the Village, and ~~an employee~~union members will receive off the Work Reduction Day as scheduled regardless of other reasons (e.g., sickness disability). Normally only two personnel will be scheduled off at any time, because of the number of personnel, a third slot may be available on some days. Employees who quit, terminate, retire or otherwise leave the Village's employment during the calendar year are not entitled to compensation for any unused Work Reduction Days.

**Section 5.4 Changes in Normal Work Schedule any Workday.** The shifts, workdays, and hours to which ~~employees—union members~~ are assigned shall be stated on the departmental work schedule. Should it be necessary to modify such schedules or to establish temporary or permanent schedules departing from normal work schedules or work cycles, the Village will give notice where practicable of such change to the ~~employees—union members~~ affected by such change. It is also understood by the parties that the scheduling of work during the day is left to the discretion of the Chief or his designee(s). Breaks of fifteen (15) minutes are expected to be taken pursuant to guidelines established. Meals will be ordinarily scheduled close to regular meal periods, although if interrupted by emergency calls, may be completed when released by the officer in charge. Abuse of privileges concerning breaks and mealtime may subject an employee to discipline.

**Section 5.5 Work Cycle and Overtime.** All ~~employees—union members~~ assigned to a regular 24 hour duty shift will be assigned to a 27 day work cycle. The Village may assign different work cycles to different ~~employees~~union members, and take other steps as necessary to implement the intent of this Article, including the commencement of the cycle at 7:00 p.m. during a shift. Once assigned to a 27 day work cycle, employees

assigned to 24 hour shifts are eligible for overtime pay for time worked in excess of 204 hours in 27 day cycle.

All time worked under this Article in excess of the hour limits set forth above shall be compensated at time and one-half the regular hourly rate in effect when the hours are worked. For the purpose of this Article, the annualized number of hours shall be set at 2756 for 24 hour ~~personnel~~union members, and 2080 for all other ~~personnel~~union members, for calculating the regular rate. In the event ~~an employee~~a union member not regularly assigned to work 24 hour shifts is assigned to and works a 24 hour shift, his overtime rate shall be calculated as set forth above for 24 hour shift ~~personnel~~union member. In addition, for the purpose of this Article, time worked shall be defined to include those hours for which the ~~employee~~union member actively performs services for the Village as well as any additional benefit time granted by the Village.

The Village will make available to paramedic ~~employees~~union members in service training at the fire station and clinical hours at the hospital each month. If the ~~employee~~union member is not present for this in-house training and the session needs to be attended by the ~~employee~~union member to retain certification or to keep current in training, it shall be the responsibility of the ~~employee~~union member to make up this time (including, but not limited to, retesting and refresher training) at no cost to the Village. Overtime will be paid only if scheduled training falls on a scheduled vacation, Work Reduction Day or earned day off.

**Section 5.6 Voluntary Hire Back.** When ~~an employee~~a union member, at the request of the Village, voluntarily works a part or all of a shift that he has not been otherwise scheduled to work the hours shall constitute time worked and shall be compensated either at his regular rate or his overtime rate, as may be in effect.

**Section 5.7 Hold Over.** When ~~an employee~~a union member is requested by the Village to work additional time without interruption immediately after his regularly scheduled work shift, the hours shall constitute time worked and be compensated whether at his regular rate or his overtime rate, as may be in effect. Time worked under this section shall be accumulated in increments of fifteen (15) minutes.

**Section 5.8 Forced Hire Back.** The Village shall have the right to require forced hire backs and ~~employees-union members~~ may not refuse forced hire back assignments. To assist in establishing a fair and equitable manner for the distribution of forced hire backs, the following procedure will be followed to the extent reasonably possible in instances except where immediate action is necessary under Section 5.9, for work that is assigned under Section 5.7, or personnel resources are unavailable or unreachable.

When ~~an-employeea union member~~ is ordered to work a part or all of a shift after volunteers are not found, the ~~employee-union member~~ will be paid for such hours at time and one-half his regular rate in effect, with a minimum guarantee of two (2) hours pay at his overtime rate. ~~Employees-Union members~~ must not be forced back for:

1. more than one Village recognized holiday in a 366 day period (e.g. ~~an-employeea union member~~ forced back on July 4<sup>th</sup> cannot be forced back for a Village recognized holiday until the day after the next July 4<sup>th</sup>).
2. more than one special event in a 366 day period (e.g. same as above).
3. if ~~an-employeea union member~~ would incur a financial loss due to a planned vacation.
4. in between the following scheduled days off (Vacation, Floating, Duty Trades or Work Reduction Days).

**Section 5.9 Emergency Call Back.** When ~~an-employeea union member~~ is called in or called back to work other than for holdover work or voluntary hireback, for the purpose of responding to an emergency call for assistance, he will be paid for such hours at time and one-half his regular rate in effect, with a minimum guarantee of one (1) hour pay at his overtime rate.

**Section 5.10 Overtime Procedure.** Both the Village and the Union understand the necessity for proper staffing. The Village therefore shall have the right to require overtime work and ~~employees-union members~~ may not refuse overtime assignments. To assist in establishing a fair and equitable manner for the distribution of overtime, the following procedure will be followed to the extent reasonably possible in instances except where immediate action is necessary under Section 5.9, for work that is assigned under Section 5.7, or personnel resources are unavailable or unreachable.

There will be three lists comprised of ~~contract personnel~~ union members only. After Newly hired employees-union members are assigned to shift and granted temporary ALS privileges from the Resource EMS Hospital, they will be placed at the bottom of the list according to seniority. List A will be for more than twelve (12) hour shifts. List B will be used for twelve (12) hours or less. List C is for special events. Special event overtime will be the only overtime employees may sign up for in advance.

~~Employees-Union members~~ who have worked forty-eight (48) hours continuously shall not be eligible to work a hireback, force back, hold over for hire back, or special events except as exempted by other language. Those ~~employees-union members~~ shall retain their position on the list and have at least twelve (12) hours off duty before being required to work a hire back, force back, hold over for hire back, or special duty. ~~Employees-Union members~~ shall also have twelve (12) hours off duty prior to forty-eight (48) hours continuous duty. Any ~~employee-union member~~ enrolled in a department approved or sponsored class/school or other schooling related to the fire service position shall not be eligible for force back, hold over or special duty. ~~Employees-Union members~~ in class or school shall retain their position on the hire back lists. ~~Employees-Union members~~ are required to submit a class schedule upon their receipt of schedule or approval to any class/school/semester under which the above clause may be exercised prior to the commencement of such schedule.

There shall be no more than the authorized number of lieutenants on duty, unless one additional lieutenant is in the Acting Captain position. ~~Employees-Union members~~ from one rank cannot be used to fill another rank below their rank for hire back basis, except when an unusual emergency condition exists per the Fire Chief or his Designee.

When staffing requires overtime in advance, the shift commander or his designee shall initiate an automated call out for ~~personnel-union members~~ (when the paging system is available) on the appropriate list four (4) days prior. Whenever there is new overtime the shift commander or his designee shall start at the top of the list and work his way down unless using the automated call system. When overtime arises with less than four (4) days notification, the hire back process will be started as soon as reasonably possible. In all cases, on duty ~~personnel-union members~~ will be notified of



the overtime so they are also aware of it.

Automated call system process: All ~~employees~~ union members will be loaded into the system with their preferred choice of communication – email (must be an email that they would receive off duty and receive notification of its arrival), text message phone number, or phone number for voice message (should have voice mail or answering machine). A page will be set up indicating 1) the date and time of the overtime, 2) type of personnel needed & 3) length of overtime (which list is being used). Those ~~personnel~~ union members wishing to take the OT must call station 1 – at the designated extension within 20 minutes. The officer conducting the hire back will notify the person highest on the list at the 20 minute mark. Do not call in to refuse overtime. Only personnel that are on shift and higher than the person receiving the OT on the list can refuse OT and be moved. If no one calls within the 20 minutes, the hire back or potential force back will occur from on shift personnel.

Should ~~an employee~~ union member refuse overtime, the shift commander or his designee will place the ~~employee~~ union member at the bottom of the list. If ~~an employee~~ union member is not personally contacted, he shall remain in their same position. When ~~an employee~~ union member takes a hire back, he will be placed at the bottom of the list also.

Once an individual takes a hireback off any list, his/her name will be placed on the bottom of that list. Hours needed for hireback personnel will not be broken down into smaller increments. Procedural notes: ~~An employee~~ A union member will not be forced back for more than one Village recognized Holiday in a 366 day period as outlined in Article 5.8, Section 1. ~~Employees~~ Union members with verifiable vacation plans that would be adversely impacted by a force back will be passed over.

**Section 5.11 No Pyramiding.** Compensation shall not be paid more than once for the same hours under any provision of this Article or Agreement.

## ARTICLE VI - GRIEVANCE PROCEDURE

**Section 6.1 Definition.** A “grievance” is defined as a dispute or difference of opinion raised by ~~an employee~~ union member against the Village during

the term of this Agreement involving an alleged violation of an express provision of this Agreement, except that any dispute or difference of opinion concerning discipline of 24 hour suspension or less, hiring or promotion, or any other matter or issue subject to the historic and statutory jurisdiction of the Village of Lake Zurich Board of Police and Fire commissioners shall not be subject to this grievance procedure. A suspension of 24 hours or less may only be appealed to the Board of Fire and Police Commissioners of the Village.

The impact of discipline greater than a suspension of 24 hours, may be appealed at the ~~employee's union member's~~ option either to the Board of Fire and Police Commissioners or handled by way of arbitration. Only one avenue of appeal for suspensions greater than 24 hours may be used.

**Section 6.2 Grievance Procedure.** It is mutually desirable for ~~an~~ ~~employeea~~ union member and his immediate supervisor to resolve problems through free and informal discussions. If, however, the informal process does not resolve the matter, a grievance shall be processed as follows:

**STEP 1:** The ~~employee~~union member, with or without a Union representative, or the Union in the event of a grievance affecting all ~~employees~~union members shall take up a grievance in writing with the Shift Captain or Deputy Chief within fifteen (15) calendar days of its occurrence. The grievance shall be signed by the grievancee and shall set forth all relevant facts, the provision or provisions of the Agreement allegedly violated, and the relief requested. The Captain/Deputy Chief or his designee shall then attempt to adjust the matter and shall respond in writing within fifteen (15) calendar days.

No grievance shall be entertained or processed unless it is submitted at Step 1 within fifteen (15) calendar days after the occurrence of the event giving rise to the grievance or within fifteen (15) calendar days after the ~~employee~~union member, through the use of reasonable diligence, could have obtained knowledge of the occurrence or the event giving rise to the grievance. The fifteen (15) days can be waived if both parties agree, in writing, to discuss the matter in an attempt to resolve it prior to filing.

**STEP 2:** If the grievance remains unsettled after the response in Step 1, then the [employee-union member](#) may, within fifteen (15) calendar days of receipt of the response, present the grievance in writing to the Chief, giving reasons for rejecting the response in Step 1. The Chief or his designee shall then attempt to adjust the matter and shall respond in writing within fifteen (15) calendar days. If the grievance remains unsettled after the response in Step 2, then the [employee union member](#) may, within Thirty (30) calendar days of receipt of the response, present the grievance in writing to the Village Manager, giving reasons for rejecting the Chief's response in Step 2.

**STEP 3:** If no agreement is reached the Village Manager will submit a written response within thirty (30) calendar days of this conference. If no conference is scheduled, the Village Manager shall issue a written response to the grievance within thirty (30) calendar days of receipt of the appeal.

**Section 6.3 Arbitration.** If the grievance is not settled in Step 3, the Union may refer the matter for arbitration by written request made within fifteen (15) calendar days of the Village's response in Step 3. Arbitration shall proceed in the following manner:

1. The parties shall attempt to agree upon an arbitrator within seven (7) calendar days after receipt of the notice of referral. In the event the parties are unable to agree upon the arbitrator, the parties shall jointly request the Federal Mediation and Conciliation Service to submit a panel of seven (7) arbitrators who are members of the National Academy of Arbitrators. Each party retains the right to reject one panel in its entirety and request that a new panel be submitted. Upon receipt of such list, each party shall alternatively strike a name from the list until there is only one name. The party requesting arbitration shall strike the first name. The person remaining shall be the arbitrator. The arbitrator shall be notified of his selection and shall be requested to set a time and place for the hearing, subject to the availability of the Village and Union representatives.

2. The arbitrator shall submit his decision in writing within thirty (30) calendar days following the close of the hearing or the submission of the briefs by the parties, whichever is later. The parties

may agree to waive this requirement.

3. The fees and expenses of the arbitrator and the cost of a written transcript (if a transcript has been ordered by mutual agreement), if any, 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.

4. The arbitrator shall have no right to amend, nullify, ignore, add to, take from or modify any of the provisions of this Agreement. The arbitrator shall consider and decide only the question of act as to whether there has been a violation, misinterpretation or misapplication of the specific provisions of this Agreement. The arbitrator shall be empowered to determine only the issue raised by the grievance as submitted in writing at the First Step. The arbitrator shall have no authority to make a decision on any issue not submitted or raised. The arbitrator shall be without power to make any decision or award which is contrary to or inconsistent with, in any way, applicable laws, or of rules and regulations of administrative bodies that have the force and effect of law. The arbitrator shall not in any way limit or interfere with the powers, duties and responsibilities of the Village under law and applicable court decisions. Any decision or award of the arbitrator rendered within the limitations of this

Section 6.3 shall be final and binding upon the Village, the Union and the ~~employees-union members~~ covered by this Agreement.

**Section 6.4 Time Limit for Filing.** If a grievance is not presented by the ~~employee-union member~~ or the Union within the time limits set forth above, it shall be considered “waived” and may not be further pursued by the ~~employee-union member~~ 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 response. If the Village does not respond to a grievance or an appeal thereof within the specified time limits, the aggrieved ~~employee-union member~~ and/or the Union may elect to treat the grievance as denied at that step and immediately appeal the grievance to the next step. Any time period provided under the steps of the grievance procedure may be extended by mutual agreement.

ARTICLE VII - NO STRIKE/NO LOCKOUT

**Section 7.1 No Strike/No lockout Commitment.** Neither the Union nor any ~~employees~~-union members covered by this Agreement, agents or employees of the Union, will call, initiate, authorize, participate in, sanction, encourage or ratify any strike, sympathy strike, slowdown, work stoppage or concerted interference with the full, faithful and proper performance of the duties of employment with the Village, regardless of the reason for so doing. Neither the Union nor any employee of the Village shall refuse to cross any picket line, by whomever established, nor refuse to enforce or carry out lawful orders and directives of the Village arising from or related to the performance of Fire Department functions in a labor dispute involving other persons. The Village shall not lockout any ~~employees~~-union members during the term of this Agreement as the result of a labor dispute.

**Section 7.2 Resumption of Operations and Union Liability.** In the event of action prohibited by Section 7.1 above, the Union and the Union Officers immediately shall disavow such action and request the ~~employees~~-union members to return to work, and shall use its best efforts to achieve a prompt resumption of normal operations. The Union including its officials and agents, shall not be liable for any damages, direct or indirect, upon complying with the requirements of this Section.

**Section 7.3 Discipline and Judicial Restraint.** The Village retains all rights under law with respect to the enforcement of this Article and the discipline of ~~employees~~-union members who violate this Article, including but not limited to those rights set forth in Section 17 (b) of the Illinois public Labor Relations Act as it exists upon the execution of this Agreement. Nothing in this Article or Agreement shall preclude the Village or the Union from obtaining judicial restraint, damages or other remedies in the event the Village, the union and/or ~~employee~~union member(s) violate this Article, and there shall be no requirement to exhaust other remedies before taking such action.

ARTICLE VIII - EARNED TIME OFF

**Section 8.1 Holidays.** Due to the scheduling for ~~employees~~-union members covered under this contract for 24/48 hour work schedule, there will be no holidays designated by specific date. However, ~~employees~~-union

members shall receive floating holidays as outlined in Section 8.3.

**Section 8.2 8 Hour Employees Union Members.** Employees-Union members who are assigned to full-time Administrative or other duties and normally are assigned to work 8 hours generally from 8:00 a.m. to 5:00 p.m. shall receive the same benefits as general employees at the Village Hall. Specifically:

1. Work 40 hours per week.
2. Not work on all Village recognized holidays and receive 3 personal days to be used by the employee-union member with the approval of his supervisor which are prorated over one year with no carry over.
3. Follow the vacation schedule as to number of days in accordance with the Village policy manual.
4. Personal Days may be broken into 4 or 8 hour increments only and subject to the approval of the Chief or his designee.

**Section 8.3 Earned Time off.** Employees-Union members who are assigned to work 24 hour duty shifts shall receive ~~five (5)four (4)~~, 24 hour shifts per calendar year without loss of pay in lieu of any additional pay for working holidays if so scheduled, and if they are not receiving another form of compensation consistent with the provision below. Employees-Union members will schedule the ~~five (5)four (4)~~, 24 hour shifts off in accordance with Article XII, Section 3. ~~If an employee leaves the employment of the Village before the end of the calendar year and has scheduled and used all available time off, the Village may seek to recapture such time off granted but not earned by reducing the employee's last paycheck.~~

~~All Union new hires shall receive 1 full day upon commencement of employment and earn an additional day on the first day of each quarter.~~

~~All existing Union members shall receive 1 full day at the start of each calendar year and earn an additional day on the first day of each quarter (January 1, April 1, July 1, October 1) for an annual total of 5.~~

**Conversion Provision:** In the event ~~an employee~~ a union member incurs a disabling injury or illness during a scheduled earned time off shift, he may request termination of the earned time off shift and entry onto sick leave status. If the employee-union member is hospitalized, a change of status is made on verification of the hospitalization. The employee-union member is required to submit medical

certification verifying the disability. The request for change of status requires approval of the Fire Chief or designee. Petitions for any variance to this procedure shall be reviewed by the Chief with no further recourse.

**Section 8.4 Scheduling of Earned Time After Change of Duty Status.** In the event ~~an employee~~ union member incurs a duty related injury or illness during a scheduled earned time off shift and is approved for a change in status to Workers Compensation the following method will be used to reschedule any unused earned time that would have been taken during the absence.

Upon return to full duty, the ~~employee~~ union member will provide to the Shift Commander a clearance to full duty release form from the physician. The Shift Commander will complete any required re-education and/or equipment checks based on the duration of the absence. The ~~employee~~ union member will work the rest of the shift as assigned by the Shift Commander. Any and all earned days that were previously scheduled, during the time frame covered by the Public Employee Disability Act (PEDA) and falling within the same calendar year, but unused due to a change in status to Workers Compensation will be scheduled as described below:

~~Employees~~ Union members will be required to schedule earned days that were missed within thirty days of return to duty.

If ~~an employee~~ union members returns from workers compensation leave after a new calendar year begins, all the earned time not used from the previous year shall be paid out at the ~~employees~~ union member's current rate of pay. Such pay out shall be in any form of compensation as permitted by law.

The ~~employee~~ union member may not pick an earned day off on a Village recognized Holiday. The ~~employee~~ union member will be able to take the missed earned days within one year from return to duty.

Earned Time is defined as Vacation and Floating Holidays.

ARTICLE IX - SUBCONTRACTING

**Section 9.1 General.** It is the general policy of the Village to utilize its employees to perform work they are qualified to perform. However, the Village reserves the right to contract out any work it deems necessary in the exercise of its judgment and consistent with its lawful authority.

**Section 9.2 Notice of Negotiation.** The Village will notify the Union and offer an opportunity to negotiate the effects on the bargaining unit of a proposed contracting out decision only in those instances where such decision will result in the layoff of one (1) or more bargaining unit members. All rights guaranteed Section 14 employees under the Illinois State Public Labor Relations law shall apply to the effects negotiations. The Village may implement its decision regarding subcontracting in these instances one hundred and twenty (120) days following notice of negotiation to the Union over the effects of the decision (absent an agreement), subject to the exercise of Section 14 rights over the effects negotiations.

ARTICLE X - SENIORITY

**Section 10.1 Definition of Seniority.** As used herein, the term “seniority” shall refer to and be defined as the continuous length of service or employment from the date of last hire as a full-time employee. Employees Union members hired on the same date will be ranked in order of seniority based on their relative ranking on the hiring eligibility list established by the Board of Fire and Police Commissioners. “Classification” seniority or “rank” seniority shall be defined as the total length of service in a particular classification or rank. Seniority accrues after completion of the probationary period set forth below.

**Section 10.2 Probationary Period.** All new employees-union members shall serve a probationary period of twelve (12) months from the date of their assignment to a regular duty shift or to the fire prevention bureau, but in no circumstances will such period be longer than eighteen (18) months from the date of original hire. During an-employee’s-a union member’s probationary period the employee-union member may be suspended, laid off, or terminated at the sole discretion of the Village. No grievance shall be presented or entertained in connection with the suspension, layoff, or termination of a probationary employeeunion member. Employees-Union



members who are rehired after loss of seniority shall be subject to the same provisions set forth in this Section.

There shall be no seniority among probationary ~~employees~~union members. Upon successful completion of the probationary period, ~~an employee~~a union member shall acquire seniority consistent with Section 10.2 which shall be retroactive to his last date of hire with the Village in a full-time position covered by this Agreement.

**Section 10.3 Seniority List.** The Village shall prepare a list during December of each calendar year prior to vacation scheduling setting forth the present seniority dates for all ~~employees~~union members covered by the Agreement. Such list shall finally resolve all questions of seniority affecting ~~employees~~union members covered by this Agreement commencing on the eleventh calendar day after posting of such list.

**Section 10.4 Seniority Termination.** ~~An employee~~A union member shall be terminated and his seniority broken when he:

- (a) Quits
- (b) Is discharged
- (c) Is laid off pursuant to the provisions of the applicable Agreement for a period of two (2) years;
- (d) Retires
- (e) Falsifies the reason for a leave of absence under Section 18.1, is found to be working during a leave of absence under Section 18.1 or otherwise violates any conditions imposed for a leave of absence under Section 18.1;
- (f) Fails to report to work at the conclusion of an authorized leave of absence under Section 18.1 or when fit to return to duty after a medical or sick leave;
- (g) Is laid off and fails to notify the Chief of his intention to return to work within the time period specified in Section 11.2;
- (h) Does not perform work for the Village for any reason for a continuous period in excess of twelve (12) months (except for military service or work related injury compensable under workers compensation or layoff under subsection (c)); or
- (i) Fails to report to work or notify the Village during an absence of three consecutive work days.

ARTICLE XI - LAYOFF AND RECALL

**Section 11.1 Layoff.** The Village, in its discretion, shall determine whether layoffs are necessary. A minimum 60 day notice of any expected layoff will be given to all affected employees-union members and the union board. If it is determined that layoffs are necessary, employees-union members covered by this Agreement will be furloughed by seniority in rank pursuant to the following procedure: The Village will identify the ranks from which personnel will be laid off. Employees-Union members shall be initially laid off by order of their rank seniority (defined in Section 10.1). If the layoff occurs in a rank other than the lowest level rank in the Fire Department covered in this bargaining unit, the employeeunion member(s) affected will be permitted to bump into the next lowest level rank. The least senior employeeunion member(s) based on seniority will then be laid off. This procedure shall be followed until the least senior employees-union member in the Fire Department are laid off.

**Section 11.2 Recall.** Employees-Union members who are laid off shall be placed on a recall list for a period of Five (5) years. If there is a recall, employees-union members 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 without further training. Employee Union members must meet current Resource hospital system requirements at time of recall. Employees-Union members on the recall list will be offered a position as a paid-on-call member in order to attend in-station continuing education classes at the department.

Employees-Union members who are eligible for recall shall be given notice of recall by delivery of such recall notice at the employee's-union member's last address on file with the Village by certified mail, return receipt requested. The recalled employee-union member shall notify the Village of his intention to work within 10 days of the receipt of the notice and shall return to work no later than the 30th day following the date of the notice. 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 employeeunion member, it being the obligation of the employee-union member to provide the Village Manager or his designee with his last mailing address. If any employee-union member fails to timely report for duty following receipt of a recall notice, his name shall

May 2017 Contract

be removed from the recall list.

ARTICLE XII – VACATIONS

**Section 12.1 Eligibility and Allowances.** ~~Employees~~ Union members shall be eligible for paid vacation as follows. The number of work days of vacation that ~~an employe~~ a union member is eligible to receive in each calendar year shall be based on the number of years of continuous service in a position covered by this Agreement that the ~~employee~~ union member will complete as of the anniversary date of his employment during the calendar year in accord with the schedule below. Vacation allowances that are not taken during the calendar year shall not be carried over into subsequent years and shall be forfeited provided the ~~employee~~ union member was able to schedule such days and was able in fact to take those scheduled vacation days. Vacation allowances are awarded under the following schedule: These days are accrued for each month of work at the rate of the yearly allotment divided by twelve (12). Unless required by the Family and Medical Leave Act, Public Safety Employees Benefit Act, Public Employee Disability Act, Uniformed Services Employment and Reemployment Rights Act, or a similar legal requirement, vacation days are not accrued for any calendar month in which the ~~employee~~ union member performs no work for the Village for 30 days or more and is in unpaid status.

<u>Length of Continuous Service</u>	<u>Working Days Vacation Per Calendar Year</u>
One year through completion of six years of service	5 shift days (120 hours) 10 hours per month
Seven years of service through completion of ten years of service	8 shift days (192 hours) 16 hours per month
Eleven years of service through completion of fourteen years of service	11 shift days (264 hours) <del>2220</del> hours per month
Fifteen years of service or more	13 shift days (312 hours) <del>2624</del> hours per month

Accrual begins on day one (1) of employment and switches at the anniversary day as noted above. (example: on the first day of their seventh

year, the employee-union member would begin accruing at the new rate of 16 hours per month. Based on the accrual system, the employee-union member is always scheduling days earned over the previous twelve months. In the event the employee-union member terminates employment, there would be accrued vacation days to account for. These days are typically paid off at the prevailing hourly rate on the last check minus any deductions allowed for under this contract.

Calculations for first year employeesunion members:

Based upon hire date, the employee-union member will be allotted vacation time to schedule at the next vacation picks based on a prorated basis in order to get them to 5 full days per year afterwards. Accruals of less than 12 hours increments are rounded down, accruals of 12 hours or more are rounded to next full day.

Example: Employee-Union member Hired August 1<sup>st</sup> – this would be 50 hours time through December 31<sup>st</sup>. They will be asked to schedule 2 days (48 hours) after August 1<sup>st</sup> of the next year. The following year would then put them at scheduling the entire five (5) days as usual.

The same scenario occurs when an anniversary is reached where the vacation accrual changes. Using the same employee-union member (moving to second vacation step), January – July 31<sup>st</sup> would be earned at 10 hours per month – 70 hours. August 1-Decemebr 31<sup>st</sup> would be earned at 16 hours per month or 80 hours for a combined total of 150 hours.  $150/24 = 6.25$ . 6 days would be scheduled in that transition year.

As a further example, an-employeea union member hired in February would calculate as follows: January = 10 hours, Feb-Dec31st = 176 hours, combined total of 186 hours.  $186/24 = 7.75$  days. 8 days would be scheduled in that transition year.

Employees—Union members may not schedule vacations until after completion of their first year of employment. Given that an-employeea union member does not schedule vacation time until after their first year, they will have an accrual of one (1) years vacation at the time they begin scheduling and every year thereafter. Employees—Union members who are not assigned to a 24 hour shift shall be eligible to earn and take vacation

allowances under the schedule in effect for other non-represented Village personnel provided such time off for vacation or earned time off cannot be reduced below the current benefit level. Employees Union members will not be eligible for paid vacation in any calendar year in which he is not paid for at least 2300 hours (if on 24/48) or 1800 hours (if on an 8 hour schedule).

**Section 12.2 Vacation Pay.** The rate of vacation pay shall be the employee's-union member's regular straight-time hourly rate in effect on the payday immediately preceding the vacation. Pay for unused earned vacation will be made upon termination for reasons other than cause, provided the employee-union member has given two weeks notice of his intention to terminate.

**Section 12.3 Scheduling.** Vacations shall be scheduled and approved by the Chief or designee on or before December 22nd of the previous calendar year, consistent with the Fire Department staffing needs, and with the following guidelines. Vacations may be scheduled from January 1 through December 31. Two personnel per shift will be allowed to take vacation, earned time off or Work Reduction Days on a given day, because of the number of personnel, a third slot may be available on some days. Employees-Union members shall submit vacation requests to the Chief or designee for the calendar year by December 15 of the preceding year. Employees-Union members will follow a two pick system. Each employee union member by seniority order will schedule all of their Vacation days to be allowed for the next year, such scheduling to be completed by each shift. After completing the first round of selections, the employees-union members will complete their selection by seniority for their five (5) 4 Earned-(Float) days. The employees-union members on each duty shift shall be responsible for completing this process by December 15 or else the employee's-union member's request for particular dates may not be considered. The Chief or designee will follow employee-union member requests consistent with the above and with departmental staffing needs.

An-employeeA union member on Workers Compensation leave at the time of vacation picks but expected to return in the coming year, will be allowed to participate in the selection process. However, the employee-union member may not schedule any earned time prior to the known expected date of return to duty.

Work Reduction Days will be scheduled by the Chief or designee for all personnel and all cycles. All days off (Vacation, Work Reduction Days, Floating Holidays) can be scheduled on any given day although no more than two personnel will be scheduled off on any given day, because of the number of personnel, a third slot may be available on some days. Contract personnel will be able to schedule one person off per day unless manpower permits two.

In the event that ~~an employee~~ union member leaves the department during the year and will not be using days already selected, the following process shall be followed for those vacated slots. Within 10 calendar days after ~~employee's~~ the union member's date of separation, the most senior bargaining unit member of the shift will be offered the available slots and may move as many or none of their days as offered. The process will continue through the entire shift in the order of seniority with each union member given a chance to take any available slot. The process shall be completed within 30 days.

### ARTICLE XIII - SICK LEAVE

**Section 13.1 Purpose.** Sick leave with pay is provided as a benefit in recognition that ~~employees~~ union members and /or immediate family members residing in the ~~employees~~ union member's home, or family of the ~~employee~~ union member requiring your care, do contract various illnesses from time to time; 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~~ union member or fellow employees for them to work while sick. To the extent permitted by law, sick ~~employees~~ union members are expected to remain at home unless hospitalized, visiting their doctor, or acting pursuant to reasonable instructions for care for themselves or a family member. Unfortunately, Sick Leave abuse sometimes occurs. The parties agree that Sick Leave abuse is a very serious offense. The parties further agree that all reasonable efforts shall be used to ferret out sick leave abuse. Abuse of Sick Leave, including but not limited to feigned illness, carrying out of personal chores unrelated to the illness, other employment, are cause for discipline.

**Section 13.2 Allowance.** Any ~~employee~~ union member contracting or

incurring any non-service connected sickness or disability shall be eligible for Sick Leave with pay under the conditions set forth in this Article.

**Section 13.3 Accumulation.** Sick Leave shall be earned at the rate of .50 (one-half) shift days per month (i.e. 12 hours), except as set forth below. Earned Sick Leave may be accumulated not to exceed ninety (90) shift days.

Sick Leave is not earned during a period of a leave of absence without pay, suspension, or when the [employee-union member](#) is otherwise in a non-pay status for more than eight (8) calendar days in a month.

**Section 13.4 Sick Leave Payment and Conditions.** Sick Leave pay shall be equivalent to the [employee's-union member's](#) regular hourly rate of pay in effect at the time Sick Leave is taken. In the case of an absence of more than two (2) consecutive scheduled shifts, the Chief or his designee will require ~~an-employee~~[the union member](#) to submit an acceptable physician's certification to be eligible to receive Sick Leave pay for any such time; such certification may also be required in such circumstance before the [employee union member](#) will be allowed to return to work. Failure to produce such certification when requested also results in ineligibility for, and forfeiture of, all Sick Leave pay. In addition, the Village may, at its discretion, require ~~an-employee~~[a union member](#) who is receiving Sick Leave pay or who has reported an illness and will be compensated with Sick Leave pay, to submit to an examination by a physician at the Village's expense. Failure to submit to such examination shall result in a forfeiture of all Sick Leave pay. Failure to return to work upon a finding of fitness for duty following such examination shall also result in a forfeiture of all Sick Leave pay commencing after the finding is issued.

**Section 13.5 Notification.** Notification of absence due to sickness should be given to the on duty shift commander no later than 05:30 of the morning of start of shift, and before every scheduled shift thereafter (unless the requirement of notice is waived by the Chief). Failure to provide proper notice of sickness may be considered an absence without pay, will result in a forfeiture of all Sick Leave pay, and may subject ~~an-employee~~[a union member](#) to discipline as well.

**Section 13.6 Sick Leave Buy Back.** When the 5 years equivalent of unused sick leave has been accumulated by December 31 of any year



(presently 30 days (720 hours) for 24/48 shift), ~~an employee~~ union member covered by this agreement is eligible for the Sick Leave Buy Back program. The amount eligible for buy back will be any sick hours earned but not taken during the previous calendar year (144 hours maximum). The payout will be at 50% of ~~employee's~~ union member's current rate of pay.

For example, ~~an employee~~ union member covered by this agreement may accrue up to 144 hours of sick leave per year. If ~~an employee~~ union member used 48 hours of sick leave during the year and is above the five-year threshold (720 hours), the ~~employee~~ union member may buy back up to 96 hours of sick time at 50% of the ~~employee's~~ union member's current rate of pay.

If ~~an employee~~ union member has reached the maximum accumulation of sick leave (Section 13.3), the ~~employee~~ union member may still be eligible to participate in the sick leave buy back program if less than 6 days of sick leave were taken during the year. The ~~employee~~ union member can choose to buy back up to the 6 unused days at 50% of the ~~employee's~~ union member's current rate of pay. The ~~employee's~~ union member's sick accrual bank will be reduced by the full amount of hours. No ~~employee~~ union member will begin the year in excess of 90 shift days (2,160 hours).

#### EXAMPLE

~~Employee~~ The union member has reached the cap of 90 shift days. During the calendar year John earns 6 sick days and does not use any sick time, he must request the buyback of 6 shifts at 50% of his current rate of pay.

~~Employee's~~ Union members participating in the sick leave buyback program must notify the Village by January 15<sup>th</sup> of each year. Payouts will be made the first full pay period in February.

**Section 13.7 Retirement Health Savings.** When ~~an employee~~ union member retires, they will be eligible to use 50% of their accumulated, uncompensated and unused sick time, based on their last day base hourly rate, for all medical expenses eligible under IRS guidelines. A report shall be prepared by the Village at time of retirement to indicate the amount of accumulated Retirement Health Savings and shall be updated no later than December 1 of each following year. For the purposes of clarifying this

section, retiring shall mean ~~an employee~~ union member with at least 20 years of pensionable service and having attained age 50 or the granting of a disability pension. Anyone with 20 years of pensionable service but less than age 50, will receive this benefit upon separation of service.

**Section 13.8 Post Employment Health Savings Plan.** The Village agrees to provide a health insurance savings account for its ~~employees~~union members. In accordance with the Internal Revenue Service Code, and all applicable federal and state statues, the savings account will allow the Village to make contributions and enable ~~employees~~union members to accumulate reserves, which could be drawn upon, free of federal and state income taxes, to make permitted medical payments including premiums for health insurance upon separation from service or retirement with the Village. The Village agrees to contribute three quarters of one percent (.75%) of the ~~employee's~~union member's May 1<sup>st</sup> (of each year) base salary into each ~~employees~~union member's account by May 15<sup>th</sup> of each year. The Village will deposit accumulated sick leave amounts into the ~~employee's~~union member's health insurance retirement account in accordance with the terms of Section 13.7 Retirement Health Savings. ~~Employees~~Union members will be responsible for choosing an investment option for their accounts. The health insurance retirement account will be established and the Village will begin contributions by May 1, 2006 and continue thereafter.

#### ARTICLE XIV – TUITION REIMBURSEMENT AND TRAINING PROGRAMS

**Section 14.1 Tuition Reimbursement.** ~~Employees~~Union members shall be eligible for tuition reimbursement pursuant to applicable policies, rules and guidelines established by the Village for its employees. Tuition reimbursements will be granted at public institution rates. Tuition reimbursements will be at an in district tuition rate, either Lake County, IL based upon employment location or other College district based upon ~~employees~~union member's residence. Any circumstance that would incur higher charges must be prior approved. In the event, a specific course is not available at a public institution; reimbursement at any private institution will be by prior approval only of the Chief or his designee. All tuition requests shall be for courses and degree programs that are specifically relative to the ~~employee's~~union member's field of work through the

Baccalaureate level, and of verifiable integrity from accredited institutions.

For budgetary purposes, ~~employees—union members~~ shall notify the employer in writing prior to August 1 of the previous fiscal cycle of any expected reimbursement amounts upcoming. ~~Employees—Union members~~ are required to apply for grant or scholarship programs that are brought forth by the department, (annual Fire Chief Association applications as an example) prior to having reimbursements authorized.

**Section 14.2 Mandatory Training Programs.** The Village may schedule training programs for ~~employeesunion members~~, as determined by the Chief.

When ~~an—employeea union member~~ is directed to attend a training program during his regularly scheduled shift, he will be compensated at the applicable rate of pay in effect for the hours. When ~~an—employeea union member~~ is directed to attend a training program during non-working hours, he will be compensated at overtime rate for the hours worked. ~~An—employeeA union member~~ may be directed to attend a mandatory off duty training program no more than one-time during each calendar year quarter (four times per calendar year). At least fifteen (15) calendar days notice shall be provided of a scheduled mandatory off-duty training program. Attendance at such mandatory off-duty training may be waived by the Chief in his sole discretion on a case by case basis. Special work and training schedules may be established for probationary ~~employees—union members~~ attending training programs.

**Section 14.3 Voluntary Training Programs.** ~~Employees—Union members~~ may request permission to attend training programs other than those mandatory scheduled by the Village. In such event, the ~~employee—union member~~ must submit a written request to the Chief or Designee with information regarding the cost, nature, sponsor and place of the program, as well as the expected benefit to the Fire Department of attendance. The Chief may in his discretion excuse the ~~employee—union member~~ on duty time to attend the program, and may also in his discretion reimburse the ~~employee union member~~ for some or all of his tuition, expenses and travel, and/or provide time off with pay if non-duty time was used to attend the program. The decision of the Chief under this Section shall be reasonably based, but it shall also be final with no recourse to the grievance procedure; provided, however, that the Union may request a meeting over the application of this Section at a Labor Management meeting pursuant to Article XIX. The

Village's resources to provide benefits under this Section may be limited or eliminated at any time.

**Section 14.4 Special Team Training.** If ~~an employee~~ a union member is assigned to attend a special team training session while on duty, they will be provided a Village vehicle provided for transportation. In the event no transportation is available, the ~~employee~~ union member will be relieved of such training or compensated for mileage at the IRS reimbursement rate.

## ARTICLE XV - WAGES

**Section 15.1 Compensation.** The annual compensation schedules for ~~employees~~ union members during the term of this Agreement are set forth in Appendix A and B. Newly hired ~~employees~~ union members begin in the first step for the appropriate classification. Advancement shall be in order to successive steps, and steps will not be skipped. Step advancement and Meet Standards (Salary Incentive Pay) is normally made effective on an ~~employee's~~ union member's anniversary date upon recommendation by the Chief to the Village Manager based upon a performance review. However, the Chief may recommend to the Village Manager that ~~an employee's~~ a union member's step advancement and/or Meet Standards (salary incentive pay) be delayed for up to six months based upon an overall below-average performance evaluation. ~~Employees~~ Union members who are not meeting expectations shall be notified by the Chief or designee as far in advance of the step increase and Meet Standards (salary incentive pay) anniversary as possible, indicating where they are below and what they can do to meet expectations. In the event the Chief recommends a delayed step increase or Meet Standards (salary incentive pay), he shall state his reasons in writing to the Village Manager, and a copy shall be given to the ~~employee~~ union member and the Union President. The ~~employee~~ union member shall state in writing, addressed to the Village Manager and delivered within seven (7) calendar days of receipt of the Chief's recommendation, whether he agrees or disagrees with the Chief's recommendation. The Village Manager shall schedule a meeting with the ~~employee~~ union member, the Union President and the Chief before he makes the final determination on the recommendation. The ~~union~~ Union may assist ~~employees~~ union members in this process. Certification increase goes into effect the date the Chief receives the state certification.

Wages for incentive pay related to Meet Standards, Preceptor pay, or special team stipends included in Appendix B shall be provided to eligible employees on an additional check that is separate from normal compensation. Separate checks will not apply to overtime compensation related to typical job duties.

**Section 15.2 Pension Pick-up.** Pursuant to 40 ILCS, 5/4-118.2 (also known as the Fireman's Downstate Pension Act), the Village agrees to the extent permitted by law to pick up the ~~employee's~~ union member's contribution as allowed by Sec. 4-118.1 of the Act.

**Section 15.3 Work out of Classification Lt. Acting Lieutenant.** Any firefighter who works in the rank of Acting Lieutenant shall be paid the same hourly rate as the first step on the Lieutenant pay scale for that period of time in which the firefighter has been appointed to the acting position for his shift by the Chief or his designee. A firefighter is paid acting pay for all time that they are in the acting role.

The selection for firefighter who is to work as an Acting Lieutenant shall be taken from that shift's listing of individuals in the order in which they rank from top to bottom on the then active lieutenant's list. If there is no firefighter on that shift listed on the lieutenant's listing, or the list is exhausted, the Chief or designee will select the person to fill the position. If an eligibility list is expired, the old list and personnel will be used until a new one is posted.

**Section 15.4 Work out of Classification Captain. Acting Captain:** Any lieutenant who works in the rank of Acting Captain shall be paid the same hourly rate as the first step on the Captain pay scale for that period of time in which the Lieutenant has been appointed to the acting position for his shift by the Chief or his designee. A lieutenant is paid acting pay for all time that they are in the acting role.

The selection for Lieutenant, who is to work as an Acting Captain, shall be taken from that shift's listing of qualified individuals in the order in which they rank from top to bottom on the then active Captain's list. If there is no Lieutenant on that shift listed on the Captain's listing or the list is exhausted, the Chief or designee will select the person to fill the position. If an eligibility list is expired, the old list and personnel will be used until a

new one is posted.

**Section 15.5 Paramedic Preceptor.** For each paramedic student assigned to the Lake Zurich Fire Department the department shall assign a primary and secondary paramedic preceptor. See Appendix B pay schedule.

Preceptors shall be paramedics in good standing with the current department resource hospital and shall have at least (3) years of service with the Lake Zurich Fire Department.

Each preceptor shall:

1. Have completed the current department resource hospital preceptor program;
2. Be nominated by their assigned Lieutenant and Shift Commander to participate in the program.

## ARTICLE XVI - INSURANCE

**Section 16.1 Health Insurance.** The Village and the Union agree to engage in continuous good faith negotiations with the shared goal of having a fair health insurance program which will reduce the cost of the monthly health insurance premium. Given the current environment of healthcare reform, should changes arise, the Village and Union agree to reopen this section of the contract.

~~The Village will continue to offer a basic health insurance plan with the HDPPPO, as well as an HMO and PPO as supplemental~~ The health insurance plans may require ~~requiring~~ a premium contribution by the employee-union member (as listed below), co-pays, deductibles, reimbursement for being out of network, out of pocket maximum for being out of network etc. Employees-Union members may select single, single plus spouse, single plus child(ren) or family coverage in one of the health programs offered by the Village during the enrollment period established by the Village. The insurance plan year typically commences on January 1 of each year. The Village shall provide group health Insurance benefits to employeesunion members, with such benefits to be provided in the group Insurance policy(s) applicable to all Village employees at the rates assessed under such policy(s) which the Village shall enter from time to time.

Employee-Union member contributions to medical insurance premiums:

**PPO Plan:** ~~Term of Contract~~ Not to exceed 20% of the total PPO premium for whichever coverage is selected.

**HMO Plan:** ~~Term of Contract~~ Not to exceed 10% of the total HMO premium for whichever coverage is selected.

**High Deductible PPO Plan:** Not to exceed 10% of the total HDPPO premium for whichever coverage is selected.~~Employees would pay cost as outlined each year by the employer based upon each years plan.~~

Should the Village find it necessary, due to financial or other reasons, to change Insurance carriers, benefit levels, plan types, self-insurance or other modifications of the policy in effect upon the effective date of this agreement, it may do so, provided that the new plans, coverage and benefits are substantially similar to those in effect upon the effective date of this Agreement.

EmployeesUnion members covered by this agreement shall not be required to pay greater premium contributions than the Village requires to be paid by non-bargaining unit personnel.

**Section 16.2 Cost Containment.** The Village reserves the right to institute or modify 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, health maintenance organizations, mandatory second opinions for elective surgery, pre-admissions except in emergency situations, and mandatory outpatient elective surgery for certain designated surgical procedures. Further, Local 3191 will assist the Village of Lake Zurich by having representatives review potential Health Savings Plan (HSP) options and also review future insurance plan options.

**Section 16.3 Terms of Policies to Govern.** The extent of coverage under the Insurance policies referred to in this Article shall be governed by the terms and conditions set forth in said policies. Any questions concerning coverage shall be resolved in accordance with the terms and conditions in

said policy and shall not be subject to the grievance procedure set forth in this Agreement; provided, however, any ~~employee-union member~~ who has a question concerning coverage may present it to the Village Manager or the Chief, if the Manager shall so designate, and the Manager or Chief, in turn shall make appropriate inquiry and shall advise the ~~employee-union member~~ of the status of the matter.

**Section 16.4 IRS 125 Plan.** The Village has made available to ~~employees union members~~ an IRS Section 125 cafeteria plan which allows ~~employees union members~~ to pay for life Insurance, child care and medical expenses with pre-tax dollars. This benefit shall be made available to ~~employees union members~~ covered by this contract as long as the plan continues to be allowed by the IRS.

## ARTICLE XVII - POLICE AND FIRE COMMISSION

The parties recognize that the Board of Police and Fire Commissioners (“Board”) of the Village of Lake Zurich has certain statutory authority over ~~employees-union members~~ covered by this Agreement, including but not limited to the right to make, alter and to enforce rules and regulations, to discipline and terminate ~~employeesunion members~~, to promote ~~employees union members~~ in rank positions, to hire ~~employeesunion members~~, and to lay off ~~employeesunion members~~. Nothing in this Agreement is intended in any way to replace or diminish the authority of the Police and Fire Commission. Moreover, it is agreed that the Chief shall exercise all functions and responsibilities of a Chief or Fire Chief under the rules and regulations of the Board and the statutory jurisdiction of the Board, notwithstanding any other provisions under state or other law to the contrary, pursuant to Section 15 of the Illinois Public Labor Relations Act.

## ARTICLE XVIII - LEAVES OF ABSENCE

**Section 18.1 Discretionary Leaves.** The Village may grant a leave of absence to ~~an-employeea union member~~ without pay under the following circumstances. Any request for a leave of absence shall be submitted in writing by the ~~employee-union member~~ to the Chief and the Village Manager as far in advance as practicable. The request shall state the reason



for the leave of absence and the period of time off desired by the employee union member. The Village in its discretion may grant such request for a period not to exceed forty-five (45) days, and will set forth the terms and period for such leave. An extension beyond 45 days may be requested and will be considered under unusual circumstances only. Depending on the circumstances of each particular case, the Village may grant a discretionary leave of absence or an extension thereof to accommodate ~~an employee~~ union member with a handicap or disability. The Village is not required to grant a discretionary leave or extension thereof if it would create an undue hardship for the Village. A leave of absence will not be granted to enable ~~an employee~~ union member to seek other employment. Employees-Union members who engage in unauthorized employment during such leave may be immediately terminated. Seniority shall not accumulate while ~~an employee~~ union member is on a discretionary leave of absence, although there will be no loss of accumulated seniority. All other economic benefits under this Agreement are terminated during the period of the leave. Credit for vacation, Work Reduction Days, earned time off, sick leave and retirement fund shall not be earned during the leave. However, ~~an employee~~ union member will be allowed to purchase continued group health coverage at his own costs to the extent that may be permitted by the Village's group insurance carrier.

Upon return from a discretionary leave of 45 days or less, ~~an employee~~ union member will be placed in his prior position. Upon return from a discretionary leave if granted, in excess of 45 days, the Village will place the ~~employee-union member~~ in his previous position if the position is vacant; if not vacant, the ~~employee-union member~~ will be placed in the first available opening in his classification. During a discretionary leave in excess of 45 days granted as an accommodation for ~~an employee's~~ union member's disability or handicap, the ~~employee's-union member's~~ prior position shall remain vacant, unless the continued vacancy of the ~~employee's-union member's~~ prior position would create an undue hardship upon the Village, in which case the ~~employee-union member~~ will be placed in the first available opening in his classification. If, upon the expiration of a leave of absence, there is no work available for the ~~employee-union member~~ or if the ~~employee-union member~~ could have been laid off according to his seniority except for his leave, he shall go directly on layoff.

~~An employee~~ A union member on leave of absence will be terminated if he

fails to return from a leave at the conclusion of the authorized leave; resigns or is terminated from Village employment while on leave; or accepts employment in any capacity while on leave.

**Section 18.2 Military Leave.** Military leave and compensation during said leave without pay shall be granted in accordance with applicable law.

**Section 18.3 Paternity/Maternity Leave.** Disability due to pregnancy as certified by an employee's union member's doctor will be treated like any other sickness or disability. The employee-union member reserves the right to notify the Village when the employee-union member is pregnant when she and her doctor determine that job functions will cause harm to the employee-union member and the unborn fetus. Additional unpaid leave of absence related to maternity where no disability exists may be granted when operational needs are not affected, pursuant to Section 18.1. Return to duty after an unpaid maternity leave is governed by Section 18.1. The employee union member shall also receive all other benefits of the Personnel Policy of the Village of Lake Zurich. It is the intent of the Village of Lake Zurich to follow applicable Family Medical Leave Act provisions in regards to maternity leave.

**Section 18.4 Funeral Leave.** In the event of death in the immediate family (defined as the employee's-union member's spouse, children, step-children, adopted children, parents, parents of spouse, step-parents, grandchild, grandparents, brother and sister, brother-in-law, sister-in-law, or a relative who was living in the employee's household), an-employeea union member shall be granted time off with pay up to a maximum of three calendar days (one 24 hour shift day)\_may be needed prior to, after, or the day of the funeral. The employee-union member may request additional time off if needed, with the approval of the Chief or his designee. In the event of a death in the employee's-union member's extended family (defined as aunts, uncles, nephews, nieces, spouse's grandparents), the employee-union member will be granted one duty day off with pay for purpose of attending the funeral or wake if he is scheduled to work on the day of the funeral or wake or for out of state transportation. The notification provision found in the Village Employee manual in reference to bereavement leave will be followed.

**Section 18.5 Family Medical Leave Act.** The parties agree that the

Employer may adopt, alter and enforce policies in compliance with the Family and Medical Leave Act of 1993 (“FMLA”). ~~The one exception is that the employer cannot run FMLA time concurrent with other benefit time.~~

**Section 18.6 Catastrophic Leave.** In the event a Union member suffers a non-job-related illness or injury and is unable to work their designated shift, Union members may donate their unused sick time to the ill/injured Union member with the approval of the Chief or designee. Union members may also work the ill/injured Union member’s shift regardless of rank if scheduling allows, subject to approval of the Chief or designee. This shall be donated in the form of a no-payback trade. Union members donating must have a minimum of 480 sick leave hours available and may donate a maximum of 10% of their sick time per occurrence. Union members may donate and/or perform one-way duty trades to a maximum of twelve weeks for the ill/injured Union member once the injured worker has exhausted all their paid benefit time.

## ARTICLE XIX - LABOR MANAGEMENT CONFERENCES

**Section 19.1 Meeting Request.** The Union and the Village agree that in the interest of efficient management and harmonious employee relations, it is desirable that meetings be held if mutually agreed between Union Officers and responsible administrative representatives of the Village which may include the Chief, his designee, or other officials as the Village shall determine. Such meetings may be requested by either party at least seven (7) days in advance by placing in writing a request to the other for a “Labor-Management Conference” and expressly providing the agenda for such meeting if requested by either party. Such meetings shall be limited to:

1. discussion on the implementation and general administration of this Agreement;
2. a sharing of general information of interest to the parties;
3. discussion concerning safety issues affecting employees.

**Section 19.2 Content.** It is expressly understood and agreed that such meeting shall be exclusive of the grievance procedure. Specific grievances being processed under the grievance procedure shall not be considered at “Labor-Management Conference” nor shall negotiations for the purpose of altering any or all of the terms of this Agreement be carried on at such

meetings unless both parties agree in writing. The Village will allow the Union officers attending who are on duty to remain in pay status for up to one hour of time spent in a conference when such conference is held during his scheduled duty shift.

## ARTICLE XX - SHIFT TRADES

**Section 20 Shift Trades.** ~~Employees—union members~~ of equal classification will be permitted to request permission to trade duty hours under the following conditions. All duty trade requests are subject to final approval of the Chief or his designee based on this Article and on the needs of the department and scheduling. All requests shall be in writing on a form approved by the Chief or his designee. Requests may be made to trade partial shifts. Shift trades must be completed within one year with a “pay back” date (unless “pay back” is not expected), and shall not result in overtime. Once a duty trade is made, the responsibility to work falls on the person that has agreed to work. In the event the person that agreed to work cannot fulfill the trade and has 30 days before the trade is scheduled to occur, it is his/her responsibility to find someone to cover the day. If the duty trade cannot be fulfilled and the trade is scheduled to occur within 30 days, the person that agreed to the change will be charged with a sick day if unable to find a replacement. In the event of a worker’s compensation injury, any outstanding shift trades the ~~employee—union member~~ has made will be covered by the Village.

## ARTICLE XXI - MAINTENANCE DUTIES

**Section 21.1 Maintenance.** The Village may in its discretion assign whatever maintenance duties it determines to ~~bargaining—unit employees~~union members provided only that the duties involve facilities, equipment or services that are related to the Village’s Fire/Rescue Department. In the event of civic emergency, this restriction may be suspended by order of the Chief or his designee.

**Section 21.2 Scheduling of House Duties.** Regular house duties, drills and training will be normally performed between 0700 and 1700 hours, Monday through Friday. The Chief or his designee may schedule these

duties during other times when necessary to complete their regular requirements and schedules including evening drills and training exercises as regularly scheduled. All other duties are not subject to these limitations. House duties shall be normally performed on Saturdays between 0700 and 1300; drills and training exercises may be scheduled at any time on Saturday, although every attempt should be made to schedule them before 13:00 hours. On Sundays and Village recognized holidays, only routine house duties will be scheduled, except that the Village may schedule training on Sundays if it gives employees thirty (30) days notice of its intent to schedule such training on a Sunday, for special training such as Multiple department drills, mass casualty drills, MABAS drills and burn downs ; using this option only four times in a calendar year. This section shall apply only to the duties set forth and shall not otherwise limit the Chief's and the Village's scheduling and direction of work as set forth in Article IV.

Shopping for kitchen supplies will be permitted during routine work hours in a department vehicle subject to calls for service. Shopping shall be done within the company's initial response area or at the closest store within the district as approved by the shift supervisor ~~Village of Lake Zurich~~ and shall be generally done between the hours of 7:00 a.m. to 8:30 a.m. A Fire Prevention Bureau vehicle can be used if available at station #3 for shopping but if one is not available, the employee-union member will use a personal vehicle. If a department staff vehicle is unavailable at station 4, ~~personnel~~ the union member will take their own vehicle.

## ARTICLE XXII - JURY DUTY & COURT TIME

**Section 22.1 Jury Duty.** ~~An employee~~ A union member called for duty before a recognized court of law will be granted an excused absence with pay for the period of the absence. ~~Employees~~ Union members may keep all compensation received from the courts for serving such jury duty to cover travel expenses. ~~Employees~~ Union members will not be paid by the Village for travel expense or for days they are not scheduled to work. Proof of jury service may be required in order to receive regular compensation during a jury absence. The following details the provisions for compensation and time off while serving jury duty.

- If ~~an employee~~ a union member works on a week day and is assigned to jury duty for that day, the ~~employee-union~~

member does not have to return to duty if jury duty is scheduled for the following day (24 hour compensation).

If ~~an employee~~ union member works on a Friday, is assigned to jury duty for that day, and is not scheduled to return to jury duty until Monday, the ~~employee~~ union member must return to duty after jury duty on Friday.

Saturday duty days, are to be worked in full, (24) hours, since courts are in recess on Sundays. Days assigned to jury duty which are followed by a holiday requires the ~~employee~~ union member to return to duty after that days jury service.

- If ~~an employee~~ union member works on a Sunday and is scheduled for jury duty on Monday, the ~~employee~~ union member will be excused from duty at 7:00 pm (24 hour compensation), provided that the next day is not a court holiday.

- If ~~an employee~~ union member is sequestered, the ~~employee~~ union member will be compensated for the days he is scheduled to work. If ~~an employee~~ union member is released from jury duty, the ~~employee~~ union member must return to duty immediately (within 3 hours) after the courts release if it falls on an assigned duty day.

**Section 22.2 Court Time.** If ~~an employee~~ union member is presented with a subpoena to testify in any court of law for a department related matter, they should give notice of the assigned date to their shift commander as soon as possible. For attendance at a court, outside normal scheduled shift hours, ~~employees~~ union members shall be paid at a rate of 1 ½ their straight time hourly rate for all time required to travel to and from the court building and time spent while at the court. Time will be computed on a portal to portal basis. The appropriate over-time documentation needs to be completed.

## ARTICLE XXIII - CLOTHING

**Section 23.1 General.** ~~Employees~~ Union members will be provided uniforms and turnout gear upon their hire by the Village as set forth below.

~~Employees-Union members~~ who desire replacement or repair of uniform items or turnout gear shall make such request to the Chief or his designee. The Village will reasonably respond to all request for replacement items. In addition, the Chief or designee and the Union President or designee will conduct twice yearly inspections of clothing and turnout gear to assist in complying with this provision. The cost to replace lost/damaged equipment or clothing that was taken out of the station during non-department sponsored events will be the responsibility of the ~~employeeunion member~~.

**Section 23.2 Station Clothing.** All new ~~employees-union members~~ shall be issued, upon hire, a complete set of station uniforms which presently consists of the following:

- |                                |                         |
|--------------------------------|-------------------------|
| 3 - Long Sleeve Shirts         | 3 - Short Sleeve Shirts |
| 3 - Blue T-shirts w/Dept. Logo | 3 - Pants               |
| 2 - Polo Shirts                | 1 - Hat Badge           |
| 1 - Black Belt                 | 1 - Pair of Shoes       |
| 1 - Sweatshirt/Pants           | 1 - Winter/Spring Coat  |
| 1 - Baseball Cap               | 2 - Nameplates          |
| 1 - Shirt Badge                |                         |

The Village may modify or alter the type, style, nature or number of station clothing items provided the Village provides such items at no cost to the ~~employeeUnion member~~. All ~~employees-union members~~ not assigned to a 24-hour shift shall receive an additional two (2) shirts of each type, and two (2) additional pants. A complete Dress Uniform shall be issued to the ~~employee-union member~~ upon completion of the probationary period.

**Section 23.3 Turnout Gear.** All new ~~employees-union members~~ shall be issued, upon hire, the following turnout gear items:

- |                               |                                 |
|-------------------------------|---------------------------------|
| 1 - Helmet                    | 1 - Coat                        |
| 1 - Bunker Pants w/Suspenders | 1 - Pair of Fire Fighting Boots |
| 1 - Nomex Hood                | 2 - Pair of Gloves              |
| 1 - GUT Belt                  | 1 - Flashlight                  |

Such turnout gear shall comply with the applicable NFPA standard for that particular item at the time of its purchase.

ARTICLE XXIV - GENERAL PROVISIONS

**Section 24.1 Physical Examination.** If ~~an employee~~ union member seeks to return to duty from a layoff, a sickness, a disability, leave or absence, or for any other period of time not on duty, or if the Chief or designee determines that questions exist as to whether ~~an employee~~ union member is fit for duty or fit to return to duty, then the Village may require, at its expense, that the ~~employee~~ union member have a physical examination by a qualified and licensed physician selected by the Village to determine whether the ~~employee~~ union member is able to perform the essential functions of his job.

In addition, the Village may also establish a policy regarding regular physical exams to be conducted at the Village expense, and may require ~~employees~~ union members to undergo such physical exams by a qualified licensed physician. If the Village determines that conducting physical examinations at work would cause it to be below minimum staffing requirements as established by the Village, the Village may require that ~~employees~~ union members undergo physical examinations while off duty without pay at the ~~employees'~~ union member's convenience within thirty (30) days of notice. The failure of the annual physical by any ~~employee~~ union member covered by this contract shall place the ~~employee~~ union member on sick leave, if no sick leave is available, other paid time off may be used or the ~~employee~~ union member may be placed on leave without pay until the ~~employee~~ union member is able to successfully pass the physical exam.

All ~~personnel~~ union members are required to participate in the annual fitness / wellness evaluation. This evaluation will be used in confidentiality by the Health and Wellness Committee to establish a fitness routine for each person. This fitness routine is designed to better the person's annual fitness/wellness evaluation.

The Health and Wellness Committee on the department will submit input in regards to the vendor / physician used by the department for annual physicals.



## **Section 24.2 Employee Testing and Substance Abuse**

**Section 24.2(A) Policy.** It is the policy of the Village that the public has the reasonable right to expect its Fire/Rescue Department personnel to be free from the effects of drugs and alcohol. It is also the policy of the Village to provide a safe work environment and to protect the public by insuring that ~~employees~~ union members have the integrity, stamina, and the physical, mental and emotional ability to perform fire suppression and paramedic duties. The Village, as the employer, therefore has the right to expect its ~~employees~~ union members to report for work fit and able for duty, and to refrain from any conduct involving the abuse of substances and any other illegal conduct.

**Section 24.2(B) Prohibitions.** ~~Employees~~ Union members shall be prohibited from:

1. Consuming, possessing, buying or transferring alcohol (unless in accordance with duty requirements) at any time during the work day or anywhere on Village premises or job sites, including all Village buildings, properties, and vehicles while engaged in Village business;
2. Possession, using, consuming, transferring, selling, purchasing or delivering any illegal drugs at any time, or unexplained or excessive use or abuse of a legally prescribed drug;
3. Failing to report to their supervisor any known adverse side effects of medication or prescription drugs which they are taking;
4. Reporting for duty or working while under the influence of alcohol or an illegal drug; and
5. Abuse of prescribed control substances (i.e., use of prescribed drugs in a manner inconsistent with physician approval and resulting in adverse job performance).

**Section 24.2(C) Testing.** Where the Village has reasonable suspicion to believe that ~~an employee~~ union member is then under the influence of alcohol or illegal drugs or has otherwise violated the prohibitions of Section 24.2(B), or in the event ~~an employee~~ union member is involved in an accident that results in a citation or fatality, the ~~employee~~ union member shall submit to drug/alcohol testing as outlined in section 24.2(D).The

Village shall have the right to require the ~~employee-union member~~ to submit to alcohol and/or drug testing as set forth in this Agreement. There shall be no random or unit wide testing of ~~employeesunion members~~, except random testing of an individual ~~employee-union member~~ as authorized below. The foregoing shall not limit the right of the Village to conduct such tests as it may deem appropriate for promotions, for physical examinations to determine fitness for duty in the event ~~an-employeea union member~~ has not worked for more than 90 consecutive calendar days, or for persons seeking employment prior to their date of hire. For the purpose of this Agreement, “under the influence” shall mean blood alcohol level equal to or exceeding the level specified in Section 24.2(E)(F) and/or conduct reasonably demonstrating impairment; with regard to drugs and substances of abuse, this term shall mean the presence in the body urine of any legal drug or substance of abuse as defined above, and/or conduct reasonably demonstrating impairment.

**Section 24.2(D) Order to Submit to Testing.** At the time ~~an-employeea union member~~ is ordered to submit to testing authorized by this Agreement, the Village shall provide the ~~employee-union member~~ with a written notice of the order setting forth the objective facts and inferences which formed the basis of the order to submit to testing. The ~~employee-union member~~ shall be permitted a reasonable opportunity to consult with a representative of the Union at the time the order is given. However, the testing process shall not be delayed to provide the assistance of a Union representative who is not immediately available. Refusal to submit to such testing when ordered may subject the ~~employee-union member~~ to discipline including discharge, but the ~~employee’s-union member’s~~ taking of the test shall not be construed as a waiver of any objection or rights that he may have.

**Section 24.2(E) Tests to be Conducted.** In conducting the testing authorized by this Agreement, the Village shall:

1. Use only trained collection site personnel from an accredited National Institute of Drug Abuse (NIDA) testing laboratory and/or medical facility to collect and analyze specimens of blood and/or urine.
2. Verify that the laboratory or facility selected conforms to all NIDA standards;
3. Verify that the laboratory follows a chain of custody procedure for both sample collection and testing that will insure the

integrity of the identity of each sample and test result. No ~~employee-union member~~ covered by this Agreement shall be permitted at any time to become a part of such chain of custody;

4. Confirm any sample that tests positive in the initial screening for drugs by testing the second portion of the same sample by gas chromatography/mass spectrometry (gcms) or an equivalent or better scientifically accurate and accepted method that provides quantitative data about the detected drug or drug metabolites;
5. Require that the laboratory or hospital facility report to the Village that a blood or urine sample is positive only if both the initial screening and confirmation test are positive for a particular drug;
6. Require that with regard to alcohol testing, for the purpose of determining whether the ~~employee-union member~~ is under the influence of alcohol, test results that show an alcohol concentration of .02 or more based upon the grams of alcohol per 100 milliliters of blood be considered positive;
7. Collect a sufficient sample to allow a sufficient amount to be set aside for later screening by the ~~employeeunion member~~, at the ~~employee's-union member's~~ expense, if requested by the ~~employeeunion member~~. ~~An-employeeA union member~~ who desires to test the sample for his own purpose must notify the Director no later than seven (7) days after the test results are provided to him, and must make all arrangements to conduct such tests;
8. Sample collection may be witnessed if witnessing is part of the regular procedure used by the clinic or medical facility collecting the sample or in a case where the clinic or medical facility reasonably believes such witnessing is necessary in an individual case to preserve the integrity of the procedure;
9. The Village will insure no ~~employee-union member~~ will be subject to any adverse employment action prior to the confirmatory tests results except that the ~~employee-union memmer~~ may be suspended with pay or reassigned with pay to a temporary assignment and such reassignment or suspension will immediately cease in the event of a negative test result;
10. ~~An-employeeA union member~~ who intentionally interferes in

any way with the testing procedure may be disciplined, up to and including termination;

**Section 24.2(F) Discipline.**

- (a) In the event ~~an employee~~ union member violates the prohibition against the possession, use, consumption, transfer, sale, purchase, or delivery of any illegal drug (Sec. 24.2(B)(b), or is found to be consuming, buying, selling or transferring alcohol while on duty (Sec. 4.2 (B) (a), he/she shall be terminated.
- (b) In situations other than those set forth in (a) above, no adverse employment action shall be taken by the Village for the first instance that ~~an employee~~ union member tests positive on both the initial and confirmatory tests for drugs or is found to be under the influence of alcohol, or when ~~an employee~~ union member voluntarily seeks assistance with respect to a drug or alcohol problem. The foregoing is conditioned upon:
  - (i) the ~~employee~~ union member agreeing to appropriate treatment as determined by the physician (s) or professional counselors involved;
  - (ii) the ~~employee~~ union member discontinues his use, possession, or sale of illegal drugs or abuse of alcohol;
  - (iii) the ~~employee~~ union member completes the course of treatment prescribed, including an after-care group for a period of up to twelve months;
  - (iv) the ~~employee~~ union member agrees to submit to random testing when ordered up to a maximum of four(4) times during the one year period following the first confirmed positive test. Such random tests shall be held on Monday through Friday between 7:00 a.m. and 8:30 p.m., or Saturday from 7:00 a.m. to 1:30 p.m. Knowledge of such tests shall be limited to persons with a need to know for the purpose of conducting the tests and administering the agreement.

~~Employees~~ Union members who do not agree to or who do not act in accordance with the foregoing, or who test positive a second or subsequent time for the presence of illegal drugs or alcohol shall be terminated.

The foregoing shall not be construed as an obligation on the part of the

Village to retain ~~an employee~~ union member on active status throughout the period of rehabilitation if it is appropriately determined that the ~~employee's union member's~~ current use of alcohol or drugs prevents such individual from performing his regular duties or whose continuance on active status would constitute a direct threat to the property or safety of others. The foregoing shall not limit the Village's right to discipline ~~employees~~ union members for misconduct provided such discipline shall not be increased or imposed due to alcohol or drug abuse.

**Section 24.2(G) Grievance Procedure.** In the event of disciplinary action subject to the exclusive jurisdiction of the Board of Fire and Police Commissioners, neither the ~~employee~~ union member nor the Union shall be allowed to submit any matters arising under this Article or Agreement to the grievance and arbitration procedure, as such matters shall be brought before the Board. In all other situations not involving disciplinary action subject to the Board's exclusive jurisdiction, the grievance and arbitration provisions of this Agreement will apply.

**Section 24.2(H) Voluntary Request for Assistance.** The Village shall take no adverse employment action against any ~~employee~~ union member solely because of his request for assistance. ~~An employee~~ A union member who voluntarily requests such assistance may not avoid the application of any action under this Agreement which was begun or was immediately forthcoming by requesting such assistance. Moreover, ~~an employee~~ a union member, once he voluntarily requests assistance, is subject to the terms of this Agreement including but not limited to all provisions concerning treatment programs and prohibitions against the use and possession of drugs and alcohol. ~~An employee~~ A union member who voluntarily seeks assistance may be temporarily reassigned, suspended with pay, placed on sick leave, disability or other medical leave as may be necessary. Requests for voluntary assistance will be handled in confidence to the extent possible with the information provided to those with a need to know.

**Section 24.3 Injury in the Line of Duty.** In the event ~~an employee~~ a union member incurs an injury in the line of duty covered by 5ILCS 345/1 (1992), the Village and the ~~employee~~ union member shall abide by the provisions of that statute. For the purpose of defining full pay and benefits under that statute, ~~an employee~~ a union member shall receive all benefits under the terms of this Agreement except Work Reduction Days (Section 5.3) for the

time he is receiving benefits under that statute. Moreover, ~~an employee~~ union member who does not abide by the restrictions of that statute concerning employment may be disciplined, up to and including termination, in addition to any other remedies available to the Village.

**Section 24.3(A) Light Duty.** Light Duty refers to a department provision that may allow injured full-time ~~employees~~ union members an opportunity to come back to work in a restricted yet productive function. Light Duty pertains only to injuries where the ~~employee~~ union member is expected to return to full duty. The Light Duty provision is not designed to be a long term or permanent assignment. Furthermore, a Light Duty assignment for off the job injuries may be offered to give ~~an employee~~ union member an opportunity to retain their regular salary without disruption. The Light Duty provision is categorized into two categories:

1. On The Job Injury (Workers Compensation)
2. Off The Job Injury (Non-Workers Compensation)

#### **ON THE JOB INJURY (WORKERS COMPENSATION)**

When ~~an employee~~ union member is injured on duty while performing his/her duties and responsibilities as outlined in their respective job description, that ~~employee~~ union member can be directed to return back to work as soon as they are cleared for Light Duty assignments by their physician. The physician release to Light Duty shall include all limitations placed on the ~~employee~~ union member along with a date for the next scheduled appointment. The release to Light Duty work form shall also be signed by the attending physician. The department may schedule productive Light Duty assignments that fit the restrictions of the ~~employee~~ union member based on the physician return to work statement. Failure to report to Light Duty once released by the physician with workable restrictions and subsequently directed by the department may result in disciplinary action.

#### **OFF DUTY INJURY (NON WORKERS COMPENSATION)**

~~Employees~~ Union members injured off duty may be offered Light Duty assignments in order to keep them active and on the payroll. The Chief or

designee may grant light Duty if there is productive work/projects that need to be completed and if the fiscal impact is not detrimental to the operational budget. A written request for Light Duty from the [employee-union member](#) is necessary for consideration.

### **HOURS/DAYS OF LIGHT DUTY WORK**

[Employees-Union members](#) offered Light Duty status after an off the job injury will typically work a forty hour workweek, Monday through Friday from 8:00 AM to 5:00 PM with a 1 hour unpaid lunch break. Adjustments in the daily work hours can be made by the department to accommodate time for related medical appointments, prescribed therapy and personal schedules on a case by case basis. Therapy and medical appointments should be scheduled at the end of the day in order to provide the department a consistent time frame to schedule productive assignments without interruption.

[Employees-Union members](#) offered Light Duty status after an on the job injury will work light duty on their regularly scheduled and assigned duty days only from 7:00 AM to 6:00 PM with a one hour unpaid lunch and two fifteen minute breaks. Regularly scheduled and assigned duty days include weekends and holidays. [Employees-Union members](#) will not earn or be eligible for Work Reduction Days during light duty status. Personnel may utilize earned time off in lieu of light duty if desired. [Employees-Union members](#) may request to duty trade a weekend or holiday shift for a weekday if so desired. The weekday should be in close proximity to the day traded.

### **DRESS CODE FOR LIGHT DUTY**

[Employees-Union members](#) working light duty will report in their complete daily uniform unless it is not practical or detrimental to the injury.

**Section 24.4 Smoking/Tobacco Product Use.** In keeping with the Village's intent to provide a safe and healthy work environment and in conformance with the Smoke-Free Illinois Act, smoking by [employees union members](#) on Village property is limited to designated smoking areas during the [employee's-union member's](#) lunch or break periods, this includes

the hours after 5pm for the fire department. Village property includes Village vehicles and equipment.

**Section 24.5 Residency.** Employees–Union members must live within Forty (40) miles of the district boundary as measured by air miles. As employees–union members choose to live further from their workplace, it is important that the employee–union member ensures that they report for duty on time and no excuse is offered because of travel distance.

**Section 24.6 License Renewal Expense.** The Village shall cover the expense for paramedic license renewal if enacted by the State of Illinois. The Village will also cover renewal costs for department sanctioned Peer Fitness Trainers.

## ARTICLE XXV – PROMOTIONS ACT

**Section 25.1 General.** Promotions to the ranks of Lieutenant and Captain shall be conducted in accordance with the provisions of the Fire Department Promotional Act, effective August 4, 2003, Public Act 93-0411 and any subsequent amendments (hereinafter the “Act”). Except as modified by the terms of this Article, the procedures for promotions shall be made in accordance with the provisions of the Act.

**Section 25.2 Eligibility.** Eligibility for promotions will be based on the Board of Fire and Police Commissioners Rules and Regulations set forth prerequisites for testing.

### **Promotion to Lieutenant**

To be eligible for promotion to Lieutenant, Firefighter/Paramedics must complete five (5) years in rank as FF/PM with the Lake Zurich Fire Department at time of the expiration date of the current eligibility list for Lieutenant and have obtained Provisional Fire Officer 1 and Fire Apparatus Engineer as defined by the Office of the State Fire Marshal. Anyone hired after February 16, 2019, must have seven (7) years in rank as FF/PM with the Lake Zurich Fire Department to be eligible to test for the rank of Lieutenant.

### **Promotion to Captain (Shift Commander)**

To be eligible for promotion to Captain, Lieutenant’s must complete two (2)



years in rank in the Village of Lake Zurich at time of the expiration date of the current eligibility list for Captain and have obtained Provisional Fire Officer 2 as defined by the Office of the State Fire Marshal. Any Lieutenant promoted after February 16, 2019, must have four (4) years in rank at time of the current eligibility list expiration date to be eligible to test for Captain.

**Section 25.3 Components and Scoring.** The components of the test will be scored and posted in the order below with each component score posted prior to the next component. All raw scores shall be multiplied by the weighting factor listed.

<u>Order of Posting</u>		<u>Weighting Factor</u>
<u>1</u>	<u>Seniority (4 Points per year (1point per quarter up to 25 years of full-time service; 20 -100 possible points.</u>	<u>.10 (10%)</u>
<u>2</u>	<u>Ascertained Merit (for a list of criteria see Section 25.6</u>	<u>.15 (15%)</u>
<u>3</u>	<u>Merit and Efficiency –for criteria see Section 25.7;</u>	<u>.15 (15%)</u>
<u>4</u>	<u>Subjective Evaluation Score (see below for included sections; 0 to 100 possible points)</u>	<u>.35 (35%)</u>
<u>5</u>	<u>Written (0 to 100 points possible)</u>	<u>.25 (25%)</u>

Breakdown of portions of the subjective evaluation total and their weight:

<u>Assessment center (0 to 100 points possible)</u>	<u>.20 (20%)</u>
<u>Assessment center (0 to 100 points possible)</u>	<u>.20 (20%)</u>
<u>Assessment center (0 to 100 points possible)</u>	<u>.20 (20%)</u>
<u>Assessment center (0 to 100 points possible)</u>	<u>.20 (20%)</u>
<u>Commissioners structured oral interview and file review (0 to 100 points possible)</u>	<u>.20 (20%)</u>

*Note: If an assessment center process is added or removed the subjective*

weighting will be adjusted equally for each section.

The assessment center process may include, but not be limited to: an oral interview, in-basket exercise, tactical evaluation, writing exercise, group problem solving and leaderless group exercise. The items included in the assessment center process shall be identified at least ninety (90) days prior to the exam at the time the exam notice is posted.

All candidates shall be ranked on the list based on the highest to the lowest points scored on all components of the test.

**Section 25.4 Written Exam Review.** A candidate may review the written test results with the testing agency that provided the written exam. The Village will schedule the review following the posting of the initial eligibility list and prior to the final eligibility list between the time the initial posting of the list and the final posting of the list. This coincides with the time frame where candidates may submit military preference points.

**Section 25.5 Promulgation of New or Revised Rules:** The Village agrees to notify the Union in advance of promulgating or implementing any new or revised Village ordinances, rules and regulations, or Board of Fire Commissioners rules and regulations which constitute mandatory subjects of bargaining within the meaning of the Illinois Public Labor Relations Act. Such notice shall be afforded in advance of the effective date of the proposed change to allow the Union ninety (90) days to review and offer effective input as to the proposed change.

### **Section 25.6 Ascertained Merit Criteria**

**15% portion of the total score.** Ascertained Merit points will be awarded based upon the “Ascertained Merit Worksheet.”

#### **Ascertained Merit Points**

Promotional candidates must provide the necessary certification and proof of participation in LZFD special team, committee, board affiliation, or advanced classes.

-Special teams association must be one year prior to the expiration date of the current eligibility list for Lieutenant/Captain and be in good standing to be eligible for submission.

-Education Points will be provided to the highest degree attained from an accredited college or university, for example, the candidate has an Associate's degree and a Bachelor's degree the Bachelor's degree would be the only degree recognized for point submission. Only one degree can be submitted per level i.e. 2 Bachelor's degrees only one can be submitted.

-Advanced class points will **not** be accepted for classes required to be eligible for promotion, special team, committees, or job requirements e.g. VMO, FSVO, and Instructor I. Advanced classes shall be an accredited/certified: USFA, NFA, IFSI, OSFM, NWC EMSS, DHS or FEMA recognized course. Points will be award as 1 point for 8 hours of class time i.e. 40-hour class equals 5 points.

-Committee points will only be awarded for active and current affiliation as reported by the committee chair to the administration on an annual basis one calendar year prior of committee membership .

-All merit points will be reviewed for applicability by the administration prior to submission.

<u>Special Team Affiliation</u>	<u>Available Points</u>	<u>Total Points</u>
<u>HAZMAT</u>	<u>4 Points per year</u>	
<u>TRS</u>	<u>4 Points per year</u>	
<u>Dive</u>	<u>4 Points per year</u>	
<u>Investigations</u>	<u>4 Points per year</u>	
<u>Mechanics</u>	<u>2 Points per year</u>	
<u>Wild Land</u>	<u>2 Points per year</u>	
<u>Side-scan Sonar</u>	<u>2 Points per year</u>	
<u>Swift Water Rescue</u>	<u>2 Points per year</u>	
	<u><b>Total Special Team Points</b></u>	
<u>Education</u>	<u>Available Points</u>	

<u>Associates Degree fire science or public safety.</u>	<u>20 Points</u>	
<u>Bachelor's Degree</u>	<u>40 Points</u>	
<u>Master's Degree</u>	<u>60 Points</u>	
	<b><u>Total Education Points</u></b>	
<b><u>Board Affiliation</u></b>	<b><u>Available Points</u></b>	
<u>Pension Board</u>	<u>2 Points per year</u>	
<u>Foreign Fire Tax Board</u>	<u>2 Points per year</u>	
<u>Union Executive Board</u>	<u>2 Points per year</u>	
	<b><u>Total Board Affiliation Points</u></b>	
<b><u>Advanced Classes</u></b> <u>(5 points max per class)</u>		
<u>1.</u>	<u>1 point per 8 hours class time</u>	
<u>2.</u>	<u>1 point per 8 hours class time</u>	
<u>3.</u>	<u>1 point per 8 hours class time</u>	
<u>4.</u>	<u>1 point per 8 hours class time</u>	
	<b><u>Total Advanced Class Points</u></b>	
<b><u>Current Committee Affiliation</u></b> <u>(one calendar year prior of committee membership)</u>		
<u>Safety/Training</u>	<u>5 Points</u>	
<u>Honor Guard</u>	<u>5 Points</u>	

<u>Apparatus</u>	<u>5 Points</u>	
<u>Fitness</u>	<u>5 Points</u>	
<u>SOG</u>	<u>5 Points</u>	
<u>NWC EMSS Preceptor</u>	<u>5 Points</u>	
<u>Traditions</u>	<u>5 Points</u>	
<u>SCBA</u>	<u>5 Points</u>	
<u>NWC EMSS Committee Liaison</u>	<u>5 Points</u>	
<u>EMS Peer Educator</u>	<u>5 Points</u>	
<u>CPR</u>	<u>5 Points</u>	
<u>Radio and Communication's</u>	<u>5 Points</u>	
<u>Explorer's</u>	<u>5 Points</u>	
<u>Pre-Plans</u>	<u>5 Points</u>	
<u>Gas Monitors</u>	<u>5 Points</u>	
	<u>5 Points</u>	
	<u>5 Points</u>	
	<b><u>Total Committee Points</u></b>	
	<b><u>Overall Total</u></b>	

Total of 150 points maximum.

Conversion formula: total points awarded / points available X 15 =  
Ascertained Merit points awarded

Example 120/150X15=12 points

**Section 25.7 Merit and Efficiency Criteria**

**15% portion of total score (7.5% awarded by Union, 7.5% awarded by Administration.)** Individuals will be rated in the following areas using a forced matrix: Leadership, Teamwork, and Emergency Scene Performance. Each component score will be factored as follows: Emergency Scene Performance (x.02), Leadership (X.02) Teamwork (X.02) and Initiative

(x.015) for a total of 7.5% for each group awarding points. The initiative component will not be evaluated with a forced matrix and will be rated on a scale of 0-100. Seniority will not be a direct component of the merit and efficiency rating.

## ARTICLE XXV — PROMOTIONS ACT

**Section 25.1 General.** Promotions to the ranks of Lieutenant and Captain shall be conducted in accordance with the provisions of the Fire Department Promotional Act, effective August 4, 2003, Public Act 93-0411 (herein after the “act”). Except as modified by the terms of this Article, the procedures for promotions shall be made in accordance with the provisions of the Act.

**Section 25.2 Eligibility.** Eligibility for promotions will be based on the Board of Fire and Police Commissioners Rules and Regulations setting forth prerequisites for testing. To be eligible for promotion to Lieutenant, Firefighter/Paramedics must complete five (5) years in rank with the Lake Zurich Fire rescue department and have completed the course requirements of Provisional Fire Officer 1 as defined by the Office of the State Fire Marshall and certified as a Fire Apparatus Engineer. To be eligible for promotion to Captain, Lieutenant’s must complete two (2) years in rank in the Village of Lake Zurich and have completed the course requirements of Provisional Fire Officer 2 as defined by the Office of the State Fire Marshall.

**Section 25.3 Components and Scoring.** The components of the test will be scored and posted in order below with each component score posted prior to the next component. All raw scores shall be multiplied by the weighting factor listed. Should any subjective area not be done, the weighting for the removed area(s) will be assigned to the written exam weight.

<u>Order</u> <u>—of</u> <u>Posting</u>	<u>Component</u>	<u>Weighting</u> <u>—Factor</u>
<u>—1</u>	<u>Seniority (4 points per year (1 point per quarter)) up to 25 years of full-time service; 0 to 100 possible.</u>	<u>.1 — (10%)</u>

<del>—2</del>	<del>Ascertained Merit (for a list of criteria see Section 25.6; 0 to 100 points possible)</del>	<del>.05—(5%)</del>
<del>—3</del>	<del>Subjective Evaluation Score (see below for included sections; 0 to 100 points possible)</del>	<del>.45—(45%)</del>
<del>—4</del>	<del>Written (0 to 100 points possible)</del>	<del>.40—(40%)</del>

~~Breakdown of portions of the subjective evaluation total and their weight~~

~~-Assessment center (0-100 points possible)—.20~~

~~-Assessment center (0-100 points possible)—.20~~

~~-Assessment center (0-100 points possible)—.20~~

~~-Commissioners structured oral interview and file review (0-100 points possible)—.15~~

~~-Administrative points/Performance evaluations (0-100 points possible)  
———.25~~

~~*Note: If an assessment center process is added, the subjective weighting will be adjusted to .166 (repeating decimal) for each section.*~~

~~The assessment center process may include, but not be limited to: oral interview, tactical evaluation, writing exercise, group problem solving and leaderless group exercise. The items included in the assessment center process shall be identified at least ninety (90) days prior to the exam at the time the exam notice is posted.~~

~~All candidates shall be ranked on the list in rank order based on the highest to the lowest points scored on all components of the test.~~

~~**Section 25.4 Written Exam Review.** Candidate may review the written test results with the testing agency that provided the written exam. The Village will schedule the review following the posting of the initial eligibility list and prior to the final eligibility list between the time the initial posting of the list and the final posting of the list. This coincides with the time frame where candidates may submit military preference points.—~~

~~**Section 25.5 Promulgation of New or Revised Rules.** The Village agrees~~

~~to notify the Union in advance of promulgating or implementing any new or revised Village ordinances, rules and regulations, or Board of Fire Commissioners rules and regulations which constitute mandatory subjects of bargaining within the meaning of the Illinois Public Labor Relations Act. Such notice shall be afforded sufficiently in advance of the proposed effective date of the proposed change to allow the Union a fair opportunity to review and offer effective input as to the proposed change.~~

**Section 25.6 Ascertained Merit Criteria.**

~~100 points possible for 5% portion of total score~~

~~Ascertained Merit points shall be awarded in the two categories listed below. Each category is valued as follows: Category 1 equals up to 30% (Thirty) percent; Category 2 equals up to 70% (Seventy) percent.~~

~~**Category 1:** Special Team Participation = Current team members having completed all training requirements shall receive (6) six points per team association. Former team members having completed the required training associated with their tenure shall receive (3) three points for each prior team affiliation. Total possible points = (30) Thirty which will weigh as 30 percent of the whole.~~

- ~~TRIS Team Criteria \_\_\_\_\_~~
- ~~HAZMAT Team Criteria~~
- ~~Dive Team Criteria~~
- ~~Investigation Team Criteria~~
- ~~County Mechanics Team~~
- ~~Wildland Team~~

~~The above noted teams are the only teams for which points may be earned. Any "teams" added under different authorities or structures would need to be specifically negotiated into the labor contract.~~

~~**Category 2:** Highest Applicable Formal Education. Applicants will receive merit for the highest degree obtained at an accredited institution (up to 70 points maximum) which will weigh as 70 percent of the whole. Points are awarded for only one degree occurring at the highest level listed. As an example, a person has two Associate Degrees; they receive points for 1 of those degrees. \_\_\_\_\_~~



~~Associates Degree: 11 points~~      ~~Bachelor Degree: 23 points~~  
~~Master's Degree: 46 points~~      ~~Doctorate Degree: 70 points~~

#### ARTICLE XXVI - SAVINGS CLAUSE

In the event any Article, section or portion of this Agreement should be held invalid and unenforceable by a Board, Agency or Court of competent jurisdiction, such decision shall apply only to the specific Article, section or portion thereof specified in the Board, Agency or Court decision; and upon the issuance of such a decision, the Village and the union agree to immediately begin negotiations on a substitute for the invalidated Article, section or portion thereof.

#### ARTICLE XXVII - ENTIRE AGREEMENT

This Agreement constitutes the complete and entire agreement between the parties for its term. This Agreement supersedes and cancels all prior practices and agreements, whether written or oral which conflict with the express terms of this Agreement.

The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law or ordinance from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement.

ARTICLE XXVIII - TERMINATION

Upon execution by both parties, this Agreement shall be considered effective as of ~~January 1, 2021~~ ~~May 1, 2017~~. The Agreement shall remain in full force and effect until 11:59 p.m. on the 31st day of December, ~~2024~~ ~~2020~~. It shall be automatically renewed from year to year thereafter unless either party shall notify the other in writing at least ninety (90) days prior to the anniversary date that it desires to modify or terminate this Agreement. In the event that such notice is given, negotiations shall begin no later than seventy-five (75) days prior to the anniversary date unless another time is mutually agreed to.

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

Executed this \_\_\_\_\_ day of \_\_\_\_\_, ~~2021~~ ~~2017~~.

VILLAGE OF LAKE ZURICH

PROFESSIONAL FIREFIGHTERS  
OF LAKE ZURICH

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Appendix A**

**Wage Scale**

Firefighter/Paramedic	2%	2%	2%	2.5%	
Step	4/30/2017	5/1/2017	1/1/2018	1/1/2019	1/1/2020
1	\$60,683.49	\$61,897.16	\$63,135.10	\$64,397.81	\$66,007.75
2	\$70,120.75	\$71,523.17	\$72,953.63	\$74,412.70	\$76,273.02
3	\$74,764.89	\$76,260.19	\$77,785.39	\$79,341.10	\$81,324.63
4	\$80,028.25	\$81,628.82	\$83,261.39	\$84,926.62	\$87,049.78
5	\$84,982.01	\$86,681.65	\$88,415.28	\$90,183.59	\$92,438.18
6	\$91,483.81	\$93,313.49	\$95,179.76	\$97,083.35	\$99,510.43
Lieutenant/Paramedic	-	-	-	-	-
1	\$96,747.18	\$98,682.12	\$100,655.77	\$102,668.88	\$105,235.60
2	\$101,081.72	\$103,103.35	\$105,165.42	\$107,268.73	\$109,950.45
3	\$107,893.12	\$110,050.98	\$112,252.00	\$114,497.04	\$117,359.47

  

	<u>1/1/2020</u>	<u>1/1/2021</u>	<u>1/1/2022</u>	<u>1/1/2023</u>	<u>1/1/2024</u>
1	\$ 66,007.75	\$ 67,657.94	\$ 69,349.39	\$ 71,083.12	\$ 72,860.20
2	\$ 76,273.02	\$ 78,179.85	\$ 80,134.35	\$ 82,137.71	\$ 84,191.15
3	\$ 81,324.63	\$ 83,357.75	\$ 85,441.69	\$ 87,577.73	\$ 89,767.17
4	\$ 87,049.78	\$ 89,226.02	\$ 91,456.67	\$ 93,743.09	\$ 96,086.67
5	\$ 92,438.18	\$ 94,749.13	\$ 97,117.86	\$ 99,545.81	\$ 102,034.46
6	\$ 99,510.43	\$ 101,998.19	\$ 104,548.14	\$ 107,161.84	\$ 109,840.89

  

1	\$105,235.60	\$ 107,866.49	\$ 110,563.15	\$ 113,327.23	\$ 116,160.41
2	\$109,950.45	\$ 112,699.21	\$ 115,516.69	\$ 118,404.61	\$ 121,364.73
3	\$117,359.47	\$ 120,293.46	\$ 123,300.80	\$ 126,383.32	\$ 129,542.90

Retro Activity was included back to May 1, 2017.

**Retro activity was included back to January 1, 2021.**

**Wages Part 2**

Non-Emergent Functional Pay

Compensation shall be set at ~~an employee's~~ a union member's straight time hourly rate as a minimum for the following functions/committee work: Apparatus, ISO, SCBA repair/testing, Radio, Tactical SOGs, Training, Safety, Peer Fitness Trainer, Honor Guard, EMD and PBPI work, CPR,

May 2017 Contract

Special team administrative meetings, Public Education work, and any future committee work so established.

Overtime rates would be paid for any special duty for which overtime rates are billed by the Village.

**Appendix B**

Special Team Stipend

Special teams are defined as all recognized Division IV Specialized Rescue Teams, or department recognized teams (Including Technical Rescue, Hazardous Materials, Dive Rescue, Investigations, Mechanics, Sonar, and Wild Land). Personnel may participate on more than one team. Payment is made for only one team. Based on an annual payment. Team requirements/training must be maintained. Paid to certified members only.

Team member  
\$1,500.00

Team Leader  
\$1,750.00

Preceptor Pay

For each student the primary preceptor shall receive 50% of the total amount compensated to the department by the hospital. The secondary preceptor shall receive 25% of the total amount compensated to the department by the hospital.

Meet Standards Pay

If a firefighter meets standards and has;

7 years of service but less than 15 years	\$500.00 annual payment
15 years of service but less than 20 years	\$1,000.00 annual payment
20 years of service but less than 25 years	\$1,250.00 annual payment
25 years of service or more	\$1,750.00 annual payment

This payment is to be paid on the check of the first full pay period following the union member's anniversary~~in the month of the employee's anniversary of employment.~~