

COLLECTIVE BARGAINING AGREEMENT

BETWEEN

VILLAGE OF CARPENTERSVILLE

AND

METROPOLITAN ALLIANCE OF POLICE

CHAPTER #379

SERGEANTS

January 1, 2018 – December 31, 2020

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PREAMBLE

THIS AGREEMENT is entered into by and between the VILLAGE OF CARPENTERSVILLE, hereinafter called the "Village" and Chapter 379 of the Metropolitan Alliance of Police, hereinafter called the "Chapter". The Village recognizes the Chapter as the sole and exclusive bargaining agent for the purpose of establishing rates of pay and other matters specifically mentioned herein for police officers holding the rank and classification of Sergeant.

ARTICLE I

MANAGEMENT RIGHTS

Section 1.1 Management Rights

The Village shall retain the sole right and authority to operate and direct the affairs of the Village, including the Police Department, in all its various aspects, including but not limited to all rights and authority exercised by the Village prior to the execution of this Agreement, except as modified in this Agreement. Among the rights retained are the Village's right to determine its mission and set standards of service offered to the public; to take any and all actions as may be necessary to carry out the mission of the Village and the Police Department in the event of civil emergency as may be declared by the Village President, Police Chief or their authorized designees, as ratified by the Village Board within fourteen (14) days of the declaration, which may include, but not be limited to, riots, civil disorders, tornado conditions, floods or other non-financial catastrophes; to direct or reassign the working force or any individual therein; to plan, direct, control, and determine the operations or service to be conducted in or at the Police Department or by the employees of the Village; to meet and confer

with employees directly, either individually or collectively; to schedule, assign and transfer employees; to hire, promote, demote, suspend, discipline or discharge for cause; to relieve employees due to lack of work, shortage of budgeted funds, or for other legitimate reasons; to make and enforce rules and regulations, provided any of the above rights shall not conflict with any of the provisions of this Agreement.

Section 1.2 Retained Rights

The Village retains its right to take any action mandated by State law and nothing in this Agreement shall prohibit such action. The Village further retains its right to perform its management responsibilities and to take any action necessary to carry out those responsibilities except where prohibited by this Agreement.

ARTICLE II

RECOGNITION

The Village recognizes the Chapter as the sole and exclusive bargaining agent for the full time, sworn police officers of the Village holding the rank and classification of Sergeant for the purpose of establishing hours, wages, and certain other conditions of employment.

ARTICLE III

CHECKOFF

Section 3.1 Dues Checkoff

The Village agrees to deduct the Chapter membership dues monthly from the pay of those employees who individually request in writing that such deductions be made. The amounts to be deducted shall be certified to the Village by the Chapter and the aggregate deductions of all employees shall be remitted, together with an itemized

statement, to the Chapter by the 10th of the succeeding month after such deductions are made. This authorization is revocable during the term of this Agreement. The actual dues amount deducted, as determined by the Chapter, shall be uniform in nature for each employee in order to ease the Village's burden in administering this provision.

The Chapter may change the fixed uniform dollar amount which will be considered the regular monthly fees once each year during the life of this Agreement. The Chapter will give the Village thirty (30) days' notice of any such change in the amount of uniform dues to be deducted.

If the employee has no earnings due for any period, the Chapter shall be responsible for collection of dues. The Chapter agrees to refund to the employee any amounts paid to the Chapter in error on account of this dues deduction provision.

Section 3.2 Authorization for Payroll Deduction

By _____
Last Name First Name Middle Name
To _____
Effective _____
Date

I hereby request and authorize you to deduct from my earnings monthly an amount established by the Chapter as monthly dues. The amount deducted shall be paid to the Chapter. This authorization is revocable during the term of this Agreement.

Signature

Section 3.3 Chapter Indemnification

The Chapter shall indemnify, defend and save the Village harmless against any and all claims, demands, suits or other forms of liability (monetary or otherwise) and for all legal costs that shall arise out of or by reason of action taken or not taken by the

Village in complying with the provisions of this Article, provided that there shall be no indemnification if the Village initiates the cause of action. If an improper deduction is made, the Chapter shall refund directly to the employee any such amount.

Section 3.4 Fair Share [SUPERSEDED BY FEDERAL LAW]

ARTICLE IV

FRINGE BENEFITS

Section 4.1 Sick Leave

Sick leave shall be granted to a Sergeant contracting or incurring any illness or disability (other than on-the-job disability) that renders such Sergeant unable to perform the duties of his employment or other work offered to the Sergeant by the Chief. In addition, sick leave may be used for a serious illness or injury to a member of the Sergeant's family, which is defined for purposes of this Section as the Sergeant's spouse, children (including adopted children), stepchildren residing with the Sergeant parents, or any other person defined as eligible for leave under FMLA or other applicable law.

No sick leave shall be allowed where sickness is feigned, in the opinion of a medical doctor selected by the Village, where sickness is self-inflicted (other than accidental) or where sickness continues as a result of a Sergeant's failure to fully cooperate with medical advice and/or corrective therapy.

A Sergeant shall notify the on duty Officer in Charge, or QuadCom if the Officer in Charge is not available, of an illness or injury as soon as possible but not less than two (2) hours prior to the time the Sergeant is scheduled to work. The Village may require medical evidence of an illness at any time. The Village may

establish standards of performance to be used by the physician in determining fitness of Sergeants. The Village may require the Sergeant to report to a physician selected by the Village to secure a medical certification of the illness or may require medical certification of illness from the Sergeant's physician or the physician attending the sick family member, as defined above, with respect to whose illness sick leave is being taken. In any event, where the sick leave exceeds three (3) consecutive scheduled work days, the Sergeant using sick leave must provide evidence upon his return that he, or a member of his family, as defined above, has been under a physician's care for the duration of the illness or injury. When required to provide medical certification from the Village's physician, such costs shall be paid by the Village.

During the time that he would otherwise be working, a Sergeant who is sick is expected to confine his location and activities to those that are consistent with the nature of the Sergeant's illness.

Any Sergeant who fails to meet the requirements of this section, abuses the sick leave program, or files for sick leave under false pretenses shall not receive pay and may be subject to disciplinary action. Sick leave should not be considered a privilege; sick leave is a fringe benefit, which shall be allowed in case of the actual sickness or disability of the employee or of a member of his family, as defined above in this Section. A Sergeant who leaves the service of the Village, except as provided in Section 4.1 of this Agreement, shall forfeit all sick leave benefits. This provision shall not apply to the Sergeant who is granted a one-year leave of absence, and returns to work within the one-year period. Sick leave benefits shall be paid at a rate of eight (8) hours' pay for each full, regularly scheduled duty day of approved absence and at a prorated rate for

partial days of absence.

Sick leave benefits shall be paid for absences due to pregnancy disability in the same manner they are paid for other disabilities.

Sergeants shall accumulate sick leave at the rate of eight (8) hours per month. However, except in the case of absence due to long-term illness, no sick leave shall accrue for any month when a Sergeant uses sick leave on a holiday. Unused sick leave hours will be carried over to the next fiscal year. Unused sick leave hours above a maximum of nine hundred sixty (960) hours will be contributed to a Post-Retirement Medical Savings Plan at the rate of fifty percent (50%) of the dollar value of the unused time above nine hundred sixty (960) hours. This is a mandatory non-elective contribution which will be made at the beginning of each fiscal year. The amount paid will be based upon the rate of pay at the time the sick leave hours were earned. For purposes of calculating this benefit, any sick leave hours used during a fiscal year will have been deemed to be the most recently earned hours.

The Village will pay all initial Post-Retirement Medical Savings Plan start-up fees or costs. All subsequent costs or fees for the Plan shall be paid by the employees participating in the plan. If agreement on the selection of the vendor to administer the Post-Retirement Medical Savings Plan is not reached by September 1, 2011, the Village may select the vendor.

In the event of a Sergeant's death, all unused Post-Retirement Medical Savings Plan contributions shall be distributed to the Sergeant's beneficiaries or estate per current law or Internal Revenue Service rules or regulations governing such distributions. If the decedent is not survived by a spouse or any dependents and the

decedent's RHS account balance is transferred to the Village by ICMA-RC as required by law, the Village shall distribute the decedent's RHS account balance in accordance with the decedent's latest life insurance beneficiary form on file with the Village. If the decedent is not survived by those persons deemed beneficiaries on the latest life insurance beneficiary form on file with the Village, the decedent's RHS account balance shall be distributed to the decedent's estate pursuant to the requirements of the law. The decedent's RHS account balance shall be taxable in accordance with the requirements of the law.

Section 4.2 Attendance Incentive

For calendar year 2018: Sergeants who do not lose time as a result of an illness, injury, service connected disability, or suspension for the period of May 1 to October 30 shall receive a reimbursement of \$250.00.

For calendar year 2019 and beyond: Sergeants who do not lose time as a result of an illness, injury, service connected disability, or suspension for the period of January 1 to June 30 shall receive a reimbursement of \$250.00. Sergeants who do not lose time as a result of an illness, injury, service connected disability, or suspension for the period of July 1 to December 31 shall receive a reimbursement of \$250.00.

Section 4.3 Vacation

Based on completed years of continuous service, a full-time Sergeant shall be entitled to annual vacation leave with pay as follows:

<u>Length of Service in the Department</u>	<u>Length of Leave</u>
1 st through 48 th month	10 Days
49 th through 108 th month	15 Days
109 th through 228 th month	20 Days
229 th month and beyond	25 Days

Vacations shall be scheduled according to seniority within the shift or detail to which the Sergeant is assigned. A Sergeant with greater seniority shall have priority over a Sergeant with less seniority in scheduling his vacation, so long as the choice is exercised prior to March 1 of the vacation year. In the event that more than one Sergeant requests the same day(s) and permitting more than one Sergeant to be off is not in the best interests of the Department, seniority normally shall prevail. In any event, all vacations are subject to approval by the Chief.

Allowances for vacation pay shall be in addition to any recognized holidays that may fall during a Sergeant's vacation period.

Vacation time earned one year must be taken during the following year unless written permission is obtained from the Chief of Police and the Village Manager to carry not to exceed five (5) days of vacation time over to the next succeeding year. Such requests must be submitted in writing prior to October 1 of that year.

In the event the State of Illinois enacts legislation that modified the current minimum retirement age past fifty (50) years of age, the Union will have the right to notify the Village of its intent to re-open negotiations over this Section. Such negotiations shall take place within thirty (30) days of the notice, and impasse shall be subject to the provisions of Section 14 of the Illinois Public Labor Relations Act.

When a Sergeant leaves the service of the Village, he shall receive compensation for unused vacation time accumulated. A Sergeant who is discharged for any reason shall receive compensation for unused vacation time accumulated.

Section 4.4 Emergency Leave

A maximum of five (5) days emergency leave with pay will be allowed a Sergeant to attend the funeral or memorial service of the Sergeant's wife, husband or natural, step or adopted child. A maximum of three (3) days shall be permitted to attend the funeral or memorial service of the Sergeant's mother, father, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, step-parent, step-sibling, grandparent, or grandchild.

Section 4.5 Family and Medical Leave Act

The parties agree that the Village may adopt such policies as may be necessary or appropriate to implement the Family and Medical Leave Act of 1993 (the "FMLA"). No such policy shall be deemed to violate this Agreement if it is either mandated or legally permitted by the FMLA.

Section 4.6 Holidays

Following are holidays recognized by this Agreement:

New Year's Day (January 1)
Memorial Day
Independence Day (July 4)
Labor Day
Thanksgiving Day
Day after Thanksgiving
Day before Christmas (December 24)
Christmas Day (December 25)

Where a date is specified above, that date shall be recognized as the holiday;. all other holidays shall be deemed as falling on the day that Village Hall is closed in observance of the holiday.

As each of the above-listed holidays falls, each Sergeant assigned to the patrol division will be credited with eight (8) hours of holiday pay at his regular straight-time

hourly rate, regardless of whether that Sergeant works the holiday. If a Sergeant assigned to a patrol shift is scheduled or assigned to work the holiday, and does work the holiday, he shall receive pay or compensatory time off, at his election, at one and one-half his regular straight-time hourly rate for all hours, up to eight (8) hours, worked on the holiday. Sergeants will not be given the option of taking flex time or compensatory time in lieu of holiday pay. If the Sergeant works in excess of eight (8) hours on the holiday, he shall receive pay or compensatory time off, at his election, at double his regular straight-time hourly rate for hours worked in excess of eight (8) hours on the holiday. In addition, as provided in Section 4.1, a Sergeant who uses sick leave on a holiday will not accrue sick leave hours for the month in which the holiday falls.

A Sergeant not regularly assigned to patrol duties (a "specialty assignment officer") will receive holiday pay in addition to regular pay earned that week if the holiday falls on his regular day off. If the holiday falls on a regularly scheduled working day, the specialty assignment officer will have the following choices, in each case subject to assignment by or with the permission of the Department: 1) he may choose to work the holiday either on a patrol shift or performing the duties of his regular assignment, in which case he will be paid at time-and-one half for hours worked on the holiday up to eight (8) hours and at double time after eight (8) hours worked on the holiday (52 hours' pay for the week, assuming 8 hours worked on the holiday and pay status without overtime for the rest of the week); 2) he may choose to take the day off and work a flex day on one of his regular days off, in which case he will receive holiday pay for the holiday in addition to his regular pay for the workweek (48 hours' pay for the week, assuming 8 hours worked on the flex day and pay status without overtime for the rest of

the week); or 3) he may choose to take the holiday off and not work a flex day that workweek, in which case he will receive the day off without regular pay but with holiday pay 40 hours' pay for the week, assuming no work on the holiday and pay status without overtime for the rest of the week). The parties agree that police officer pension contributions in the amount of 9.91%, or whatever amount is dictated by state law, shall be withheld on the eight (8) hours of holiday pay and that the value of that holiday pay shall be added to the Sergeant's base pay for purposes of computing retirement and/or disability benefits, to the extent permitted and required by law.

Section 4.6 (a) Birthday Holiday

In addition to the holidays recognized in Section 4.6 Holidays, each Sergeant will receive a "floating day off" for his birthday each year; provided, however, that the foreseeable effect of the use of this "floating day off" at the time it is requested is not to create overtime. If the Sergeant's birthday falls on a regularly scheduled work day on the Sergeant's current work schedule, he shall receive the day off with pay. If the Sergeant's birthday falls on a regularly scheduled day off, the Sergeant may take a different day off with pay, provided that the day is taken during the same calendar year as the Sergeant's actual birthday. This day off will not carry over to succeeding calendar years if not used, and the Sergeant may not redeem the day off for any monetary compensation or compensatory time off if the day is not used. The Sergeant will not be eligible for overtime compensation or premium pay ("holiday pay") if he works on his birthday, but will be entitled to take a different day off, as described above.

Section 4.7 Health and Life Insurance

The Village shall provide a health and life insurance program for the Sergeants on the same basis as is provided to other Village employees. During the term of the Agreement, the Village will maintain a health insurance plan with benefits generally similar to the coverage as exists on the effective date of this Agreement and continuing to its termination. While market and policy availability may warrant benefit changes, the Village shall make all reasonable attempts to maintain an insurance package substantially similar to the current package.

Where practicable, the Village will notify members of the Chapter at least 30 days prior to changing an insurance policy or carrier. Such notice shall contain information as

to changes in insurance benefits and coverages, including any increase in insurance cost to be incurred by the Village as a result of the change.

The Village reserves the right to change any and all terms of such benefits, including, but not limited to: insurance carriers; self-insurance or risk pools; the use of a health insurance exchange to provide insurance benefits; insurance plans; medical providers; covered benefits; benefit levels; maximum limits; deductibles; co-payments; and coverage classes (e.g. single, single plus one, and family), the Village determines at its sole discretion: (1) to comply with the Patient Protection and Affordable Care Act as amended ("PPACA") and any other federal or state health care laws; (2) to avoid having to pay, whether directly or indirectly, an excise tax for high-cost coverage (also called the "Cadillac Tax") pursuant to PPACA or any other federal or state health care laws; (3) to ensure it is not subject to any penalties or fees because employees are eligible to obtain insurance through a health insurance exchange in accordance with PPACA or any other federal or state health care laws; (4) or for any other reason, so long as such changes apply equally to all other Village employees. If changes under PPACA or any other federal or state health care laws have the effect of adding substantially (fifteen percent [15%] or more) to the Village's health insurance costs, the Village may elect to immediately reopen negotiations on the issue of health insurance.

Sergeants shall pay for such benefits through payroll deduction according to the following schedule:

Beginning the first (1st) day of the month following ratification of this Agreement by both parties, Sergeants shall pay as a monthly employee contribution twelve percent (12%) of the Village's then current total monthly premium cost of health insurance

coverage for the class of coverage elected. Beginning July 1, 2016, Sergeants shall pay as a monthly employee contribution fifteen percent (15%) of the Village's then current total monthly premium cost of health insurance for the individual Sergeant's class of coverage elected, unless the Sergeant qualifies for lower premiums under the Outcome-based Incentive Wellness Program set forth in Section 4.7(a) of this Agreement, in which case the Sergeant shall pay twelve percent (12%). This employee contribution will be adjusted each subsequent July 1st. If a Sergeant elects to change coverage during the Village's annual enrollment period or following any qualifying event, the Sergeant's contribution will change from that required under the previous coverage level to the contribution required for the new coverage level. However, in no event will the Sergeant's contribution for the same class of coverage elected increase by more than fifteen percent (15%) over the amount of the Sergeant contribution in effect on the prior June 30th.

The Village shall provide a life insurance policy at least equal to a Sergeant's annual base salary rounded to the nearest thousand dollars. Upon retirement, a covered Sergeant may continue coverage in a conversion plan by paying directly to the insurance carrier the applicable premium in effect, provided the insurance company permits such procedure. However, the Village does not guarantee that the insurance company will permit this procedure.

Section 4.7(a). Outcome-based Incentive Wellness Program. Beginning with the first (1st) day of the month following the ratification of this Agreement by both parties, Sergeants shall pay as a monthly employee contribution twelve percent (12%) of the Village's then current total monthly premium cost of health insurance for the individual

Sergeant's class of coverage elected. Beginning July 1, 2016, Sergeants shall pay as a monthly employee contribution fifteen percent (15%) of the Village's then current total premium cost of health insurance for the individual Employee's class of coverage elected, unless the Sergeant covered by the Village's group health insurance participates in the Village-approved wellness screening and health risk assessment in the Village's 2016 Outcome-based Incentive Wellness Program (the Program), in which case the Sergeant's contribution will be twelve percent (12%) of the Village's then current total premium. In the second (2nd) and subsequent years of the Program (2017 and beyond), the Sergeant must participate in Village-approved wellness screening and health risk assessment and the Sergeant must meet four (4) out of six (6) Village-approved healthy defining goals for the following health factors – body mass index, triglycerides, LDL cholesterol, total cholesterol/HDL Ratio fasting blood glucose, nicotine use – to be eligible for the twelve percent (12%) employee contribution each July 1st. A reasonable alternative to receive the incentive of twelve percent (12%) will be given by the wellness screening provider to those who are medically unable to meet these Program standards.

The health factors and healthy defining goals for this Program are as follows:

<u>Health Factors</u>	<u>Healthy Defining Goals</u>
Body Mass Index	18.5-29.9
Fasting Blood Glucose	70-99 mg/dL
LDL Cholesterol	0-100 mg/dL
Total Cholesterol /HDL Ratio	Men 0-4.97, Women 0-4.4
Triglycerides	10-149 mg/dL

Nicotine Use

Non Nicotine User, self-reported

The Village will operate this Program using a third-party vendor, and the third-party vendor will not share with the Village any of the Sergeant's Private Health Information ("PHI") as part of this Program. Furthermore, if a Sergeant qualifies for the wellness incentive of twelve percent (12%), the vendor will not inform the Village as to whether the Sergeant qualifies based on acceptable ranges or whether it is based on satisfactory completion of the reasonable alternative. Instead, the vendor will only report that the Sergeant does or does not qualify for the wellness incentive of twelve percent (12%).

Notwithstanding the foregoing paragraph, if a Sergeant challenges in any forum the fact that he did not qualify for the wellness incentive of twelve percent (12%), the Village may obtain any information that is needed to evaluate the Sergeant's claim and to defend itself against the challenge. Any PHI obtained for this purpose will be designated as strictly confidential, and will be destroyed upon the completion of any proceedings (including any appeal from those proceedings) related to the Sergeant's challenge.

Section 4.8 Personal Days

Effective with the contract year beginning May 1, 2011, each Sergeant shall be entitled to four (4) personal days off with pay per contract year. Personal days must be taken in at least four (4) hour increments and may not be taken on any of the holidays listed in Section 4.6 or on the Sergeant's birthday (4.6a). Except in an emergency, a Sergeant intending to take a personal day must give notice to his supervisor of such intent at least forty-eight (48) hours prior to the beginning of the shift that he proposes to

take as a personal day. No more than one (1) Sergeant per shift may be off on a personal day, and personal days are scheduled on a first-come, first-served basis. A request to take a personal day shall not be arbitrarily denied and may not be denied on the ground that it creates an overtime situation. Personal days may not be aggregated from year to year; a Sergeant shall be paid for personal day time that is unused as of the end of the fiscal year (April 30), up to a maximum of two (2) days. Any other personal days above two (2) unused days shall be forfeited without compensation if not used by April 30th of each year.

Section 4.9 Retirement Pay

Upon retirement of a Sergeant with twenty (20) or more years of service, the Village will pay the Sergeant severance pay of \$2,000.00.

Section 4.10 Longevity

Each Sergeant will receive longevity pay on December 1 of each year at the rate of \$50 for each year of service, to a maximum of twenty (20) years.

Section 4.11 Mileage

A sergeant who is required by the Department to use a personal automobile on Village business will be entitled to mileage payment at the applicable I.R.S. Rate.

Section 4.12 Uniforms

The Village shall furnish required uniforms and equipment for Sergeants required to wear uniforms. The Department shall establish standards and procedures for the issuance of such uniforms and equipment. The Sergeant shall be responsible for cleaning and care of uniforms and equipment, and for keeping uniforms in a neat and serviceable condition. Uniforms damaged in the line of duty shall be replaced.

A request for a Purchase Order for worn or damaged uniforms and equipment authorized for replacement by the Department shall be presented to the Police Chief or his designee within ten (10) days of the Sergeant's replacement request.

A Sergeant who is not required to wear a uniform on a regular basis shall receive \$300 for each six months or portion thereof that the Sergeant is in a permanent non-uniform assignment. Uniform allowance payments provided by this paragraph will be paid within thirty (30) days of November 1 and May 1 of each year. The Village may require Sergeants not in uniform to meet standards of dress.

Section 4.13 Death of a Sergeant

Upon the death of a Sergeant, the Sergeant's spouse, personal representative, executor of the Sergeant's estate, or other person deemed entitled thereto shall receive compensation for all salary and benefits earned but unpaid including longevity and unused vacation leave, as well as pay for accumulated sick leave as provided in Section 4.9.

ARTICLE V

HOURS OF WORK AND OVERTIME

Section 5.1 Regular and Overtime Hours

The regular assigned duty hours for Sergeants, excluding assigned shift review time pursuant to Section 5.2, are an average of forty (40) hours per week within a work period (tour of duty) of twenty-eight (28) days, as established by the Village. A Sergeant who is required to work in excess of his regular shift schedule as established by the Village will receive time and one-half for hours worked in excess of his regularly scheduled hours of work in any one workweek. Paid time off for vacations, emergency

leave, birthday holiday time, and work related injury shall count as hours worked for overtime compensation purposes. The schedule and workweek shall be established from time to time by the Village.

In accordance with this Section 5.1. the parties acknowledge and agree that the period of an eight and one-half (8 ½) hour workday shift will continue for all bargaining unit members regularly assigned to patrol duties, unless changed by the Village, subject to no less than 30 days' notice. The shifts, workdays, and hours assigned to officers will be based on a yearly calendar schedule. The parties acknowledge that a normal workday of eight and one-half (8 ½) hours shall include a half (1/2) hour paid lunch break.

So long as the regular workday shift of eight and one-half (8 ½) hours, holidays paid and worked shall be assigned as an eight (8) hour workday. Hours worked in excess of eight and one-half (8 ½) hours on a normal workday shall be paid on the basis of one and one-half (1 ½) the officer's regular straight-time hourly rate of pay. Hours worked in excess of eight and one-half (8 ½) hours on a holiday will be paid on the basis of two (2) times the officer's regular straight-time hourly rate of pay. Vacation, sick leave, emergency leave, personal days, birthdays, fitness days, and holiday pay shall be used as eight (8) hours for the eight and one-half (8 ½) day, in the event the officer chooses not to use the time off they shall be compensated for the maximum of two (2) days at a rate of eight (8) hours per day. Compensatory time will be used at the rate of eight and one-half (8 ½) hours per work day. All training and schools shall be paid and accounted for as a complete eight and one-half (8 ½) hour workday. Nothing in this section shall preclude or give effect to either party as to what constitutes status quo

or past practices concerning scheduling.

The eight and one-half (8 ½) workday schedule, described above, is based on a five on-two off, five on-three off (5-2, 5-3) schedule. The work schedule format described herein may only be changed by management with no less than thirty (30) days' notice. In the event of a *bona fide* emergency, schedules can be changed with less than thirty (30) days' notice.

Section 5.2 Preparation Time

In recognition of shift review duties for Patrol Sergeants and preparation time obligations for Sergeants holding special duty assignments (such as Community Response Team and Investigators), each Sergeant will be scheduled to work an average of 1.75 hours over and above his regular work schedule every pay period and shall receive, as compensation therefore, 2.625 hours of additional pay at his regular straight-time hourly rate every pay period.

Section 5.3 Court Time

A Sergeant required to appear in court when not on duty shall receive a minimum of two hours pay or compensatory time off (as provided in Section 5.6) at the rate of time and one-half. The two-hour minimum pay or compensatory time off applies to all court appearances as a result of departmental duties. If there are morning and afternoon sessions, the Department will consider the morning and afternoon sessions as two separate court appearances. Sergeants required to attend both morning and afternoon sessions shall receive the two-hour minimum pay or compensatory time off for each session attended. The two-hour minimum pay or compensatory time off shall

not apply to any work or court appearances during hours contiguous with the Sergeant's regularly scheduled hours.

Section 5.4. On-Call Status

A Sergeant who is required by the Chief or his designee to serve in an on-call capacity shall receive a minimum of two (2) hours pay at his overtime (time and one-half) rate for each 24-hour period of on-call status. In the event that the Sergeant is called out, the Sergeant shall not receive additional compensation for the first two hours.

Section 5.5 Department Meetings

Sergeants shall attend, at the option of the Village, up to two Department meetings each year. No such meeting shall be longer in duration than two hours. Sergeants shall be paid at their regular rate of pay for attendance at such meetings. Hours spent at such meetings shall not count as hours worked for purposes of overtime pay.

Section 5.6 Compensatory Time Off

In lieu of overtime pay under Section 5.1 or Section 5.2, a Sergeant may elect to accrue and bank up to eighty (80) hours of compensatory time off. Except as limited by the terms of this Section 5.6, the option of accruing and banking compensatory time off or receiving overtime pay shall be within the sole discretion of the Sergeant who is entitled to be compensated for overtime work. Compensatory time off shall accrue at the rate of one and one-half hours for each hour of overtime worked, up to the eighty (80) hour limit on accrual set forth above. Once the eighty (80) hour limit on compensatory time off has been reached, all overtime worked in excess of that limit shall be

compensated by overtime pay.

Overtime assignments will be made irrespective of the known or suspected preferences of the Sergeant involved concerning pay or compensatory time off as compensation for overtime worked.

A Sergeant desiring to schedule compensatory time off shall submit an Overtime/Vacation request form at least forty-eight (48) hours prior to the beginning of the shift that he proposes to take off, provided that the Police Chief or his designee can waive this advance notice requirement on a case-by-case basis. Compensatory time off may be denied if the foreseeable effect as of the time that it is requested would be to create an overtime situation. Compensatory time off may not be scheduled in advance to be taken on holidays listed in Section 4.6, or on the Sergeant's birthday listed in Section 4.6a; however, the Shift Supervisor may approve a request for compensatory time off on a holiday once the shift on that holiday has begun if, in the sole discretion of Police Department management, it is determined that the Sergeant can use compensatory time off for that shift without adversely affecting staffing levels.

A request for use of accrued compensatory time off shall not be arbitrarily denied. However, compensatory time off must be taken in increments of at least one (1) hour each, and compensatory time off will not be granted in the middle of a shift (i.e., compensatory time off will not be granted for the purpose of enabling a Sergeant to leave and come back to work during the same shift).

Requests for compensatory time off shall be considered on a first-come, first-served basis, except that requests for compensatory time off on a holiday shall be considered in seniority order.

At any time during the fiscal year, a Sergeant with at least eight (8) hours of banked compensatory time off may elect to cash out that compensatory time off by filing an appropriate form with the Police Department. Banked compensatory time off, if cashed out, must be cashed out in minimum increments of eight (8) hours or more, except for time cashed out at the end of the fiscal year. A maximum of eighty (80) hours of compensatory time off may be carried forward from one fiscal year to the next. A Sergeant who wishes to carry forward banked compensatory time off into the next fiscal year must notify the Chief of Police by December 15 of that fact and the specific number of hours of compensatory time off to be carried forward. All compensatory time off that has not been used as of the end of the fiscal year (December 31), or requested to be carried forward as described above, shall be paid in January of the same year, at the pay rate in effect at which the compensatory time was earned. If no request to carry forward compensatory hours is received by the Chief, a payout of all hours in the Sergeant's compensatory time bank will be made.

If any portion of this Section 5.6, Compensatory Time Off, is found to violate the Fair Labor Standards Act, then this Section 5.6 shall immediately sunset in its entirety, unless such action was initiated by a member or representative of another bargaining unit.

Section 5.7 Shift Preferences

Sergeants may submit shift assignment preferences for the following year by submitting such preferences in writing to the Police Chief or his designee before November 1 of the year preceding the year in which such assignments are to be effective. In making shift assignments, the Police Chief or his designee shall consider all

requests, and shall give consideration to a number of factors, including job, assignments, skill, expertise, and the relative seniority of Sergeants making requests for the same shift. The Police Chief or his designee shall retain the right to make final decisions on shift assignments, provided shift assignments shall not be made for arbitrary, capricious, or discriminatory reasons.

Once shift assignments are made for any given year, the Police Chief or his designee shall have the right to transfer Sergeants to shifts other than the shifts to which they were initially assigned for reasons having to do with operational needs of the Department, such as the need for closer supervision to rectify a disciplinary or performance problem with a particular Sergeant. A Sergeant shall be given as much advance notice as practical before being transferred and shall not be transferred for arbitrary, capricious, or discriminatory reasons.

Section 5.8 Overtime Details

In the event the Employer determines that there is a need of an overtime detail that requires four (4) or more police patrol officers and/or Community Service Officers, they shall also schedule a Sergeant to that detail as one of the four.

ARTICLE VI

GENERAL PROVISIONS

Section 6.1 Pledge Against Discrimination and Coercion

The provisions of this Agreement and Departmental rules shall be applied equally to all sergeants in the bargaining unit without discrimination as to age, sex, marital status, race, color, creed, national origin, political affiliation, or Chapter membership.

The Chapter shall share equally with the Village the responsibility for applying this provision of the Agreement.

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

The Village and the Chapter agree not to interfere with the rights of Sergeants to become members or not to become members of the Chapter and there shall be no discrimination, interference, restraint, or coercion by the Village against any Sergeant because of Chapter membership or non-membership, or because of any lawful and appropriate activity of a Sergeant in an official capacity on behalf of the Chapter.

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

Section 6.2 Seniority and Continuous Service

For purposes of this Agreement, seniority for non-probationary Sergeants shall be based on time in rank as sworn Sergeants in the Police Department. Seniority shall date from original date of promotion once the probationary period has been served and shall not be affected by periods of absence that qualify as "creditable service" within the meaning of 40 ILCS 5/3-110. For purposes of this Agreement, "continuous service" means unbroken service from date of hire as a sworn police officer by the Village of Carpentersville.

If a Sergeant should resign voluntarily and later be rehired, seniority and continuous service shall date from the date of rehire and shall not include credit for any period of service prior to his voluntary resignation.

Section 6.3 Residency

All Sergeants within the Police Department shall be required to reside within thirty-five (35) miles of the Village limits.

Section 6.4 Rules

The Village shall have the right to promulgate rules and regulations. When existing rules are changed or new rules are established, they shall be posted prominently on Chapter bulletin boards. Rules and regulations will not be enforced in an arbitrary or capricious manner.

The Village further agrees to furnish each Sergeant with a copy of all existing work rules within thirty (30) days after they become effective.

Rules, and changes in rules, may be provided to Sergeants by electronic transmission in lieu of, or in addition to, hard copies of rules.

Section 6.5 Replacement of Personal Property

The Village will reimburse a Sergeant replacement value for personal property lost or damaged while on duty:

- 1) Watch: \$60.00
- 2) Eye glasses: \$200.00
- 3) Pistol grips and sights broken in line of duty to be repaired or replaced by Village;
- 4) Contact lenses: \$100.00 per lens;
- 5) Dentures or partials to be replaced or repaired by the Village.

If those costs are recovered through the court, they are to be turned over to the Village.

ARTICLE VII

GRIEVANCE PROCEDURE

Section 7.1. Definition. A grievance is defined as a difference of opinion between a Sergeant and the Village with respect to the meaning or application of the express terms of this Agreement excluding, however, matters subject to the jurisdiction of the Carpentersville Board of Fire and Police Commissioners. Final disciplinary authority and responsibility rests with the Chief of Police or his designee and may only be challenged pursuant to the grievance procedure as described in this Article. A Sergeant issued discipline where the penalty results in suspension of four (4) days or less may only appeal such discipline through the grievance procedure set forth in this Article, except that the discipline resolution process must end at Step 4. A Sergeant issued discipline where the penalty results in suspension of five (5) days or more or termination may only appeal such discipline through the grievance procedure set forth in this Article, except that the discipline resolution process shall begin at Step 4.

Section 7.2 Settlement Procedure

The following procedure will be followed to settle grievances:

Step 1: A Sergeant with a grievance should first attempt to resolve it informally with his immediate supervisor as soon as practicable after the incident giving rise to the grievance occurs, and the supervisor should respond to the Sergeant as soon as practicable after the matter is brought to him. Neither the grievance nor the response is required to be put in writing at this step, although the supervisor should make a note of the date and time that the grievance was discussed and/or resolution attempted.

Step 2: If the grievance is not settled in Step 1, the Sergeant must, within ten (10) working days of the occurrence of the event giving rise to the grievance, file a written grievance with the Commander of the

Bureau to which he is assigned. The Bureau Commander shall have five (5) working days in which to file a written response to the Sergeant. If the written grievance so requests, and the Bureau Commander so agrees in writing, this Step may be bypassed and the grievance forwarded directly to Step 3. If Step 2 is bypassed, the Bureau Commander's written response to the grievance need not be filed, and the date that the grievance is forwarded to Step 3 shall be treated, for purposes of the time limits set forth in Step 3, as the date of timely filing of an appeal to Step 3.

Step 3: If the grievance is not settled in Step 2, the Sergeant may, within five (5) working days from receipt of the answer in Step 2, appeal in writing to the Chief of Police. Within ten (10) working days, at a time and place designated by the Chief of Police, a meeting will be held between the Sergeant (and, if he so desires, the Chapter Steward and the Grievance Committee) and the Chief of Police, the Sergeant, the Bureau Commander, and any other appropriate members of the Police Department. A report of the findings will be given by the Chief of Police to the Sergeant within ten (10) working days of such meeting.

Step 4: If the grievance is not settled in Step 3, the Sergeant may, within five (5) working days of receipt of Step 3 answer, file an appeal to the Village Manager. The Village Manager shall render an answer in writing within ten (10) working days of such appeal. Copies of such answer will be sent to the Sergeant. Either party may tape record the meeting in Step 4 at his or her own expense provided prior notice is given the other party.

Step 5: If the grievance remains unsettled, either party may request arbitration consistent with the provisions of this Agreement.

Section 7.3 Time Limits

Grievances shall be raised and settlements attempted promptly. Accordingly, in order to be considered, a grievance must be filed in writing not later than ten (10) working days after the occurrence of the event giving rise to the grievance. If not filed within the applicable time limit, the grievance shall be deemed to have been "waived," and shall not be processed further. Similarly, if a grievance is not appealed to any step of the grievance procedure or to arbitration within the time limits set forth herein, it shall

be considered to have been settled on the basis of the Village's last answer. If the Village does not answer a grievance at any step of the grievance procedure within the time limits specified, the Sergeant and/or the Chapter may elect to treat the grievance as denied at that step and immediately appeal the grievance to the next step of the grievance procedure. Any of the time limits referred to in this section may be extended by mutual agreement in writing.

Section 7.4 Selection of the Arbitrator

If the Chapter elects to appeal a grievance to arbitration it must do so within thirty (30) calendar days of when the Step 4 answer was due. The parties shall first attempt to agree upon an arbitrator to hear and decide the grievance. If the parties are unable to agree on an arbitrator within ten (10) working days of the appeal to arbitration, either party shall request the Federal Mediation and Conciliation Service (FMCS) to submit a panel of arbitrators who are members of the National Academy of Arbitrators and have offices in Illinois, and the arbitrator shall be selected by means of striking procedure pursuant to which the loser of a coin flip will strike first. Each party retains the right to reject one panel in its entirety and to request a new panel.

Section 7.5 Hearing Procedure

Arbitration hearings shall be held at Village Hall unless the parties mutually agree in writing to a different site. No more than one grievance shall be submitted for determination by the arbitrator except by written agreement to the contrary; provided, that if more than one grievance arose out of the same factual situation the grievances may be presented to the arbitrator at the same hearing. At the arbitration hearing, each side shall be afforded the opportunity to be represented by representatives of its own

choosing, to state a position and to present witnesses on its behalf. Joint expenses of arbitration (including the fees and expenses of the arbitrator and the cost, if any, of the hearing room) shall be divided equally between the Village and the Chapter. Each party, however, shall be responsible for compensation of its own representatives and witnesses, including, in the case of the Chapter, employee witnesses and/or non-witnesses subpoenaed or requested to be at the hearing by the Chapter who are excused from work by the Village to attend the hearing.

Section 7.6 Authority of the Arbitrator

The arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the provisions of this Agreement. He shall consider and decide only the specific issue submitted to him by the parties at the hearing and shall have no authority to make a decision on any issue not so submitted to him. The arbitrator shall be without power to make decisions on grievances over Management Rights reflected in Article I or a decision contrary to or inconsistent with applicable federal or state law, or applicable rules and regulations of government agencies having the force and effect of law. Improperly filed grievances and matters which do not meet the definition of a grievance are not subject to arbitration. The decision shall be based solely on his interpretation of the meaning or application of the specific terms of this Agreement to the facts of the grievance presented, consistent with applicable law. Any arbitration decision shall be issued within thirty (30) calendar days of the hearing or filing of briefs.

Section 7.7 "Working Days" Defined

As used in this Article, the term "working days" shall mean Monday through Friday, excluding Saturdays, Sundays, and holidays.

ARTICLE VIII

NO STRIKES - NO LOCKOUTS

The Chapter, its officers and agents, and the Sergeants covered by this Agreement agree not to instigate, promote, sponsor, engage in, or condone any strike, slowdown, concerted stoppage of work, or any other intentional interruption of operations. The Village will not lock out any Sergeant as the result of a labor dispute with the Chapter.

ARTICLE IX

CONDUCT OF SERGEANTS

Section 9.1 General Conduct

Sergeants of the Police Department, as members of the public service, must conduct themselves in a manner so as to bring credit to the Police Service. All Sergeants shall abide by the rules and regulations of the Village of Carpentersville, the Village of Carpentersville Board of Fire and Police Commissioners rules and regulations of the Village of Carpentersville Police Department, and the laws of the State of Illinois and the United States of America.

Section 9.2 Supervisory Responsibilities

The Sergeants agree that they will carry out their supervisory responsibilities in the interests of the citizens and government of the Village of Carpentersville and its Police Department without regard to the union affiliation or status of the employees they supervise.

ARTICLE X

WAGES

Wage schedules for Sergeants, showing hourly wage rates to be paid to Sergeants for the duration of this Agreement, are set forth along with the Educational Incentive Plan for Sergeants in Appendix A to this Agreement.

ARTICLE XI

TERMINATION AND LEGALITY CLAUSES

If any provision of this Agreement is subsequently declared by legislative, executive, or judicial authority to be unlawful, unenforceable, or not in accordance with applicable statutes or ordinances, all other provisions of this Agreement shall remain in full force and effect for the duration of this Agreement.

This Agreement constitutes the entire agreement between the parties and concludes collective bargaining on any subject covered by this Agreement for the term of the Agreement.

ARTICLE XII

DRUG AND ALCOHOL TESTING

The drug and alcohol testing policy, as it applies to Sergeants, shall be as set forth in Appendix B to this Agreement.

ARTICLE XIII

CHAPTER REPRESENTATIVES

Upon giving notice to and receiving permission from his supervisor, which permission shall not unreasonably be withheld, a Chapter representative shall be excused from his regular duties for a reasonable period of time, without loss of pay, for the purpose of representing Sergeants in the handling and processing of grievances or

as otherwise provided by the Uniform Peace Officers' Disciplinary Act and/or the Illinois Public Labor Relations Act. It is understood by the parties that such activities are subordinate to the staffing needs of the Department and the requirements of police service to the citizens of Carpentersville.

ARTICLE XIV

LABOR-MANAGEMENT MEETINGS

Section 14.1 Meeting Request

The Chapter and the Village agree that, in the interest of efficient management and harmonious employee relations, labor-management meetings may be held on a monthly or as-needed basis, on such dates and at such times as may be mutually agreed, between Chapter representatives and the Police Chief. Such meetings may be regularly scheduled or requested by either party at least seven (7) days in advance by submitting a written request to the other party for a labor-management meeting and shall be limited to:

- (a) issues of mutual concern to the Chapter and the Police Department;
- (b) safety issues;
- (c) notifying the Chapter of changes in scheduling, equipment, or procedure.

Section 14.2 Content

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

Section 14.3 Attendance

Attendance at labor-management meetings shall be voluntary on the part of employee-members. Attendance during such meetings shall not be considered time worked for compensation purposes, unless a meeting is scheduled at the request or consent of the Village during the regularly scheduled duty hours of a Sergeant, and provided that no overtime liability shall be incurred as a result of such attendance. Sergeants attending during their regularly scheduled duty hours shall remain available for emergency response if required. Normally, no more than three (3) persons each from the Village and the Chapter shall attend these meetings, schedules permitting.

ARTICLE XV

PENSION PICKUP

Section 15.1 Pickup of Sergeants' Contributions

Pursuant to 40 ILCS 5/3-125.2 and subject to approval by the Internal Revenue Service (IRS) and the Board of Trustees of the Police Pension Fund (the Trustees), the Village will pick up the Sergeants' contributions required by 40 ILCS 5/3-125.2 for all salary earned after the effective date of this Agreement. The contributions thus picked up shall be treated as employer contributions in determining tax treatment under the United States Internal Revenue Code (IRC). However, the Village will continue to withhold Federal and State income taxes based upon these contributions until the IRS has ruled, pursuant to Section 414(h) of the IRC, that these contributions are not included as gross income of the Police Sergeants until such time as they are distributed or made available. No employee shall be given the option of choosing to receive the

contributed amounts directly instead of having them paid by the Village to the Police Pension Fund.

Section 15.2 Indemnification

The Chapter shall indemnify, defend, and hold the Village, its officers, officials, agents and employees harmless against any claim, demand suit or liability (monetary or otherwise), and for all legal costs arising from any action taken or not taken by the Village, its officers, officials, agents and employees in complying with the pickup provision set forth in this Article XV.

ARTICLE XVI

TERM

This Agreement shall be effective upon execution and shall remain in effect until the thirty-first (31) day of December, 2020.

This Agreement shall automatically be renewed from and after the thirty-first (31st) day of December, 2020 for successive terms of one year each unless either party shall notify the other in writing not less than sixty (60) days prior to December 31, 2020 or any successive end of term date that it desires to modify this Agreement. In the event such notice is given, negotiations shall begin not later than thirty (30) days prior to the end of the term date. This Agreement shall remain in full force and effect during the period of negotiations and until notice of termination of this Agreement is given by either party in the manner set forth in the following paragraph.

In the event that either party desires to terminate this Agreement on December 31, 2020, or any subsequent December 31, written notice must be given to the other party not less than sixty (60) days prior to its termination date. Otherwise, the

APPENDIX A
WAGE SCHEDULES

January 1, 2018 – December 31, 2018 Wage Schedule
Hourly Pay Range Steps Effective January 1, 2018
(2.5% Increase from January 1, 2017 Rates)

	1	2	3	4
Sergeant	44.70	46.44	48.34	50.75
Sergeant with Educational Incentive	46.93	48.77	50.76	53.29

January 1, 2019 – December 31, 2019 Wage Schedule
Hourly Pay Range Steps Effective January 1, 2019
(2.5% Increase from January 1, 2018 Rates)

	1	2	3	4
Sergeant	45.82	47.60	49.55	52.02
Sergeant with Educational Incentive	48.11	49.99	52.03	54.62

January 1, 2020 – December 31, 2020 Wage Schedule
Hourly Pay Range Steps Effective January 1, 2020
(2.25% Increase from January 1, 2019 Rates)

	1	2	3	4
Sergeant	46.85	48.67	50.66	53.19
Sergeant with Educational Incentive	49.19	51.11	53.20	55.85

EDUCATIONAL INCENTIVE PLAN

Sergeants shall receive the five percent (5%) educational incentive pay step identified above when a Sergeant meets one or more of the following:

- A. A degree of Associate in Arts, General Studies in Law Enforcement, Police Science, or Police Administration with a minimum grade average of "C" in 60 semester hours of work.
- B. A degree of Associate in Arts or Associate in General Studies in any field, but with a minimum of 12 semester hours of Law Enforcement subjects and a minimum overall grade of "C".
- C. A degree of Bachelor of Arts, Science, Law, or in other areas of study with a minimum of 12 semester hours in Law Enforcement subjects and a minimum overall grade of "C".

No course work taken after the effective date of the Agreement shall be recognized as a Law Enforcement course unless the Sergeant has received prior approval of the course from the Chief. Under no circumstances will field courses, independent studies, credit for work experience, ride along programs or similar credit or course work be considered as a Law Enforcement subject under the provisions of this Agreement.

APPENDIX B

DRUG AND ALCOHOL TESTING

Section B.1 General Policy Regarding Drugs and Alcohol

The use of illegal drugs and the abuse of alcohol or prescription drugs by members of the Police Department present unacceptable risks to the safety and well-being of other employees and the public, invite accidents and injuries, and reduce productivity. In addition, such conduct violates the reasonable expectations of the public that the employees who serve and protect them obey the law and be fit and free from the effects of drug and alcohol abuse.

In the interest of employing persons who are fit and capable of performing their jobs, and for the safety and well-being of employees and residents, the Village and the Chapter agree to establish a program that will allow the Village to take the necessary steps, including drug and/or alcohol testing, to implement a general policy regarding drugs and alcohol.

The Police Department has the responsibility to provide a safe work environment as well as a paramount interest in protecting the public by ensuring its employees are physically and emotionally fit to perform their jobs at all times. For these reasons, the abuse of alcohol substances by Department members is strictly prohibited on or off duty. Violation of these policies will result in disciplinary action up to and including discharge.

Section B.2 Definitions

- A. "Drugs" shall mean any controlled substance listed in 720 ILCS 570/100, et seq., known as the Controlled Substances Act, and any substances listed in 720 ILCS 550/1 et seq., known as the Cannabis Control Act, for which the person tested does not submit a valid pre-dated prescription. In addition, it includes "designer drugs" which may not be listed in the Controlled Substances Act or the Cannabis Control Act, but which have adverse effects on perception, judgment, memory or coordination. Among the drugs covered by this policy are the following:

Opium	Methaqualone	Psilocybin-psilocin
Morphine	Tranquilizers	MDA
Codeine	Cocaine	PCP
Heroin	Amphetamines	Chloral Hydrate
Meperidine	Phenmetrazine	Methylphenidate
Marijuana	LSD	Hash
Barbiturates	Mescaline	Hash Oil
Glutethimide	Steroids	

- B. The term "drug abuse" includes the use of any controlled substance which has not been legally prescribed and/or dispensed.
- C. The term "under the influence" means impairment by virtue of the ingestion of alcohol or proscribed drugs. In the case of alcohol, impairment is presumed if urine, blood, or breathalyzer test results show any blood alcohol content (BAC). Some positions/assignments held by sergeants in the department present unique circumstances. In these cases, the Chief of Police reserves the right to address the issue of alcohol zero-tolerance on a case-by-case basis. In the case of proscribed drugs, impairment is presumed by the presence of any amount of one or more proscribed drugs in the system of the Sergeant being tested.

Section B.3 Prohibitions

Police officers shall be prohibited from:

- A. Consuming or possessing alcohol or proscribed drugs (as defined in Section B.2 above) at any time during the work day on any of the Village's premises or job sites, including all Village buildings, properties, vehicles and the employee's personal vehicle while engaged in Village business, unless engaged in a lawful investigatory function.
- B. Using, selling, purchasing or delivery of any proscribed drug during the work day or when off duty, unless engaged in a lawful investigatory function.

- C. Being under the influence of alcohol or proscribed drugs during the course of the work day, or being under the influence of prescribed medication that materially impairs the employee's ability to perform his job duties safely and effectively.
- D. Failing to report to their supervisor any known adverse side effects of medication or prescription drugs which they are taking.

Violation of these prohibitions may result in disciplinary action, up to and including discharge.

Section B.4 The Administration of Tests

The Village may require an employee to submit immediately to breathalyzer, blood, and/or urine tests on a random or specified situation basis, or if the Village otherwise determines there is probable cause for such testing. If an employee is required to undergo such testing based on probable cause, the Village will provide the employee with the basis for such probable cause in writing at or about the time the test is administered. If the written basis is not provided prior to the actual test, a verbal statement of the basis will be provided prior to administering the test.

Random testing shall be done on dates and at times and places designated by the Village's current Occupational Health provider. A Chapter representative shall be advised of the date, time and place for the testing and the name(s) of the employee(s) to be tested. The Chapter shall have the right to have a Chapter representative present at the test site, provided that the Chapter representative is available within one (1) hour of when the Union is notified. No employee shall be subject to random testing more than once in an eighteen-month period, and no employee shall be required to take a random test a second (or third) time during this contract term until all other non-probationary employees in the bargaining unit have been tested once (or twice, as the case may be).

Specified situation testing may occur in the following circumstances:

- (a) Upon assignment of an officer to a special duty assignment such as the North Central Drug Task Force, and upon his return to duty with the Department;
- (b) If an officer is involved in a motor vehicle accident while in the performance of his duty;
- (c) Upon promotion to a higher rank;
- (d) If the officer has experienced excessive absenteeism or tardiness under circumstances giving rise to a suspicion of off-duty drug or alcohol abuse; or
- (e) If the officer is involved in the use of deadly force.

The Village may use breathalyzer tests as well as urine or blood tests for alcohol testing. For drug/alcohol tests not involving a breathalyzer, the Village shall use only licensed clinical laboratories and shall have a supervisor accompany the employee being tested to the testing facility. The testing facility shall be responsible for maintaining the proper chain of custody. The taking of urine samples shall not be witnessed unless there is probable cause to believe the employee is tampering with the testing procedure. If the first test results in a positive finding, a confirmatory test (GC/MS or a scientifically accurate equivalent) shall be conducted. An initial positive result shall not be submitted to the Village unless a confirmatory test result is also positive as to the same sample. Upon request, the Village shall provide an employee with a copy of any test results which the Village receives with respect to such employee.

A portion of the tested sample shall be retained by the laboratory so that the employee may arrange for another confirmatory test (GC/MS or a scientifically accurate equivalent) to be conducted by a licensed clinical laboratory of the employee's choosing and at the employee's expense. Once the portion of the tested sample leaves the clinical laboratory selected by the employer from the list maintained by the Village, the

employee shall be responsible for maintaining the proper chain of custody for said portion of the tested sample.

Within two (2) working days after the test is administered, the employee may request a meeting with the Chief, with or without Chapter representation. At any such meeting, the employee and/or the Union may raise issues relating to the testing, including probable cause. The employee shall also have a one-time only option at this meeting to admit to a drug/alcohol problem and to seek assistance from the Village's Employee Assistance Program ("EAP"). This option is not available in specified testing situations b. or e. above, or in the case of any conduct that is prohibited under Section B.3 above, or is otherwise subject to discipline, and/or that constitutes grounds for prosecution under the criminal or traffic laws of the State of Illinois and/or ordinances of any municipality. If the limited option is available to the Sergeant, and the Sergeant invokes this option, the test results shall not be made available to the Village. However, the Village still retains the right to ensure the Sergeant's fitness for duty prior to the Sergeant returning to full-duty status. If the Sergeant invokes the one-time only option, the Sergeant may be required to enter and successfully complete the EAP or other treatment program. The Sergeant may also be required to submit to periodic non-random testing with the understanding that if the employee again tests positive, the Village may take such action as the Village in its discretion deems appropriate. The Village in any event retains the right to take such action as the Village in its discretion deems appropriate if an employee engages in conduct prohibited by Section B.3 of this Appendix, or in conduct that is otherwise subject to discipline and is aggravated by drug or alcohol abuse.

Except where the employee invokes the one-time only option to admit to the problem and to seek assistance from the EAP, the results of any positive tests shall be made available to the Village. If an employee tests positive for the use of a proscribed drug, the Village may take such action as the Village in its discretion deems appropriate. The first time an employee tests positive for substance abuse involving something other than a proscribed drug, and/or if the employee invokes the one-time only option to admit to the problem and to seek assistance from the EAP, the employee shall be required to enter and successfully complete the EAP, during which time the employee may be required to submit to random testing with the understanding that if the employee again tests positive the Village may take such action as the Village in its discretion deems appropriate. The Village in any event retains the right to take such action as the Village in its discretion deems appropriate if an employee engages in conduct prohibited by Section B.3 of this Appendix, or in conduct that is otherwise subject to discipline and is aggravated by drug or alcohol abuse.

Conduct prohibited by Section B.3 of this Appendix shall be cause for discipline, including termination, subject to confirmation by the Board of Fire and Police Commissioners. While such disciplinary issues shall be subject to the exclusive jurisdiction of the Board of Fire and Police Commissioners, all other issues relating to the testing process—whether there is probable cause for ordering an employee to submit to a test, whether a proper chain of custody has been maintained, etc.) may be grieved in accordance with the grievance and arbitration procedure set forth in this Agreement.

Section B.5 Voluntary Requests for Assistance

Except where there is imminent danger to the life of an employee or others and except where the employee has invoked the one-time only option to admit to the problem and to seek the assistance provided for in Section B.4, above, the administrator of the Village's EAP shall maintain in strict confidentiality the fact that an employee has voluntarily sought assistance from the Village's EAP. Seeking confidential assistance from the Village's EAP shall not be grounds for disciplinary action; however, the seeking of such confidentiality assistance also shall not insulate an employee from the consequences of engaging in conduct prohibited by Section B.3.

Section B.6 Expungement

If an employee is ordered to take a drug or alcohol test pursuant to this Policy, and the findings on either the initial or confirmatory test are negative, the test results as well as all records of and references to the test and/or the order to take the test shall be expunged from the Sergeant's personnel records in accordance with established department procedure.

Section B.7 Officer-Involved Shooting

Nothing in this Policy is intended to, nor shall it, limit or bar the Village from fulfilling its requirements pursuant to 50 ILCS 727/1-25, as may be amended. The parties understand that each law enforcement officer, including every Sergeant, who is involved in an officer-involved shooting, as defined by 50 ILCS 727/1-25(a), must submit to drug and alcohol testing as soon as is practicable following an officer-involved shooting, which must be no later than the end of the shift of the officer involved in the shooting. To the extent possible, the provisions of this Policy shall govern the manner in

which such testing is done, but where the Policy is incompatible or impracticable to follow in relation to the requirements of 50 ILCS 727/1-25, the Village has full authority to require the officer to take whatever actions are necessary under the law. For the purpose of clarity, the parties agree that a person "involved in" an officer involved shooting is defined to mean any sergeant who discharged a firearm thereby causing injury or death to a person or persons. If multiple sergeants discharged a firearm and it is unclear whose bullet struck the person or persons, then all sergeants who discharged their firearm in the direction of the subject shall be required to submit to drug and alcohol testing.

The parties agree that any drug or alcohol test required pursuant to this Agreement shall be considered a compelled, non-voluntary drug or alcohol test under threat of disciplinary action. Testing shall only be done by urinalysis or breathalyzer if feasible under the circumstances, however blood tests may be administered in circumstances where a urinalysis and breathalyzer are not feasible. This does not limit the Village's right to obtain test results via other legal process.

APPENDIX C

NEW PROVISIONS

Section C.1 No Reductions in Rank

During the term of this Agreement, the Village will not demote or otherwise reduce the rank of any employee covered by this Agreement, holding the rank of Sergeant at the time the contract is executed by both parties, by reducing the number of budgeted, authorized Sergeant positions or otherwise eliminating Sergeant positions, except following re-opened negotiations described in Section C.2. The Village reserves the right to demote a Sergeant for Disciplinary reasons, in compliance with Carpentersville Fire and Police Commission rules and regulations.

The Village may fill or not fill Sergeant positions, at its sole discretion, if any position becomes vacant during the term of the agreement.

APPENDIX D
PHYSICAL FITNESS TESTING

Overview

The Physical Fitness Testing program is intended to provide Sergeants with an incentive to maintain good physical condition to handle the day-to-day demands of police work, to deal positively with the stresses of both police work and daily life and to encourage a life-long habit of exercise to maintain and improve overall health.

1. The Fitness Test:

- A. For all sworn officers hired prior to May 1, 2011, the P.O.W.E.R. test will be voluntary.
- B. After May 1, 2011 any newly hired employee will be required to pass the P.O.W.E.R. test annually.
- C. Sergeants who fail the test the first time will receive an extra three months to improve their level of fitness and pass the test.
- D. Sergeants who fail the second time will receive a written warning and another three months to meet minimum standards.
- E. Sergeants who fail the third attempt may receive formal discipline, which may include suspensions, but not termination
- F. Department fitness instructors, as available, will work with Sergeants who fail the test and want to retake the test later. Sergeants who pass the test qualify for an incentive.

2. Medical Requirements

- A. Sergeants who are required to take the P.O.W.E.R. test and are on medical leave when the test is scheduled or, have an ailment that would render them unable to take the test, will be required to provide a temporary medical waiver signed by a physician. The Village may require a Sergeant to submit to examination(s) by a physician(s) selected by the Village to confirm such medical necessity. The Village will bear the cost of any such examinations required by the Village. Sergeants who are required to take the P.O.W.E.R. test must test within 30 days of being released by the physician.
- B. Within 30 days prior to testing, Sergeants will be required to have their blood pressure and pulse measured by a licensed paramedic, EMT or physician. Any Sergeant with a resting pulse rate of 90 or greater, systolic blood pressure of 140 or greater or diastolic blood pressure of 90 or greater will be referred to their personal physician for examination and/or treatment before fitness testing will be administered. Sergeants referred to their physician must submit, within 90 days, a physician's release, certifying the Sergeants' medical ability to safely take the P.O.W.E.R. test. If the Sergeant is not medically able to safely take the P.O.W.E.R. test the Sergeant must provide their physicians timeline for medical ability to participate. Sergeants so referred who are taking the test on a voluntary basis will qualify for the incentive when they pass the test. Sergeants

required to pass the test will be subject to discipline and the incentive as outlined in section 1.

- C. If a Sergeant develops either a temporary or permanent medical condition, the Village will work with the Union to establish an alternate test event for that known established condition, prior to any counseling or formal discipline.

3. The Fitness Test

- A. Testing will be conducted during scheduled duty hours, when possible. Testing will be conducted under conditions suitable for fair testing and allowing sufficient time for the use of any earned Fitness Days. . Non-represented supervisors will oversee the testing process.
- B. Fitness testing will be administered on a pass-fail basis. In order to pass the fitness test, a passing score must be obtained in each of the four areas of testing. If a Sergeant fails any portion of the test, the Sergeant will only need to pass the failed portion in subsequent testing for that year.
- C. Passing requirements will be based on age and gender adjusted requirements according to the Illinois Law Enforcement Training and Standards Board P.O.W.E.R. Test Chart.

POWER TEST CHART

TEST	MALE				FEMALE			
	Age				Age			
SIT & REACH	20-29	30-39	40-49	50+	20-29	30-39	40-49	50+
	16.00	15.00	13.80	12.80	18.80	17.80	16.80	16.30
1 MINUTE SIT-UP								
Number per Minute	37.00	34.00	28.00	23.00	31.00	24.00	19.00	13.00
MAXIMUM BENCH PRESS RATIO								
Percentage of Body Weight	0.98	0.87	0.79	0.70	0.58	0.52	0.49	0.43
1.5 MILE RUN								
Minutes/Seconds	13.46	14.31	15.24	16.21	16.21	16.52	17.53	18.44

4. Incentive

- A. Sergeants who pass the P.O.W.E.R. test will receive one Fitness Day.
- B. A Fitness Day is a day off with pay that the Sergeant must schedule at least 48 hours in advance.
- C. The Fitness Day cannot be used on a holiday or birthday, and cannot create overtime at the time it is scheduled.
- D. The Fitness Day must be used within the current fiscal year. It cannot be cashed in for pay or carried over to the next fiscal year. Sergeants who are age 45 or greater at the time that they pass the P.O.W.E.R. test will also qualify for a free basic heart scan paid for by the Village.
- E. A Sergeant who is unable to successfully complete all components of the P.O.W.E.R. Test will be deemed to have failed the fitness test, and will not qualify for the Fitness Day.

- F. Sergeants who are required to pass the Physical Fitness Testing program will be subject to progressive discipline, which may include suspensions, but not termination, for failing to meet the Department's fitness standards or for their failure to demonstrate improvement.

5. Records

- A. All information related to how physical fitness testing is conducted shall be maintained in a secure file by the Police Chief's designee.
- B. Individual employee testing records will be placed in the employee's medical file. Confidential individual medical files, per Village policy, are located in Human Resources and not in the Police Department.

Agreement shall automatically renew from year to year; provided, however, that if negotiations on modification have commenced as provided for in the preceding paragraph, either party may terminate this Agreement upon written notice on the later date of the following two dates: sixty days following said written notice or sixty (60) days following the anniversary date provided for in the Agreement.

IN WITNESS WHEREOF, the parties hereto have set their hands this 18th
day of September, 2018.



Oneida Fehring

FOR THE VILLAGE:

M. P. L.

Marc Huber, Village Manager

FOR THE UNION:

K. R. George

Keith R. George, MAP President

Mark Brandts

Mark Brandts, MAP Chapter #379
President