

Exhibit A to Chapter 37: Fire Department Provisions

Section 1: General

1.1 Rules and Regulations

Both Full-time exempt and Part-time Employees of the Romeoville Fire Department are subject to all rules set forth in both the Village Employee Handbook and the Department Policies & Procedures. In the event of a conflict in these rules, the department Policies & Procedures shall prevail. In addition, the provisions within this policy are solely for Romeoville Fire Department shift personnel and shall not be referenced for Romeoville Fire Academy Instructors.

1.2 Probation

Members hired by the Romeoville Fire Department will be considered “Candidates” while they are completing their mandatory one year probationary period. During this time, the Candidate must meet minimum requirements set forth in department policy & procedure to be considered for status as a regular member.

If the employee has not met the requirements of probation, the department can terminate employment, or choose to extend the probation period either three (3) or six (6) months. This decision rests solely at the discretion of the Fire Chief or his or her designee. Any recommendations for termination will be forwarded to the Board of Fire and Police Commissioners for Full time employees and Human Resources for both Full and Part-time employees. If an extension is chosen, the employee will be placed on a Performance Improvement Plan, which will define the requirements the member must meet to be given full employment status. Failure of the Performance Improvement Plan will result in termination.

1.3 Discipline

Full-time exempt and Part-time Employees of the Romeoville Fire Department are subject to discipline in accordance with the Disciplinary Policies set forth in the Romeoville Fire Department Policy & Procedure Manual and Village Employee Handbook.

Full-time exempt employees that are commissioned, who are brought up on charges that could result in suspension exceeding three (3) days and up to including termination, will be subject to

the review of the Village of Romeoville Board of Fire and Police Commissioners. Decisions on discipline regarding these charges will be handled before a formal hearing in front of the board.

Section 2: Working hours

Full-time Exempt Staff personnel schedules vary according to their responsibilities, and are required to maintain the forty (40) hour work week.

Full-time Exempt Shift personnel shall work a twenty four (24) hour shift every third day. The shift will begin at 6am and end at 6am the next day. Full-time Exempt Shift personnel may take a Kelly (work hour reduction) Day as specified in Section 4.6 under Leave & Holidays.

Full –time Exempt Shift personnel can be temporarily assigned to a forty (40) hour work week at the discretion of the Fire Chief or his or her designee. During this time members who take time off (Vacation, Sick, and Personal) will have to use time as if they were on a 24 hour shift. (i.e. sick day charged at 24 hours instead of 8). Members assigned to shift will earn benefits based on working a 24 hour shift.

Part-time shift personnel shall work a twelve (12) hour shift every third day. The shift will begin at either 6am (day shift) or 6pm (night shift), depending on the assigned shift of each member. Members may be assigned temporary 24 hour shifts at the discretion of the Fire Chief or his or her designee. These 24 hour shift assignments are solely at the luxury of the Fire Chief or his or her designee and are no way guaranteed.

Section 3: Line of Duty Death/Permanent Disability

Full and Part-time members' families are entitled to compensation in the event the member loses his/her life in the performance of their duties. Members are covered pursuant to section 820 of the Illinois compiled statutes (ILCS) "Line of Duty Compensation Act" at the state level, and also under the Public Safety Officers Benefit Program at the federal level. Amounts vary with inflation and members should refer to the current publications that reflect the amounts.

Section 4: Leave and Holidays

4.1 Vacation

Full-time Exempt Shift personnel accrue vacation time based upon the following table:

Years completed

1-5	4.08 hours/per pay check 106 total
6	5.00 hours/per pay check 130 total
7	5.92 hours/per pay check 154 total

8	6.85 hours/per pay check 178 total
9	7.77 hours/per pay check 202 total
10	8.69 hours/per pay check 226 total
11	9.62 hours/per pay check 250 total
12	10.53 hours/per pay check 274 total
13	11.46 hours/per pay check 298 total
14+	12.38 hours/per pay check 318 total (Max hours met at 318)

Full-time exempt Shift personnel can accrue a maximum of 318 hours of Vacation. Members will stop accruing time if not used.

(Full-time Staff personnel accrue vacation time the same as other Full-time village employees)

Part-Time personnel accrue **unpaid** vacation time based upon the following table:

Years completed

On Probation	0 days/calendar year
1	3 days/calendar year
2-5	5 days/calendar year
6	6 days/calendar year
7	7 days/calendar year
8	8 days/calendar year
9	9 days/calendar year
10	10 days/calendar year
11	11 days/calendar year
12	12 days/calendar year
13	13 days/calendar year
14	14 days/calendar year
15+	15 days/calendar year

4.2 Sick Time

Full-time exempt personnel earn sick leave yearly based upon the following table

< 15 years	Staff Employees	3.69 hours/per pay check	96 total
Of service	Shift Employees	5.07 hours/per pay check	132 total
>15 years	Staff Employees	5.53 hours/per pay check	144 total
Of service	Shift Employees	6.92 hours/per pay check	180 total

Sick time can be banked. The Village Manual shall be referenced for maximum allowable totals.

4.3 Personal time

Full-time exempt Staff Personnel shall be assigned Personal Days in compliance with the Village Manual.

Full-Time exempt Shift Personnel shall be assigned two (2)-24 hour Personal Days annually.

Personal leave must be used by December 31st of the following year in which it was given, or it will be dropped from the employee’s record.

Part-time Fire Department personnel do not earn personal time.

4.4 Holiday pay

The Village of Romeoville recognizes thirteen (13) Holidays during the calendar year. Reference the Village Manual.

Fire Department Personnel are paid for holidays according to the following table

Full-time exempt Staff Personnel (40 hours)	Day off with pay for days listed in Village Manual
Full-time exempt Shift Personnel (53 hours)	Paid 4 hours per pay check during the entire year (13 x 8 Days = 104 hours / 26 checks = 4)
Part-time Shift Personnel	Paid at time and one half for the shifts that fall on the actual holiday and not the day celebrated by the Village. Pay awarded beginning at midnight of the actual holiday until midnight of when the holiday ends.

4.5 Funeral Leave

Full-time exempt Staff personnel reference Village Manual.

Full-time exempt Shift personnel will be granted one (1) shift off with pay. One (1) additional day, utilized as sick leave, may be granted at the discretion of the Fire Chief or his/her designee.

4.6 Kelly Days

Full-time exempt Battalion Chiefs are entitled to nine (9)-24 hour Kelly days annually, as a scheduling mechanism to ensure compliance with Fair Labor Standards Act (FLSA).

Part-Time Personnel are not entitled to Kelly Days, but members who work a 24-hour shift can be assigned a work reduction day at the discretion of management to alleviate overtime.

Section 5: Compensation of Employees

5.1 Pay Period

Pay periods begin on Mondays at 12:00 a.m. and cover the subsequent two weeks ending on the Sunday night at midnight. This does mean that Part-time personnel working the night shift on Sunday that ends the pay period will have six (6) hours that appear on the next check.

5.2 Special Assignment Pay

Full-time exempt Battalion Chiefs that work additional shifts outside of their regularly scheduled shifts will be paid special assignment pay at the hourly rate of a current topped out Lieutenant plus five (5) percent.

Exhibit B to Chapter 37: Non-Union Sworn Personnel (Chiefs and Commanders)

The following provisions shall be applicable to non-union sworn police personnel of the Romeoville Police Department.

1. SICK LEAVE

Sick leave shall be earned at the rate of eight (8) hours per each full calendar month of service and may be used only after it is earned. Employees with fifteen (15) or more years of service shall earn sick leave at a rate of twelve (12) hours per month. Employees with twenty (20) or more years of service shall earn sick leave at a rate of sixteen (16) hours per month. On duty disability shall not be charged to the accumulated non-duty sick leave of the employee. Any employee placed on inactive status or on non-pay leave status does not accumulate sick leave during these periods.

Sick leave may be accumulated to a maximum of 450 days (3,600 hours).

2. SICK LEAVE CONVERSION FOR EMPLOYEES

When a non-union sworn officer retires, the unused sick time may be applied toward the payment of health insurance. The Village will provide a one to one match (1:1) to the employee's accumulated sick time based on the following scale.

<u>Years of Service</u>	<u>Maximum Hours to be matched</u>
20	700
21	800
22	900
23	1,000
24	1,100
25	1,200
26	1,400
27	1,600
28	1,800
29	2,000
30	2,200

The maximum numbers of hours an officer can have available for insurance coverage at the time of retirement is 5,800 hours. (3,600 hours sick time accumulation plus 2,200 Village match at 30 years.)

The Village will offer the retiring employee three types of coverage: (1) Retiree only, (2) Retiree and spouse and (3) Retiree and family. The premium charged will be reviewed by the Village on an annual basis, and if there are any changes to be made, the retiree will be notified.

The Village's insurance may remain the employee's primary insurance until the retiree becomes eligible for Medicare or the amount of converted sick time is depleted. Upon becoming eligible for Medicare the Village's health insurance will become the employee's supplemental insurance carrier and Medicare will become the employee's primary health provider.

In the event the retiree dies, the surviving spouse shall be eligible for group medical coverage, as described above, provided that the spouse is eligible for a monthly pension from the retirement system in which the retiree participated and sick leave accrual is available.

3. VACATION TIME CONVERSION

Upon retirement from Village employment, employees will receive pay for their accumulated vacation leave, or at the option of the employee, may convert accumulated vacation leave to dollars applied toward the payment of the group insurance coverage premium. The Village will not match the vacation time the employee contributes to the sick time bank. Non-union sworn personnel will be allowed to use the vacation time conversion as long as the maximum sick leave accrual of 5800 has not been met.

4. VACATION LEAVE

Non-union sworn officers shall earn vacation at the rate listed below. An employee must begin employment on the first working day of the month to earn vacation credit for that month. Vacation with pay may not be taken during the first six months of employment.

<u>YEARS OF CONTINUOUS EMPLOYMENT</u>	<u>ACCUMULATION RATE</u>
5 YEARS OF LESS	6.66 HOURS PER MONTH
6 THROUGH 10 YEARS	10.00 HOURS PER MONTH
11 THROUGH 15 YEARS	13.33 HOURS PER MONTH
16 OR MORE YEARS	16.66 HOURS PER MONTH

5. VACATION ACCRUAL AND USE

Non-union sworn officers may carry over all of their accumulated vacation time from year to year, however employees accrued vacation time may not exceed 240 hours. When the maximum number of hours is reached, the employee will not accrue vacation until time is taken.

6. LONGEVITY STIPEND

In recognition of an employee's years of consecutive service to the Village an annual longevity stipend will be awarded non-union sworn officers. This stipend will be awarded on an annual basis with the first payroll issued after the annual fiscal year budget is approved by the Village Board.

<u>Years of Service</u>	<u>Stipend</u>
1-4	\$0.00
5-9	\$300.00
10-14	\$500.00
15-19	\$800.00
20-24	\$1,000.00
25 Plus	\$1,500.00

7. UNIFORM AND EQUIPMENT

The Village will continue to provide to the employees a full set of summer and winter uniforms and other determined and appropriate departmental apparel.

The Village will continue to repair and replace any portion of the department uniform that is worn or damaged. If payment is received through a court order or otherwise for the damaged uniform, such payment will be remitted to the Village.

Should any personal items worn, carried or used by an employee become damaged, ruined or destroyed while in the course of an officer's duties, the Village will pay the employee up to one hundred dollars (\$100.) for the loss of the personal property upon receipt of the documentation

on the cost of the newly purchased replaced item. The following items which are mandated by the Village and are purchased by the member shall be covered on hundred percent (100%) by the Village in the event of destruction in course of duty: handcuffs, leather cases, flashlight, shoes. Regarding the loss of glasses and teeth in particular, the Village will pay the total cost of repair and replacement upon receipt of documentation of the cost of the repair and/or replacement. A written explanation will be forwarded to the Chief of Police stating the conditions and circumstances relative to the said loss of the personal property item. The Village shall have the right of subrogation against any third person for all payment made to employees under this section.

Upon the expiration date of the certification of body armor, the Village shall reimburse officers up to \$800.00 for new body armor. Employees that are reimbursed for body armor shall be required to wear same as part of their duty uniform as specified per Department policy.