

AN ORDINANCE AUTHORIZING THE MAYOR TO EXECUTE AN AGREEMENT WITH THE URBANA LODGE # 70 OF THE FRATERNAL ORDER OF POLICE AND THE ILLINOIS LABOR COUNCIL FRATERNAL ORDER OF POLICE

WHEREAS, the duly authorized representatives of the City of Urbana, Illinois, and the Urbana Lodge # 70 of the Fraternal Order of Police and of the Illinois Labor Council Fraternal Order of Police have met for the purpose of negotiating in good faith a contract for the term beginning July 1, 1996 through June 30, 1999; and

WHEREAS, a written copy of such an agreement entitled "AGREEMENT BETWEEN THE CITY OF URBANA, ILLINOIS AND THE URBANA LODGE # 70 OF THE FRATERNAL ORDER OF POLICE AND THE ILLINOIS LABOR COUNCIL FRATERNAL ORDER OF POLICE FOR THE TERM BEGINNING JULY 1, 1996 THROUGH JUNE 30, 1999" has been presented to and is now before this Council;

NOW THEREFORE, BE IT ORDAINED BY THE CITY COUNCIL OF THE CITY OF URBANA, ILLINOIS, as follows:

Section 1. That the Council approves the City entering into an agreement with the Urbana Lodge # 70 of the Fraternal Order of Police and of the Illinois Labor Council Fraternal Order of Police for the term beginning July 1, 1996 through June 30, 1999.

Section 2. That the Mayor is authorized to execute and deliver such an agreement on behalf of the City. The agreement shall be in substantially the form of the Agreement which is before this Council, a copy of which is attached and incorporated into this Ordinance. The City Clerk is authorized to attest to the Mayor's execution of the agreement.

This Ordinance is passed by the affirmative vote, the "ayes" and "nays" being called, of a majority of the members of the Council of the City of Urbana, Illinois, at a special meeting of the Council.

PASSED by the City Council this 8th day of July, 1996.

AYES: Hayes, Kearns, Patt, Pollock, Ryan, Taylor, Whelan

NAYS:

PRESENT:


Rhyllis D. Clark
Rhyllis D. Clark, City Clerk

APPROVED by the Mayor this 12th day of July, 1996.

Tod Satterthwaite
Tod Satterthwaite, Mayor

AGREEMENT

THIS AGREEMENT, entered into this 9th day of August, 1996, between the City of Urbana, Illinois (hereinafter referred to as the "City") and the Urbana Lodge #70 of the Fraternal Order of Police and of the Illinois Labor Council Fraternal Order of Police (hereinafter collectively referred to as the "Labor Council"):

WITNESSETH:

WHEREAS, the City has voluntarily endorsed the practices and procedures of collective negotiations as a fair and orderly way of conducting its relations with its full-time employees insofar as such practices and procedures are appropriate to the functions and obligations of the City to retain the right to operate the City effectively in a responsible and efficient manner.

WHEREAS, it is the intent and purpose of the parties to set forth herein their entire agreement covering rates of pay, wages, hours of employment and other conditions of employment; to increase the efficiency and productivity of employees in the Police Department; and to provide for prompt and fair settlement of grievances without any interruption of or other interference with the operation of the Police Department.

NOW, THEREFORE, in consideration of the mutual covenants and agreements herein contained, the parties do mutually covenant and agree as follows:

**ARTICLE I
RECOGNITION AND REPRESENTATION**

Section 1.1 Recognition and Appropriate Bargaining Unit. The City hereby recognizes the Labor Council as the sole and exclusive bargaining representative for all the full-time Police Officers and Sergeants employed by the City, excluding the Police Chief, Assistant Chiefs, Lieutenants and all other employees of the City.

Section 1.2 Definitions. The terms "employee" or "employees" or "personnel" as used in the Agreement shall refer to those persons included in the bargaining unit.

The term "member" or "members" as used in this Agreement shall mean the same as "employee" or "employees."

The term "Labor Council" as used in this Agreement shall mean "Urbana Fraternal Order of Police, Lodge #70, and/or Illinois Labor Council Fraternal Order of Police."

The term "City" as used in this Agreement shall mean "The City of Urbana."

The term "**immediate family**" as used in this Agreement shall mean the employee or his/her spouse, mother, father, brother, sister, child, or grandparents.

Section 1.3 Discrimination Prohibition. In accordance with applicable federal, state and city laws, neither the City nor the Lodge shall unlawfully discriminate against any employee covered by this Agreement.

Employees covered by this Agreement as set forth in Section 1.1 of this Article shall have the right to join or refrain from joining the Lodge. The City and the Lodge agree not to interfere with the rights of employees to become or not to become affiliated with the Lodge and, further, that there shall be no discrimination or coercion against any employee because of Lodge membership or nonmembership.

Any dispute concerning an alleged violation of an individual employee's statutory rights shall be processed through the appropriate federal or state agency or court rather than through the grievance procedure set forth in this Agreement.

ARTICLE II DEDUCTION OF LODGE DUES

Section 2.1 Checkoff. Upon receipt of a signed authorization from an employee in the form set forth in Appendix "A", the City agrees for the duration of this Agreement to deduct annual Lodge dues from such employee's pay. The Lodge will notify the City in writing of the amount of the uniform dues to be deducted. Deductions shall be made each pay period and shall be remitted, together with an itemized statement, to the Treasurer of the Lodge within seven (7) days after the deduction is made.

Section 2.2 Fair Share. Commencing July 1, 1993, any employee who is not a member of the Union shall, as a condition of employment, be required to pay a proportionate share (not to exceed the amount of Union dues) of the cost of the collective bargaining process contract administration and pursuing matters affecting wages, hours and conditions of employment. Any employee hired on or after July 1, 1993 who has not made application for membership shall, on or after the thirty (30th) day following his/her date of hire also be required to pay a fair share of the cost of the collective bargaining process and contract administration. Such monthly fair share service charge shall not exceed the uniform monthly dues and/or assessment(s) paid by a member of the Union, less that portion of said dues and assessment(s) which are or may be used for political purposes.

The Union agrees to comply with the requirements set forth in Chicago Teachers Union vs. Hudson, 106 U.S. 1066 (1986) with respect to the constitutional rights of fair share fee payoffs, including giving timely notice of the fee and an explanation of the basis therefor, an audited breakdown of the major categories of expenses, placing any disputed amounts in escrow pending resolution of any objections, and advising the fair share fee payors of the dispute resolution procedure for such objections.

Section 2.3 Payroll Deduction of Union Dues or Fair Share Fee. During the term of this Agreement, the employer agrees to make a payroll deduction each payday for fair share fee, in the amount certified to be current by the Union, from the pay of those fair share employees covered by this Agreement. The total amount of the fair share deductions shall be remitted along with the dues deductions as set forth in Section 2.1 above.

Section 2.4 Involuntary Deductions. In the event that an employee fails to voluntarily sign a check-off authorization, or if an employee who has previously signed an authorization objects to a specific deduction or assessment, the Employer shall make an involuntary deduction from the wages of the employee in the amount previously certified to the employer by the Union and forward such sums to the Union by the fifteenth (15th) day of the month following the month in which such deductions are made.

Section 2.5 Objections on Religious Grounds. The obligation to pay a fair share fee to the Union shall not apply to any employee who, on the basis of a bona fide religious tenet or teaching of a church or religious body of which such employee is a member, objects to the payment of a fair share fee to the Union. Upon proper substantiation and collection of the entire fee, the Union will make payment in behalf of the employee to a non-religious charitable organization mutually agreed to by the objecting employee and the Union. If the employee and the Union are unable to agree upon a non-religious charitable organization, the organization shall be determined by an impartial arbitrator selected by the employee and the Labor Council.

Section 2.6 Objections on Other Grounds. Any non-member making a fair share payment may object to the amount of his/her fair share payments on the grounds that all or part of such payments have been expended by the Union for political activities or causes or for activities or causes making ideological issues not germane to the collective bargaining process or contract administration. Any such employee with any such objection shall process his/her objection in accordance with the procedures established by the Labor Council. Such procedures shall include the opportunity to have said objections adjudicated before an impartial arbitrator selected by the employee and the Labor Council.

Section 2.7 Indemnification. The Lodge shall indemnify the City and hold it harmless against any and all claims, demands, suits or other forms of liability that may arise out of, or by reason of, any action taken by the City for the purpose of complying with the provisions of this Article.

ARTICLE III NO STRIKE

Section 3.1 No Strike. Neither the Lodge nor any officers, agents, or employees will instigate, promote, sponsor, engage in, or condone any strike, slowdown, concerted stoppage of work, or any other intentional interruption of the operations of the City, regardless of the reason for so doing. Any or all employees who violate any of the provisions of this Article may be discharged or otherwise disciplined by the City.

Section 3.2 No Lockout. The City will not lock out any employees during the term of this Agreement as a result of a labor dispute with the Lodge.

ARTICLE IV MANAGEMENT RIGHTS

Section 4.1 Management Rights. It is recognized that the City has and will continue to retain the rights and responsibilities to direct the affairs of the Police Department in all of its various aspects. Among the rights retained by the City are the City's right to direct the working forces; to plan, direct and control all the operations and services of the Police Department; to schedule and assign work; to establish work and productivity standards and to, from time to time, change those standards; to assign overtime; to determine the methods, means, organization and number of personnel by which such operations and services are to be conducted; to determine whether goods or services shall be made or purchased; to make and enforce reasonable rules and regulations; and to change or eliminate existing methods, equipment or facilities; provided, however, that the exercise of any of the above rights shall not conflict with any of the express written provisions of this Agreement.

ARTICLE V GRIEVANCE PROCEDURE

Section 5.1 Definition and Procedure. A grievance is a dispute or difference of opinion involving the meaning, interpretation or application of the express provisions of this Agreement; or an allegation of discriminatory application of the City's rules and regulations and disciplinary action or loss of

benefits arising out of discriminatory application of the Policies and Procedures Manual. A grievance shall be processed in the following manner:

Step 1: Any employee covered by this Agreement who has a grievance shall submit it to the shift Lieutenant or individual who is designated for this purpose by the City; provided that said grievance shall be in writing on the standard grievance form and signed and dated by both the aggrieved employee and the appropriate Lodge official. The Lieutenant or designated City representative shall give his/her written answer within five (5) business days after such presentation.

Step 2: If the grievance is not settled in Step 1 and the employee wishes to appeal the grievance to Step 2 of the Grievance Procedure, it shall be referred in writing to the Police Chief on the same standard grievance form submitted at Step 1 within five (5) business days after the Lieutenant's or designated City representative's answer in Step 1 and shall be signed and dated by both the Employee and the Lodge Official. The Police Chief, or his/her representative, shall discuss the grievance within five (5) business days with the Chairperson of the Lodge Grievance Committee at a time mutually agreeable to both parties. The Police Chief, or his/her representative, shall respond in writing to the Lodge within ten (10) business days following their meeting.

Step 3: If the grievance is not settled in Step 2 and the Lodge desires to appeal, it shall be referred by the Lodge in writing to the Chief Administrative Officer or his/her designated representative on the same standard grievance form submitted in Step 1 within five (5) business days after the City's answer in Step 2. A meeting between the Chief Administrative Officer, or his/her representative, and the Chairperson of the Lodge Grievance Committee shall be held at a time mutually agreeable to the parties. The Chief Administrative Officer or his/her designated representative shall give the City's written answer to the Lodge within ten (10) business days following the meeting.

Section 5.2 Arbitration. If the grievance is not settled in accordance with the foregoing procedure, the Lodge may refer the grievance to arbitration within seven (7) business days after receipt of the City's answer in Step 3. The parties, by mutual agreement in writing, may submit more than one (1) grievance to the same arbitrator. The parties shall attempt to agree upon an arbitrator within five (5) business days after receipt of notice of referral and in the event the parties are unable to agree upon an arbitrator within said five (5) day period, the parties shall immediately jointly request the Federal Mediation and Conciliation Service to submit a panel of five (5) arbitrators. The request

shall specify that the panel be composed only of arbitrators who are members of the National Academy of Arbitrators and who reside in Illinois, Indiana, Iowa, or Wisconsin. Either party may reject one panel in its entirety. Both the City and the Lodge shall have the right to strike two (2) names from the panel. The party requesting arbitration shall strike the first two (2) names; the other party shall then strike two (2) names. The remaining person shall be the arbitrator. The arbitrator shall be notified of his/her selection by a joint letter from the City and the Lodge requesting that he/she set a date and time for the hearing, subject to the availability of the City and Lodge representatives. All arbitration hearings shall be held in Urbana, Illinois, unless the parties mutually agree otherwise.

Section 5.3 Authority of Arbitrator. The arbitrator shall have no right to amend, modify, nullify, ignore, add to or subtract from the provisions of this Agreement. The arbitrator shall only consider and make a recommendation with respect to the specific issue submitted to him/her in writing by the City and the Lodge, and shall have no authority to make a recommendation on any other issue not so submitted to him/her. The arbitrator shall be without power to make a recommendation contrary to or inconsistent with or modifying or varying in any way the application of laws and rules and regulations having the force and effect of law. The arbitrator shall submit in writing his/her recommendation within thirty (30) days following close of the hearing or the submission of briefs by the parties, whichever is later, unless the parties agree to an extension thereof. The finding shall be based solely upon his/her interpretation of the meaning or application of the express terms of this Agreement to the facts of the grievance presented. The decision of the arbitrator shall be binding.

Section 5.4 Expenses of Arbitration. The fees and expenses of the arbitrator and the cost of a written transcript for the arbitrator shall be divided equally between the City and the Union. Each party, however, shall be responsible for compensating their own representatives and witnesses, and the cost of their own copy of the arbitration transcript.

Section 5.5 Time Limit for Filing. No grievance shall be entertained or processed unless it is submitted within ten (10) business days after the occurrence of the event giving rise to the grievance or within ten (10) business days after the employee, through the use of reasonable diligence, should have obtained knowledge of the occurrence of the event giving rise to the grievance.

If a grievance is not presented within the time limits set forth above, it shall be considered "waived." If a grievance is not appealed to the next step within the specified time limit or any agreed extension thereof, it shall be considered settled on the basis of the City's last answer. If the City does not answer a

grievance or an appeal thereof within the specified time limits, the Lodge may elect to treat the grievance as denied at that step and immediately appeal the grievance to the next step. The time limit in each step may be extended by mutual written agreement of the City and Lodge representatives involved in each step. The term "business days" as used in this Article shall mean the days Mondays through Fridays, excluding holidays.

Section 5.6 Exclusivity of Grievance Procedure. The procedure set forth in this Article shall be the sole and exclusive procedure for resolving any grievance or dispute in Section 5.1 which was or could have been raised by an employee covered in this Agreement. Terminations shall not be subject to the grievance and arbitration provisions of this Agreement. However, suspensions and other disciplinary actions may be grieved in accordance with the grievance and arbitration provisions of this Agreement. It is expressly understood that except as to terminations, the procedures set forth in this Article completely replace (and are not in addition to) any appeal process of the Civil Service Commission or any other Board, Commission or agency of the employer and further, that employees covered by this Agreement shall not have recourse to any such procedures. Grievances involving suspensions of one (1) day or more may be initially filed at Step 2 of the Grievance Procedure.

Section 5.7 Removal of Notices. Notwithstanding the above, grievances involving written verbal reprimands, notices to correct deficiencies, and written reprimands may be processed in accordance with Section 5.1 above; such disputes shall not, however, be subject to arbitration pursuant to this section.

Written verbal reprimands and notices to correct deficiencies shall be removed from all personnel files if, after twelve (12) months, the affected officer has not received any other discipline for a similar offense. In this same regard, written reprimands shall be removed from all personnel files if, after twenty-four (24) months, the affected officer has not received any discipline for a similar offense. Tardiness reprimands shall be removed after (6) six months.

The demand for removal of the above referenced actions shall be made in writing by an officer and directed to the Chief of Police.

ARTICLE VI SAFETY AND HEALTH

Section 6.1 Safety. In accordance with applicable law, the City will make reasonable provisions for the safety of the employees covered by this Agreement.

The Lodge and its members will fully cooperate with the City in maintaining the federal, state and local laws, rules and regulations and administrative policies as to health and safety.

All motor vehicles, radios, and other equipment furnished by the City to employees covered by this Agreement shall be maintained by the City in reasonably good working condition and in accordance with reasonable safety standards.

An employee shall use due and reasonable care in the operation of City motor vehicles and the use of equipment furnished by the City. Any employee operating a motor vehicle shall immediately report any known or discovered defect in said vehicle or equipment, or the absence of any part or equipment in said vehicle, to the shift commander. Any employee using any other equipment furnished by the City shall likewise immediately report any such defect to such other equipment to the shift commander.

The Lodge may appoint a safety representative to meet and confer with the Chief of Police concerning safety standards and safety practices. The final decision on any matter raised by the Lodge's representatives shall be made at the sole discretion of the City, subject to the grievance procedure in Article V.

Section 6.2 Health. The City shall pay the full cost of a physical examination taken by an employee at the direction of the City. The City reserves the right to select the physician and facility at which the physical examination is to be taken.

Section 6.3 Drug testing. The policy on drug testing shall be as set forth in Appendix "E."

ARTICLE VII GENERAL PROVISIONS

Section 7.1 Training. The City is committed to the principle of training for all commissioned police officers. Said training shall be scheduled by the Chief of Police insofar as it does not interfere with the needs of the City to provide for the orderly performance of the services provided by the City. The Chief of Police shall use suitable methods to encourage the equitable distribution of training opportunities subject to the needs of the department. The Chief Administrative Officer will periodically review the methods of determination and distribution of training opportunities.

Section 7.2 Residency Requirements. During the term of this Agreement, the City will not initiate with the Civil Service Commission a reconsideration of the current residency requirements for employees covered by this agreement.

Section 7.3 Gender. All references to employees in this Agreement designate both sexes, and wherever the male or female gender is used, it shall be construed to include male and female employees.

Section 7.4 Rules and Regulations. Upon written request by the Lodge, the City agrees to meet at a mutually agreeable time and place with the Lodge to discuss the application or modification of new or existing rules and regulations. The City shall not discipline or discharge any employee without just cause.

Section 7.5 Precedence of Agreement. In the event of a conflict between a provision of this Agreement and any regulation, ordinance or rule of the City or any of its boards or commissions (insofar as said regulation, ordinance or rule affects employees covered by this Agreement), the provision of this Agreement shall control. The City shall take any legal action necessary to accomplish the foregoing.

ARTICLE VIII SENIORITY

Section 8.1 Definition. The seniority of employees covered by this Agreement shall be based on their length of continuous service since their last date of hire.

Section 8.2 Probationary Period. Each employee shall be considered a probationary employee for the first twelve (12) months of continuous service, after which his/her seniority shall date back to the last date of hire. There shall be no seniority among probationary employees, and they may be laid off, discharged, or otherwise disciplined at the sole discretion of the City.

Section 8.3 Layoffs and Recalls. (a) In the event the City determines that a reduction in force is necessary, employees with the least seniority in the grade in the affected classification shall be laid off first. Employees laid off from the affected classification may replace the least senior employee in the next lower classification covered by this Agreement. Employees removed from any classification in accordance with these provisions may exercise their seniority in the same manner in the next lower rated classification and shall be considered the most senior individual in that classification covered by this Agreement, provided they can perform the work available.

(b) Effect of Layoff. During the term of this Agreement, an employee who is on layoff with recall rights shall have the right to maintain insurance coverage provided by the City at the time of the layoff by paying, in advance, the full applicable monthly premium for his or her individual coverage. The City shall have no obligation to make any payment whatsoever on behalf of an employee

for insurance coverage while that employee is laid off. This provision shall be subject to applicable state and federal law.

Section 8.4 Termination of Seniority. Seniority and the employment relationship shall be terminated when an employee:

- (a) resigns or quits; or
- (b) is discharged; or
- (c) retires or is retired; or
- (d) is absent for three (3) consecutive days without notifying the City; or
- (e) is on layoff for six (6) months plus one (1) additional month for each year of service up to a maximum of twelve (12) months. Seniority shall accumulate during such absence; or
- (f) is laid off and fails to report to work within three (3) days after having been recalled; however, in the event the employee appears before the expiration of the three (3) days, the City may grant an extension of time to report if the employee has a justifiable reason for delay; or
- (g) does not report for work within forty-eight (48) hours after the termination of an authorized leave of absence; provided, however, that an employee's seniority may be reestablished if the employee can show that extraordinary circumstances prevented his/her timely return.

Section 8.5 Shift and Days Off Sign Up List. Seniority as defined in this Agreement shall be recognized as the basis of watch assignment. The exercise of seniority as provided by this Section shall be grade and time in grade.

A. The Chief of Police shall post a watch assignment list twice a year, one (1) list to be posted by April 15 to be effective June 1, and one (1) to be posted by October 15, to be effective December 1.

B. The watch assignment list will contain positions for all Operations Division personnel of the rank of Sergeant and below, excluding all probationary personnel.

C. All officers shall sign the list in order of seniority as determined by the provisions of Section 8.5. Each officer shall be limited to 24 hours to sign the list, from the time the officer is notified that the list is available to sign. If after 24 hours the officer has not signed the list, the Chief of Police or his designee will assign the officer to any available position on the list. If management does not meet the posting time requirements,

Section 8.5 C. shall not apply.

D. The Chief of Police shall have the authority to place any officer with less than one (1) year's time in grade to service on any watch. Thus, officers with less than one (1) year time in grade shall not be eligible for shift sign-up.

E. The Chief of Police shall have the authority to change the bottom three (3) officers on any watch if a change of manpower is required in order to provide for the orderly functioning of the department.

F. If, in order to provide for the orderly functioning of the Department, the Chief of Police deems it necessary to effect a shift change for any officer covered by this Agreement, such shift change may be made upon forty-eight (48) hours notice to the employee involved.

G. Should it be necessary, in the interest of efficient operations, to establish watch assignments for an entire operational police section within the Department in which the daily or weekly hours of scheduled work depart from any existing scheduled hours of work previously established for such section, notice of such change shall be given to the Lodge as far in advance as is reasonably practicable.

ARTICLE IX HOURS OF WORK AND OVERTIME

Section 9.1 Purpose. This Article is intended to define the normal hours of work and to provide the basis for the calculation and payment of overtime. It shall not be construed as a guarantee of hours of work per day or per week, or of days of work per week.

Section 9.2 Normal Workday/Workweek. The normal workday shall consist of eight (8) consecutive hours of work exclusive of a thirty (30) minute meal period. The normal workweek shall consist of forty (40) hours per week and such additional time as may from time to time be required in the judgment of the City to serve the citizens of the City. The workweek shall begin with the employee's first regular shift each week.

Employees are obligated to work their regular duty assignment when not on approved leave per department policy. Regular duty shall include callback and holdover. Employees may not be obligated, by assignment or volunteering, to work in excess of sixteen hours in any 24-hour period, except when departmental or operational need requires, and with approval of the Chief of Police or designee.

Section 9.3 Overtime. Except as otherwise herein provided,

the City will pay the employee one and one-half (1 1/2) times the employee's straight time hourly rate of pay for all hours worked in excess of eight (8) hours per day (exclusive of meal periods). Overtime pay shall be computed in one-half (1/2) hour increments, with sixteen (16) minutes constituting the cutoff point. As used in this Section, straight time hourly rate of pay shall include both the hourly rate of pay as set forth in Appendix "B" and "longevity pay" as set forth in Appendix "C" of this Agreement.

Section 9.4 Court Time. When appearing on behalf of the City, employees will be paid for all court time outside of an employee's regularly scheduled work hours, at one and one-half (1 1/2) times the employee's straight time hourly rate of pay, with a minimum of two (2) hours. The provisions of Section 9.3 will apply to all time periods in excess of two (2) hours.

Section 9.5 Call Back Time. (a) In the event a call back of personnel is necessary, a minimum of two (2) hours of pay at the overtime rate shall be paid to each employee called back. If the employee is called back immediately prior to a regularly scheduled shift, the employee will be compensated for the actual time worked in accordance with Section 9.3. Section 9.3 will also apply to all time periods worked in excess of two (2) hours.

(b) The call back provisions shall be as set forth in Appendix "D".

(c) If, during the duration of this contract, either party desires to modify or alter the provisions of Appendix "D" relating to call back procedure, it shall serve a written notice of this fact on the other and, within fifteen (15) days after service of said notice, the parties shall meet at a mutually agreeable time and place. At such time, the parties shall discuss and negotiate any proposed modifications to, or alterations of, the aforesaid procedure. Should the parties agree to a modification or alteration, it shall be reduced to writing, dated and signed by representatives of both parties and incorporated by reference into this Agreement. The original provision shall then be stricken and shall be null and void as of the date of modification or alteration. The original provisions shall remain in full force and effect unless and until any change, modification, alteration or amendment is reduced to writing, agreed to by both parties and executed by representatives of both parties.

(d) Officers shall not be eligible for Call Backs or Holdovers if they have prior commitments, departmental or personal, which would prevent them from working the entire Call Back or Holdover period.

Section 9.6 Compensatory Option. Subject to Federal law, rules and regulations, employees covered by this Agreement shall have the option of receiving overtime pay or compensatory time off.

Compensatory time shall be accrued at the same rate as overtime pay and may accumulate up to a maximum of 480 hours." Provided, it is expressly understood that the right to schedule compensatory time off is reserved by the Chief of the Police Department or his/her designee in order to provide for the effective operation of the department.

Section 9.7 No Pyramiding. Compensation shall not be paid more than once for the same hours under any provision of this Agreement.

Section 9.8 Stand-by Duty. The City may assign CIS officers to stand-by duty. Stand-by duty shall be for a seven day time period and shall be compensated at a rate of one hundred thirty-five dollars (\$135.00) from July 1, 1996 through June 30, 1997, for each stand-by assignment period. Thereafter, the rate for the seven day time period will be increased by the same percentage rate as the wage increase (i.e., 7/1/97 the new rate will be \$139.00; 7/1/98 the new rate will be \$143.00). Stand-by duty time shall not be considered or treated as hours worked for the purpose of determining overtime eligibility and compensation. The stand-by rotation will be established after first and second round vacation assignments are completed for each sign-up period. All CIS officers, including the CIS Commander, will be included in the rotation. Assignments for holiday weeks shall be rotated. CIS officers are allowed to make duty trades during stand-by assignment with the CIS Commander's approval.

Officers on stand-by status will keep in their possession a department owned, telephone activated pager for notification purposes. When paged for call back the officer will contact the department or METCAD as soon as possible and respond to the department or the assigned location within forty-five (45) minutes after the page. To facilitate punctual response the department will provide a department owned vehicle, digital pager and if available a cellular telephone during stand-by assignments.

The CIS Commander shall be responsible for assigning the stand-by officer to respond to a request for CIS assistance. The CIS Commander may deviate from assigning the stand-by officer to respond in the event that the request for CIS assistance concerns an active CIS investigation or serial offenses that have been assigned to a specific CIS officer.

Officers on stand-by status must be mentally and physically fit for duty. Officers responding to call back assignments will be held to all requirements of those officers on regular duty. Officers who are unable or unavailable to respond to call back, for any reason, while on stand-by, shall immediately notify the CIS Commander or in his/her absence the Operations Commander or designee. If the officer on stand-by is unable or unavailable to respond to call back, the CIS Commander will make a reasonable effort to contact the other CIS officers to offer them the call back. If no CIS officer accepts the call back, the CIS Commander may require a CIS officer to respond to the call back.

Any officer who fails to respond when he/she is called, paged or contacted, or who responds in an unreasonable time period or unacceptable manner, shall not be eligible to receive stand-by pay. Additionally such officer may also be subject to disciplinary action.

Section 9.9 Overtime assignment hours of work. Hours of work for overtime assignments begin when the employee is ready for duty and exits the police facility to start the overtime assignment.

Section 9.10 Special Details.

A) Special details are those situations where the normal patrol staffing is insufficient to control particular planned events. They include -- but are not limited to -- park district events, parades, street festivals, football details, and staffing for the Selective Traffic Enforcement Program. Special details are those for which an officer is paid by the City, regardless of the otherwise apparent private or public nature of the functions. The procedure for filling staffing requirements for special details is as follows:

1. The Assistant Chief of Police (or his/her designee) shall be responsible for scheduling special details, once the City has established the staffing requirements.
2. Notification. The City shall notify all employees covered by this agreement in advance of the POSTING of a sign-up. Notification must be by voice mail, and identify the TYPE of detail to be posted (e.g., STEP detail, house moving detail, etc.) Notification will never be less than 24 hours in advance of the posting time, and such notification will normally be made prior to 1700.
If the voice mail system is inoperable, the Department will notify the F.O.P. Lodge #70 President (or designee) of the posting.
3. Posting. Posting will occur at a designated location in the police department. The detail sign-up will include the date, time, and signature of the official posting the sign-up. As much as practicable, sign-ups should be rotated among the watches.
4. Once a sign-up is posted, employees who are present (and eligible to sign) will sign in order of patrol seniority, irrespective of rank. An employee need not take any slot, but those who sign are each limited to three (3) SLOTS (regardless of the

detail duration) per posted detail.

Forty-eight (48) hours after a detail posting, this limitation expires, and employees may take any remaining slots on a first-come, first-served basis. Again, if more than one employee is present to sign at that time, patrol seniority applies (rank does not matter).

Multiple postings of details are treated separately, but each posting must have been preceded by its own NOTICE.

5. If the list is not full and additional employees are still needed, then the Assistant Chief of Police shall have the authority to provide for the required staffing as necessary. Details will be filled by customary callback procedures. Mandatory overtime will not be assigned to employees with previously-approved leave, unless it is not possible to mandatory an employee per customary practice. However, employees on their first or second round vacation selections are exempt from mandatory assignment for special details.
6. Employees are reminded that when they sign the list, they have obligated themselves to work and shall appear at their assigned posts in the required attire (reporting time subject to Section 9.9). Employees are subject to discipline for failure to appear for special detail assignments for which they volunteer.
7. If the City receives less than 24 hours notice of the need for the detail, this detail sign-up procedure need not be followed.
8. There will be no economic remedy for a Notification or Posting violation by the City.

ARTICLE X WAGES AND BENEFITS

Section 10.1 Salaries. Salaries for the period July 1, 1996 through June 30, 1997 shall be paid according to Section B.1 of Appendix "B" attached hereto and made a part of this Agreement. Salaries for the period July 1, 1997 through June 30, 1998 shall be paid according to Section B.2 of Appendix "B" attached hereto and made a part of this Agreement. Salaries for the period July 1, 1998 through June 30, 1999 shall be paid according to Section B.3 of Appendix "B" attached hereto and made a part of this Agreement.

Section 10.2 Temporary Promotions. When the City makes a temporary promotion between classifications, as regulated by the Urbana Civil Service Rules and Regulations, such promotion shall be of an employee who is on a valid eligible register for said classification or, if no valid eligible register exists for the position, the appointment shall be made from the most recently expired eligible register. Employees receiving temporary appointments shall be paid at the base rate for the higher position plus any additional compensation as may be earned in accordance with other sections of the contract.

Section 10.3 Longevity Pay. Longevity pay shall be paid according to Appendix "C" attached hereto and made a part of this Agreement.

Section 10.4 Legislated Benefit Offset. During the term of this Agreement, if the Illinois General Assembly enacts new legislation benefiting employees covered by this Agreement, and the effect of such new legislation is to increase costs to the City, such increased costs shall be charged against the total compensation package of the employees covered by this Agreement at the time they are incurred by the City. The City may deduct from wages paid to employees covered by this Agreement the amount of such increased costs. This Section shall not apply to changes in benefits which are currently provided for in laws contained in the Illinois Revised Statutes, as those statutes exist on June 30, 1987 (e.g., this Section shall not apply to changes in state legislation concerning pensions or workers' compensation benefits). This Section shall apply to the cost of other benefits which may become the subject of Illinois legislation, including but not limited to, mandatory insurance benefits, sick leave, additional holidays, other paid leaves, uniform or clothing allowances, and educational incentive compensation.

ARTICLE XI VACATION

Section 11.1 Eligibility for Vacation. During their first year of employment, employees shall accrue eight (8) hours for each full month of employment to a maximum of eighty (80) hours. The accrual shall start with the first day of full-time employment and that shall be the starting anniversary date of full-time employment.

On each anniversary date, the remaining vacation time will be cancelled, except as provided for in Section 11.4 of this Agreement, and the schedule set forth herein will be used. The figures below represent the number of vacation hours which will be credited on the anniversary date, depending on the term of service. The determination of completion of years of service will be based upon the anniversary date of employment.

Category of Continuous Service	Amount Of Vacation
A. After the completion of one (1) year of continuous service through the end of the fourth year of continuous service	96 Hours
B. After the completion of four (4) years of continuous service through the end of the seventh year of continuous service	120 Hours
C. After the completion of seven (7) years of continuous service through the end of the tenth year of continuous service	160 Hours
D. After the completion of ten (10) years of continuous service through the end of the thirteenth year of continuous service	184 Hours
E. After the completion of thirteen (13) years of continuous service through the end of the sixteenth year of continuous service	200 Hours
F. After the completion of sixteen (16) years of continuous service to termination of continuous service	216 Hours

Section 11.2 Eligibility Requirements. In order to be eligible for vacation pay, an employee must have worked a total of 1,080 hours during the twelve (12) calendar month period preceding his/her anniversary date of employment. For purposes of this Agreement, time lost from active duty due to a bona fide job-related injury, or time charged as vacation time or legitimate paid sick leave (i.e., legitimate incapacitation or illness of the employee for which sick leave is paid) will be included in a determination of eligibility requirements.

Section 11.3 Vacation Scheduling. Vacations shall be scheduled insofar as practicable at times most desired by each employee, with the determination of preference being made on the basis of an employee's length of continuous service in his/her current classification; provided, however, that employees who were previously in a higher rated classification but who have exercised their right to displace the least senior employee in the next lower rated classification during a reduction in force shall be considered the most senior employee in said classification. Scheduled vacation may be cancelled by any employee if such cancellation is received by the Chief of Police at least twenty-four (24) hours prior to the commencement of such scheduled vacation, with no loss of vacation time to the employee, but any employee so cancelling any scheduled vacation shall lose any and all rights of preference as granted by this Section with respect to

rescheduling any vacation time so cancelled. It is expressly understood that the final right to designate the vacation period is exclusively reserved by the Chief of Police in order to insure the orderly performance of the services provided by the City.

Section 11.4 Vacation Accumulation. Normally, vacation shall be taken during the year allowed, unless:

1. It is determined by the Chief of Police that the needs of the Department are such that an employee cannot be allowed his/her vacation time within a twelve (12) month period; or
2. A written request has been submitted to the Chief of Police citing circumstances and a desire by the employee to accumulate vacation time for a special purpose. Such request will be granted, if at all possible; however, the final determination is exclusively reserved by the Chief of Police. In no instance shall an employee accumulate in excess of two hundred and fifty-six (256) hours of vacation.
3. In addition to vacation accumulation pursuant to Section 11.4 (1) and (2) above, employees with four (4) years or less of service shall be entitled to carry over up to forty (40) hours of accumulated, unused vacation time by informing the Chief of Police of their intent to do so.
4. Remuneration for vacation time will be paid for at the rate which the employee would have been paid, had the employee taken his/her vacation when it originally was credited.

Section 11.5 Minimum Vacation Period. Vacations shall be taken in integral multiples of eight (8) hours.

Section 11.6 Vacation Rights in Case of Separation. An employee who is separated from employment with the City for any reason other than for just cause shall be paid for any unused vacation at the time of separation.

Section 11.7 Vacation Rights After Expiration of Sick Leave. Any employee covered by this Agreement who would otherwise be eligible for sick leave in accordance with Section 13.2 of this Agreement may, at the expiration of any sick leave benefits as may be caused by an illness lasting more than four (4) days or for which a doctor's certificate of illness has been presented, take, to the extent available, any unused vacation time for the hours the employee otherwise would have been scheduled to work but for his/her disability.

**ARTICLE XII
HOLIDAYS**

Section 12.1 Holidays. The following eight (8) days shall be considered holidays:

New Year's Day	Veteran's Day
Memorial Day	Thanksgiving Day
Independence Day	Christmas Day
Labor Day	Spring Day

For the purpose of this Article, the day actually observed as the holiday shall be the day that the City's administrative offices are closed in observance of the holiday.

Section 12.2 Holiday Pay. A. Employees covered by this Agreement who are assigned to shift work (Operations Division employees) shall receive eight (8) additional hours of base hourly salary (including longevity) as listed and established in Appendix B of this Agreement for each holiday listed above regardless of whether such employee is scheduled to work that holiday or not.

B. Employees covered by this Agreement whose regular assignment is contiguous with regular business hours (Criminal Investigation Services and the Training Officer), for each such holiday, when not worked, an eligible employee shall receive eight (8) hours pay at his/her regular straight time hourly rate. For each hour worked on a holiday, except as provided below, an employee shall receive the equivalent of his/her hourly rate plus the holiday pay for which he/she may otherwise be eligible for the first eight (8) hours, and one and one-half (1 1/2) times his/her regular hourly rate for hours worked in excess of eight (8) hours.

C. This section shall only be applicable to employees in the following designated assignments: CIS supervisor, case management supervisor, training officer, and police officers assigned to the Criminal Investigation Services (excluding the investigator assigned to ITF or its successor). Employees in such designated assignments may, at their option, elect to work on any or all of the following holidays: Spring Day, Veterans Day, Independence Day (beginning in July, 1989). If an employee elects to work on one of said holidays pursuant to this provision, then holiday pay will, at the employee's option, be in the form of eight (8) hours pay at employee's straight time hourly rate or eight (8) hours of compensatory time off which may be taken at such times as are approved by the Chief of Police or his/her designee in order to provide for the effective operation of the Department.

Section 12.3 Birthday. Employees covered by this Agreement shall be allowed a day off with pay in commemoration of their birthday. This day off must be taken on the actual date of birth, unless said day is on the employee's normally scheduled day off, or the needs of the Department are such that said absence would impair

the effectiveness or efficiency of the Department, in which event the employee will be allowed the day off of his/her choice within ten (10) days prior to or following the birthdate.

Section 12.4 Eligibility Requirements. With regard to employees covered by Section 12.2(B), in order to be eligible for holiday pay, the employee must work the full scheduled working day immediately preceding and immediately following the holiday, unless the employee is excused by his/her supervisor for compliance with this requirement. Excuses shall be granted for the failure to work either the day before and/or the day after due to jury duty, death in the immediate family, hospitalization of the employee or illness of the employee which is substantiated by a physician's statement.

ARTICLE XIII LEAVES OF ABSENCE

Section 13.1 General Leave. A. Employees covered by this Agreement may request in writing a leave of absence from the Chief of Police, who may grant a leave of absence to an employee who has been in the bargaining unit for not less than three (3) months, for such a period as he/she sees fit, not to exceed one (1) year, except if it is to enable an employee to accept an appointive position with the City of Urbana, in which case the leave of absence may be indefinite. Leaves of absence shall not be granted to employees to accept remunerative employment elsewhere.

B. As a condition to such leave being granted, the employee may be required to waive all rights to immediate reinstatement in his/her position upon termination of the leave and to retain only the right to be appointed to the first vacancy for the position in which he/she has been employed.

Section 13.2 Sick Leave. A. General. Except as otherwise provided herein, accumulated sick leave may be charged for non-duty illness and off-the-job incurred injury and disability. An employee may not utilize accumulated sick leave for injury or disability resulting from other employment, providing said employee is eligible to receive workers' compensation benefits from an employer other than the City. As used in this Section, pregnancy, miscarriages, abortion, childbirth, and recovery therefrom will also be considered by the City as a temporary disability for which accumulated sick leave may be used, but only for the period in which any such employee cannot or should not on medical advice perform her job. Sick leave may also be utilized in the event of a serious illness or injury involving a member of the immediate family, to a maximum of three (3) days per occurrence, unless additional days are approved in advance by the Police Chief or his designee. Sick leave may only be charged or taken in integral multiples of eight (8) hours except for those occasions where an employee already on duty is duly excused from work on account of

illness or non-duty injury, in which such event sick leave for that specific occasion shall be charged only for the hours the employee would have been scheduled to work on that day but for his/her illness or non-duty injury.

B. Rate of Accumulation. Any employee covered by this Agreement shall be credited with sixty-nine (69) hours of sick leave on the starting anniversary date. After completion of one (1) calendar year of full-time employment, an employee shall accumulate eight (8) hours of sick leave per month. Sick leave may be accumulated with no maximum.

C. Return from Sick Leave. No employee who has been absent in accordance with this Section for more than four (4) consecutive work days shall return to work without first submitting to his/her supervisor a certification obtained by the employee and signed by a reputable physician stating that the employee, or the specific member of the employee's immediate family, was sick on the days for which sick leave was used and, in the case where the employee was sick, that the employee was seen by the doctor and that the employee is able to return to work and perform the duties of his/her employment. However, the City may require an employee to undertake a physical examination by a City physician at the City's expense to determine whether he/she is fit to return to or continue work. If such physician determines that the employee cannot perform the work required, the employee may not continue or resume work but must, if eligible, take sick or injury leave. If the physician certifies that the employee is able to perform the duties of his/her employment, said certification shall constitute termination of any leave of absence for sickness or injury.

For any occurrence of absence in accordance with this Section after the first four (4) occurrences for which the employee did not submit documentation to the City that he/she was treated at a hospital or clinic or examined by a physician, during any twelve (12) month period, regardless of the length of such absence on each such occurrence, an employee shall additionally be required to present a physician's statement stating that the employee or the specific member of the employee's immediate family was sick on the date or dates for which sick leave is to be charged. If an employee cannot present a physician's statement as required in the above sentence, then the employee shall be required to present to the Police Chief within five (5) business days after his/her return from sick leave, a physician's statement certifying that the employee was examined by the physician in the physician's office following the employee's return from sick leave and is physically fit for duty. Such examination shall be at the employee's expense and shall not occur during the employee's regularly scheduled work time. Absences occurring under this Section for which no such physician's statement is presented when required shall be treated as an absence without leave which is subject to Section 8.4 of this Agreement and/or other applicable rules and regulations of the City.

D. Payment for Sick Leave. Any employee covered by this Agreement, who has completed twenty (20) years of service with the City, or who has been retired as a result of a disability, shall, upon retirement or resignation from the City, receive payment for accumulated sick leave in an amount equal to ten percent (10%) of the accrual, such payment to be made on the basis of the employee's hourly rate at the time of such honorable separation.

E. Abuse of Sick Leave. The parties recognize that the abuse of sick leave interferes with the department's productivity, and is unfair to the great majority of unit employees with good attendance records. Therefore, it is agreed that the abuse of sick leave constitutes just cause for discipline, provided that the Chief of Police or his/her designee shall not act arbitrarily.

F. Sick Leave Incentive. Each employee with a minimum sick leave balance of 500 hours may cash out, at 50% rate, up to twenty-four (24) hours of leave above the minimum balance for each calendar year quarter where no sick time is utilized.

Section 13.3 Funeral Leave. When a death occurs in the immediate family of an employee, the employee, upon request, will be excused for up to three (3) consecutive days for the purpose of attending the funeral. For purposes of applying this Section, an employee's immediate family shall be interpreted to mean the employee's or spouse's mother, father, brother, sister, child, grandparents, grandchildren, spouse, or former spouse with whom the employee has children in common. An eligible employee shall be paid his/her normal daily rate of pay for any day or days on which he/she is excused and but for such excuse would have been scheduled to work. An otherwise eligible employee will not receive funeral pay when it duplicates pay received for time not worked for any other reason.

Section 13.4 Lodge Leave. Leaves of absence without pay must be granted, to the extent that there is no interference with the City operations, to employees who are selected, delegated, or appointed to attend conventions or education conferences of the Lodge, for a maximum of eighty (80) hours for the Department per fiscal year. Any request for such leave shall be submitted in writing by the Lodge to the employee's immediate supervisor and shall be answered, in writing, no later than ten (10) days following the request, with final authority residing with the Chief of Police.

Section 13.5 Individual Leave. Employees covered by this Agreement shall be entitled to three (3) days of individual leave. During each full year of this Agreement, said individual leave time shall be taken in one (1) to eight (8) hour segments and shall be scheduled with the Chief of Police or his/her designee as far in

advance as is reasonably practicable. Such scheduled individual leave time shall normally be granted; provided, however, it is expressly understood that the right to schedule individual leave time is reserved to the Chief of Police or his/her designee in order to provide for the effective operation of the Department. Individual leave may not be accumulated from year to year, but shall be taken in the year granted.

Section 13.6 Family Leave. The City and the Union recognize that the federal Family and Medical Leave Act of 1993 becomes effective February 5, 1994. Prior to that date, the parties shall meet and discuss implementation procedures and policies. If the parties cannot agree on implementation procedures and policies, the City may proceed with 30 days notice to the Union. However, the Union retains its rights under Article 5. The contract provisions, where applicable shall control unless the provisions are irreconcilable with federal law.

ARTICLE XIV CLOTHING ALLOWANCE

Section 14.1 Initial Issue and Replacement. The City shall require and provide an initial issue of clothing and equipment at no expense to the employee. This initial issue of clothing and equipment shall be determined from time to time by the Chief of Police. Serviceable uniforms and uniform equipment shall not be used for any purpose while in an off-duty status, without the express permission of the Chief of Police.

In the event an employee fails to complete his/her probationary period, all articles of uniforms and uniform equipment issued in accordance with this Section shall be returned to the City. Initial issue of uniforms will be completed within twelve (12) months from an employee's starting date of employment.

After an employee has satisfactorily completed his/her probationary period, the employee will receive from the City of Urbana an annual uniform allowance in the following amounts:

FY beginning July 1, 1996:	\$525.00 per employee per year.
FY beginning July 1, 1997:	\$545.00 per employee per year.
FY beginning July 1, 1998:	\$560.00 per employee per year.

The City will pay the employee the clothing allowance amount during the first week of July of each year. This amount will be used to purchase uniforms, clothing, and equipment that are required by the City and necessary for the employee to perform his job. No later than June 15th of each year, each employee who has received such a payment shall submit to the City a listing of items purchased with this payment. Receipts documenting these purchases shall be attached to the listing. If an employee fails to spend this amount on clothing, uniforms, and equipment, as defined above

by June 15 of any fiscal year, any unspent amount shall become taxable income.

For any employee who has satisfactorily completed his/her probationary period at a time other than July 1 of any fiscal year, the uniform allowance provided to that employee shall be in an amount equal to a monthly prorated amount of the annual amount otherwise established for other employees on July 1 of any given fiscal year. The allowance shall be provided to the employee on the first day of the month immediately following the date on which such an employee completes his/her probationary period in an amount determined by prorating the said annual amount proportionately in accordance with the number of full months then remaining in that fiscal year.

Items legitimately damaged or lost during duty activities need not be replaced by the employee using this account, but will be replaced in kind by the City. The normal maintenance of the uniform and uniform equipment in a satisfactory manner shall be the responsibility of the employee. If, from time to time, uniform requirements should be changed by the City, all required additional items will be issued by the City at no expense to the employee, and shall be subject to all the aforementioned terms and conditions. The following items remain the property of the City of Urbana and must be surrendered upon termination of the employment relationship:

- (a) Summer jacket
- (b) Winter jacket
- (c) Leather goods
- (d) Baton
- (e) Handcuffs, keys, and cuff case
- (f) Raincoat
- (g) Cap rain cover
- (h) Hand gun
- (i) Badges
- (j) Rechargeable Flashlight

Section 14.2 Eyeglass/Dentures. If as the proximate result of activities directly connected with the line of duty (and not merely the result of negligence or accident occurring while on duty), employee dentures, eyeglasses, contact lenses or watches which were insured by and at the expense of the individual employee are damaged or destroyed, replacement or repair will be in accordance with the following schedule, provided that such repair or replacement is not covered by applicable City insurance:

- (a) If eyeglasses are totally destroyed, the City will pay for replacement of lenses based on the last verifiable prescription plus the cost of frames, but in no event shall the total cost to the City exceed the sum of \$150.00;

(b) If either or both lenses to eyeglasses are lost or destroyed, replacement will be made based upon the last verifiable prescription, but in no event shall the cost to the City exceed the sum of \$100.00;

(c) In the event of damage, loss or destruction of frames, the City will pay up to a maximum of \$50.00 for replacement or repair;

(d) If either or both contact lenses are lost, damaged or destroyed, the City will pay up to a maximum of the uninsured cost for any such replacement or repair based upon the last verifiable prescription, but in no event shall the total cost to the City exceed the sum of \$150.00;

(e) The City will include insurance for dentures lost or damaged in the line of duty under the general damage and loss coverage insurance;

(f) If an employee's watch is damaged or destroyed, then the City will pay the cost of repairing or replacing the watch (based upon replacement value), but in no event shall the total cost to the City exceed the sum of \$50.00.

All claims for payment or reimbursement shall be submitted to the designated officer on the proper form.

ARTICLE XV SAVINGS CLAUSE

Section 15.1 Savings Clause. If any provisions of this Agreement, or the application of such provision, should be rendered or declared invalid by any court action or by reason of any existing or subsequently enacted legislation, the remaining parts or portions of this Agreement shall remain in full force and effect. The parties agree to negotiate in good faith with respect to a substitute for the invalidated Article, Section or portion thereof.

ARTICLE XVI INSURANCE

Section 16.1 Right to Select Carriers. A. The benefits provided for herein shall be provided through a self-insured plan, a hospital plan, or under group insurance policy or policies issued by an insurance company or insurance companies selected by the City. "Insurance companies" include regular life insurance companies and non-profit organizations providing hospital, surgical or medical benefits. If these benefits are insured by an insurance company, all benefits are subject to the provisions of the policies

between the City and the insurance companies.

B. The City shall notify and consult with the Lodge before renewal or changing insurance carriers or self-insuring. Notwithstanding any such changes, the level of benefits shall remain substantially the same.

Section 16.2 Group Insurance. Commencing July 1, 1987, the City shall pay the full cost of the premium for the standard health insurance plan currently in effect for each employee covered by this Agreement. The "standard health insurance plan" shall be defined as that insurance plan provided to employees as of June 30, 1982 or its successors and does not refer to any prepaid health care plan that the City may offer its employees as an alternative to the standard plan. If an employee chooses an alternative health care plan provided by the City, the City shall contribute the amount of the cost of the standard health insurance plan toward such alternative plan, and the employee shall pay the difference.

Section 16.2A. Dental Insurance Option. The City agrees to provide a group dental insurance option. The cost of such dental insurance, if elected by an employee, shall be borne exclusively by the employee. The cost of such dental insurance shall be deducted from the employee's paycheck.

Section 16.3 Terms of Insurance Policies to Govern. The extent of insurance coverage referred to in this Agreement shall be governed by the terms and conditions set forth in applicable insurance policies or plans. Any questions or disputes concerning said insurance policies or plans, or entitlement to benefits under said policies or plans shall be resolved in accordance with the terms and conditions set forth in the insurance policies or plans and shall not be subject to the grievance and arbitration procedure set forth in this Agreement. The failure of any insurance carrier(s) to provide any benefit for which it has contracted or is obligated shall result in no liability to the City, nor shall such failure be considered a breach by the City of any obligation undertaken under this Agreement. However, nothing in this Agreement shall be construed to relieve any insurance carrier(s) from any liability it may have to the City, employee or beneficiary of any City employee.

Section 16.4 Life Insurance. The City agrees to provide \$20,000 term life insurance coverage for each employee during the term of this agreement.

ARTICLE XVII EFFECT OF AGREEMENT

Section 17.1 Waiver. The parties acknowledge that during the negotiations which resulted in this Agreement, each had the

unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the City and the Lodge, for the duration of this Agreement, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter referred to, or covered in this Agreement, or with respect to any subject or matter not specifically referred to, or covered in this Agreement, even though such subjects or matters may not have been within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement. This Agreement may only be amended during its term by the parties' mutual agreement in writing.

Section 17.2 Entire Agreement. The terms and conditions set forth in this Agreement represent the full and complete understanding and commitment between the parties, cancelling any and all prior commitments, written or oral, between the parties. The terms and conditions of this Agreement may be modified by alteration, change, addition to, or deletion only through the voluntary, mutual consent of the parties in a written amendment.

Section 17.3 Amendments. This Agreement may be amended by the mutual written agreement of the parties.

ARTICLE XVIII

Section 18.1 Term. This Agreement shall be effective as of the first day of July, 1996, and shall remain in full force and effect until June 30, 1999. It shall be automatically renewed from year to year thereafter unless either party shall notify the other in writing at least ninety (90) days prior to the June 30, 1999 date that it desires to modify this Agreement. In the event that such notice is given, negotiations shall begin no later than sixty (60) days prior to such June 30, 1999 date. This Agreement shall remain in full force and be effective during the period of negotiations and until notice of termination of this Agreement is provided to the other party in the manner set forth in the following paragraph.

In the event that either party desires to terminate this Agreement, written notice must be given to the other party not less than ten (10) days prior to the desired termination which shall not be before June 30, 1999, as set forth in the preceding paragraph.

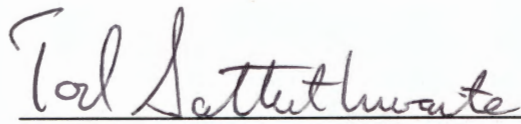
Section 18.2 Notice. All notices shall be served personally or by Certified Mail on the parties' representatives:

For The Employer
Mayor, City of Urbana
400 South Vine St.
Urbana, IL 61801

For The Union
Illinois FOP Labor Council
974 Clock Tower Drive
Springfield, IL 62704


IN WITNESS WHEREOF, the parties hereto have affixed their signatures this 9th day of August, 1996.

CITY OF URBANA, ILLINOIS





Tod Satterthwaite, Mayor

FRATERNAL ORDER OF POLICE
LODGE #70, URBANA,
ILLINOIS

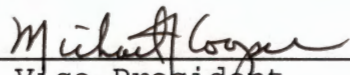


President

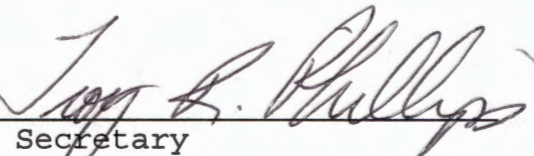
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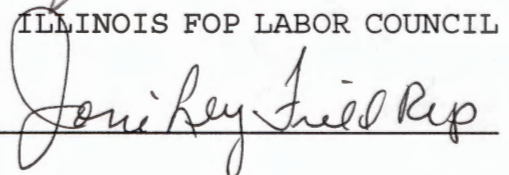
Phyllis D. Clark, City Clerk



Vice-President



Secretary

ILLINOIS FOP LABOR COUNCIL


Joni Key Field Rep

APPENDIX "A"
AUTHORIZATION FOR
CHECKOFF OF LODGE DUES

I hereby authorize the City of Urbana to deduct from my pay the uniform dues of Urbana Lodge #70 of the Fraternal Order of Police.

I understand that I may revoke this authorization in writing at any time.

Print Name

Signature

Date

APPENDIX "B"

Section B.1 Effective July 1, 1996 through and including June 30, 1997, the base salary for employees covered by this Agreement determined herein as the annual base and represented in both annual and hourly rates (based upon 2,080 hours per year for all employees) shall be as follows:

<u>POSITION</u>	<u>ANNUAL</u>	<u>HOURLY</u>
Police Officer* (without Associate Degree or equivalent credit hours)	\$34,503	\$16.588
Police Officer* (with Associate Degree or equivalent credit hours)	35,507	17.071
Police Sergeant	39,936	19.200

Section B.2 Effective July 1, 1997 through and including June 30, 1998:

<u>POSITION</u>	<u>ANNUAL</u>	<u>HOURLY</u>
Police Officer* (without Associate Degree or equivalent credit hours)	\$35,538	\$17.086
Police Officer* (with Associate Degree or equivalent credit hours)	36,573	17.583
Police Sergeant	41,134	19.776

Section B.3 Effective July 1, 1998 through and including June 30, 1999:

<u>POSITION</u>	<u>ANNUAL</u>	<u>HOURLY</u>
Police Officer* (without Associate Degree or equivalent credit hours)	\$36,605	\$17.599
Police Officer* (with Associate Degree or equivalent credit hours)	37,669	18.110
Police Sergeant	42,368	20.369

*The base salary for a probational employee as defined in Article VIII, Section 8.2 of this Agreement shall be \$1,200 less than the annual salary as herein established for a full-time Police Officer.

For the purposes of the Police Pension Fund only, base salary shall include, on an annual basis, the amount paid to employees covered by this Agreement under the City's longevity ordinance

currently in effect.

Any employee covered by the Agreement who, on July 1, 1977, has successfully completed and received either a degree for courses at an accredited institution of higher education of the type or in the amount of hours specified below, shall, in addition to the foregoing, be paid annually, in equal installments according to the method of the payment of wages currently in effect in the City, the following amounts:

	Semester	Quarter	Annual
Classification	Hours	Hours	Amount
Police Officer	90	135	\$ 383.00
Police Officer	Bachelor of Arts or Bachelor of Science Degree		767.00
Police Sergeant	Master of Arts or Master of Science Degree		1,677.00

These additional amounts specified above shall only be paid to those eligible employees currently employed by the City on July 1, 1977, and shall not be paid to any other employee who might subsequently or thereafter become eligible for any such payment.

APPENDIX "C"

The total maximum annual salary of all employees covered by this Agreement shall be the base salary (excluding any additional annual amounts for education) as listed and established in Appendix "B" of this Agreement plus longevity pay. Such longevity pay shall be computed as follows:

(1) Except as provided in part (2) hereunder, two percent (2%) of the base salary (excluding any additional annual amounts for education) as listed and established in Appendix "B" of this Agreement for each two (2) years of service to a cumulative maximum percentage of ten percent (10%) and as modified below:

(a) Hired on or after April 16, 1991: For those persons hired by the City on or after April 16, 1991, the following longevity pay plan shall apply:

Completed Yrs. Service	Former Plan	New Plan
2	2%	0%
4	4%	0%
6	6%	6%
8	8%	8%
10	10%	10%

Effective July 1, 1992, a fifteen year step (additional 4%) will be added as follows:

Completed Yrs. Service	Former Plan	New Plan
15	10%	14%

(b) Hired prior to April 16, 1991: For those persons hired by the City prior to April 16, 1991, the following longevity pay plan shall apply:

Completed Yrs. Service	Former Plan	New Plan
2	2%	2%
4	4%	4%
6	6%	6%
8	8%	8%
10	10%	10%

Effective July 1, 1992, a fifteen year step (additional 4%) will be added as follows:

Completed Yrs. Service	Former Plan	New Plan
15	10%	14%

(2) Any employee covered by this Agreement who, as of May 1, 1974, was entitled to receive longevity pay under an Ordinance entitled, "An Ordinance in Regard to Length of Service and

Regulations and Compensation of Municipal Employees," as adopted by the City Council and approved by the Mayor on May 1, 1967, which longevity pay cumulatively totaled ten percent (10%) or more prior to the said May 1, 1974, shall receive longevity pay at the rate as established and therein frozen pursuant to that Ordinance No. 7374-63A entitled "An Ordinance Amending Certain Ordinance Entitled 'An Ordinance in Regard to Length of Service and Regulations and Compensation of Municipal Employees'," which was passed by the City Council and approved by the Mayor on May 1, 1974.

APPENDIX "D"
CALL BACK PROCEDURES
MINIMUM MANNING

Minimum manning is that number of personnel required to be on duty at any one time for routine patrol operations as outlined in these policies and procedures.

1. Patrol Shortages.

A. When there are not enough patrol officers scheduled through normal means to meet the minimum staffing requirements, the Shift Commander is authorized to call back off-duty patrol officers. When the Department has twenty-four (24) hours or more notice of the shortage, then the following procedure shall apply:

1) The shift commander shall make a reasonable effort to contact the off duty officers on the affected shift in order of seniority and offer them the overtime.

2) If no officer accepts this overtime under #1 above, then the shift commander may hold over an officer already on duty and call back an officer from the next shift to come on duty. Each of these officers shall work one-half (1/2) of the affected shift's shortage. The shift commander shall contact the officers working the preceding shift in order of seniority and offer the overtime to them. If none accept the overtime, then the least senior officer shall be held over. This same system applies to calling officers working the next oncoming shift. If no one accepts the overtime, then the least senior officer shall be called back.

3) A rotation list shall be established and maintained by the Operations Division Commander for the mandatory call back. The mandatory overtime required in #2 above shall be on a rotational basis from least senior to most senior. The list shall start anew at the beginning of each sign-up.

B) There shall be a command level officer on duty at all times. This includes both Lieutenants and Sergeants. Supervisor shortages shall be filled in the same manner as above, with the exception that only supervisors can be called. The supervisors shall be put on the same rotational list as above, but only rotate among each other and not with the patrol officers.

2. Emergency Call Backs.

A. Emergencies often times necessitate additional staffing. Emergencies sometimes create manpower shortages (i.e., officers who get injured). Emergency, as used herein, is defined as a sudden or unexpected situation that calls for immediate action. An emergency cannot be of one's own making. Situations that fall under a Stage 2 emergency in the Alert and Mobilization Procedure are also emergencies. A sudden illness or injury that brings a shift below minimum staffing in a situation where the shift commander cannot, due to extraordinary circumstances, utilize Option #1A2 as previously outlined, would be an emergency for purposes of this section. Large, unruly crowds; plane crashes; train derailments; and a call load well over the capabilities of a shift to cope would all be examples of emergencies. Given these circumstances, the shift commander could notify the Operations Division Commander and receive authorization for emergency call back.

1) The call back in an emergency situation should be limited to whatever personnel are required. The shift commander shall have the discretion to choose whatever employee he/she needs to resolve the situation under an emergency call back. In an emergency, the shift commander need not employ any particular option as previously defined. The shift commander should be reminded that emergency call back procedures should not be used to circumvent regular call back procedures. If an emergency occurs at shift change, for instance, officers of the preceding shift should be held over as opposed to calling in off duty personnel. Emergency call back procedures should not be abused, nor be used to reward particular officers. Officers should be called on the basis of some particular skill, or on their proximity and readiness.

2) Officers are reminded that in an emergency, they cannot refuse call back when contacted by a shift commander or his representative. Again, shift commanders are reminded to avoid calling officers who are on previously approved leave.

3. Call Back Declination

A. An employee may be excused from call back:

1) If he/she has a court appearance.

2) In cases of family or employee illness.

3) If he/she recently consumed alcohol beverages to the point where he/she cannot function properly.

B) Employees who have not yet been released from direct supervision of a Field Training Officer are ineligible for call back or holdover unless expressly authorized by the Operations Division Commander.

C) No part of this section shall infringe on the rights of the Chief of Police to authorize a general call out of police personnel in times of dire emergency or affect the automatic reporting duties of officers under a Stage 3 emergency as outlined in the Alert and Mobilization section of these policies and procedures.

APPENDIX "E"

DRUG TESTING

1. STATEMENT OF POLICIES

The CITY declares it to be the policy of the City of Urbana, Illinois, to implement effective measures to eliminate alcohol and drug abuse that threatens the health and safety of officers and the public, yet in doing so to protect all officers against unreasonable invasions of personal privacy and deprivation of rights arising from the suspicion of alcohol or drug abuse. It is also the policy of the CITY, in appropriate cases as set forth herein, to encourage and facilitate rehabilitation of officers who are accurately identified as alcohol or drug abusers and officers who have been accurately identified as being psychologically, psychiatrically or physiologically unfit to perform their duties as police officers so that they may continue or resume employment.

2. DEFINITIONS

The parties agree that when used in this Agreement

- A. **"Drug Testing Procedure"** means the taking of and analyzing bodily fluids or materials for the purpose of detecting the presence of alcohol or drugs;
- B. **"Drug"** or **"Drugs"** means cannabis as defined in the Cannabis Control Act or a controlled substance as defined in the Illinois Controlled Substance Act;
- C. **"Alcohol Use"** means the use of alcohol in such a manner as to impair the work performance of the officer;
- D. **"Drug Use"** means the use of marijuana in such a manner as to impair the work performance of the officer and further means the use in any manner of any other substance defined by the laws of the State of Illinois as a controlled substance except by the prescription of a medical practitioner;
- E. **"Clinical Laboratory"** means a clinical laboratory licensed pursuant to the Illinois Clinical Laboratory Act or one that has been stipulated by the parties to be appropriate for the testing called for hereunder;

F. "Unfit for Duty" means that an officer is unable to perform duties normally assigned to police officers in the Urbana Police Department. Positive, confirmed results as defined below of alcohol or drug use constitute conclusive evidence that the officer in question is then unfit for duty.

3. **DRUG AND ALCOHOL TESTING AND EVALUATION PERMITTED**

The types of drug and alcohol testing procedures that the CITY may order an individual officer to submit to shall be drug, alcohol or similar physiological tests to determine the presence of alcohol, marijuana or controlled substances. Such an order may be given only where the CITY has reasonable suspicion that an officer is then under the influence of alcohol, marijuana or controlled substances during hours of work. There shall be no discretionary, random or periodic drug or alcohol testing (except as contained herein) of officers except reasonable testing conducted through an Employee Assistance Program in conjunction with rehabilitation; further the CITY shall not order an officer to submit to breathalyzer tests, horizontal nystagmus tests or to what are commonly known as "field sobriety tests," except under circumstances where the officer would otherwise be subject to the taking of such tests as a citizen under the laws of the State of Illinois. The CITY may also require an officer to randomly submit to alcohol or drug testing while the employee is assigned to the Task Force 10 (TFX), Canine Officer, or the METRO Team. The CITY agrees to notify the UNION of its intention to include additional assignments in the random drug and alcohol testing prior to implementation. The UNION may demand to bargain these issues within thirty (30) days of notice and the CITY agrees to meet and negotiate. Absent such demand, the assignments shall be subject to testing.

4. **LIMITATION ON TESTING AND EVALUATION**

Except as provided above, the CITY may not order an officer to submit to any drug or alcohol testing as a condition of continued employment, the receipt of any employment benefit or the avoidance of disciplinary action.

5. **BASIS FOR ORDER**

The supervising officer or appropriate supervisor shall set forth the basis for such reasonable suspicion (if the supervisor is a sergeant, he or she shall consult with an officer of the rank of lieutenant or above, and the senior officer shall make the determination of reasonable

suspicion) including all objective facts and reasonable subjective observations and conclusions drawn from those facts, in writing to the officer prior to any officer being required to submit to a test or evaluation permitted by Section 3 above. Officers shall have forty-five (45) minutes to review the basis for the order and seek advice prior to submitting to the test and evaluation; provided, however, that such opportunity does not interfere with a clinical laboratory's ability to obtain accurate results in the case of drug and alcohol testing.

6. RIGHTS AND OBLIGATIONS OF OFFICERS

Officers ordered by the CITY to submit to tests or evaluations permitted by Section 3 above shall promptly comply with the order, whether or not they agree that reasonable suspicion for the order exists. Refusal to submit to such tests or evaluations (inconsistent with the officer's rights set forth herein) shall constitute just cause for discipline up to and including discharge under this Agreement. It is agreed that discharge is the appropriate discipline in typical cases; however, any mitigating factors will be considered on a case-by-case basis. Officers who submit to such testing shall not be deemed to have waived or otherwise impaired their rights to grieve or otherwise contest as provided by law or by this policy. Officers shall have the right to be represented by counsel and/or a UNION representative during all meetings with the CITY concerning such tests or evaluations. Officers shall also have the right to be represented by counsel and/or to have a witness of their own choosing present during the testing procedures. The CITY shall present each officer, prior to requiring an officer to submit to any testing or evaluation, with a written description of the officer's rights under this policy as well as all other pertinent information concerning the CITY's policy on employee testing and evaluation.

7. ADMINISTRATION OF DRUG AND/OR ALCOHOL TESTING

The CITY agrees that its testing procedures for the presence of drugs or alcohol shall conform to the following. The CITY, in connection with the clinical laboratory, shall:

- A. Use only a clinical laboratory to test bodily fluids or materials for alcohol or drugs or a clinical laboratory stipulated by the parties to be appropriate for purposes of such testing;

- B. Shall establish a chain of custody procedure for both sample collection and testing that will insure the integrity of the identity of each sample and test result. Such chain of custody procedure shall not permit the officer tested to become part of the chain;
- C. Shall collect a sufficient sample of the same bodily fluid or material from an officer to allow for initial screening, a confirmatory test and a sufficient amount to be set aside reserved for later testing if requested by the officer. Collection of samples shall be conducted in such manner as to preserve the individual officer's right to privacy, insure a high degree of security for the sample and its freedom from adulteration. Officers shall not be witnessed by anyone while submitting a sample except where there is reason to believe that the employee has attempted to compromise the accuracy of the testing procedure. Proper testing may be conducted to prevent the submission of fraudulent or adulterated samples;
- D. Shall confirm any sample that tests positive in the initial screening for drugs by testing the second portion of the same sample by gas chromatography with mass spectrometry or an equivalent scientifically accurate and accepted method that provides quantitative data about the detected drug or drug metabolites;
- E. Provide the officer tested with an opportunity to have an additional sample drawn at the same time the blood or urine sample is provided, and preserve the additional sample in such a way that such sample can be later tested for the presence of alcohol or drugs; such preserved sample shall be forwarded by the testing clinical laboratory to a clinical laboratory that meets the definition thereof as set forth herein, upon the write direction of the officer at the officer's expense; results of this separate confirmation test shall only reveal positive or negative test results based upon the laboratory's standard; in such instances, the officer shall not become a part of the chain of custody of the samples.
- F. Require that the clinical laboratory report to the CITY that a blood or urine sample is positive only if both initial screening test and confirmation test are positive for the particular drug. The parties agree that should any information

concerning such testing or the results thereof be obtained by the CITY inconsistent with the understandings expressed herein (e.g. billings for testing that reveals the nature or number of tests administered), the CITY shall not use such information in any manner or forum adverse to the officer's interests except as may be ordered by a court or federal or state agency of competent jurisdiction. The clinical laboratory selected shall determine the standards with reference to drugs which shall govern whether any particular test result is positive or negative.

With regard to alcohol testing, test results showing an alcohol concentration of .03 or more based upon the grams of alcohol per 100 milliliters of blood shall be considered positive; no confirmation test shall be necessary, however, additional blood will be collected in accordance with (c) above; the foregoing standard shall not preclude the CITY from attempting to show that an officer with test results less than .03 was under the influence of alcohol during the hours of work, but the burden of proof in such cases shall rest with the CITY; in cases where an officer's test results are up to .05, the officer shall be referred to an Employee Assistance Program. That Employee Assistance Program referral requirement applies only to the first incident involving that officer.

- G. Provide each officer tested with a report of the results of each drug or alcohol test that includes the following information:
- (i) the type of test(s) conducted for both initial screening and confirmation, if any; and
 - (ii) the results of each test; i.e., for drugs, whether the test was positive or negative, and for alcohol, the actual level; and
 - (iii) the detection level, if any, which is the cut-off or measure used in drug tests to distinguish positive and negative samples, on both the initial screening and confirmation procedures; and
 - (iv) any other information or reports received by the CITY from the laboratory.

- H. Insure that all positive samples are preserved, for a period of not less than one hundred and eighty (180) days after the officer tested receives the results, in a condition that will permit accurate retesting. The CITY shall provide each officer tested with a positive result on any test for alcohol or any confirming test for drugs with an opportunity to have retested the preserved samples at the officer's expense at a clinical laboratory chosen by the officer; in such circumstances, the officer shall not become part of the chain of custody of the sample. The original testing clinical laboratory shall transmit the sample to a clinical laboratory of the officer's choosing for retesting, provided the clinical laboratory meets the definition of a "clinical laboratory" set forth herein;
- I. Insure that no officer is subject to any adverse employment action except investigative leave with pay during any testing procedure pending the results thereof [the forgoing shall not apply to the officer's ability to have another test done in accordance with above]; provided, however, this shall not preclude the CITY from temporarily reassigning the officer for the safety of the officer and the public pending the results of such tests; any such temporary reassignment shall be reviewed upon the receipt of the test results and shall be immediately discontinued in the event of a negative test result, except a negative result from the officer's retesting.

8. **RIGHT TO GRIEVE**

The UNION and/or the officer with or without the UNION, shall have the right to file a grievance concerning any testing or evaluation permitted by this Article, contesting the basis for the order to submit to the tests, the CITY's right to test, the administration of the tests, the significance and accuracy of the tests, the consequences of the testing or any alleged violation of this Agreement that may pertain thereto, in accordance with grievance procedures.

9. **RETENTION OF LEGAL RIGHTS**

It is understood and agreed that the parties in no way intend to restrict, diminish or otherwise impair any constitutional, statutory or other legal rights that officers may have with regard to the testing and evaluation that is the subject of this policy. Officers

retain all such legal rights, if any, they may have with regard to such testing and evaluation and may pursue the same in their own discretion, with or without the assistance of the UNION.

10. **VOLUNTARY REQUESTS FOR ASSISTANCE**

The CITY will not take any disciplinary action against an officer because he/she voluntarily seeks treatment, counseling or other support for an alcohol or drug related problem if the voluntary request for assistance is made before any appropriate supervisor makes a determination of reasonable suspicion and before any officer is subjected to a breathalyzer, HGN test or EST's, or in the case of random testing before the officer has been ordered to submit to a test. The CITY may require reassignment if the officer is then unfit for duty in his/her current assignment. The CITY shall make available through an Employee Assistance Program or by another means by which such officers may obtain referrals for treatment. Such requests, referrals and treatment shall be confidential. The nature of the problem, the referral and the treatment shall not be disclosed to the CITY or the Police Department. The CITY agrees that any information that it obtains, through whatever means, concerning such referral or treatment shall not be used in any manner except as outlined above regarding fitness for duty and temporary reassignments. Officers shall be permitted to use their accumulated leave of whatever type or to take an unpaid leave of absence during the period of rehabilitation.

11. **DISCIPLINE**

By agreement of the parties, positive test results when an officer has been required to take a test, are viewed as serious violations of departmental rules and will be punished by suspension or discharge. Reprimand punishment is explicitly not available in these cases; in addition, the general principle of progressive discipline is not applicable. However, consistent with the Employee Assistance Program or other referral program offered by the CITY, any suspension and/or discharge shall be suspended, reduced or waived pending successful completion of rehabilitation in appropriate cases.

12. **CONFIDENTIALITY**

The CITY and its agents, representatives, employees, and the physicians and clinical laboratories which it utilizes who have access to or receive information about drug or alcohol tests or evaluations and the results

thereof shall keep all information confidential. Release of such information shall be solely pursuant to a written consent form signed voluntarily by the officer, except where such release is compelled by court order or when the employee or the UNION grieves issues related to the information. The consent form must contain at least the following:

- (a) the person or persons authorized to obtain the information;
- (b) the purpose of the disclosure;
- (c) the precise information to be disclosed;
- (d) the duration of the consent.

MEMORANDUM OF UNDERSTANDING

This letter shall constitute a Memorandum of Understanding with respect to the collective bargaining agreement entered into between the City of Urbana, Illinois and the Fraternal Order of Police Lodge #70 for the period July 1, 1987 through and including June 30, 1990. This letter shall be in effect for the term of said Agreement only.

The President of the Lodge will designate one (1) bargaining unit employee and the City will designate one (1) Lieutenant to meet with one another, for the purpose of developing a list of items which may be purchased with funds described in Section 14.1 of the Agreement within thirty (30) days of the date the collective bargaining agreement becomes effective. If these two (2) employees cannot agree upon a single list, then each of them may submit a list to the Police Chief for his approval or disapproval. Any list developed by the parties shall be subject to final approval by the Police Chief.

MEMORANDUM OF UNDERSTANDING

This letter shall constitute a Memorandum of Understanding with respect to the collective bargaining agreement for 1987-90 entered into between the City of Urbana ("City") and Urbana Lodge #70 of the Fraternal Order of Police and of the Illinois Labor Council Fraternal Order of Police ("Lodge"). This letter shall be in effect for the term of said Agreement only.

Within thirty (30) days of the date the aforementioned collective bargaining agreement between the City and the Lodge is finally executed, the City will issue a departmental policy/procedure concerning "on-call status." The departmental policy/procedure will be implemented on a trial basis by the City, and will provide that while it is in effect, responses to call backs by designated on-call personnel shall be on a voluntary basis, and that the order in which said personnel are called back shall be rotated. No disciplinary action will be taken as a result of an individual refusing a call back covered by the policy and procedures developed pursuant to this Memorandum of Understanding. The City reserves the right to change or modify the on-call policy/procedure from time to time. However, the Chief will meet with a representative of the Lodge to discuss the results of the trial period and any changes to be made. If the City reverts to the same departmental policy/procedure which governed on-call status prior to the effective date of the 1987-90 Agreement between the City and the Lodge, then, upon written request by the Lodge, the City and the Lodge agree to submit any and all disputes concerning eligibility for additional compensation pursuant to the Fair Labor Standards Act to a mutually agreeable third party for resolution.

Disputes concerning the meaning, interpretation or application of the provisions of this Memorandum of Understanding shall not be subject to the grievance and arbitration procedure set forth in the Agreement between the City and the Lodge.

MEMORANDUM OF UNDERSTANDING

Purpose. The purpose of this Memorandum is to define the work day and work period and to set forth guidelines for attendance at voluntary schools.

The City of Urbana and Lodge #70, Fraternal Order of Police, hereby mutually agree to the following terms and conditions in regard to the definition of "work day" and "work period" and compensation for attendance at voluntary schools.

- 1) The following terms and conditions shall apply in regard to the definition of "work day" and "work period" and the definition of "voluntary school."
 - A) The normal work day shall consist of eight (8) consecutive hours of work exclusive of a thirty (30) minute meal period. The work day for purposes of determining overtime eligibility for all hours worked in excess of eight (8) hours per day (exclusive of a thirty (30) minute meal period), shall start at the beginning of the employee's regularly scheduled shift and shall end twenty-four hours later.
 - B) The normal work week shall consist of forty (40) hours per week and such additional time as may from time to time be required in the judgment of the City to serve the citizens of the City. The work period for purposes of calculating payroll and determining overtime eligibility for all hours worked in excess of forty hours per week shall start at 0700 hours on Saturday and end at 0700 hours on the following Saturday.
 - C) In the event of a conflict between A and B above, the provision providing for the payment of overtime to the officer shall prevail.
 - D) A voluntary school is one that is approved by the department as part or all of the work week but attendance is not required. A voluntary school is one that is conducted by any organization other than the Urbana Police Department.
- 2) In accordance with the past practices of the parties in applying the provisions of Section 9.3 of the collective bargaining agreement between the City and the FOP Lodge #70, overtime will be paid for more than eight (8) hours of authorized work within a work day as defined above, with the following exceptions:

- A) When attending voluntary schools which are eight hours or more in total duration:
 - 1) Attendance at a voluntary school shall be compensated in lieu of the employee's regularly scheduled shift for that work day; eight (8) hours of straight time compensation per work day shall be provided for all hours spent in attendance at voluntary schools regardless of the daily duration of the school.
 - 2) If, as part of a voluntary school, an employee is required to attend such voluntary school on a day which is not a regularly scheduled work day, the employee shall receive either eight (8) hours of time off during a regularly scheduled shift, or the employee shall be compensated at the overtime rate for those hours spent in the school on that day, as determined by the Public Safety Director or his designee.
 - B) When attending voluntary schools that are less than eight (8) hours in total duration:
 - 1) If the voluntary school is in session during an employee's regularly scheduled shift, an employee may be required to work the remainder of the eight (8) hours on his/her scheduled shift.
 - 2) If the voluntary school is in session during the employee's regularly scheduled time off or day off, the employee shall receive eight (8) hours time off during a regularly scheduled shift, or the employee shall be compensated at the overtime rate for the hours spent in the school that did not overlap with the employee's regularly scheduled shift, at the option of the Police Chief or his/her designee.
 - C) The Police Chief, or his/her designee, shall be notified in advance of the hours of attendance required at a voluntary school on a day which is not a regularly scheduled work day and shall have the right to make arrangements with the sponsors of the school for a waiver of attendance for a portion of that school.
- 3) The following shall be applicable to voluntary duty trades between officers:
- A) Straight time shall be provided for all hours worked as part of a voluntary duty trade that occurs during the normal scheduled working hours of the person being

replaced. If hours are worked in excess of the normal scheduled duty hours of the person being replaced, this time will be compensated at the overtime rate if the excess time was approved by a supervisor; however, such hours shall not be compensated at the overtime rate if the excess hours worked overlap with the time which the employee is otherwise assigned to work as part of his/her own shift.