

**Agreement
Between the Wheaton
Firefighters Union - IAFF
Local 3706 and the City of
Wheaton**

May 1, 2018
April 30, 2021



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154 **ARTICLE 1**
155 **PREAMBLE**
156

157 A. **Definition of Parties**

158 This Agreement is entered into by and between the City of Wheaton, an Illinois Municipal
159 Corporation, hereinafter referred to as the EMPLOYER, and the Wheaton Fire Fighters
160 Union, Local No. 3706, of the International Association of Fire Fighters, AFL-CIO, CLC,
161 hereinafter referred to as the UNION.
162

163 B. **Purpose**

164 It is the purpose of this Agreement to achieve and maintain harmonious relations between the
165 Employer and the Union, to establish wages, hours, and other terms and conditions of
166 employment and to provide for adjustments of differences, which may arise between the
167 parties.
168

169 **ARTICLE 2**
170 **RECOGNITION**
171

172
173 The Employer hereby recognizes the Union as the sole and exclusive bargaining agent for all
174 sworn, full-time firefighters, lieutenants working for the City of Wheaton, excluding all other
175 employees employed by the Employer, specifically the Fire Chief, Assistant Fire Chief, paid-on-
176 call employees, all civilian employees, all clerical employees, all non-Fire Department employees
177 and all other supervisory, managerial or confidential employees as defined by the Illinois Public
178 Labor Relations Act and all other employees excluded by the Act. The City of Wheaton
179 acknowledges that if the Captain rank or similar position is re-implemented in the future, the
180 provisions and impact of the Captain rank or similar position would be subject to collective
181 bargaining as provided by applicable laws.
182

183 **ARTICLE 3**
184 **NO DISCRIMINATION**
185

186
187 A. **Application of Agreement**

188 The Employer shall not discriminate against employees in any manner, which would violate
189 state or federal law. Specifically, the Employer shall not discriminate on the basis of race,
190 color, sex, religion, age, national origin or Union membership. Grievances under this Article
191 may proceed through the City Manager's level only. Employees dissatisfied with the
192 Employer's disposition of grievances under this Article may elect to file charges before the
193 appropriate federal or state agency.
194

195 B. **Reference to Gender**

196 All references to employees in this Agreement designate both sexes, and whenever the male
197 gender is used, it shall be construed to include male and female employees.
198

199 C. **Union's Responsibility**

200 The Union recognizes its responsibility as bargaining agent and agrees to fairly represent all
201 employees in the bargaining unit without discrimination, interference, restraint or coercion.
202
203
204

ARTICLE 4
GENERAL PROVISIONS

A. Union Activity

There shall be no discrimination, interference, restraint, or coercion by the Employer against any employee for his activity on behalf of, or membership in, the Union. Grievances under this Section can only be grieved to the City Manager's level. Employees dissatisfied with disposition of the grievances under this article may seek redress before the appropriate administrative agency or in the appropriate court.

B. Mailbox

The Union Local shall be permitted to maintain a mailbox within the Fire Department for the purpose of receiving mail and/or correspondence inadvertently directed to the Union Local. The mailbox shall be located at Station Thirty Eight (38). The Union Local shall be permitted access to bargaining unit member's mailboxes for the distribution of official Union business.

C. Printing and Supplies

This Agreement and any future Agreement shall be printed & bound, in whole, and supplied to each employee, by the Union within fifteen (15) working days after ratification. The Employer shall bear fifty percent (50%) of printing cost. In addition, each fire station will be supplied with a copy to be kept at each station, and accessible to bargaining unit employees. Each Assistant Chief and the Fire Chief shall be supplied with a copy as well.

D. Union Meetings

The Union Local shall be permitted to hold meetings in the Fire Station Thirty Eight (38) training room for the purpose of exchanging information. These meetings will be scheduled every other month (February, April, June, August, October and December) on an open meeting room night.

ARTICLE 5
MANAGEMENT RIGHTS

Except as limited by the express provisions of this Agreement, the Employer has and will continue to retain the right to operate and manage its affairs in accordance with the authority granted to it under applicable law. Subject to such grant of authority, the rights assigned to the Employer include, but are not limited to, the following rights:

1. To determine the organization and operations of the Fire Department;
2. To determine and change the purpose, composition and function of each of its constituent departments and subdivisions;
3. To set standards for the services to be offered to the public and to establish performance standards;
4. To direct the employees, including the right to assign work and overtime;
5. To hire, examine, classify, select, promote, restore to career service positions, train, transfer, assign and schedule employees;
6. To increase, reduce or change, modify or alter the composition and size of the work force, including the right to relieve employees from duties because of lack of work or funds or other proper reasons;
7. To establish work schedules and to determine the starting and quitting time, and the number of hours worked;

8. To establish, modify, combine or abolish job positions and classifications;
9. To contract out work, provided that such subcontracting does not result in layoffs of bargaining unit members, or reduced work assignments of current duties;
10. To add, delete or alter methods of operation, equipment or facilities;
11. To determine the locations, methods, means and personnel by which the operations are to be conducted, including the right to determine what operations are to be conducted;
12. To impose reasonable physical fitness standards;
13. To suspend, demote, discharge for just cause or take other disciplinary action against employees; and
14. To add, delete or alter policies, procedures, rules and regulations.

Inherent managerial functions, prerogatives and policymaking rights and the impacts thereof, whether listed above or not, which the Employer has not restricted by a provision of this Agreement are not in any way, directly or indirectly, subject to the grievance and arbitration procedures contained herein, provided that no right is exercised contrary to or inconsistent with other terms of this Agreement.

ARTICLE 6

OUTSIDE EMPLOYMENT

An employee may perform outside work and will notify the Fire chief of such work. Outside work may be performed to the extent that it does not prevent employees from devoting their primary interest to the accomplishment of their work for the Employer, or create a conflict between the private interests of the employee and the employee's official responsibility:

A. An employee shall not perform outside work:

1. Which requires the wearing of the uniform;
2. Which is of such nature that it may be reasonably construed by the public to be an official act of the Employer, of the Fire Department thereof;
3. Which involves the use of Employer facilities, equipment and supplies of whatever kinds;
4. Which requires the use of official information not available to the public;
5. Which might encourage on the part of members of the general public a reasonable belief of a conflict of interest;
6. Which would influence the exercise of impartial judgment on any matter coming before the employee in the course of the employee's official duties;
7. Which would involve work within the City of Wheaton, in which the employee would be expected to do as part of his/her regular duties.

B. Violation of this Article shall be subject to the discipline procedure.

ARTICLE 7

NO SOLICITATION

The Union acknowledges and recognizes the Employer's proprietary rights to its name and property, and the Union's obligations under the Solicitation for Charity Act. Accordingly, except as expressly authorized by the Employer, the Union agrees that:

1. None of its officers, agents or members will solicit any person or entity for contributions or donations on behalf of the Employer or its Fire Department;
2. The Union and its officers, agents and members will respect the wishes of citizens who request of them directly, or through the Employer (provided requests received by the Employer are referred in writing to the Union's designated representative) not to be solicited;
3. The Employer's and its Fire Department's name, shield or insignia, communications system, supplies and materials will not be used for solicitation purposes; and
4. Solicitation by bargaining unit employees may not be done on work time or in work areas. Neither the Union nor its agents or representatives may use the words "City of Wheaton" or "Wheaton Fire Department" in its name.

The Employer acknowledges and recognizes the rights of the Union and bargaining unit employees to exercise their First Amendment rights to Free Speech. The Employer further acknowledges and recognizes the Union's proprietary rights to its name "Wheaton Firefighters Union, I.A.F.F. Local 3706" and its organization and communication rights under the Solicitation for Charity Act. Accordingly, the Employer shall enact no new ordinance, rule, or S.O.P. that interferes with the rights of the Union or bargaining unit employees acknowledged herein to communicate with citizens while off-duty.

ARTICLE 8

UNION BULLETIN BOARDS

The Employer agrees to the Union having a bulletin board in each fire station no larger than 5' x 7'. The Union agrees that the space will be used for posting official Union notices of a non-inflammatory and non-political nature and further agrees that the bulletin boards will not be used to criticize the Employer or any of its employees or officials. Furthermore, an area in Station 38 will also be supplied to hang the Union's charter with the same restrictions set forth above.

ARTICLE 9

NO STRIKE AND NO LOCKOUT

A. No Lockout

The Employer will not lockout any employees in the bargaining unit during the term of this Agreement.

B. No Strikes

The Union will not sponsor, engage in, or condone any strike, slow down or mass absenteeism, or refuse to cross picket lines, while on duty, during the term of this Agreement. The Union recognizes that violation of this Section constitutes cause for dismissal.

The only matter which may be made subject of a grievance concerning disciplinary action imposed for an alleged violation of Section B above is whether or not the employee actually engaged in such prohibited conduct or whether or not such conduct was prohibited.

ARTICLE 10

PAYROLL DEDUCTION OF UNION DUES / FAIR SHARE FEE

358 A. Dues Deduction

359 While this Agreement is in effect, and in accordance with Section 6(E) of the Illinois Public
360 Employees Labor Relations Act, the Employer will deduct, from each employee's paycheck,
361 once each month the uniform, regular monthly Union dues for each employee in the
362 bargaining unit who has filed with the Employer a voluntary, effective check-off
363 authorization.

364
365 An employee desiring to revoke the dues check-off may do so by written notice to the
366 Employer at any time.

367
368 The actual dues amount deducted, as determined by the Union, will be uniform in nature for
369 each employee in order to ease the Employer burden of administering this provision.

370
371 If the employee has no earnings due for that period, the Union will be responsible for the
372 collection of dues. The Union agrees to refund to the employee any amounts paid to the
373 Union in error on account of this dues deduction provision. The Union may change the fixed
374 uniform dollar amount, which will be considered the regular monthly fees once each year
375 during the life of this Agreement. The Union will give the Employer thirty (30) days' notice
376 of any such change in the amount of uniform dues to be deducted.

377
378 B. Membership and Fair Share

379 The Employer shall make monthly payroll deductions for regular Union dues and, if any,
380 initiation fees for each Union member/employee covered by this Agreement upon receipt of a
381 written and signed authorization form. The amounts deducted shall be in accord with the
382 schedule submitted to the Employer by the Union.

383
384 Bargaining unit employees who are not members of the Union shall, as a condition of
385 employment, commencing thirty (30) days after employment or thirty (30) days after the
386 effective date of this Agreement, be required to pay a fair share fee to the Union for collective
387 bargaining and contract administration rendered by the Union. Such fair share fee shall not
388 exceed the full dues amount paid by members of the Union. The fair share fee shall be
389 deducted by the Employer from the earnings of nonmembers and remitted to an address
390 provided by the Union. The Union shall supply to the Employer, a list of nonmembers and
391 shall certify to the Employer the fair share amounts to be deducted. Fair share amounts shall
392 not include any contributions related to the election or support of any candidate for political
393 office.

394
395 The Union agrees to assume full responsibility to ensure full compliance with the
396 requirements laid down by the United States Supreme Court in Chicago Teachers Union v.
397 Hudson, 106 U.S.1066 (1986), with respect to the constitutional rights of fair share payers.

398
399 Accordingly, the Union agrees to the following:

- 400
401 1. Give timely notice to fair share fee payers of the amount of the fee and an
402 explanation of the basis for the fee, including the major categories of expenses,
403 as well as verification of same by an independent auditor.
404
405 2. Advise fair share fee payers of an expeditious and impartial decision-making
406 process whereby fair share payers can object to the amount of the fair share fee.
407
408 3. Place the amount reasonably in dispute into an escrow account pending

409 resolution of any objections raised by fair share fee payers to the amount of the
410 fair share fee.
411

412 It is hereby agreed that any dispute concerning the amount of the fair share fee and/or
413 responsibilities of the Union with the respect to the fair share fee payers as set forth above,
414 shall not be subject to the grievance/arbitration procedure set forth in this Agreement.

415 Non-members who object to this fair share fee based upon bona fide religious tenets or
416 teachings shall pay an amount equal to such fair share fee to a nonreligious charitable
417 organization mutually agreed upon by the employee and the Union. If the affected employee
418 and the Union are unable to reach agreement on the organization, the organization shall be
419 selected by the affected employee from an approved list of charitable organizations
420 established by the Illinois Labor Relations Board and the payment shall be made to said
421 organization.
422

423 C. Indemnification

424 The Union shall indemnify and hold harmless the Employer, its elected representatives,
425 officers, administrators, agents and employees from and against any and all such claims,
426 demands, actions, complaints, suits or other forms liability (monetary or otherwise) that arise
427 out of or by reason of any such action taken or not taken by the Employer for the purpose of
428 complying with the provisions of this Article, or in reliance on any written check off
429 authorization furnished under any such provisions.
430

431
432 **ARTICLE 11**
433 **PRIVILEGE OF APPOINTMENT**
434

435 All members, upon appointment, shall receive any and all documents, badges, cards, required by
436 the Fire and Police Commission's Rules and Regulations, as those Rules and Regulations may be
437 amended from time to time.
438

439
440 **ARTICLE 12**
441 **E.M.S.**
442

443 A. Employees certified (licensed) as Emergency Medical Technicians Paramedic (E.M.T.-P)
444 shall be entitled to participate in on duty EMT-P in house continuing education classes in
445 order to maintain their EMT-P certification (license).
446

447 B. Employees' EMS records including records related to infection control and blood-borne
448 pathogens shall be exclusively maintained under the custody and control of the Assistant
449 Chief - Administration, or a mutually agreed upon union member designee. One Union
450 member shall be designated and allowed access to Medical Training Records to assist in
451 maintenance of EMS training certificates.
452

453 C. Employees hired on or after December 1, 1991 who are currently IDPH (Illinois Department
454 of Public Health) licensed at the minimum level of Emergency Medical Technician (EMT)
455 Basic shall maintain said license throughout their employment with the City of Wheaton Fire
456 Department. Furthermore, the employer acknowledges its responsibility to provide employee
457 access to required hours (currently 120 hours in 4 year timeframe) of approved continuing
458 education in order for the employee to maintain licensure as per IDPH requirements.
459 Additionally, the employees acknowledge their joint responsibility with the employer to enter

and monitor, within the electronic record keeping system, their individual continuing education training hours (i.e. hours earned outside of the “regular” training schedule such as specialty training, on-line continuing education, etc.) associated with re-licensure.

- D. The employer further agrees to provide the IDPH minimum required hours of on duty approved EMS/Fire Rescue training of the Fire Department’s current EMS system. Any remaining hours for re-licensure will be made available through alternative means such as on-line or in a written form through coordination with their supervisor. Employees needing to complete hours will be allowed to complete the training while on-duty. Employees who complete re-licensure hours off duty will not be compensated.
- E. The City will pay for all re-licensure fees. In the case of an employee failing to re-licensure, the employer will work together with the union executive board and the affected employee to develop a plan of action for the employee so that he/she attains re-licensure.

ARTICLE 13 **PREVAILING RIGHTS**

Rights and conditions of employment as specified herein shall be maintained during the term of the Agreement.

- 1. Maintain S.O.P. regarding house duties, vehicle checks, meal and break period, etc. as described below in the Daily Routine and Work Schedule.
- 2. Maintain right to use fire department apparatus to shop for groceries, station supplies, uniforms, while on duty.
- 3. Maintain right to operate pop and candy machines in the fire stations.
- 4. Maintain right to plug in vehicle block heaters, etc. during extreme weather with the permission of the Shift Commander or Acting Shift Commander or Fire Chief’s designee.
- 5. Maintain right to use of telephones for personal use with the following provisions:
 - a. Employees shall be permitted to use Employer’s telephones for personal reasons within reasonable limits as determined by the Fire Chief. This is a privilege and not a right and may be withdrawn by the Fire Chief if abuse occurs or causes interference with work duties.
 - b. Long distance calls may be made only with the approval of the Fire Chief (or his designee) at the employee’s expense.
 - c. Employees are to observe the rules of telephone courtesy on answering or placing calls.
- 6. Except for the Employer’s Employee Health Leave Bank, fringe benefits including the firefighters thirty (30) day sick bank provided by the City of Wheaton Personnel Manual, which are not otherwise provided under the terms of this Agreement shall be maintained.
- 7. Allow Union contract ratification meetings to be scheduled by the Union at Station 38.

8. The City shall provide and maintain the current Disability insurance for employees not vested in the Pension.

Daily Routine and Work Schedule

For the purpose of this policy, 0700 to 1700 hours is to be considered the normal business day. This does not preclude, however, assignments that may require completion after 1700 hours. It is the responsibility of the on-duty Shift Officers to monitor the adherence to this policy.

A (24) hour tour of duty shall begin promptly at 0700 hours. Personnel are expected to be on time for their assigned tour of duty, including any overtime shift accepted, dressed in proper work uniform by 0715 hours. Personnel are to remain on duty until 0700 hours the following morning or until properly relieved by the oncoming shift person, by position, or unless authorized to leave by a Chief, Shift Commander or Acting Shift Commander or Fire Chief's designee or Shift Lieutenant in charge. When this is done by a Shift Lieutenant immediate notification shall be made to the Shift Commander, or Acting Shift Commander, or Fire Chief's designee.

The following shall serve as, but not be limited to, the daily shift routine/work schedule for all Wheaton fire stations. These responsibilities are expected to be completed within a tour of duty. The time frames indicated shall serve as a guideline for organizing and standardizing the work day with the understanding that it may be altered due to circumstances beyond control (i.e. fire or ambulance calls, WSFRA training and special circumstances).

It is expected that televisions are not turned on (unless otherwise approved by the Fire Chief, Shift Lieutenant or Shift Commander or Acting Shift Commander or Fire Chief's designee for a current special event occurring) during the beginning of the work day 0800 hours to 1700 hours Monday through Friday and 0800 to noon on Saturdays. The only exception would be during lunch and on Sundays and Holidays.

0700 hrs	Report for Duty, turn-out gear on vehicles Lieutenant to communicate with Shift Commander to discuss special events, assignments and daily roster
0715 hrs	Personnel in uniform
0730-0800 hrs	Shift briefing of the day's activities by Lieutenant Target solutions quick drills
0800-1700 hrs	Appropriate vehicle inspections Complete assigned work schedule tasks Training Complete fire inspections/pre-plan assignments Lunch (one hour) Public education assignments Work in assigned areas of responsibility Special work assignments as assigned Physical exercise <i>*May be allowed earlier in day due to scheduled activities.</i>

NOTE: Department personnel should respect their position of employment with the Wheaton Fire Department. Likewise, family and friends should also respect your professional position. Unnecessary phone calls (other than emergencies) or extended visits to the station (other than unscheduled visits by the public) during the work day or extended visits to a station on a regular basis, thereby interrupting the work day, shall be prohibited.

All department personnel are encouraged to participate in Department sanctioned physical exercise while on duty. The following policies shall govern physical exercise participation while on duty:

1. Only Fire Department sanctioned work-out clothing may be worn during physical exercise. Additionally, if a fire response occurs, personnel shall wear bunker pants over their gym shorts.
2. Gym shorts, sweat clothes, running shoes or gym shoes shall not be worn at any time other than during physical exercise. Immediately following the completion of physical exercise, all personnel shall change back into the proper work uniform.
3. Personnel shall be permitted to leave the fire station to perform physical exercise (i.e., jogging) in compliance with Department policy.
4. When performing weight lifting exercise with free weights, the maximum amount of pounds permitted to be lifted by a person at one time is 300lbs. For safety purposes, an attempt should be made to have a spotter when weight lifting.

ARTICLE 14 **SENIORITY AND SENIORITY RIGHTS**

A. Definition of Seniority

As used herein, the term "seniority" shall refer to and be defined as the continuous full-time length of departmental service from the date of last hire.

B. Seniority List

The Employer shall prepare, and post a list, by October 15 of each year, setting forth the present seniority dates for all employees covered by this Agreement which shall become effective on or after the date of execution of this Agreement. Such lists shall finally resolve all questions of seniority affecting employees covered under this Agreement. Disputes as to seniority listing shall be resolved through the grievance procedure.

Rank seniority shall be defined as a Fire Lieutenant's length of continuous regular full-time employment calculated from the employee's promotion date. Employee's promoted on the same date shall be placed on seniority list in order of ranking on the final promotional eligibility list. The employer shall post the Rank Seniority list along with the Department seniority list each year.

C. Accrual of Seniority

1. Employees will not continue to accrue seniority while on an authorized unpaid leave of absence, but will not lose seniority accrued at the time the leave commences.
2. Employees called to active Military Service from Reserve status shall continue to

accrue seniority while on active Military leave.

D. Probation Period

New employees shall serve a probationary period of three-hundred-sixty-five (365) days. Any employee may be discharged during the probationary period without just cause. In such event the employee shall be notified of the reason(s) for the discharge prior to the effective date of the discharge action. A copy of the notice will be sent to the Union. The seniority of the employee retained beyond the probationary period shall date back to their date of hire.

E. Termination of Seniority

An employee shall be terminated by the Employer and his seniority broken when he/she:

1. Is discharged for just cause;
2. Is absent for three (3) consecutive scheduled work days without proper notification or authorization, unless he/she is unable to provide notification or obtain authorization;
3. Retires; or
4. Resigns.

F. Floater Positions

While the City of Wheaton retains its' management rights granted under Article 5 and within Department Policy and Guidelines, the City will utilize the following criteria when assigning personnel to Floater positions:

1. When needed, the process outlined in the Wheaton Fire Department Policies and Guidelines will be used to solicit volunteers for Floater position assignments.
2. In the event that no personnel volunteer to become floaters or a floater position remains unfilled after soliciting volunteers, the following would occur:
 - a. Floating firefighter positions will be filled based upon reverse seniority order of non-probationary firefighters unless management determines that an operational need exists.
 - b. Floating Lieutenant positions will be filled in reverse rank seniority (as defined in Article 14 (B)) order of personnel with greater than one-year experience in the Lieutenant rank unless management determines an operational need exists.
 - c. If Management assigns floater position(s) based upon operational need, the Fire Chief will communicate this action to both the personnel assigned to the floating position and to the President of the Union prior to the shift assignments being posted to the department.
 - d. Firefighters with 15 or more years of service will be exempt from Floater position assignments unless management determines that an operational need exists.

The Floater Position provisions were negotiated in 2018, they will be implemented to take effect on January 1 of the year following ratification of the agreement and then each subsequent year thereafter during the term of the agreement.

ARTICLE 15
LAY-OFFS

A. Lay-offs

In the event it becomes necessary to lay-offs, employees shall be laid-off in the inverse order of their seniority. No new employee(s) shall be hired, until all employees on lay-off status desiring to return to work have been recalled and hired.

B. Recall

Employees who are laid off shall be placed on a recall list. Employees shall have recall rights for a period of three years. When there is a recall, employees who are on the recall list shall be recalled in inverse order of lay-off and any such person may be required to submit to examination by physicians of the Employer's choice to determine his/her physical fitness at the Employer's cost. If there is a dispute between the opinion of the Employer's physician and the employee's physician, the Employer and the Union shall jointly agree to a third physician who shall examine the employee and such physician's opinion shall be controlling.

Employees on the recall list shall be given thirty (30) calendar days' notice of recall. The notice of recall shall be sent to the employees by certified or registered mail, with a copy to the Union. The Employer shall be deemed to have fulfilled its obligations by mailing the recall notice by certified mail, return receipt requested (employee's signature only), to the mailing address last provided by the employee with a copy to Union, it being the obligation and responsibility of the employee to provide the Employer with his/her latest mailing address. If an employee fails to report for work within thirty (30) days of notice of recall, the employee's name shall be removed from the recall list.

ARTICLE 16
LABOR-MANAGEMENT CONFERENCES

The Union and the Employer mutually agree that in the interest of efficient management and harmonious employee relations, it is desirable that meetings be held when mutually agreed to in advance between Union representatives and representatives of the Employer. Such meetings shall be at the request of either party, the President of the Union and the Fire Chief may meet at mutually agreed upon times, up to six (6) times per fiscal year, to discuss matters of mutual concern that do not involve negotiations. Additional meetings may be held upon mutual agreement of the parties. The President of the Union may invite other bargaining unit members or Union representatives to attend such meetings. The Fire Chief may invite other Department/City representatives to attend such meetings. Either party may have up to three (3) representatives in attendance.

Such meetings and locations shall be mutually agreed to before being held, and the purpose of any such meeting shall be limited to:

1. Discussion on the implementation and the general administration of this Agreement;
2. A sharing of general information, and ideas of interest to the parties;
3. Discuss with the Union, changes in (non-bargaining) conditions of employment which, may affect employees.

It is expressly understood and agreed that such meetings shall be exclusive of the Grievance Procedure. Grievances being processed under the Grievance Procedure shall not be considered a "Labor-Management Conference," nor shall negotiations for the purpose of altering any or all of the terms of this Agreement, be carried on at such conferences.

In addition, it is agreed that if the mutually agreed time occurs during the normal duty shift, the

Employer shall permit employees to attend the meetings without loss of pay or benefits if the meeting is held at a mutually agreed on location and the employees are available for duty.

ARTICLE 17

RULES AND REGULATIONS COMMITTEE

A. Compliance and Review

1. The Union agrees that it and its members shall comply, in full, with all Fire Department rules and regulations, practices and procedures that are not in conflict with the provisions of this Agreement.

2. The Employer shall name three (3) representatives and the Union shall name three (3) representatives to sit as a committee to review the existing (and create new if needed) Fire Department rules and regulations. Such committee shall meet as needed, and may by majority agreement, make recommendations as to changes which shall be reviewed by the Fire Chief, who shall promptly issue a written report as to his agreement or specific reasons for his disagreement. In the event that the Fire Chief rejects a committee recommendation, the committee and the Fire Chief shall meet in an attempt to resolve their differences.

B. New Rules

New or revised rule(s) and order(s) having the effect of changing a rule or regulation may be established from time to time by the Employer. Any such new or revised rule(s) or order(s) shall be posted for five (5) days before they become effective or enforceable.

ARTICLE 18

JOINT OCCUPATIONAL SAFETY AND HEALTH COMMITTEE

It is the desire of the Union and the Employer to maintain the highest standards of safety and health in the Fire Department in order to eliminate, as much as possible, accidents, death, injuries and illnesses in the fire service.

1) Protective devices, wearing apparel and other equipment necessary to properly protect firefighters shall be provided by the Employer at no cost to the employees and shall conform to applicable fire service standards. These devices, apparel and equipment shall be inspected by the quartermaster and/or appropriate division on an annual basis. There shall be an equipment repair e-mail sent by the firefighters to their Lieutenant with copies sent to Shift Commander or Acting Shift Commander or Fire Chief's designee and to Health and Safety Committee members.

The Union and the Employer shall each appoint two (2) members to the Joint Occupational Safety and Health Committee. This committee will meet quarterly, or as needed, and discuss safety and health conditions. If a majority of the Committee makes recommendations as to changes, those recommendations shall be reviewed by the Fire Chief, who shall promptly issue a written report as to his agreement or specific reasons for his disagreement. In the event the Fire Chief rejects a committee recommendation, the committee and the Fire Chief shall meet in an attempt to resolve their differences.

763 Safety committee members will be granted time-off with pay while on-duty, when meeting jointly
764 with the Employer and for any inspection or investigation of safety or health problems in the Fire
765 Department.

766
767 The Employer shall not restrict the safety committee members from any Fire Department facility
768 when investigating health or safety conditions.

769
770 Records shall be kept of all job-related accidents, injuries and illnesses which shall be maintained
771 by the Employer. Copies of all such records and reports, including all reports which may be
772 required by the state or federal governments, shall be made available upon request to the safety
773 committee members.

774
775
776 **ARTICLE 19**
777 **SAFETY, HEALTH AND WELFARE**
778

779 A. **Corrective Eyewear Repair/Replacement**

780 The Employer agrees to repair/replace, as necessary, a firefighter's eyeglasses, watch, contact
781 lenses, and prescription sunglasses if such are damaged or broken while being worn by the
782 employee during the course of the employee's emergency duties. Incidents are required to be
783 documented, in writing, to the employee's immediate supervisor. The Employer's obligation
784 under this clause is limited to one hundred fifty (\$150) dollars.

785
786 B. **Inoculation and Immunization**

787 The Employer agrees to pay all expenses for inoculation or immunization shots, or for any
788 medical directed follow-up procedures, for the employee and for members of the employee's
789 family, when such becomes necessary as a result of said employees' exposure to contagious
790 diseases where said employee has been exposed to said diseases in the line of duty. The
791 inoculation and shots will be performed by the Employer's designated physician and only in
792 those instances where the Employer's designated physician recommends such an inoculation
793 or immunization.

794
795 C. **Extreme Weather**

796 In situations of extreme weather, as judged by Shift Commander or Acting Shift Commander
797 or Fire Chief's designee, previously scheduled training exercises shall be reconsidered and
798 reasonable, common sense accommodations made.

799
800
801 **ARTICLE 20**
802 **JOB DUTIES**
803

804 The members of the bargaining unit will continue to perform those duties sworn employees have
805 performed in the past for the Employer, as well as any duties reasonably related to those duties.
806 Sworn employees will not be required to perform any duties requiring the services of an
807 electrician, mechanic, plumber, carpenter, or painter.

808
809
810 **ARTICLE 21**
811 **INSPECTIONS**
812

813 All building inspections related to fire prevention and enforcement of the Fire and Life Safety

codes shall be performed by qualified bargaining unit employees.

The performance of such work on scheduled off days will be considered and implemented, if the Fire Chief (or his/her designee) deems it necessary to carry out required inspections, according to terms and conditions as agreed by the parties. Any such work shall be at the employee's time and one half (1.5) rate.

The Union agrees that Sworn Members of The Wheaton Fire Department (Chief, Assistant Fire Chief) may perform Fire Safety Inspections in special circumstances. (i.e. Annual School Inspections, after hours Code Violation Inspections, citizen complaints, and other special circumstances).

If a separate Inspection Position is created, any such work shall be offered to Bargaining Unit employees at straight time pay rates.

ARTICLE 22 **PROMOTIONS**

A. General

Promotions to the rank of Lieutenant shall be conducted in accordance with the provisions of the Fire Department Promotional Act, effective August 4, 2003, 50 ILCS Section 742 (hereinafter the "Act"). The procedure for promotions shall be made in accordance with the provisions of the Act unless otherwise specified in this section.

B. Eligibility Requirements

All Promotions shall be made from employees who possess the following qualifications:

1. Lieutenant

The examination process for promotion to the rank of Lieutenant shall be competitive among employees in the rank of Firefighter who desire to submit themselves to such process and meet the following eligibility requirements at the time of application:

- a. Minimum of seven (7) years in the Wheaton Fire Department, including probation.
- b. Certified Firefighter III or Advanced Technician Firefighter
- c. Provisional Fire Officer I, Fire Officer I or Company Fire Officer

C. Rating Factors and Weights

All examinations shall be impartial and shall relate to those matters which will test the candidate's ability to discharge the duties of the position to be filled. The placement of employees on promotional lists shall be based on the points achieved by the employee on promotional examinations consisting of the following components in the following order (Sec. 35 paragraph A of The Act) weighted as specified:

Component	Percentage Weighting
Seniority	10%
Fire Chief's Points	5%
Ascertained Merit	20%
Promotional Potential Rating	5%
BPFC Oral Interview	15%
Assessment Center	15%
Written Examination	30%

If a candidate wishes to withdraw from the promotional process before the completion of all the components of the promotional process, the candidate shall so advise the Fire Chief in writing.

D. Test Components

1. Written Examinations As per Section 35 of the Act Seniority Points

Seniority points shall be computed as of the date of the written examination. Points shall be awarded on the following basis: one-half a point (.5) for each year of service in a sworn position on the Wheaton Fire Department up to a maximum of twenty –five (25) years.

2. Ascertained Merit

A maximum of ten (10) points can be earned (e.g., 10 points = 100) for ascertained merit which shall be earned based on the professional achievements listed below:

Ascertained Merit for Lieutenant Promotions

Criteria	Point Value
Bachelor's Degree – Fire, EMS or Public Administration Related	3
Bachelor's Degree – Any field of study	2
Associates Degree – Fire, EMS or Public Administration Related	2
Associates Degree – Any field of study	1
Minimum of 30 hours of college credit but no degree	.5
Fire Officer II class attendance Advanced Fire Officer	.5 points per class; maximum of 2.5 points
Attendance at any course work at National Fire Academy in Emmitsburg, Maryland (minimum of 24 hour course)	1 point per class; maximum of 2 points
University of Illinois FSI course (or equivalent) – 40 or more hour class (Does not include courses resulting in an OSFM certification covered elsewhere in this document).	.5 points per class; maximum of 5 points
University of Illinois FSI course (or equivalent) – classes of 17-39 hours (Does not include courses resulting in an OSFM certification covered elsewhere in this document).	.25 points per class; maximum of 2.5 points

University of Illinois FSI course (or equivalent) – classes of 8-16 hours (Does not include courses resulting in an OSFM certification covered elsewhere in this document).	.125 points per class; maximum of 1.25 points
Specialized Training Certifications and/or Class Completion Hazardous Materials Specialized Rescue Fire Investigator Fire Inspector Dive	See “Specialized Training List” for points awarded per certification Maximum of 4 points (Points awarded only for class completion)
ACLS, BTLS, PALS (or similar course) attendance	.25 points per class; maximum of 1 point
Paramedic License (Good Standing)	2 points
Previous Paramedic License	.5 points

883

Specialized Training List for Lieutenant

Specialized Training	Individual Courses and Points for Each
Hazardous Materials	Technician A - .5 Technician B - .5 Hazardous Materials Incident Command - .5
Specialized Rescue	Trench Operations - .5 Trench Technician - .5 Rope Operations - Vertical I - .5 Rope Technician– Vertical II - .5 Rescue Specialist - .5 Confined Space Operations - .5 Confined Space Technician - .5 Structural Collapse Operations - .5 Structural Collapse Technician - .5 Vehicle and Machinery Operations - .5 Vehicle and Machinery Technician - .5 Swift Water Rescue - .5 TRT Incident Command - .5
Fire Investigator	Juvenile/Youth Fire Setter Intervention Specialist - .5 Fire Investigator Module A - .5 Fire Investigator Module B - .5 Fire Investigator Module C - .5 Certified Fire Investigator - .5
Fire Inspector	Fire Prevention Officer Module A - .5 Fire Prevention Officer Module B - .5 Fire Prevention Officer Module C - .5
Dive Rescue Courses provided by PADI or Dive Rescue	Open Water - .25 Advanced Open Water - .25 Rescue - .25 Search and Recovery - .25 Dry Suit - .25 Swift Water - .25

International	Ice - .25 Instructor Assistant - .25 Divemaster - .5 Instructor - .5
WFD Officer Development Program	WFD Officer Development Program Participation - .5 <i>*Members already on Acting Officer List as of start of this contract will automatically be grandfathered and receive these points.</i>

Special Note: Some Specialized Training certifications and class names have changed over the years. The Ascertained Merit/Promotional Potential Rating Panel shall correlate with current terminology.

Notes and Clarification

College Credit

- a. College credit is not cumulative. Credit will only be given one time for the highest point value achieved. (Example: If a firefighter has a Bachelor's Degree in Fire Department Administration he/she will only receive 3 points total).
- b. College credits will be awarded once per diploma, once per degree level and only at the highest level.

Examples (applies to Lieutenant):

An officer candidate has an Associate's Degree in Accounting and uses the credit associated with the degree (1 point) for promotion to Lieutenant. The Lieutenant eventually obtains his Associates Degree in Fire Science.

An officer candidate has an Associate's Degree in Accounting and uses the credit associated with this degree (1 point) for promotion to Lieutenant. The Lieutenant eventually obtains his Bachelor's Degree in Fire Science.

Fire Officer Credit

Credit can be awarded for Fire Officer II Provisional, Fire Officer II, Advanced Fire Officer, Fire Officer III certifications/classes and Chief Fire Officer.

Application for Ascertained Merit

- a. It shall be the officer candidate's responsibility to submit a written request for Ascertained Merit Credit to the Fire Chief or the Fire Chief's designee. This request shall include all appropriate documentation such as college diploma, college transcripts, OSFM certificates, University of Illinois FSI certificates of completion, etc. Where applicable, documentation shall indicate course description, syllabus and number of hours. An "Ascertained Merit/Promotional Potential Rating Panel" shall be established and shall consist of the Assistant Fire Chief or Fire Chief's designee.
- b. Assistant Fire Chief or Fire Chief's designee, one union officer not involved in the promotional process (if available) and one other union member not involved in the promotional process. One member of the panel shall be designated as the Chairman of the "Ascertained Merit/Promotional Potential Rating Panel." A simple majority is required to award credit for each request.

- 927 c. The Ascertained Merit Review Panel shall award as many points as are satisfactorily
928 documented, to a maximum of ten (10) points. Documentation shall be maintained
929 indicating what specific diplomas, certificates and classes were used during the
930 promotion process. A written response shall be given to the officer candidate.
931
- 932 d. For state certification completion classes add .25 points per class for a total of .75 for
933 each state certification class.
934

935 E. Subjective Evaluation
936

937 1. Assessment Center

938 An independent vendor who will use a panel of qualified impartial fire officers from
939 other public sector jurisdictions with similar work experience to fire officers
940 (municipalities) shall conduct the Assessment Center.
941

942 Panel Members

943 The vendor shall use a panel of fire officers from other jurisdictions similar to the
944 Wheaton Fire Department or fire officers with similar work experience to fire
945 officers in the Wheaton Fire Department. To ensure this practice, the Wheaton Fire
946 Department shall request a panel consisting of a number of names which shall be
947 equal to at least two and one-half (2 ½) the number of panel members required for
948 their interview process. The Union shall have the right to review the use of the panel
949 submitted and grieve such list if it does not comport with the requirements of this
950 paragraph. Qualifications for panel members and the procedure for obtaining panel
951 members shall be in compliance with statutory requirements in effect at the time the
952 panel is formed. Both the Union and the Fire Chief shall alternately strike names
953 from the list provided by the (Company) until such time that the required number of
954 panel members remains on the list. The order of striking names shall be determined
955 by a coin flip.
956

957 The Assessment Center shall include 3 of the 4 the following assessment techniques:
958

959 Lieutenant Exam:

960 Tactics and Strategy

961 Employee Counseling

962 Writing Skills (Performance Improvement Plan)

963 Oral Presentation
964

965 Members challenging the Lieutenant Promotional process shall be notified
966 which Assessment Center techniques will be used in the testing notification.
967

968 2. Board of Police and Fire Commissioner's Interview

969 The Board of Police and Fire Commissioners shall conduct an individual oral
970 interview with each candidate. Questions asked during the oral interview shall be
971 structured and applied uniformly for all candidates and shall be designed to enable
972 the Board of Police and Fire Commissioners to assess the candidate's qualifications
973 and abilities to discharge the duties of the rank in question.
974

975 3. Promotional Potential Rating

976 Each Sworn Lieutenant in the Fire Department shall participate in the Promotional
977 Potential Rating process and must complete an evaluation for each candidate for

978 promotion to Lieutenant. Such members shall award points based on the following
979 job-related merit criteria uniformly applied to all candidates: emergency
980 performance, leadership, teamwork and ethics and values using a points scale. A
981 description of such criteria is attached in Appendix B. Each member participating in
982 the Promotional Potential Rating process shall submit a signed rating sheet
983 containing his/her assignment of points on the listed criteria to the Chairman of the
984 "Ascertained Merit/Promotional Potential Rating Panel." The average of points
985 awarded to each candidate shall be posted by the highest-ranking Union officer who
986 is not a candidate for promotion at the same time that the Chief's points are posted.
987

988 4. Fire Chief's Points

989 The Fire Chief, Assistant Fire Chief or Fire Chief's designee shall award points based
990 on job-related merit criteria uniformly applied to all applicants. Examples of such
991 criteria that may be used by the Fire Chief, Assistant Fire Chief or Fire Chief's
992 designee include but are not limited to leadership skills, teamwork, including that
993 evidenced by participation in departmental, divisional and committee work,
994 supervisory evaluation, decision making, interpersonal skills and disciplinary history.
995 Such criteria shall be disclosed to the Union and the applicants at least 90 days prior
996 to the awarding of points. Chief's points awarded to all candidates shall be posted at
997 the same time as the Promotional Potential Rating points are posted, according to a
998 confidential candidate identification number. Each candidate shall have the right to
999 their score on this component at the time of posting. A description of such criteria is
1000 attached in Appendix C.
1001

1002 F. Scoring of Components and Posting of the Interim and Final Promotion Lists
1003

- 1004 1. No candidate for promotion shall "fail" based on their score for any one
1005 component of the testing process. A candidate will qualify for the list based on a
1006 cumulative score of 70% or better after all components have been scored.
- 1007 2. Each component of the promotional test shall be scored on a scale of 100 points.
1008 The component scores shall then be reduced by the weighting factor assigned to
1009 the component on the test and the scores of all components shall be added to
1010 produce a possible total score of 100 points. Candidates shall then be ranked on
1011 the list in rank order based on the highest to the lowest points scored on all
1012 components of the test. Such ranking shall constitute the interim promotional list.
- 1013 3. The scores for each component of the promotional process shall be confidentially
1014 disclosed to each candidate as soon as practicable after the component is
1015 completed. In addition, the scores of all candidates shall be posted as soon as
1016 practicable after the component is completed and after each candidate has
1017 received their score, but shall be done in such a way as to not personally identify
1018 any given candidate (e.g. number assigned prior to the first testing component).
1019 After all components of the promotional process have been completed, the scores
1020 for each candidate shall be tallied and a promotion list shall be prepared by the
1021 Board of Police and Fire Commissioners and one Union representative not
1022 involved in the promotional process. The promotion list shall be posted at each
1023 fire station listing in rank order from highest to lowest the scores of all candidates
1024 whose scores for all components of the promotional process are 70% or better.
- 1025 4. Veteran's Preference Points: (50 ILCS 742/55) – A candidate on a preliminary
1026 promotion list who is eligible for veteran's preference under any law or
1027 agreement applicable to an affected department may file a written application for
1028 that preference within 10 days of the posting of the preliminary ranking list of

1029 candidates from highest to lowest point scores after all components of the testing
1030 process are complete. Additional points shall be awarded per the rules outlined
1031 by the “Rules and Regulations of the Board of Police and Fire Commissioners”
1032 to establish the final rank order of promotional list from highest to lowest point
1033 scores.
1034

1035 G. Professional Leadership Assessment

1036 Within 30 days after a candidate is officially given an offer for promotion to Lieutenant,
1037 the Fire Chief may send the candidate for a Professional Leadership Assessment. There
1038 will be no points awarded for this Assessment nor will there be any pass/fail criteria.
1039

1040 H. Duration of Promotion List

1041 A promotion list shall be effective for a period of two (2) years from the date of its
1042 posting. The City shall take all responsible steps to ensure that the Board of Police and
1043 Fire Commissioners maintains in effect current eligibility lists so that promotional
1044 vacancies that the City Council has funded and authorized to be filled are filled not later
1045 than sixty (60) days after the occurrence of the vacancy.
1046

1047 I. Right of Review

1048 Any individual participant in the promotional process who believes that an error has been
1049 made with respect to eligibility to take an examination, examination result, placement or
1050 position on a promotional list may file a grievance at Step 3 in accordance with the
1051 provisions of the grievance and arbitration procedure set forth in Article 36 of this
1052 Agreement, subject to the following provisions:
1053

- 1054 1. Any such grievance must be filed within ten (10) business days of the date the final
1055 promotion list is posted.
- 1056 2. The grievance shall be limited to disputes relating to a claim that the Board of Police
1057 and Fire Commissioners failed to follow the requirements of this Article in
1058 administering the promotional process. Except for the Chief’s component as provided
1059 in subsection 4 below, only such objective grievances shall be allowed under the
1060 parties’ grievance and arbitration procedure set forth in Article 36.
- 1061 3. The grievance shall not involve any claims relating to disputes over the level of
1062 ratings or points awarded by an evaluator as to any component of the promotion
1063 process, other than the accuracy of the computations of the points awarded.
1064

1065 If a timely grievance is filed, the promotion shall be held in abeyance pending completion
1066 of the grievance process. During the pendency of any such grievance, the Fire Chief may
1067 assign an employee on a temporary basis to serve as an acting Lieutenant.
1068
1069

1070 **ARTICLE 23**
1071 **CLOTHING AND PERSONAL EQUIPMENT**
1072

1073 A. Protective Gear

1074 Each employee shall, at the time of hire, be furnished with the following protective
1075 equipment, including but not limited to; (one (1) of each) whereby the Employer shall bear
1076 the cost of such items: Helmet, Nomex hood, Bunker coat, Bunker pants, boots, Rated self-
1077 rescue belt w/ Rope, Bag, and Carabineers, hand light, and two (2) pair of gloves. Employer
1078 shall replace above equipment at Employer’s cost as needed. Above equipment and any other
1079 equipment furnished by the Employer shall conform to current N.F.P.A. standards.

1080
1081 B. Station Uniform

1082 Embroidery of candidate's name and badge number will occur after successful completion of
1083 probation.

- 1084 1. Each employee shall, at the time of hire, be furnished with the following station
1085 uniforms, whereby the Employer shall bear the cost of the initial uniforms: Three (3)
1086 pairs of station uniform pants, three (3) station uniform short sleeve shirts, three (3)
1087 station uniform long sleeve shirts, three (3) station uniform T-shirts, two (2) badges with
1088 employees' shield number, two (2) name badges, one (1) lightweight coat, two (2)
1089 baseball caps, one (1) station uniform belt and (1) pair of station shoes.
- 1090 2. Each newly promoted Lieutenant shall, at the time of promotion, be furnished with the
1091 following station uniforms, whereby the Employer shall bear the cost of the initial
1092 uniforms: Three (3) station uniform white short sleeve shirts, three (3) station uniform
1093 white long sleeve shirts, three (3) station uniform white T-shirts, two (2) badges with
1094 employees' shield number, two (2) name badges, white class "A" cap with cap badge,
1095 white class "A" long sleeve shirt.

1096
1097 C. Firefighter Class "A" Uniform

1098 One (1) class "A" uniform which shall include; pants, blue long sleeve shirt, blouse, dress cap
1099 with cap badge, dress belt, one pair of patent leather shoes (or a suitable substitute), tie.

1100
1101 Class "A" uniforms will be provided once candidate has successfully completed probation.
1102

1103 D. Bedding

1104 Each employee shall, at the time of hire, be furnished with the following bedding; the
1105 Employer shall bear the cost of the initial bedding: one (1) blanket, and one (1) pillow. Any
1106 necessary replacements shall be at the Employer's cost.
1107

1108 E. Uniform Allowance

- 1109 1. Employees shall receive, annually, a uniform allowance of five-hundred dollars
1110 (\$500.00). This shall be credited to each employee at the beginning of each City fiscal
1111 year.
1112
- 1113 2. The uniform allowance shall enable each employee to replace worn, stained, or otherwise
1114 unsuitable parts of their uniform.
1115
- 1116 3. The uniform allowance shall also enable employees to apply one-hundred twenty five
1117 dollars (\$125.00) to the cost of running shoes.
1118
- 1119 4. All unused uniform allowance in an employee's account shall be rolled over from year to
1120 year so long as the sum total does not exceed two (2) full years.
1121
1122

1123 **ARTICLE 24**
1124 **WAGES AND RATES OF PAY**
1125

1126 The basic rate of pay shall be computed by dividing the annual salary by 2695.44 hours for
1127 twenty-four (24) hour shift employees.
1128

1129 A. Annual Salary Schedule

1130 The Annual salaries of the members of the bargaining unit shall be paid pursuant to the

negotiated salary attached hereto and made a part of this Agreement and identified as Appendix A.

B. Straight-Time Hourly Rate

The regular and basic hourly rate of pay shall be determined and computed by dividing the employee's annual salary, and any incentives, by 2695.44.

C. Overtime Rate

The overtime rate shall be paid for all overtime worked at the rate of one and one-half (1.5) times the employee's basic hourly rate.

D. Call-Back Rate

1. The Employer shall pay employees that are called-back to duty, once relieved, a minimum of one (1) hour pay at the employee's overtime rate.

2. Employees that are required to remain longer than the one hour shall be paid in fifteen (15) minute increments until excused by the on-duty Officer (or Acting Officer).

E. Holiday Pay

1. Members of the bargaining unit shall receive a lump sum of four percent (4%) of their annual base salary including Longevity pay as holiday pay, computed and paid out as follows:

a) For employees with one (1) year of service or more at the time of the regular holiday pay out, the employee shall receive payment on or about Thanksgiving Day, for all authorized holidays falling during the course of the fiscal year.

2. For employees with less than one (1) year of service at the time of the regular holiday pay out, the employees shall receive payment on or about April 30th for those authorized holidays falling during the course of their employment. Once the employee has completed one year of service, that employee shall fall under the provisions set forth in Section E 1 of this Article.

3. Holiday pay will be paid each year in a separate paycheck from their normal paycheck.

F. Bilingual Pay

The City will provide an annual stipend of \$700.00 to bilingual members. The City reserves the following rights:

1. To determine whether the members are in fact bilingual;
2. The number of members who may receive the stipend in any given year; and
3. To determine which languages qualify for the stipend

The City will exert its best efforts to ensure that the selections of such members shall be done in a consistent manner.

G. Step Increases

All step increases shall be paid annually from the employees' date of hire or promotion, following an advisory review. The employee shall receive their full step increase with the fulfillment of a satisfactory review stating achievement of minimum job requirements. Each employee shall be assigned to their respective step according to the years of employment upon ratification of this Agreement.

ARTICLE 25
LONGEVITY PAY

Employees shall receive additional salary after meeting the following service requirements: After completing nine (9) years: five hundred (\$500), and after completing nineteen (19) years: one thousand five hundred (\$1500).

ARTICLE 26
HOURS OF WORK AND OVERTIME

A. Regular Hours

This Article is intended to define the regular hours of work per day or per week during the term of this Agreement and shall not be construed as a guarantee of work per week.

B. Normal Work Day and Work Week

The normal work day and work week for employees shall be twenty-four (24) hours of work (one shift) followed by forty-eight (48) consecutive hours off (two shifts). Effective January 1, 2004, a Kelly day (i.e., what would otherwise be a twenty-four (24) hour duty day) shall be scheduled off every fifteenth (15th) duty day, thereby reducing the normal work week to an average of 52.27 hours (the Kelly day shall include twelve (12) hours from each of two (2) consecutive twenty-seven (27) day work cycles as described in Section C of this Article). Shifts shall commence at 0700 and end at 0700 the following day.

Effective January 1, 2006, a Kelly day shall be scheduled every fourteenth (14th) duty day with appropriate scheduling changes such that it will not cause the City to incur additional FLSA overtime. Effective January 1, 2006, the employees' straight time hourly rate shall be based on 2713.29 annual hours.

Effective January 1, 2016, a Kelly day shall be scheduled every Thirteenth (13th) duty day with appropriate scheduling changes such that it will not cause the City to incur additional FLSA overtime. Effective January 1, 2016, the employees' straight time hourly rate shall be based on 2695.44 annual hours.

C. FLSA Work Period

Prior to May 1, 2003, the work cycle of each employee for the purpose of the Fair Labor Standards Act (FLSA) will continue to be an established regular re-occurring period of twenty-seven (27) consecutive days which shall run from 7:00 p.m. to 7:00 p.m. The amounts set forth on the salary schedule represent a fixed annual amount to be received for straight time pay for 2695.44 hours including regular tours of duty and paid leaves.

Effective January 1, 2016, concurrent with the implementation of a regular work schedule providing for a Kelly day every thirteenth (13) shift, the City may utilize any authorized FLSA work cycle it deems appropriate. This work period shall be established so that the last day of a preceding work period falls on the first twelve (12) hours of the employee's Kelly day (7:00 a.m. to 7:00 p.m.) and the first day of the next work period falls on the last twelve (12) hours of the employee's Kelly day (7:00 p.m. to 7:00 a.m.), thereby ensuring that the maximum regularly scheduled hours worked in the applicable work period is less than the applicable FLSA maximum established for the work cycle.

D. FLSA Overtime

An employee shall, in addition to regular compensation, be paid one-half (½) times his/her

regular straight time hourly rate for all hours of actual work in excess of the maximum number of hours permitted for the work-cycle chosen by the Employer. The Employer reserves the right to utilize all or part of the 7k exemption for hours worked and overtime paid in accordance with the most current FLSA rulings and practices. However, where a specific term of this Agreement conflicts with the FLSA, the Agreement shall control.

E. Regular Overtime Hours

An employee working any hours on duty in addition to the regular hours as defined in Section B of this Article shall be compensated for such overtime hours at the rate of one and one-half (1.5) his/her straight time hourly rate.

F. Kelly Day Trades

Kelly days may be traded between Employees of the same shift provided staffing requirements referenced Article 40 Section B-1 are maintained. Kelly days may not be canceled.

G. Scheduling

There shall be no more than the following guaranteed leaves per shift for Firefighters/Lieutenants:

1. Vacation Leave #1 (only one bargaining unit member)
2. Vacation Leave #2 (only one bargaining unit member)
3. Kelly Day/Kelly Trade
4. Compensatory/Personal Time (per Article 38)

Clarification: Guaranteed leave is leave that the employer will cover via mandatory holdover if no employee voluntarily accepts the overtime coverage for such leave. Non-guaranteed leave is Compensatory and/or Personal leaves which are submitted in excess of the above defined four (4) slots off each duty day, which will not result in the mandatory holdover procedure if an employee does not voluntarily accept such overtime.

If no Kelly days or Vacation leaves are scheduled, there shall be no more than the above guaranteed leaves permitted in any combination of compensatory time and personal days, submitted by single/multiple employees according to Article 38, in an amount not to exceed 96 total shift hours.

H. Orientation of New Employees

For the orientation and training of new employees, the City may implement a regular forty hour work week for a period not to exceed six (6) months. Employees on this schedule shall continue to be paid their annual salary in accordance with Article 24(A).

I. Light or Restricted Duty

Employees who are on a physical or mental disability or have suffered an injury or illness on or off duty and cannot perform all the required and normal tasks of their position may be placed on restricted duty.

The City may require an employee who is on sick leave or Workers' compensation leave to return to work in an available restricted duty assignment.

The determination of whether a restricted duty assignment exists shall be made by the City Manager upon recommendation of the Chief. The Chief may demonstrate the need of such an

assignment in writing to the Director of Human Resources, who will then consult with the City Manager.

- a) Under no circumstances will an employee perform restricted duty without a written medical opinion from the employee's physician stating that the employee is able to return to work and perform restricted duty without significant risk that such return to work will aggravate any pre-existing injury.
 - b) Under no circumstances will an employee perform restricted duty longer than a ninety (90) day period.
2. Nothing in this policy shall be construed to require the City to create restricted duty assignments for an employee. Employees will only be assigned to restricted duty assignments when the City determines that the need exists and only as long as such need exists.
 3. For the purpose of light duty, the City may implement a forty (40) hour work week. Employees on this schedule will be paid their regular salary in accordance with Article 24 (A); any hours worked during this time period exceeding forty (40) per week shall be compensated at the employee's overtime rate. Such work schedule shall normally consist of consecutive days Monday through Friday from 8:00 p.m. to 5:00 p.m. with a one hour unpaid lunch period. The employer and the employee, with the agreement of the Union, may arrange flex time schedules provided the total hours worked Monday through Friday does not exceed 40 hours.

J. Maximum Consecutive Hours

Employees shall not work in excess of a maximum of one hundred forty-four (144) consecutive hours (O.T., trades, and/or regular shifts). There shall be a minimum of twenty-four (24) hours break after this limit is reached.

ARTICLE 27
OVERTIME DISTRIBUTION

The Fire Chief or his designee(s) shall have the right to require overtime work, and employees may not refuse overtime assignments. In non-emergency situations, the Fire Chief or his designee(s) shall take reasonable steps to obtain volunteers for overtime assignments before assigning required overtime work. The Employer shall maintain and update daily, a Departmental Overtime Assignment Record, which shall be posted electronically (with a backup, hard copy to be maintained by the on duty Shift Commander or Acting Shift Commander which is available for preview via computer access by all Bargaining Unit members.) Additionally, a cross-reference log shall be kept. Said lists, shall indicate shift assignments, and hours accumulated in numerical order of hours worked.

Overtime shall normally be distributed to the members of the bargaining unit, to employees of the same rank and classification described herein. Overtime shall be offered on a rotation basis to those employees within the Fire Department when and where overtime exists. Overtime shall be offered to employees that are not normally scheduled to report for duty that day.

A. All overtime worked, or refused, regardless of type of work shall be added and recorded daily

to the overtime board and log, with the exception of mandatory holdover as outlined in section M of this article, and if employee is on fire call that extends beyond end of shift.

- B. There shall be two (2) overtime lists: one (1) for Lieutenants and one (1) for Firefighters.
- C. The employee with the least amount of overtime hours shall rank first on the list in which they hold rank, followed in numerical order, to the employee with the greatest amount.
- D. Employees attending special training, schools (both mandatory & non-mandatory), seminars, labor/management negotiations, labor/management committee meetings, Executive Board Meetings, International Association of Fire Fighters or Associated Firefighters of Illinois: education, committee meeting, district meeting or convention, Pension conference or Pension continuing education, as approved by the Fire Chief, shall be exempt from being offered overtime if the time frame is during the aforementioned event. Employees shall notify their respective Assistant Chief Shift Commander no later than the shift prior to the event.
- E. Employees on vacation leave, guaranteed compensatory leave of 12 hours or more, guaranteed personal leave of 12 hours or more, shift trade / Kelly trade (in conjunction with a vacation leave day, Kelly day, personal day or compensatory leave), sick leave, worker's compensatory leave, shall be exempt from being offered overtime. Employees who Trade In during their exempt timeframe, shall remain exempt from the initial offering of overtime unless they make themselves available on leave per Section F of this Article. If all other eligible employees have turned down the overtime, prior to reverting to the mandatory shift holdover lists, the Shift Commander or Acting Shift Commander shall notify all bargaining unit members, per section J.6a of this article and offer them the overtime, there will be a one (1) hour time frame to respond back. If an exempt employee chooses to work, they will be charged for those hours. If the employee chooses not to work, they will not be charged on the overtime board and log. Exempt Employees are not subject to the Mandatory Holdover list procedure, they shall not be held-over. An employee shall not work shift overtime for their own scheduled shift with vacation leave.
- F. In the event that an employee has a scheduled exempt leave, the employee may choose to be eligible for the overtime during the time the employee is off, said employee may do so by submitting an Available on Leave Timepro request. The employee must specify the exact dates they choose to be eligible for Overtime. This request must be filled out no later than 36 hours prior to the scheduled exempt leave. The employee will be subject to all rules involving Overtime Distribution.
- G. An employee that accepts an overtime slot, and is working that slot, is allowed to be relieved from that duty only if said employee is injured, sick, or takes emergency leave. In this instance the employee shall receive the overtime rate for the hours worked, and be charged hours worked.
- H. In the event of an immediate need for a duty replacement (i.e. on duty sick/injury/emergency leave, sick call after 9pm prior to the start of the next shift) the Shift Commander or Acting Shift Commander shall utilize the mass notification system to notify all employees of immediate need for duty replacement, per section J.6a of this article. 10 minutes after mass notification, overtime shall be awarded to first available response regardless of rank on overtime board.
- I. If an employee who is on workers' compensation or sick leave for a period of fourteen (14)

shift days, that employee's name shall be removed from the overtime list. When the employee returns to duty, their name shall be placed back on the overtime list in the same position as when they left (in reference to number of hours from the lowest accumulated hours). When a new hire or newly promoted Lieutenant is initially placed on the overtime board they shall be placed at the bottom and assigned the highest accumulated number of hours.

J. The Shift Commander or Acting Shift Commander, responsible for calling employees (prior to 9pm) for overtime occurring the next day shall comply with the following procedures:

1. Available overtime for sworn Lieutenants shall first be offered to sworn Lieutenants, and then sworn Firefighters. Available overtime for sworn firefighters shall be first offered to sworn firefighters, and then sworn lieutenants.

2. The process of securing coverage shall commence as early as 0600 hours the day prior.

3. For the purpose of filling overtime, the Shift Commander or Acting Shift Commander shall utilize the mass notification system to contact the employee(s) at the employee designated telecommunications number(s) as outlined under section J.7 and J.8 of this article. If employee is on shift, Shift Commander or Acting Shift Commander shall contact employee via direct contact prior to passing up employee for overtime.

4. Only the employee may accept, or refuse offered overtime.

5. When there is more than one (1) slot of available overtime, the employees with the least amount of accumulated hours shall be offered all individual available overtime slots. The employees may accept or refuse a single overtime slot or a combination of overtime slots. It shall be understood that a single employee, submitting two consecutive overtime leave requests (i.e. first 12 hours vacation, last 12 hours compensatory/personal, etc.), shall be considered one overtime slot.

If an additional overtime slot becomes available after bargaining unit members have already accepted overtime, the new overtime slot shall be offered to all eligible employees regardless of amount of hours, station location or previously accepted overtime. If the employee denies all slots, the employee shall be charged with the highest amount available.

6. The Shift Commander or Acting Shift Commander shall utilize a mass notification type system for contacting employees for available scheduled overtime. Shift Commander or Acting Shift Commander shall send out all available overtime, to all eligible lieutenants and firefighters, no later than 0900 hours (barring emergency calls).

a. The mass notification shall include:

- 1) Station of overtime assignment
- 2) Hours of overtime assignment
- 3) Rank of overtime assignment

Employees will have a two (2) hour timeframe to respond back.

- 1437
- 1438 7. In order to be eligible for overtime notification, the employee will provide the
- 1439 employer with a minimum of two points of contact(s) for the offering of overtime
- 1440 requests. The employer will use the employee provided number(s) to make the
- 1441 reasonable attempt to contact the employee. The employee is responsible for
- 1442 providing current telecommunications number(s). Under temporary or emergency
- 1443 circumstances, the employee may provide a temporary or emergency number to
- 1444 the employer for use. If a circumstance arises where the employee provided
- 1445 telecommunication number(s) are unavailable due to telecommunication system
- 1446 failure, the employer will make a reasonable attempt via an alternative means of
- 1447 communication to contact the employee.
- 1448
- 1449 8. Once overtime is awarded, the Shift Commander, Acting Shift Commander or
- 1450 Shift Commander Designee shall make notification, via mass notifications
- 1451 system, to all members by 1200 hours (barring emergency calls & Alliance
- 1452 training).
- 1453
- 1454 a. Award notification shall include:
- 1455 1) Name of employee accepting overtime
- 1456 2) Name of employee being covered by overtime
- 1457 3) Station location of overtime
- 1458 4) Hours of overtime
- 1459 5) Floater assignments
- 1460
- 1461 K. The maximum an employee shall be charged is twenty-four (24) hours per duty day.
- 1462
- 1463 L. In the event that all sworn, Lieutenants and Firefighters have been offered available overtime
- 1464 in accordance with Section J.1 of this Article, and the slot remains open, the Shift
- 1465 Commander or Acting Shift Commander shall revert to the mandatory shift holdover/lists to
- 1466 fill the slot. Involuntary holdovers shall be rotated among all eligible employees on each
- 1467 shift. Exempt employees as outlined in sections D & E of this article, shall not be eligible for
- 1468 the mandatory shift holdover procedure. Employees not on the duty roster for the day shall
- 1469 not be eligible for mandatory holdovers (i.e. employees exempt as outlined in sections D & E
- 1470 of this article, and duty trades). Mandatory holdover is defined as any amount of time
- 1471 exceeding 30 minutes after the completion of scheduled work assignment. No employee
- 1472 shall be required to work two (2) consecutive holdover shifts. Mandatory holdovers shall be
- 1473 rank for rank (unless no eligible Lieutenant is available), with the exception of circumstances
- 1474 outlined in Article 28, Section H. It is understood that extenuating circumstances may arise
- 1475 causing a mandatory holdover of an employee who is not working their regular duty
- 1476 assignment (i.e. overtime or trade).
- 1477
- 1478 M. In the event an employee is held over, they shall be permitted to substitute another bargaining
- 1479 unit member(s), who agrees to work all or a portion of the shift, in place of the held over
- 1480 employee. It will be the responsibility of the held over employee to arrange the substitution(s)
- 1481 and to contact Shift Commander or Acting Shift Commander with the name(s) of the
- 1482 employee(s) working. All employee(s) working will be paid for their time worked at their
- 1483 overtime rate, and will not be charged for the hours worked on the overtime board and log.
- 1484 Employees who are held-over, but do not work any of the shifts because of substitution(s),
- 1485 shall not rotate on the mandatory holdover list.
- 1486

- 1487 N. Overtime distribution shall continue as currently distributed subject to the following
1488 limitations:
1489
1490 1. Employees shall not work in excess of a maximum of one hundred forty-four (144)
1491 consecutive hours (overtime, compensation time, trades, and/or regular shifts).
1492
1493 2. A minimum of twenty-four (24) hours break after this limit is reached.
1494
1495 O. For initial placement of new hires and newly promoted Lieutenants on the Hold Over List,
1496 they will be placed at the top of the list. In the event of shift changes, members will be
1497 placed on the list in chronological order by last hold over date.
1498
1499

1500 **ARTICLE 28**
1501 **WORKING OUT OF CLASSIFICATION**
1502

1503 Lieutenant:
1504

- 1505 A. The Shift Commander or Acting Shift Commander shall seek eligible volunteers using
1506 the Working Out of Class log. If a Shift Commander or Acting Shift Commander is
1507 unable to obtain an eligible volunteer, the employee with the least amount of hours on
1508 the Working Out of Class log will be detailed.
1509
1510 B. An employee who is detailed or accepts the responsibilities, and carries out the duties,
1511 of a position or rank above that which he normally holds shall receive "Working Out
1512 of Class Pay." Such pay shall be a sum equal to the difference between the employee's
1513 regular firefighter pay and the starting rate for the higher position or rank while so
1514 acting on his/her regular shift. If the employee is acting out of class on a shift other
1515 than their regular shift, they shall receive "Working Out of Class Pay" at a rate of time
1516 and a half (1 ½ X) for the next highest rank.
1517
1518 C. Employees eligible to work out of class shall conform to the following service
1519 requirements: Firefighter III or Advanced Technician Firefighter Certification, Fire
1520 Officer I Provisional or Fire Officer I or Company Fire Officer and five (5) years
1521 continuous service after completion of Firefighter probation. A bargaining unit
1522 member requesting placement on, or removal from the working out of class list shall
1523 do so in writing via the chain of command.
1524
1525 D. "Working Out of Class Pay" does not apply when a firefighter is working in the
1526 Station directly under the guidance of a Lieutenant in a Structured Mentoring type
1527 program.
1528
1529 E. Eligible Firefighters who are offered or detailed to act up as a Lieutenant shall have
1530 the hours recorded on a rotating list per Department Policy/Guidelines. For new
1531 members being placed on the Working Out of Class Log (Acting Lieutenant), they
1532 shall be placed at the bottom and assigned the highest accumulated number of hours.
1533
1534 F. While not mandatory, eligible Firefighters are highly encouraged to participate in a
1535 Wheaton Fire Department structured officer development program. Members
1536 participating in the program will receive ascertained merit points per Article 22.
1537 Before any implementation and/or changes to the Wheaton Fire Department officer

development program, the Union shall have the ability to provide input and/or recommendations to the program.

Shift Commander or Acting Shift Commander:

- A. Shift Commander or Acting Shift Commander shall seek eligible volunteers using the Working Out of Class log. If a Shift Commander or Acting Shift Commander is unable to obtain an eligible volunteer, the employee with the least amount of hours on the Working Out of Class Log will be detailed.
- B. Overtime coverage for the Shift Commander shall be addressed in the following manner: Other than one, regular eight hour shift within a Monday through Friday timeframe per week based upon the Assistant Chief-Administration's 40 hour work schedule, any openings for Shift Commander will be filled by eligible Lieutenants, as outlined in paragraph C of this section, offered to work Out of Class.
- C. An employee who is detailed or accepts the responsibilities, and carries out the duties, of a position or rank above that which he normally holds shall receive "Working Out of Class Pay." Such pay shall be a sum equal to the difference between the employee's regular Lieutenant's pay and the designated rate for the Shift Commander while acting on his/her regular shift. The designated rate shall be the hourly rate equivalent to the following salary amounts:

Effective Date	Salary
5/1/2018	\$126,000
5/1/2019	\$128,835
5/1/2020	\$131,734

If the employee is acting out of class on a shift other than their regular shift, they shall receive "Working Out of Class Pay" at a rate of time and a half (1 ½ X) for the next highest rank.

- D. Employees eligible to work out of class shall conform to the following service requirement. Lieutenant for three (3) years continuous service and at least Provisional Fire Officer II or Fire Officer II or Advanced Fire Officer starting May 1st, 2018 (Current Lieutenants already on the working out of class Log are exempt from years of service requirement). A bargaining unit member requesting placement on, or removal from the working out of class list shall do so in writing via the chain of command.
- E. "Working Out of Class Pay" does not apply when a Lieutenant is working in the Station directly under the guidance of a Shift Commander in a Structured Mentoring type program.
- F. If no qualified Lieutenants are available to act up as Shift Commander, the open position will be filled according to the Mandatory Holdover practice for Assistant Fire Chiefs.
- G. Eligible Lieutenants who are offered or detailed as an Acting Shift Commander shall have the hours recorded on a rotating list per Department Policy/Guidelines. For new

members being placed on the Working Out of Class Log (Acting Shift Commander), they shall be placed at the bottom and assigned the highest accumulated number of hours.

- H. Mandatory Hold Over practice for Shift Commander: Mandatory hold over for Shift Commander shall be covered as per Department Policy. The Administration shall exhaust all options to avoid holding over Lieutenants and Firefighters as a result of a Shift Commander hold over.

ARTICLE 29

RETIREMENT PAY

Members of the bargaining unit who have 15 years plus one (1) day of service shall upon termination by resignation, retirement, or departure due to award of a disability pension be entitled to a one (1) time retirement payment equal to two (2) months' pay. The member intending to retire shall provide written notice to the Fire Chief at least Two (2) months prior to the effective date of retirement. Such retirement pay shall be based upon the average monthly salary earned during the current fiscal year. Payment shall be made in one lump sum not more than forty-five (45) days after separation.

ARTICLE 30

COMPENSATION AT RESIGNATION, DISMISSAL, OR RETIREMENT

An employee who upon termination by resignation, retirement (voluntary or disability), dismissal or lay-off is eligible, and shall be compensated accordingly for all accumulated overtime, compensatory time, holiday pay, vacation time and 50% of accrued but unused Sick days.

ARTICLE 31

TUITION REIMBURSEMENT

The purpose of the Tuition Reimbursement Program is to encourage employees to pursue continued education which will benefit both the employee and the City of Wheaton. Participation in the program is subject to the availability of funds, and the authorization of the Department Head, Director of Human Resources, and City Manager.

1. Eligibility

- a. Employee must have completed either six (6) months of service or his/her introductory appointment period, whichever is longer.
- b. Employee must be in good standing in his/her present position as determined by the Department Heads and Director of Human Resources.
- c. Employee should seek to exhaust all other sources of assistance (Veteran's benefits, scholarships, and grants), with the exception of student loans. The City's share shall not exceed the difference between a tuition bill and the amount of coverage from all other sources.
- d. Requests should be submitted no earlier than sixty (60) days and no later than thirty (30) days prior to the first meeting of a course. The thirty (30) day notice may be waived with the Department Head's and the Director of Human Resource's approval.

- e. In addition to providing the Human Resources Department with a certified transcript, Firefighters must have successfully completed the necessary introductory period and be certified as a Firefighter II in order to be eligible for tuition reimbursement.

2. Completion of Forms

- a. Before signing up for any courses, an employee must complete a "Request to Participate in the Tuition Reimbursement Program" form and return it to their Department Head at least thirty (30) days prior to the first meeting of the class. Employees should contact the institution to estimate the cost of tuition. In addition to the request, employees requesting course reimbursement should also provide sufficient course information to assist the approving authority in understanding the scope of the course. Request forms are located in departments or on the Human Resources web page.
- b. After a course has been completed, the employee must complete a "Request for Tuition Reimbursement" form. The following items must be returned with this form: approved "Request to Participate in the Tuition Reimbursement Program" form, tuition bill, grade report, class syllabus which contains the names of required textbooks, and a receipt for the cost of required textbooks. Requests for reimbursement should be forwarded to the HR department no later than ninety (90) days following the completion of the course. Requests received after ninety (90) days will be reimbursed at the City Manager's discretion. Forms are located in departments or on the Human Resources web page.

3. Institutions

- a. Employees may be required to furnish information about the accreditation of the particular educational institution.
- b. If the same or similar course is available at both a private and public institution, the public institution should be utilized

4. Eligible Courses

- a. The program is available for college level courses that are generally job-related.
- b. Employees may be reimbursed for the cost of tuition, laboratory fees and books for job-related courses, including those courses which are part of a job-related college degree program.
- c. Post-Graduate courses are not eligible unless specifically approved by the City Manager. Post-Graduate courses will be approved on a course-by-course basis.
- d. Courses are to be taken on employees' own time.
- e. The number of courses an employee may enroll in during a given semester or quarter shall be reviewed during the pre-approval process and shall in no way interfere with the employee's job duties and responsibilities. Employees may not work on course work during City time unless specifically authorized by the Department Head.

5. Eligible Expenses

- Upon successful completion of a class, the following expenses will be reimbursed:
- a. For public schools, 100% of tuition and laboratory fees for a grade of "A," 90% of tuition and laboratory fees for a grade of "B," and 80% of tuition and laboratory fees for a grade of "C."
- b. For private schools, 100% of tuition and laboratory fees for a grade of "A," 90% of tuition and laboratory fees for a grade of "B," and 80% of tuition and laboratory fees for a grade of "C." Reimbursement shall not exceed the rates charged by Northern Illinois University (NIU). Should the tuition rate be higher than the NIU rate, the employee shall be responsible for such costs. The employee requesting reimbursement is responsible to provide the comparative NIU rates. Failure to provide this required information may

- cause the request to be disapproved. If NIU does not have a reasonably similar course, the Director of Human Resources will select another State of Illinois Educational Institution for comparison purposes.
- c. 100% of the cost of required textbooks only. The cost of supplies (i.e., notebooks, writing utensils, and other school related items) will not be reimbursed.
 - d. In all cases, courses which provide only "passing" grades will be reimbursed at the grade of "C" level.

6. Obligation Period

If an employee voluntarily leaves the City within two years of completing a reimbursed course, or training paid for by the City, a percentage amount of reimbursed expenses will be due the City according to the following schedule:

- Less than six (6) months 100%
- Less than twelve (12) months 75%
- Less than eighteen (18) months 50%
- Less than twenty-four (24) months 25%

ARTICLE 32
HOLIDAYS

The following holidays are those which shall be recognized and observed:

- New Year's Day
- Presidents Day
- Friday before Easter
- Memorial Day
- Independence Day
- Labor Day
- Thanksgiving Day
- Friday following Thanksgiving
- Christmas Day

ARTICLE 33
HEALTH INSURANCE PROGRAM

The City agrees to continue to provide health insurance for employees and their dependents at the same levels as provided in fiscal year 2017/2018, until June 30, 2019 as described in Appendix D (The Summary of Benefits and Coverage (PPO/HMO)) except as otherwise provided in Section B of this agreement. Plan design changes beginning on July 1, 2018 are detailed in Section F.

Beginning on July 1, 2015, IAFF member contributions shall be equivalent to the contributions paid by non-union employees, except as specified in Section B of this Article (no more than 15% increase in any one year). Health insurance contributions shall be as follows:

1734

PPO

	July 1, 2018	July 1, 2019	July 1, 2020	July 1, 2021
Single	12% of City's Cost (Wellness discount applied) 16% of City's Cost (No discount)	13% of City's Cost (Wellness discount applied) 17% of City's Cost (No discount)	14% of City's Cost (Wellness discount applied) 18% of City's Cost (No discount)	15% of City's Cost (Wellness discount applied) 19% of City's Cost (No discount)
Single +1, Single + Child, or Single + Spouse	12% of City's Cost (Wellness discount applied) 16% of City's Cost (No discount)	13% of City's Cost (Wellness discount applied) 17% of City's Cost (No discount)	14% of City's Cost (Wellness discount applied) 18% of City's Cost (No discount)	15% of City's Cost (Wellness discount applied) 19% of City's Cost (No discount)
Family	12% of City's Cost (Wellness discount applied) 16% of City's Cost (No discount)	13% of City's Cost (Wellness discount applied) 17% of City's Cost (No discount)	14% of City's Cost (Wellness discount applied) 18% of City's Cost (No discount)	15% of City's Cost (Wellness discount applied) 19% of City's Cost (No discount)

1735

1736

HMO

	July 1, 2018	July 1, 2019	July 1, 2020	July 1, 2021
Single	12% of City's Cost (Wellness discount applied) 16% of City's Cost (No discount)	13% of City's Cost (Wellness discount applied) 17% of City's Cost (No discount)	14% of City's Cost (Wellness discount applied) 18% of City's Cost (No discount)	15% of City's Cost (Wellness discount applied) 19% of City's Cost (No discount)
Single +1, Single + Child, or Single + Spouse	12% of City's Cost (Wellness discount applied) 16% of City's Cost (No discount)	13% of City's Cost (Wellness discount applied) 17% of City's Cost (No discount)	14% of City's Cost (Wellness discount applied) 18% of City's Cost (No discount)	15% of City's Cost (Wellness discount applied) 19% of City's Cost (No discount)
Family	12% of City's Cost (Wellness discount applied) 16% of City's Cost (No discount)	13% of City's Cost (Wellness discount applied) 17% of City's Cost (No discount)	14% of City's Cost (Wellness discount applied) 18% of City's Cost (No discount)	15% of City's Cost (Wellness discount applied) 19% of City's Cost (No discount)

1737

1738 B. Beginning with the employee contribution change on July 1, 2008 and for each employee
 1739 contribution change during the life of this Agreement thereafter, the annual employee
 1740 contribution shall not increase by more than 15% in any one year. The City's cost shall be
 1741 based on the monthly amount charged to the City for Single, Single + 1, Single + Spouse,
 1742 Single + Child or Family Coverage by The City's provider. If actual Cost turns out to be
 1743 different than the monthly charge, employees will not be required to make additional
 1744 contributions and will not be entitled to any refunds. Employees have no right, title or
 1745 interest in any reserves or assets of the health insurance plan. The amount will be paid
 1746 through the pre-tax deductions available through the City Plan. The City reserves the right
 1747 to change: the City's Wellness Program, insurance carriers, self-insurance or risk pools,

PPO networks, and to apply changes that are initiated by the insurance provider that are applicable to its clients generally, so long as such changes result in substantially similar benefits and coverage as referred to in Paragraph A of Article 33.

C. Retirement Healthcare Funding Plan

The City agrees to cooperate with the Union in establishing and implementing a Retirement Healthcare Funding Plan (RHF) as provided for under this Agreement and Section 501(c)(9) of the Internal Revenue Code. Effective the first payroll period beginning on or after April 30, of 2015, the Employer shall contribute on behalf of each bargaining unit employee, as follows:

1. Employees with “0” zero years through the completion of “5” five years of service with the City shall contribute 1.5% of their base pay through a bi-weekly deduction.
2. Employees at the beginning of their “6th” sixth year through the completion of “10” ten years of service with the City shall contribute 2.0% of their base pay through a bi-weekly deduction.
3. Employees at the beginning of their “11th” eleventh year through the completion of “15” fifteen years of service with the City shall contribute 2.5% of their base pay through a bi-weekly deduction.
4. Employees at the beginning of their “16th” sixteenth year of service with the City and continuing thereafter, employees shall contribute 3.0% of their base pay through a bi-weekly deduction.
5. Employees at retirement will deposit into the RHF Post-Employment Account the following funds earned at the final payout: Compensatory time, holiday pay, vacation time, retirement pay, and one-half of accrued unused sick leave as per Article 41 section (a) of the current CBA.

Prior to November 1st of each City calendar/fiscal year, the Union may present any changes or revisions to the City for the RHF plan, which will be effective on January 1st of the new City calendar/fiscal year. Any costs associated with these changes to the plan will be paid by the Union.

Such contributions shall be deducted from each employee’s base annual salary as set forth in Article 24 and all such monies shall be contributed by the Employer to the Plan Administrator for the Retirement Health Funding (RHF) plan deposit with the Trustee for the benefit of each bargaining unit employee. Employees shall be responsible for RHF administrative fees. The Union’s agreement to authorize the exclusion of participation amounts above, is for the purpose of making this agreement cost neutral for the Employer and shall not be deemed to decrease an employee’s annual salary as set forth in Article 24 of this Agreement that is used in determining the amount of an Employee’s pension provided this treatment is permitted by the Pension Board, and State and Federal law.

In the event that there is a ruling or change in the law adverse to such treatment, the Union shall have the right to reopen this Section and the parties shall meet to negotiate an alternate provision. It shall be the objective of such negotiations to agree on an alternate provision that preserves the pension ability of the full salary amount and the treatment of contributions as a tax exempt savings account to fund

Post Employment medical expenses as qualified under.

Section 501(c)(9) of the Internal Revenue Code using any available alternative procedures or programs.

In the event no agreement is reached within 60 days from the ruling or the change in the law, either party may submit the dispute to Interest Arbitration as provided for in Section 14 of the IPLRA except that mediation shall be waived and the Arbitrator shall be selected using the procedures provided for in Article 36, Step 4 of this Agreement.

D. The City shall make available to employees a voluntary comprehensive medical physical similar to physicals given to new hire Firefighters. The City agrees that reports of Firefighter physicals shall respect Firefighter privacy rights and limit information of results to: "Fit For Duty," "Not Fit For Duty." If not fit for duty the employer is entitled to additional medical information necessary to determine the availability of employee for work assignments.

When an employee is restricted from duty as a result of a determination made by a City medical provider, the responsibility for lost time shall be the responsibility of the City if the employee's physician certifies it is a preexisting non-disabling condition. If it is a new condition, the procedure of Article 41, D (4) shall apply.

E. The Employer shall continue to make available the existing Section 125 Cafeteria Plan and the City's existing EAP plan.

F. New Health Plan Design Changes

Effective for the Health Plan year beginning July 1, 2018, the City may make changes to the health plan design provided that the health plan design shall be equivalent to the health plan design for non-union employees, except that the maximum employee cost shall not exceed the maximum amounts listed below.

2018/2019 PLAN DESIGN

PPO	Max Allowed
Deductible (Single)	\$ 425
Deductible (Family)	\$ 850
Out-of-Pocket Max (Single)	\$ 1,400
Out-of-Pocket Max (Family)	\$ 2,800
Office Visit co-pay	\$15/visit
ER co-pay	\$75/visit*
Prescription co-pay	10%/25%/30%

HMO	Max Allowed
Deductible (Single)	N/A
Deductible (Family)	N/A
Out-of-Pocket Max (Single)	N/A
Out-of-Pocket Max (Family)	N/A
Office Visit co-pay	\$15/visit
ER co-pay	\$75/visit*
Prescription co-pay	10%/15%/20%

1836

PPO MAXIMUM ALLOWED AMOUNTS

	2019-2020		2020-2021		2021-2022	
Benefits	In Network	Out of Network	In Network	Out of Network	In Network	Out of Network
Deductible (Single)	\$500	\$1,000	\$600	\$1,200	\$750	\$1,500
Deductible (Family)	\$1,000	\$2,000	\$1,200	\$2,400	\$1,500	\$3,000
Out-of-Pocket Max (Single)	\$1,750	\$3,500	\$2,000	\$4,000	\$2,500	\$5,000
Out-of-Pocket Max (Family)	\$3,500	\$7,000	\$4,000	\$8,000	\$5,000	\$10,000
Office Visit Co-pay	\$20	N/A	\$20	N/A	\$20	N/A
Specialist Visit Co-pay	\$30	N/A	\$35	N/A	\$40	N/A
Urgent Care Co-pay	\$50	N/A	\$50	N/A	\$75	N/A
ER Co-pay *	\$125		\$150		\$175	
Prescription Co-pay	10%/25%/30%		10%/25%/30%		10%/25%/30%	

HMO MAXIMUM ALLOWED AMOUNTS

	2019-2020	2020-2021	2021-2022
Benefits	In Network	In Network	In Network
Deductible (Single)	N/A	N/A	N/A
Deductible (Family)	N/A	N/A	N/A
Out-of-Pocket Max (Single)	N/A	N/A	N/A
Out-of-Pocket Max (Family)	N/A	N/A	N/A
Office Visit Co-pay	\$20	\$20	20
Specialist Visit Co-pay	\$30	\$35	40
ER Co-pay *	\$125	\$150	\$175
Prescription Co-pay	10%/15%/20%	10%/15%/20%	10%/15%/20%

1837

1838

1839 *Co-pay is waived if person is admitted.

1840

1841 G. Wellness Participation and Discounts

1842

1843 The City may waive this requirement only for the initial period between the employee's
1844 hire date and the first July 1 of his career if the City determines, in its sole discretion, that

establishing the requirements for the Wellness Discount would be unnecessarily duplicative.

In order to be eligible for application of a Wellness Discount, employees (and spouses who are in the City's health plan) must participate in the annual Wellness Program as designated by the Human Resources Department. To achieve the discount, all participants (and their spouses who participate in the City health plan) must meet either the primary or the alternative requirements of the wellness program. It is the City's responsibility to determine the requirements for the Wellness Discount.

Prior to April 30 of each year, the City will inform the Union Executive Board of planned changes to the City of Wheaton's Health Insurance Program, including the City's Wellness Incentives/Program and Employee contribution rates.

ARTICLE 34 **LIFE INSURANCE**

Employees shall be afforded a fifty-thousand (\$50,000) dollar life insurance plan.

ARTICLE 35 **DISCIPLINE AND DISCHARGE**

A. Discipline

Where appropriate, discipline shall be progressive. Normally, employees will be disciplined to improve behavior, and not merely punish. The following are illustrative types of discipline which the Employer may impose:

1. oral reprimand;
2. written reprimand;
3. suspension without pay;
4. dismissal.

Any notation of an oral reprimand shall be removed from the employee's personnel file if, from the date of the last oral reprimand, twelve (12) months have passed without the employee receiving additional discipline for a related offense.

In addition, any written reprimand shall not be used to impose more severe discipline after four (4) years from issuance of the written reprimand.

B. Disciplinary Action

Any disciplinary action or measure other than an oral or written reprimand imposed upon an employee may be appealed exclusively through the grievance procedure. The employee may file a written reply to any oral or written reprimand. However, if the City seeks to use the oral and/or written reprimand for the imposition of more severe discipline, the merits of the oral and/or written reprimand may be raised by the employee or Union in arbitration.

Disciplinary actions or discharge of a probationary employee shall not be subject to the grievance and arbitration procedures in Article 36 of this Agreement. If the Employer has reason to reprimand an employee, it shall be done in a manner that will not embarrass the employee before other employees or the public. The disciplinary decision of the Fire Chief,

or his designee, shall be deemed final, subject only to appeal through the grievance procedure in Article 36 of this Agreement.

C. Notice to Union

The Employer agrees to provide a copy of all suspension and discharge notices to the Union within five (5) days of issuance.

D. Reinstatement

Any employee found to be unjustly suspended or discharged shall be reinstated with full compensation for all lost time and with full restoration of all other rights, benefits and conditions of employment, without prejudice, unless a lesser remedy is agreed upon as a grievance settlement or deemed appropriate by an arbitrator.

E. Disciplinary Investigations

Employees shall be entitled to a Union representative during any meeting called by the employer if the employee reasonably believes that he/she will be asked questions which may lead to his/her discipline.

F. Notification to Employee

Prior to imposing a suspension or discharging an employee, the Employer shall provide the employee with written reasons for the contemplated discipline and shall afford the employee the opportunity to rebut the reasons for the contemplated discipline. With regard to suspensions and discharges, the parties agree to an alternative form of due process than that provided in 65 ILCS 5/10-2.1-17, and hereby acknowledge that, pursuant to its home rule authorities, the City has authorized the Fire Chief to have the authority to issue suspensions in excess of five (5) calendar days, not to exceed thirty (30) calendar days, and to discharge firefighters included in the bargaining unit. In the event a suspension or discharge is imposed, the employee has seven (7) calendar days after service of the discipline to notify the Union of his or her desire to appeal the suspension through the grievance procedure. The Union shall have seven (7) calendar days to notify both the employee and the Fire Chief as to whether the Union will appeal the discipline through the grievance procedure. If the Union decides to file a grievance, the grievance shall be initiated at Step 3 of the grievance procedure within seven (7) calendar days after the Union notifies the employee and Fire Chief of the decision to process the grievance.

G. Reservation of Rights

Nothing herein is designed to abrogate employees' rights under the Firemen's Disciplinary Act (50 ILCS 745).

ARTICLE 36
GRIEVANCE PROCEDURE

A. Definition

A grievance is defined as a dispute or difference of opinion raised by an employee or the Union against the Employer involving an alleged violation of an express provision of this Agreement.

B. Procedure

The parties acknowledge that it is usually most desirable for an employee and his/ her immediate supervisor to resolve problems through free and informal communications. If,

however, the informal process does not resolve the matter, the grievance will be processed as follows:

STEP 1.

Any employee and/or Union representative, or the Union alone in a Union grievance, who has a grievance shall submit the grievance in writing to the Assistant Chief – Administration specifically indicating that it is a grievance under this Agreement. The grievance shall contain a complete statement of the facts, or provision(s) of this Agreement which are alleged to have been violated and the relief requested. All grievances must be presented no later than ten (10) calendar days from the date of occurrence of the event giving rise to the grievance or ten (10) calendar days from when the grievant, through normal diligence, should have become aware of the occurrence. Thereafter, the Assistant Chief – Administration, shall meet with the grievant and a representative of the Union, if requested by the grievant, within ten (10) calendar days, and discuss the grievance. The Assistant Chief – Administration shall render a written response to the grievant within ten (10) calendar days following the meeting.

STEP 2.

If the grievance is not settled in Step 1, and the grievant or Union desires to appeal, it shall be referred in writing to the Fire Chief within ten (10) calendar days after receipt of the Assistant Chief – Administration response in Step 1. Thereafter, the Fire Chief shall meet with the grievant within fifteen (15) calendar days. A representative of the Union shall be present to discuss the grievance. The Fire Chief shall submit a written answer to the Union or employee within ten (10) days following the meeting.

STEP 3.

If the grievance is not settled in Step 2 and the grievant or Union desires to appeal, it shall be referred in writing to the City Manager within ten (10) calendar days after the receipt of Fire Chief's response in Step 2. Thereafter, the City Manager or his designee(s) shall meet with the grievant and a representative of the Union, if requested by the grievant, within fifteen (15) business days, and discuss the grievance. The City Manager shall submit written answer to the Union or employee within ten (10) business days following the meeting.

STEP 4 - Arbitration

If the grievance is not settled in Step 3 and the Union wishes to appeal the grievance, it may refer it to arbitration, as described below, within fifteen (15) calendar days of receipt of the City Manager's written answer in Step 3.

1. The parties shall attempt to agree upon an arbitrator. In the event the parties are unable to agree on an arbitrator within seven (7) calendar days after receipt of referral to arbitration, they shall jointly request the Federal Mediation and Conciliation Service (FMCS) to submit a panel of seven (7) arbitrators who are members in good standing of the National Academy of Arbitrators and who are residents of Illinois, Wisconsin, Michigan, or Indiana. The parties shall alternatively strike names from the list until only one (1) name remains. A coin flip shall be decided to determine who must first strike a name from the list. The arbitrator shall be notified of his/her selection by the parties and requested to set up a

1998 time and a place for the hearing subject to the availability of the Employer
1999 and Union representative. More than one grievance may be submitted to
2000 the arbitrator where both parties so mutually agree in writing.
2001
2002 2. The arbitrator shall have no right to amend, modify, nullify, ignore, add
2003 to, or subtract from the provisions of this Agreement. The arbitrator shall
2004 consider and decide only the question of fact as to whether there has been
2005 a violation of a specific provision(s) of this Agreement. The arbitrator
2006 shall be empowered to determine the issue(s) raised by the grievance as
2007 submitted in writing at the third step. The arbitrator will have no authority
2008 to make a decision on any issue not so submitted or raised. The arbitrator
2009 shall be without power to make any decision or award which is contrary to
2010 or inconsistent with any applicable laws or rules and regulations of
2011 administrative bodies that have the force or effect of law. For the purpose
2012 of this article an ordinance is not a law. The arbitrator shall not in any way
2013 limit or interfere with the powers, duties and responsibilities of the
2014 Employer under law and applicable court decisions. Any decision or
2015 award of the arbitrator rendered within the limitations of this Article shall
2016 be final and binding upon the Employer, the Union and the employees
2017 covered by the Agreement.
2018
2019 3. The fees and expenses of the arbitrator and the cost of a court reporter, if
2020 any, shall be divided equally between the Employer and the Union;
2021 provided, that each party should be responsible for compensating its own
2022 representatives and witnesses, and each party shall pay for any transcript
2023 it may order.
2024
2025 4. The arbitrator shall submit his/her final decision in writing within thirty (30)
2026 calendar days following the close of the hearing or the submission of briefs by
2027 the parties whichever is later.
2028
2029 Miscellaneous
2030
2031 1. No grievance will be processed or entertained if it is not submitted in writing to the
2032 employee's immediate supervisor within ten (10) days of the occurrence of the event
2033 giving rise to the grievance or when the grievant through reasonable diligence, should
2034 have become aware of such occurrence.
2035
2036 2. The time limits set forth in this Article may be extended by mutual consent. If the
2037 Employer fails to respond within the required time limits, the grievance shall
2038 automatically be moved to the next step.
2039
2040 3. All grievance discussions and investigations shall take place in a manner which does not
2041 interfere with the Employer's operations. If mutually agreed upon times occur during an
2042 employee's duty shift, the employee shall be allowed to attend such meetings without
2043 loss of pay. Employees' attendance at such meetings shall not occasion the payment of
2044 overtime.
2045
2046
2047
2048

ARTICLE 37
DRUG AND ALCOHOL TESTING OF EMPLOYEES

A. Prohibitions

1. Being under the influence of alcohol during the course of the workday;
2. Failing to report to their supervisor any known adverse side effects of any medication or prescription drugs they are taking; and
3. Consuming, possessing, selling or purchasing illegal drugs at any time;
4. Abuse of prescription drugs.

B. Type of Testing

Employees may be tested for possible drug or alcohol abuse whenever a supervisor has reasonable suspicion of alcohol or drug abuse.

C. Order to Take Test

1. The Employer shall provide the employee with written documentation of the facts or inferences, which gave rise to the reasonable suspicion within a reasonable time after any order to test.
2. Employer shall have the right to send Employees for a mandatory drug/alcohol test after a significant motor vehicle accident at the Employers cost and coverage of Employees shift time off. A significant accident shall involve injury of Civilians and/or City Employees needing immediate medical treatment by Physician, or damage in excess of \$1500.00 based on a good faith estimate made by the investigating patrol officer.

D. Tests to be Conducted

For drug testing, the Employer shall use only a clinical laboratory or hospital facility that is licensed per the Illinois Clinical Laboratory Act, which shall comply with N.I.D.A. and D.O.T. standards.

E. Test results

1. As to drug testing, the Employer shall be notified in the event that a sample has tested positive or negative for a particular drug on both the initial and confirmatory test. As to alcohol testing, test results showing an alcohol concentration of .02 shall be considered positive.
2. Any employee sent for a drug or alcohol test shall sign an appropriate release(s) so that the Employer may obtain access to the test results and any other relevant information. Upon request, a copy shall be provided to the Union.

F. Right to Contest

The Union and/or the employee shall have the right to contest and/or grieve any alleged violation of this Article.

G. Voluntary Requests for Assistance

No adverse employment action shall be taken in any manner or forum against any employee who voluntarily seeks assistance for drug or alcohol related problems provided that the employee voluntarily seeks assistance prior to being notified to take a test or prior to any event that would permit the City to order a test. The Employer may temporarily reassign or, place the employee on paid time off options for a maximum period of fifteen (15) duty shifts unless the parties mutually agree to a longer period. All such requests shall be held strictly

confidential and not released or used in any manner or forum contrary to the employee's interests.

H. Discipline

Although the Employer reserves the right to discipline employees up to and including discharge for violations of this Article, it will normally follow the principles of progressive discipline for alcohol related violations. In addition, it will normally follow the principles of progressive discipline in those drug related violations of this Article, which are not violations of the law.

ARTICLE 38
COMPENSATORY/PERSONAL TIME

All employees covered by the terms of this Agreement shall have, as their option, the right to choose compensatory time off, at the appropriate overtime rate, in lieu of payment. Compensatory time off may be accumulated to ninety-seven (97) hours. No more than one time per year, an employee may submit a request to cash out accrued, unused compensatory time due to special circumstances. Such requests will be considered by the Fire Chief or his designee on a case-by-case basis.

Employees will be provided with 24 hours of Personal Time at the beginning of each Calendar year, and it must be used in the year that it was earned. Personal Time will not be paid out upon retirement, resignations, termination or departure for any other reason. Employees who are unable to use their Personal Time due to Workers' Compensation leave shall be entitled to reschedule their Personal Time to unused slots or carry unused Personal Time over to the next calendar year. Compensatory time off and Personal Time shall be granted upon the employee's request under the following parameters:

1. All requests for Compensatory Time and Personal Time shall be submitted via electronic notification to the Chief, Shift Commander or Acting Shift Commander (working the day the request is submitted).
2. All requests for Compensatory Time and Personal Time shall be submitted at least twelve (12) hours prior to the start of the shift of the time off being requested.
3. In the event of a special circumstance, requests submitted with less than twelve (12) hours notification shall be considered and mutually agreed upon by the employee and the Fire Chief, Shift Commander or Acting Shift Commander.
4. Any Compensatory Time and Personal Time off request of less than twelve (12) hours is not guaranteed to be granted unless noted in number 3 of this article.
5. Requests will not be considered unless the Compensatory Time has been earned prior to the request being made.
6. Properly submitted Compensatory Time Off or Personal Time request comprised of a block of time twelve (12) or more hours shall be covered as outlined in Article 26 and Section 7 of this Article. If multiple requests are submitted, guaranteed time slots will be covered based upon the order (date/time) in which the requests were received. The employer will make reasonable efforts to cover any additional non-guaranteed

Compensatory Time and Personal Time requests.7. If no Kelly days or Vacation leaves are scheduled, there shall be no more than the guaranteed leaves outlined in Article 26 permitted in any combination of compensatory time and personal days.

ARTICLE 39

SHIFT TRADES

A. Limitations

1. Employees shall have the right to exchange scheduled duty time, in whole or part, when the change does not interfere with the operation of the Fire Department. An electronic copy of all duty trades shall be filed with the Fire Chief, Shift Commander or Acting Shift Commander within a reasonable amount of time before the date of Trade.
2. Employees may only exchange shifts with employees within the same rank, except with the approval of the Fire Chief, Shift Commander or Acting Shift Commander.
3. Employees filing five (5) consecutive trade days must receive approval of the Fire Chief, Shift Commander or Acting Shift Commander.
4. The working time of a shift trade may not cause the employee to work in excess of the maximum consecutive hours stated in Article 26.

B. Recording of Shift Exchanges

It is the employee's responsibility to submit an electronic (TimePro) request.

C. Availability for Overtime

Employees that have agreed to work the duty trades shall not be available to be called for overtime for that day.

D. Responsible Party Due to Illness, Etc.

Employees that have agreed to work the trade shift that cannot fulfill that duty due to illness, injury (non-job-related), etc., shall be considered sick, and their sick leave shall be charged for the replacement.

E. Responsibility of Pay-Back

Duty trades shall be the responsibility of the employees involved.

ARTICLE 40

VACATION LEAVE

A. Accrual

1. No employee may use any vacation time until he/she has completed six (6) full months of consecutive full-time employment.
2. During the first four (4) calendar years of service, employees are eligible for five (5) workdays of vacation per year.
3. Beginning with the fifth (5th) year of service, employees are eligible for seven and one half (7.5) workdays of vacation per year.
4. After the fifth (5th) year of employment, employees accrue an additional one-half (1/2) day of vacation for each additional year of service, but not to exceed five more days

(maximum of twelve and one half (12.5) vacation days earned per year).

5. For the purposes of determining vacation eligibility, the employee's date of employment, not the calendar year, controls.
6. All vacation days shall be taken by the end of the calendar year in which they are to be scheduled or they will be lost. However, any remaining vacation hours less than twelve (12) hours can be carried over to the following calendar year. Employees who are unable to take their scheduled vacation leave due to incapacity because of injury or illness shall be entitled to reschedule their vacation leave to unused slots, or carry unused vacation over to the next calendar year.

B. Bidding

1. Two (2) employees shall be allowed to schedule vacation leave per shift.

- 2.a Employees shall schedule between October 15th and December 15th a minimum of one half (1/2) accrued vacation to be earned for the subsequent year. Vacation preference will be determined by seniority. Employees shall pick their vacation allotments by shift in consecutive days (blocks) and in increments of no less than twenty-four (24) hours, or up to his/her maximum allotment if it is consecutive (i.e. 12 hours). Consecutive blocks shall not include Shift Trade days, but may include Kelly Days and/or Kelly Trade Days. First pick can consist of two (2) blocks. Each employee shall pick each round within 7 calendar days, and, if not completed within this timeframe, the employee forfeits their pick.

All picks there after shall be one (1) block of consecutive twenty-four (24) hour days, or up to his/her maximum allotment if it is consecutive (i.e. 12 hours). After an employee has chosen his/her vacation leave pick, the calendar shall rotate to the next senior employee. If employees do not pick their full allotment, additional one block rounds shall be held as necessary. For the purposes of scheduling, in accordance with the employees anniversary date/accrual rate, vacation to be accrued by the employee will be advanced on January 1st of every subsequent calendar year. In the event that an employee terminates his/her employment for any reason after he/she has taken vacation that was not fully earned, the Employer shall deduct any vacation benefits that were used but unearned, from final compensation due the employee.

Once three-fourths (3/4) of accrued vacation time has been scheduled in twenty-four (24) hour blocks, twelve (12) hour vacation blocks shall be permitted.

- 2.b After January 1st, employees may schedule vacation day(s) to be accrued on a first come first serve basis in twenty four (24) hour blocks or twelve (12) hour blocks. Employees shall complete selection of vacation day(s) by June 15th.
- 2.c All Vacation requests shall be submitted via current electronic time attendance system to the Shift Commander or Acting Shift Commander.
3. Three calendars shall be circulated, one per shift, starting with the senior most employee then in order to the least senior employee of that shift. The employee shall be allowed a reasonable amount of time to select his/her one vacation pick before it is offered to the next employee.

- 2253 4. The remaining vacation time shall be scheduled in no less than twelve (12) hour blocks
2254 of time.
2255
2256 5. There shall be no cancellation of vacation leave. Rescheduling of a vacation day will be
2257 permitted, as long as the rescheduled time is not less than twelve (12) hours, the time is
2258 available, at least $\frac{3}{4}$ of the vacation time is taken in twenty-four (24) hour increments
2259 and the request is made at least seventy-two (72) hours before the initial scheduled
2260 vacation leave.
2261
2262 6. After January 1st, compensation time may be combined w/ a remaining small block of
2263 vacation time (less than 12 hours) to total a block of (12) hours, or larger (Subject to
2264 requirements of B-1 of this Article).
2265
2266 7. On December 16 at 00:00 hours, employees shall be able to submit TimePro requests for
2267 Personal and Compensatory leaves for the upcoming year.
2268

2269 C. Shift Change Contingency

2270 If there is a shift change made by the Employer after the affected employee has chosen
2271 his/her vacation leave, and that leave has been granted, the Employer shall grant the
2272 employee his/her original block of leave.
2273

2274 If there is a shift change made by the employer resulting in two or more members changing
2275 per shift, the affected shifts shall re-pick Kelly lines according to department seniority.
2276
2277

2278 **ARTICLE 41**
2279 **SICK AND INJURY LEAVE**
2280

2281 A. Accrual

2282 Sick leave shall be credited to all probationary and regular full-time sworn employees of the
2283 fire department at the rate of one (1) work day for each two full months of service and shall
2284 be accumulated to a maximum of sixty (60) working days for each employee. After the
2285 accumulation of sixty (60) days, sick leave shall be credited at the rate of one-half (.5) day for
2286 each two full months of service.
2287

2288 B. Thirty Day Bank

2289 Full time sworn members of the Fire Department who have utilized all of the earned sick
2290 days may on a one time basis only, draw upon a bank of thirty (30) days. This thirty (30) day
2291 bank would be available on a one day basis until such time as the thirty (30) days were
2292 utilized. This bank of days will not count towards any monetary payout for sick leave at the
2293 end of the sworn employee's career.
2294

2295 C. Use

2296 1. Sick leave shall not be considered a privilege which an employee may use at the
2297 employee's discretion, but shall be allowed only in case of actual sickness or disability of
2298 the employee. Sick leave may also be granted to meet medical or dental appointments
2299 which cannot reasonably be scheduled during non-working hours, and in the event of an
2300 illness or injury of an immediate family member which requires the presence of the
2301 employee.
2302

2303 2. The Fire Chief (or his/her designee) may send an employee home on sick leave if, in the

opinion of the Fire Chief (or his/her designee), the employee appears ill and threatens the health of other employees.

3. Sick leave may be advanced to employees by the Fire Chief (or his/her designee) if in the Fire Chief's (or his/her designee's) opinion such advancement is justified. The Fire Chief shall provide the Director of Human Resources with a memorandum describing in reasonable detail the rationale for approval.

D. Sick Leave Requests

1. Emergency sick leave requests shall be made by contacting the on duty Shift Commander. Scheduled sick leave requests shall be made via a TimePro request with notification made to the on duty shift commander.
1. A certificate will be required for a single day absence only when there is a pattern of sick leave usage which indicates abuse, or whether there is other evidence indicating abuse.
2. As mutual protection for the Employer and the employee, the Fire Chief (or his/her designee) may require an employee to submit to a complete physical examination by a physician designated by the Employer prior to an employee's return to work. The cost of such physical examination is the responsibility of the employee, but may be paid for by the Employer upon the approval of the responsible City official.
3. The Fire Chief (or his/her designee) may require an employee who is off on sick leave to submit a physician's certificate which indicates the specific nature of the illness or injury and prognosis as to the earliest date when the employee will be able to return to work. The Fire Chief (or his/her designee) may require an employee to have the physician's certificate updated. Any cost(s) associated with providing a physician's certificate are the responsibility of the employee.

E. Sick Leave Buy Back

1. If an employee desires, he/she may buy back a maximum of one (1) sick day per calendar year. The amount of Sick Leave bought back will then be deducted from the unused Sick Leave earned and any remaining days will accumulate with those of previous years. Payment shall be made at the employee's present rate of pay at his/her time of the buy-back. Employees that have used zero (0) to one and one-half (1.5) days of sick leave in the past year are eligible to buy-back one (1) sick day. For employees that have used two (2) to three (3) days of sick leave in the last calendar year, he/she is eligible to buy-back one-half (.5) days' pay. For the purpose of determining the number of sick days used in a year, the twelve (12) month period will run from November 1 to October 31. New employees will be required to wait until November 1st to begin eligibility for this program. Employees will be required to notify the Fire Chief (or his/her designee) in writing by the November deadline if they wish to participate in this program. Employees shall receive his/her buy back check with his/her paycheck on or around December 10.

F. Sick Leave Donation

1. In the event that a bargaining unit employee has depleted all available leaves and still requires additional time off due to non-work-related personal illness or injury, the employee may make a written request to the Fire Chief requesting sick leave donations (accrued, not from Sick Bank) of fellow bargaining unit members, not to exceed a total amount of 240 consecutive shift hours. All additional requirements set forth in the City of Wheaton Employee Manual regarding the Employee Sick Leave

Bank, not addressed within the provisions of this agreement, shall be followed. Such requests must receive final approval by the City Manager on a case-by-case basis and will not set precedent for any future said requests.

ARTICLE 42
FUNERAL LEAVE

In the event of death in the family (defined as the employee's legal spouse, mother-in-law, father-in-law, child, son-in-law, daughter-in-law, parent, grandparent, brother, sister, cousin, grandchild, brother-in-law, sister-in-law, parent of spouse, grandparent of spouse, niece, nephew, aunt and uncle), and any other person dependent on the employees care, an employee shall receive off, with pay, the day of the death (if on-duty) plus twenty-four (24) hours of duty, if required, and approved by the Fire Chief, for matters in direct relation to the death. The Fire Chief or his designee may grant additional time off (unpaid, vacation, compensatory time or personal leave) if there is a need for more time. This time shall not be unreasonably denied.

ARTICLE 43
COURT LEAVE / JURY DUTY

A. Court Leave

The Employer shall grant leave to an employee for the period of time he/she is required to appear before a court, judge, justice, or coroner as a plaintiff, defendant, or witness, on any matter arising out of the employee's performance of his duties with the Employer. The employee shall be released from duty without loss of pay for such appearances which occur on scheduled duty days, and shall be compensated at time and one-half of their regular hourly rate of pay for such appearances which occur on scheduled days off. The employee shall immediately notify the Fire Chief (or his designee) as soon as they receive a notice to appear as a plaintiff, defendant, or witness. Employees shall not exercise the rights in this Section if an employee or the Union is in litigation against the Employer and the employee is subpoenaed as a witness against the Employer.

B. Jury Duty

An employee who is summoned for jury duty shall notify the Fire Chief or his designee immediately to provide as much advance notice as possible. If the employee is required to attend jury duty on a day he/she is scheduled to work, he/she will be released from shift duty for the entire shift if the Fire Chief (or his designee) deems it appropriate. Any employee who is required to appear for, or serve on, a jury shall receive his/her regular pay and benefits while so serving. Time spent on jury duty does not count as hours worked for the purposes of calculating overtime.

ARTICLE 44
MILITARY LEAVE

Military leave shall be granted in accordance with applicable Illinois and Federal law.

ARTICLE 45
ENTIRE AGREEMENT

This written Agreement constitutes the party's complete agreement, and concludes bargaining for its term as to any subject expressly covered by the terms of this Agreement, unless mutually agreed to by both parties. No amendment or modification of this Agreement shall be operative or effective unless reduced to writing and executed or signed by the representatives of the parties.

The parties' agreement to this provision shall not be construed as waiving any of their respective rights or obligations to negotiate as may be required by the IPLRA as to:

The impact of the exercise of the Employer's management rights as set forth herein on any terms and conditions of employment.

ARTICLE 46 SAVINGS CLAUSE

If any provision of this Agreement or the application of any such provision should be rendered or declared invalid by any court or by any statute, the remainder of the Agreement shall remain in full force and effect. If appropriate, the parties shall attempt to negotiate a substitute for the provision declared invalid.

ARTICLE 47 DURATION AND RENEGOTIATIONS

A. This Agreement and each of its provisions shall be effective as of May 1, 2018 and shall continue in full force and effect until April 30, 2021 and thereafter unless either party shall notify the other in writing 120 days (or by January 1st) prior to the anniversary date of this contract, that it desires to modify and/or amend this Agreement. Negotiations shall commence no later than thirty (30) days after service of such notice.

B. Any retroactive pay shall be on a separate check from normal salary.

IN WITNESS WHEREOF, the parties hereto have affixed their signature, this the 2nd day of July, 2018.


FOR THE UNION:



President




Vice President



Treasurer



Secretary



Sergeant -at- Arms

FOR THE CITY:



Mayor



City Clerk

APPENDIX A
SALARY SCHEDULE

Firefighter

	5/1/2017	5/1/2018	5/1/2019	5/1/2020
Start	\$65,248	\$66,879	\$68,384	\$69,923
Step 1	\$71,602	\$73,392	\$75,043	\$76,732
Step 2	\$75,895	\$77,792	\$79,543	\$81,332
Step 3	\$80,451	\$82,462	\$84,318	\$86,215
Step 4	\$85,278	\$87,410	\$89,377	\$91,388
Step 5	\$90,395	\$92,655	\$94,740	\$96,871
Step 6	\$94,011	\$96,361	\$98,529	\$100,746

Lieutenant

	5/1/2017	5/1/2018	5/1/2019	5/1/2020
Step 1	\$102,824	\$105,395	\$107,766	\$110,191
Step 2	\$103,852	\$106,448	\$108,843	\$111,292
Step 3	\$105,387	\$108,022	\$110,452	\$112,937
Step 4	\$106,668	\$109,335	\$111,795	\$114,310
Step 5	\$110,932	\$113,705	\$116,264	\$118,880

APPENDIX B
PROMOTIONAL POTENTIAL RATING

City of Wheaton Fire Lieutenant Selection Process

Lieutenant Candidate Name: _____

For each of the criteria below, rate the candidate on a scale of 1-10 (10 being the highest).

<u>Criteria</u>	<u>Score</u>
1.) Remains calm and thinks clearly during an emergency.	_____
2.) Works safely.	_____
3.) Leads by example.	_____
4.) Is honest & trustworthy.	_____
5.) Able to adapt to any situation.	_____
6.) Is dependable when assigned a task.	_____
7.) Shows initiative without being told.	_____
8.) Overall contributions to their crew.	_____
9.) Maintains a positive attitude.	_____
10.) General job knowledge required to be an effective Lieutenant.	_____

Total Score out of 100 points = _____

Evaluator Printed Name

Evaluator Signature

Date

APPENDIX C
FACTORS IN CHIEFS POINTS

For each of the criteria listed below rate each candidate on a scale of 1-5 (5 being the highest rating) based on the dimension of Teamwork.

<u>Criteria</u>	<u>Scores</u>
1. Reaching logical conclusions from incomplete or ambiguous information.	_____
2. Reaching sound decisions and committing oneself to a defined course of action.	_____
3. Dealing with citizens, public officials, subordinates and co-workers in a courteous and tactful manner.	_____
4. Actively influencing events, initiating required action, and thinking and acting independently.	_____
5. Correctly recognizing and identifying a problem and developing reasonable solutions.	_____
6. Maintaining a positive attitude and even temperament despite opposition, difficulties and frustration.	_____
7. Expressing ideas and communicating orally in a clear and understandable manner and in correct grammatical style.	_____
8. Working calmly and efficiently under stress and maintaining composure and even temperament under opposition.	_____

Total of Above Scores: _____ Divided by 8 = _____

Above adjusted score shall be the Fire Chief's Points: _____

APPENDIX D

SUMMARY OF BENEFITS AND COVERAGE


Summary of Benefits and Coverage: What this Plan Covers & What You Pay For Covered Services

Coverage Period: 07/01/2017 – 06/30/2018



IPBC-City of Wheaton: HMOI Plan


Coverage for: ALL | Plan Type: HMO

 The Summary of Benefits and Coverage (SBC) document will help you choose a health plan. The SBC shows you how you and the plan would share the cost for covered health care services. **NOTE: Information about the cost of this plan (called the premium) will be provided separately. This is only a summary.** For more information about your coverage, or to get a copy of the complete terms of coverage, call 1-800-892-2803 or at www.bcbsil.com/member/policy-forms. For general definitions of common terms, such as allowed amount, balance billing, coinsurance, copayment, deductible, provider, or other underlined terms see the Glossary. You can view the Glossary at www.dol.gov/ebsa/pdf/SBCUniformGlossary.pdf or call 1-800-892-2803 to request a copy.

Important Questions	Answers	Why This Matters:
What is the overall deductible?	\$0	See the Common Medical Events chart below for your costs for services this <u>plan</u> covers.
Are there services covered before you meet your deductible?	No.	You will have to meet the <u>deductible</u> before the <u>plan</u> pays for any services.
Are there other deductibles for specific services?	No.	You don't have to meet <u>deductibles</u> for specific services.
What is the <u>out-of-pocket limit</u> for this <u>plan</u> ?	\$1,500 Individual/\$3,000 Family Prescription drug expense limit: \$5,650 Individual / \$11,300 Family	The <u>out-of-pocket limit</u> is the most you could pay in a year for covered services. If you have other family members in this <u>plan</u> , they have to meet their own <u>out-of-pocket limits</u> until the overall family <u>out-of-pocket limit</u> has been met.
What is not included in the <u>out-of-pocket limit</u> ?	<u>Premiums</u> , <u>balanced-billed charges</u> , and healthcare this <u>plan</u> doesn't cover.	Even though you pay these expenses, they don't count toward the <u>out-of-pocket limit</u> .
Will you pay less if you use a <u>network provider</u> ?	Yes. See www.bcbsil.com or call 1-800-892-2803 for a list of <u>participating providers</u> .	This <u>plan</u> uses a <u>provider network</u> . You will pay less if you use a <u>provider</u> in the plan's <u>network</u> . You will pay the most if you use an <u>out-of-network provider</u> , and you might receive a bill from a <u>provider</u> for the difference between the provider's charge and what your <u>plan</u> pays (<u>balance billing</u>). Be aware, your <u>network provider</u> might use an <u>out-of-network provider</u> for some services (such as lab work). Check with your <u>provider</u> before you get services.
Do you need a <u>Referral</u> to see a <u>specialist</u> ?	Yes.	This <u>plan</u> will pay some or all of the costs to see a <u>specialist</u> for covered services but only if you have a <u>Referral</u> before you see the <u>specialist</u> .

Blue Cross and Blue Shield of Illinois, a Division of Health Care Service Corporation, a Mutual Legal Reserve Company, an Independent Licensee of the Blue Cross and Blue Shield Association
SBC IL HMO LG – 2017-2

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 All **copayment** and **coinsurance** costs shown in this chart are after your **deductible** has been met, if a **deductible** applies.

Common Medical Event	Services You May Need	What You Will Pay		Limitations, Exceptions, & Other Important Information
		Participating Provider (You will pay the least)	Non-Participating Provider (You will pay the most)	
If you visit a health care provider's office or clinic	Primary care visit to treat an injury or illness	\$15 <u>copay</u> /visit	Not Covered	Services or supplies that are not ordered by your <u>Primary Care Physician</u> or Women's Principal Health Care <u>Provider</u> , except emergency and routine vision exams, are not covered.
	<u>Specialist</u> visit	\$15 <u>copay</u> /visit	Not Covered	<u>Referral</u> required.
	<u>Preventive care/screening/immunization</u>	No Charge	Not Covered	You may have to pay for services that aren't <u>preventive</u> . Ask your <u>provider</u> if the services needed are <u>preventive</u> . Then check what your <u>plan</u> will pay for.
If you have a test	<u>Diagnostic test</u> (x-ray, blood work)	No Charge	Not Covered	<u>Referral</u> required.
	Imaging (CT/PET scans, MRIs)	No Charge	Not Covered	<u>Referral</u> required.
If you need drugs to treat your illness or condition More information about <u>prescription drug coverage</u> is available at www.express-scripts.com or 800-711-0917.	Generic drugs	10% / retail or mail order	Not Covered	Retail 30 day supply; up to \$1,500 individual / \$2,500 family
	Preferred brand drugs	15% / retail or mail order	Not Covered	Mail order 90 day supply up to \$1,500 individual / \$2,500 family
	Non-preferred brand drugs	20% / retail or mail order	Not Covered	RX Out-of-Pocket Expense Limit: \$5,650 Individual / \$11,300 Family
	<u>Specialty drugs</u>	15% / retail or mail order	Not Covered	Prior authorization may be required.
If you have outpatient surgery	Facility fee (e.g., ambulatory surgery center)	No Charge	Not Covered	<u>Referral</u> required.
	Physician/surgeon fees	No Charge	Not Covered	<u>Referral</u> required.

* For more information about limitations and exceptions, see the plan or policy document at www.bcbasil.com/member/policy-forms.

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Common Medical Event	Services You May Need	What You Will Pay		Limitations, Exceptions, & Other Important Information
		Participating Provider (You will pay the least)	Non-Participating Provider (You will pay the most)	
If you need immediate medical attention	<u>Emergency room care</u>	\$75 <u>copay</u> /visit	\$75 <u>copay</u> /visit	<u>Copay</u> waived if admitted.
	<u>Emergency medical transportation</u>	No Charge	No Charge	Ground transportation only.
	<u>Urgent care</u>	\$15 <u>copay</u> /visit	Not Covered	Must be affiliated with member's chosen medical group or <u>referral</u> required.
If you have a hospital stay	Facility fee (e.g., hospital room)	No Charge	Not Covered	<u>Referral</u> required.
	Physician/surgeon fees	No Charge	Not Covered	<u>Referral</u> required.
If you need mental health, behavioral health, or substance abuse services	Outpatient services	\$15 <u>copay</u> /visit	Not Covered	Unlimited visits. <u>Referral</u> required.
	Inpatient services	No Charge	Not Covered	Unlimited days. <u>Referral</u> required.
If you are pregnant	Office visits	\$15 <u>copay</u> /visit	Not Covered	<u>Copay</u> applies for the 1st prenatal visit only. <u>Cost sharing</u> does not apply for <u>preventive services</u> . Depending on the type of services, a <u>copayment</u> may apply. Maternity care may include tests and services described elsewhere in the SBC (i.e. ultrasound.)
	Childbirth/delivery professional services	No Charge	Not Covered	
	Childbirth/delivery facility services	No Charge	Not Covered	<u>Referral</u> required.

* For more information about limitations and exceptions, see the plan or policy document at www.bcbsil.com/member/policy-forms.

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Common Medical Event	Services You May Need	What You Will Pay		Limitations, Exceptions, & Other Important Information
		Participating Provider (You will pay the least)	Non-Participating Provider (You will pay the most)	
If you need help recovering or have other special health needs	<u>Home health care</u>	No Charge	Not Covered	<u>Referral</u> required.
	<u>Rehabilitation services</u>	No Charge	Not Covered	60 visits combined for all therapies. <u>Referral</u> required.
	<u>Habilitation services</u>	No Charge	Not Covered	
	<u>Skilled nursing care</u>	No Charge	Not Covered	Excludes custodial care. <u>Referral</u> required.
	<u>Durable medical equipment</u>	No Charge	Not Covered	<u>Referral</u> required. Benefits are limited to items used to serve a medical purpose. <u>DME</u> benefits are provided for both purchase and rental equipment (up to the purchase price).
	<u>Hospice services</u>	No Charge	Not Covered	<u>Referral</u> required.
If your child needs dental or eye care	Children's eye exam	No Charge	Not Covered	Limited to one exam every 12 months at <u>participating providers</u> .
	Children's glasses	Not Covered	Not Covered	None
	Children's dental check-up	Not Covered	Not Covered	None


Excluded Services & Other Covered Services:

Services Your <u>Plan</u> Generally Does NOT Cover (Check your policy or <u>plan</u> document for more information and a list of any other <u>excluded services</u> .)		
<ul style="list-style-type: none"> • Cosmetic surgery • Custodial care • Dental care (Adult and Children) 	<ul style="list-style-type: none"> • Hearing aids • Long term care • Non-emergency care when traveling outside the U.S. 	<ul style="list-style-type: none"> • Private-duty nursing • Routine foot care (with the exception of person with diagnosis of diabetes)
Other Covered Services (Limitations may apply to these services. This isn't a complete list. Please see your <u>plan</u> document.)		
<ul style="list-style-type: none"> • Acupuncture • Bariatric surgery • Chiropractic care 	<ul style="list-style-type: none"> • Infertility treatment • Most coverage provided outside the United States. See www.bcbsil.com 	<ul style="list-style-type: none"> • Routine eye care (Adult and Children) • Weight loss programs (except when non-medically supervised)

* For more information about limitations and exceptions, see the plan or policy document at www.bcbsil.com/member/policy-forms.

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 <p>The Summary of Benefits and Coverage (SBC) document will help you choose a health <u>plan</u>. The SBC shows you how you and the <u>plan</u> would share the cost for covered health care services. NOTE: Information about the cost of this <u>plan</u> (called the <u>premium</u>) will be provided separately. This is only a summary. For more information about your coverage, or to get a copy of the complete terms of coverage, call 1-800-458-6024 or at www.bcbsil.com. For general definitions of common terms, such as <u>allowed amount</u>, <u>balance billing</u>, <u>coinsurance</u>, <u>copayment</u>, <u>deductible</u>, <u>provider</u>, or other <u>underlined</u> terms see the Glossary. You can view the Glossary at www.dol.gov/ebsa/pdf/SBCUniformGlossary.pdf or call 1-800-458-6024 to request a copy.</p>		
Important Questions	Answers	Why This Matters:
What is the overall <u>deductible</u> ?	\$425 Individual/\$850 Family	Generally, you must pay all of the costs from <u>providers</u> up to the <u>deductible</u> amount before this plan begins to pay. If you have other family members on the <u>plan</u> , each family member must meet their own individual <u>deductible</u> until the total amount of <u>deductible</u> expenses paid by all family members meets the overall family <u>deductible</u> .
Are there services covered before you meet your <u>deductible</u> ?	Yes. Certain <u>preventive care</u> , services that charge a <u>copay</u> , <u>prescription drugs</u> and emergency room services are covered before you meet your <u>deductible</u> .	This <u>plan</u> covers some items and services even if you haven't yet met the <u>deductible</u> amount. But a <u>copayment</u> or <u>coinsurance</u> may apply. For example, this <u>plan</u> covers certain <u>preventive services</u> without <u>cost sharing</u> and before you meet your <u>deductible</u> . See a list of covered <u>preventive services</u> at https://www.healthcare.gov/coverage/preventive-care-benefits/ .
Are there other <u>deductibles</u> for specific services?	No.	You don't have to meet <u>deductibles</u> for specific services.
What is the <u>out-of-pocket limit</u> for this <u>plan</u> ?	\$1,825 Individual/\$3,650 Family Prescription drug expense limit: \$1,500 Individual/ \$2,500 Family	The <u>out-of-pocket limit</u> is the most you could pay in a year for covered services. If you have other family members in this <u>plan</u> , they have to meet their own <u>out-of-pocket limits</u> until the overall family <u>out-of-pocket limit</u> has been met.
What is not included in the <u>out-of-pocket limit</u> ?	Premiums, <u>balanced-billed charges</u> , and healthcare this <u>plan</u> doesn't cover.	Even though you pay these expenses, they don't count toward the <u>out-of-pocket limit</u> .
Will you pay less if you use a <u>network provider</u> ?	Yes. See www.bcbsil.com or call 1-800-458-6024 for a list of <u>network providers</u> .	This <u>plan</u> uses a <u>provider network</u> . You will pay less if you use a <u>provider</u> in the plan's <u>network</u> . You will pay the most if you use an <u>out-of-network provider</u> , and you might receive a bill from a <u>provider</u> for the difference between the provider's charge and what your <u>plan</u> pays (<u>balance billing</u>). Be aware, your <u>network provider</u> might use an <u>out-of-network provider</u> for some services (such as lab work). Check with your <u>provider</u> before you get services.
Do you need a <u>referral</u> to see a <u>specialist</u> ?	No.	You can see the <u>specialist</u> you choose without a <u>referral</u> .

 All copayment and coinsurance costs shown in this chart are after your deductible has been met, if a deductible applies.

Common Medical Event	Services You May Need	What You Will Pay		Limitations, Exceptions, & Other Important Information
		In-Network Provider (You will pay the least)	Out-of-Network Provider (You will pay the most)	
If you visit a health care <u>provider's</u> office or clinic	Primary care visit to treat an injury or illness	\$15 <u>copay</u> /visit; deductible does not apply	30% <u>coinsurance</u>	None
	<u>Specialist</u> visit	\$15 <u>copay</u> /visit; deductible does not apply	30% <u>coinsurance</u>	None
	<u>Preventive care/screening/immunization</u>	No Charge; deductible does not apply	30% <u>coinsurance</u>	You may have to pay for services that aren't <u>preventive</u> . Ask your <u>provider</u> if the services needed are <u>preventive</u> . Then check what your <u>plan</u> will pay for.
If you have a test	<u>Diagnostic test</u> (x-ray, blood work)	10% <u>coinsurance</u>	30% <u>coinsurance</u>	None
	Imaging (CT/PET scans, MRIs)	10% <u>coinsurance</u>	30% <u>coinsurance</u>	None
If you need drugs to treat your illness or condition More information about <u>prescription drug coverage</u> is available at www.express-scripts.com or 800-711-0917.	Generic drugs	10% coinsurance / retail or mail order	Not Covered	Up to 30 day retail /90 day mail RX Out-of-Pocket Expense Limit: \$1,500 Individual/ \$2,500 Family Prior authorization may be required.
	Preferred brand drugs	25% coinsurance / retail or mail order	Not Covered	
	Non-preferred brand drugs	30% coinsurance / retail or mail order	Not Covered	
	<u>Specialty drugs</u>	25% coinsurance / retail or mail order	Not Covered	
If you have outpatient surgery	Facility fee (e.g., ambulatory surgery center)	10% <u>coinsurance</u>	30% <u>coinsurance</u>	None
	Physician/surgeon fees	10% <u>coinsurance</u>	30% <u>coinsurance</u>	None

* For more information about limitations and exceptions, see the plan or policy document at www.bcbsil.com.

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Common Medical Event	Services You May Need	What You Will Pay		Limitations, Exceptions, & Other Important Information
		In-Network Provider (You will pay the least)	Out-of-Network Provider (You will pay the most)	
If you need immediate medical attention	Emergency room care	\$75 <u>copay</u> /visit; <u>deductible</u> does not apply	\$75 <u>copay</u> /visit; <u>deductible</u> does not apply	<u>Copayment</u> waived if patient admitted.
	Emergency medical transportation	10% <u>coinsurance</u>	10% <u>coinsurance</u>	None
	Urgent care	10% <u>coinsurance</u>	30% <u>coinsurance</u>	None
If you have a hospital stay	Facility fee (e.g., hospital room)	10% <u>coinsurance</u>	30% <u>coinsurance</u>	<u>Preauthorization</u> applies.
	Physician/surgeon fees	10% <u>coinsurance</u>	30% <u>coinsurance</u>	None
If you need mental health, behavioral health, or substance abuse services	Outpatient services	\$15 <u>copay</u> /visit; <u>deductible</u> does not apply	30% <u>coinsurance</u>	PCP <u>copay</u> applies to psychotherapy visit only.
	Inpatient services	10% <u>coinsurance</u>	30% <u>coinsurance</u>	None
If you are pregnant	Office visits	\$15 <u>copay</u> /visit; <u>deductible</u> does not apply	30% <u>coinsurance</u>	<u>Copayment</u> applies to first prenatal visit. <u>Cost sharing</u> does not apply for <u>preventive services</u> . Depending on the type of services, a <u>copayment</u> , <u>coinsurance</u> , or <u>deductible</u> may apply. Maternity care may include tests and services described elsewhere in the SBC (i.e. ultrasound.)
	Childbirth/delivery professional services	10% <u>coinsurance</u>	30% <u>coinsurance</u>	
	Childbirth/delivery facility services	10% <u>coinsurance</u>	30% <u>coinsurance</u>	<u>Preauthorization</u> applies.
If you need help recovering or have other special health needs	Home health care	10% <u>coinsurance</u>	30% <u>coinsurance</u>	None
	Rehabilitation services	10% <u>coinsurance</u>	30% <u>coinsurance</u>	50 visits maximum per benefit period for Occupational Therapy. 50 visits maximum per benefit period for Speech Therapy. 50 visits maximum per benefit period for Physical Therapy.
	Habilitation services	10% <u>coinsurance</u>	30% <u>coinsurance</u>	
	Skilled nursing care	10% <u>coinsurance</u>	30% <u>coinsurance</u>	<u>Preauthorization</u> applies.
	Durable medical equipment	10% <u>coinsurance</u>	30% <u>coinsurance</u>	Benefits are limited to items used to serve a medical purpose. <u>DME</u> benefits are provided for both purchase and rental equipment (up to the purchase price).
	Hospice services	10% <u>coinsurance</u>	30% <u>coinsurance</u>	<u>Preauthorization</u> applies.

* For more information about limitations and exceptions, see the plan or policy document at www.bcbstl.com.

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Common Medical Event	Services You May Need	What You Will Pay		Limitations, Exceptions, & Other Important Information
		In-Network Provider (You will pay the least)	Out-of-Network Provider (You will pay the most)	
If your child needs dental or eye care	Children's eye exam	Not Covered	Not Covered	None
	Children's glasses	Not Covered	Not Covered	None
	Children's dental check-up	Not Covered	Not Covered	None

Excluded Services & Other Covered Services:

Services Your <u>Plan</u> Generally Does NOT Cover (Check your policy or <u>plan</u> document for more information and a list of any other <u>excluded services</u> .)			
<ul style="list-style-type: none"> Acupuncture Cosmetic surgery Dental care (Adult and Children) 	<ul style="list-style-type: none"> Hearing aids Long term care Routine eye care (Adult and Children) 	<ul style="list-style-type: none"> Routine foot care (with the exception of person with diagnosis of diabetes) Weight loss programs 	
Other Covered Services (Limitations may apply to these services. This isn't a complete list. Please see your <u>plan</u> document.)			
<ul style="list-style-type: none"> Bariatric surgery Chiropractic care 	<ul style="list-style-type: none"> Infertility treatment Most coverage provided outside the United States. See www.bcbsil.com 	<ul style="list-style-type: none"> Non-emergency care when traveling outside the U.S. Private-duty nursing (with the exception of inpatient private duty nursing) 	

* For more information about limitations and exceptions, see the plan or policy document at www.bcbsil.com.

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