

**COLLECTIVE BARGAINING AGREEMENT
BETWEEN**

**THE METROPOLITAN ALLIANCE
OF POLICE
OAKTON COMMUNITY COLLEGE POLICE
OFFICERS CHAPTER #795**

AND

OAKTON COMMUNITY COLLEGE

AGREEMENT DATES

07/01/2020 THROUGH 06/30/2025

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PREAMBLE

This Agreement is made and entered into by and between the Oakton Community College/Board of Trustees (hereinafter referred to as the "Employer" or "Board"), the Oakton Community College Police Officers, and the Metropolitan Alliance of Police (hereinafter referred to as the "Union" or "MAP").

It is the intent and purpose of this Agreement to set forth the parties' entire agreement with respect to the rates of pay, hours of employment, fringe benefits, and other conditions of employment that will be in effect during the term of this Agreement for employees covered by this Agreement; to prevent interruptions of work and interference with the operations of the Employer; to encourage and improve efficiency and productivity; and to provide procedures for the prompt and peaceful adjustment of grievances as provided herein.

NOW, THEREFORE, the parties agree as follows:

ARTICLE 1 RECOGNITION AND REPRESENTATION

All officers, excluding the Chief of Police and Emergency Management, Sergeant of Police, guards, and all other supervisory, managerial, confidential or short-term employees as defined under Section 2 of the IELRA. The "Chief of Police and Emergency Management" hereafter referred to as the Chief of Police is defined in this entire Agreement as the top official in the chain of command for the Police Department. This definition includes Acting or Interim in that capacity.

ARTICLE 2 DUES CHECKOFF AND UNION RIGHTS

Section 2.1 - Dues Checkoff

The Board shall deduct from each employee's paycheck a pro rata amount of the regular MAP dues as soon as practicable, but in no case later than thirty (30) days after employee has filed with the Board an appropriate written authorization form.

The Board shall provide the MAP with a list of employees from whom deductions have been made and the amount thereof such to be forwarded within ten (10) calendar days following the issuance of the applicable paychecks. The MAP may alter the amount of dues to be deducted up to once each fiscal year provided such is consistent with the employee's authorization form. If an employee has no earnings or insufficient earnings to cover the amount of the dues deduction, the MAP shall be responsible for collection of dues.

Section 2.2 - Administering Dues Deduction

The Board agrees to:

- (1) Notify the MAP President of the names and positions of all newly hired employees within thirty (30) calendar days of their commencing employment. Such notification may be provided by furnishing a copy of the personnel action notice or in such other form as the Board shall deem appropriate;

- (2) Provide all newly hired employees a copy of this Agreement no less than ten (10) calendar days after commencement of employment; and
- (3) Provide MAP a copy of any revocation of dues authorization within ten (10) calendar days of the date such revocation is received.

Section 2.3 - Indemnification

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

ARTICLE 3 LABOR - MANAGEMENT COMMITTEE

Section 3.1 – Labor-Management Committee

At the request of either party, the President of the bargaining unit and the Chief of Police and Emergency Management shall meet at least once each calendar quarter to discuss matters of mutual concern that do not involve negotiations. The President of the bargaining unit may invite other bargaining unit members or the Union (not to exceed two) to attend such meetings. The Chief of Police and Emergency Management may invite other Employer representatives (not to exceed two) to attend such meetings. The party requesting the meeting shall submit a written agenda of the items it wishes to discuss at least three days prior to the date of the meeting. This section shall not be applicable to any matter that is being processed pursuant to the grievance procedure set forth in this Agreement.

Section 3.2 – Management Rights

Except as limited by the express written provisions of this Agreement, it is understood and agreed that the College possesses the sole right and authority to operate and direct the Police Officers of the College and its various departments. These rights include, but are not limited to:

- A. to plan, direct, control and determine the operations, services, purpose and mission of the College and its Police Officers;
- B. to determine the budget and set forth all standards of service offered to the public;
- C. to supervise and direct the work force and determine Police Officers' duties, responsibilities, and assignments;
- D. to establish qualifications for employment and to employ Police Officers;
- E. to promote, assign or transfer Police Officers;
- F. to discipline, suspend or discharge non-probationary Police Officers;

- G. to establish shifts and hours of employment;
- H. to change, modify or eliminate existing programs, services, methods, equipment or facilities;
- I. to make, alter, publish and enforce rules, regulations, orders, policies and procedures;
- J. to determine the methods, means and number of personnel to carry out the College's mission;
- K. to lay-off or relieve Police Officers due to lack of work or funds or for other legitimate reasons;
- L. to establish work and productivity standards; and
- M. to contract out for goods and services.

ARTICLE 4 GRIEVANCE PROCEDURE

Section 4.1 - Definitions

- (a) A "grievance" is defined as an alleged violation, misinterpretation, or misapplication of an express provision of this Agreement as asserted by an employee, a group of employees, or the MAP.
- (b) As used in this Article, "days" are defined as days the College's administrative offices are open.

Section 4.2 - Procedure

The parties acknowledge that it is usually most desirable for an employee and his immediate supervisor to resolve problems through free and informal communications. Utilization of the informal process shall be a condition precedent to utilizing the formal procedures set forth below. To initiate the informal process, the employee must notify the appropriate Sergeant within ten (10) days from the date of the first occurrence of the matter giving rise to the grievance through the use of reasonable diligence or when the employee could have obtained knowledge of such first occurrence. The employee shall notify the appropriate Sergeant of the informal grievance via email. The appropriate Sergeant shall make a good faith effort to resolve the informal grievance at his level. The appropriate Sergeant shall have ten (10) days from the date of employee notification to either resolve the informal grievance or advise the employee via email of their informal step response if the grievance is unresolved.

STEP 1: A grievance which has been unresolved at the informal level may be submitted in writing to the Chief of Police and Emergency Management, specifically indicating the nature of the grievance and the provisions of the Agreement which have allegedly been violated, and the relief requested. All formal grievances must be so presented no later than ten (10) days of the appropriate Sergeant's informal step response. The Chief of Police and Emergency Management, may convene a grievance meeting within ten (10) calendar days of the filing of such grievance.

The response to such grievance shall be submitted in writing to the grievant, with a copy to the MAP if the grievant is an individual employee, no later than ten (10) days after the grievance has been formally presented or after the holding of the grievance meeting, whichever shall last occur.

STEP 2: If the grievance is not settled at Step 1 and the employee wishes to appeal the grievance to Step 2 of the Grievance procedure, it shall be submitted in writing to the Vice President for Administrative Affairs within ten (10) days after receipt of the Employer's answer at Step 1. The grievance shall specifically state the basis upon which the grievant believes the grievance was improperly denied at the previous step in the grievance procedure. The Vice President for Administrative Affairs shall investigate the grievance and, in the course of such investigation, shall offer to discuss the grievance within ten (10) days with the grievant and an authorized representative of the Union at a time mutually agreeable to the parties. If no settlement of the grievance is reached, the Vice President for Administrative Affairs shall provide a written answer to the grievant and the Union within ten (10) days following their meeting.

Section 4.3 - Arbitration

If the grievance is not settled at Step 2 and the Union wishes to appeal the grievance from Step 2 of the grievance procedure, the Union may refer the grievance to arbitration, as described below, within twenty-one (21) days of receipt of the Employer's written answer as provided to the Union at

Step 2:

- (a) The parties shall attempt to agree upon an arbitrator within seven (7) days after receipt of the notice of referral. In the event the parties are unable to agree upon the arbitrator within this seven (7) day period, the parties shall jointly request the American Arbitration Association to submit a panel of five (5) arbitrators.
- (b) The arbitrator shall be notified of his/her selection and shall be requested to set a time and place for the hearing, subject to the availability of Union and Employer representatives.
- (c) The Employer and the Union shall have the right to request the arbitrator to require the presence of witnesses or documents. The Employer and the Union retain the right to employ legal counsel.
- (d) The arbitrator shall submit his/her decision in writing within thirty (30) days following the close of the hearing or the submission of briefs by the parties, whichever is later.
- (e) More than one grievance may be submitted to the same arbitrator where both parties mutually agree in writing.
- (f) The fees and expenses of the arbitrator and the cost of a written transcript, if any, shall be divided equally between the Employer and the Union; provided, however, that each party shall be responsible for compensating its own representatives and witnesses.

Section 4.4 - Limitations on Authority of Arbitrator

The arbitrator shall have no right to amend, modify, nullify, ignore, add to, or subtract from the provisions of this Agreement. The arbitrator shall consider and decide only the question of fact as to whether there has been a violation, misinterpretation or misapplication of the specific provisions of this Agreement. The arbitrator shall be empowered to determine the issue raised by the grievance as submitted in writing at Step 2. The arbitrator shall have no authority to make a decision on any issue not so submitted or raised. The arbitrator shall be without power to make any decision or award which is contrary to or inconsistent with, in any way, applicable laws, or of rules and regulations of administrative bodies that have the force and effect of law.

The arbitrator shall not in any way limit or interfere with the powers, duties and responsibilities of the Employer under law and applicable court decisions. Any decision or award of the arbitrator rendered within the limitations of this Section 4 shall be final and be binding upon the Employer, the Union and the employees covered by this Agreement.

Section 4.5 - Time Limit for Filing

If a grievance is not presented by the employee within the time limits set forth above, it shall be considered "waived" and may not be pursued further. If a grievance is not appealed to the next step within the specified time limit or any agreed extension thereof, it shall be considered settled on the basis of the Employer's last answer. If the Employer does not answer a grievance or an appeal thereof within the specified time limits, the aggrieved employee may elect to treat the grievance as denied at the step and immediately appeal the grievance to the next step. The parties may by mutual agreement in writing extend any of the time limits set forth in this Article.

Section 4.6 - Miscellaneous

The Union shall be notified of any grievance meeting scheduled to take place, and the Union shall be allowed to attend any such meeting. Moreover, no action, statement, agreement, settlement, or representation made by any member of the bargaining unit shall impose any obligation or duty or be considered to be authorized by or binding upon the Employer unless and until the Employer has agreed thereto in writing.

Section 4.7 – Bypass Grievance Steps

The Employer and the Union may mutually agree to waive any step of the grievance procedure set forth in Section 4.2. Any such mutual agreement to bypass a grievance step shall be confirmed by authorized representatives of the parties in writing.

Section 4.8 – Released Time

Bargaining unit employees whose attendance is required at grievance step meetings or arbitration hearings during the employee's assigned work shift shall be granted relief time off with pay.

ARTICLE 5 NO STRIKE NO LOCKOUT

Section 5.1 - No Strike

For the duration of the Agreement, neither the Union nor any officers, agents or employees covered by this Agreement will instigate, promote, sponsor, engage in, or condone any strike, sympathy strike, slowdown, sit down, concerted stoppage of work, concerted refusal to perform overtime, concerted, abnormal and unapproved enforcement procedures or policies or work to the rule situation, mass absenteeism, or any other intentional interruption or disruption of the operations of the Employer, regardless of the reason for so doing. Any or all employees who violate any of the provisions of this Article may be discharged or otherwise disciplined by the Employer. Each employee who holds the position of officer or steward of the Union occupies a position of special trust and responsibility in maintaining and bringing about compliance with the provisions of this Article. In addition, in the event of a violation of this Section of this Article the Union agrees to inform its members of their obligations under this Agreement and to direct them to return to work.

Section 5.2 - No Lockout

The Employer will not lock out any employees during the term of this Agreement as a result of a labor dispute with the Union.

ARTICLE 6 SENIORITY, LAYOFF, AND RECALL

Section 6.1 - Definition of Seniority

Seniority shall be based on the length of time from the last date of beginning continuous full-time employment as a Police Officer for the Employer. Seniority shall not accrue during any unpaid leave of absence in excess of ninety (90) consecutive days and in such event the employee's seniority date shall be adjusted accordingly. Where applicable, identical seniority among employees shall be resolved by a tie-breaker as follows:

- a. Total years of law enforcement experience (including pre-Oakton experience);
- b. Police Academy academic ranking; or
- c. Lot.

Section 6.2 - Probationary Period

All new employees and those hired after loss of seniority shall be considered probationary employees until they complete a probationary period of continuous, active duty employment. The duration of the probationary period shall be as follows:

- Certified police officer – twelve (12) months from date of hire.

- Non-certified police officer – fifteen (15) months from date of hire.

“Certified Police Officer” is defined as any officer who has successfully completed the certification exam for police officer through the Illinois Law Enforcement Training and Standards Board.

During an employee's probationary period, the employee may be laid off, or terminated at the sole discretion of the Employer. No grievance shall be presented or entertained in connection with the layoff, or termination of a probationary employee.

There shall be no seniority among probationary employees.

Section 6.3 - Seniority List

On or before January 1 each year, the Employer will post, and provide the Union with a seniority list setting forth each non-probationary employee's seniority date. The Employer shall not be responsible for any errors in the list, unless such errors are brought to the attention of the Employer in writing within (14) calendar days after posting. Upon verification of all seniority dates the employer shall reissue the list.

Section 6.4 - Layoff

The Employer, at its discretion, shall determine whether layoffs are necessary. If it is determined that layoffs are necessary, probationary employees covered by this Agreement will be laid off first. Non-probationary employees will be subject to layoff with the least senior employees laid off first in accordance with their length of service as provided on the seniority list as provided in Section 6.3 above.

Except in an emergency, no layoff will occur without at least fourteen (14) calendar days notification to the Union. The Employer agrees to consult the Union, upon request, and afford the Union an opportunity to propose alternatives to the layoff, though such consultation shall not be used to delay the layoff.

Section 6.5 - Recall

Employees who are laid off shall be placed on a recall list for a period of twelve (12) calendar months following layoff or as required by law whichever shall be the longer. If there is a recall, employees who are on the recall list shall be recalled, in the inverse order of their layoff.

Employees who are eligible for recall shall be given seven (7) calendar days notice of recall and notice of recall shall be sent to the employee by certified or registered mail with a copy to the Union, provided that the employee must notify the Chief of Police and Emergency Management, or his designee of his intention to return to work within three (3) days after receiving notice of recall. The Employer shall be deemed to have fulfilled its obligations by mailing the recall notice by certified mail, return receipt requested, to the mailing address last provided by the employee, it being the obligation and responsibility of the employee to provide the Chief of Police and

Emergency Management or his designee with his latest mailing address. If an employee fails to timely respond to a recall notice, his name shall be removed from the recall list.

Section 6.6 - Termination of Seniority

Seniority and the employment relationship shall be terminated for all purposes if the employee:

- (a) quits;
- (b) is discharged for reasonable cause (probationary employees without cause);
- (c) retires (or is retired should the Employer adopt and implement a legal mandatory retirement age);
- (d) falsifies the reason for a leave of absence, or is found to be working during a leave of absence without the written approval of the Employer;
- (e) fails to report to work at the conclusion of an authorized leave of absence or vacation;
- (f) is laid off and fails to report for work after the established date for the employee's return to work;
- (g) does not perform work for the Employer for a period in excess of twelve (12) months; provided, however, this provision shall not be applicable to absences due to military service, established work related injury compensable under workers' compensation disability pension, or a layoff where the employee has recall rights; or
- (h) is absent for two (2) consecutive working days without notifying the Employer

An employee, who establishes to the Employer's reasonable satisfaction that his/her absence under subsections 6 (e) and (h) was clearly due to circumstances beyond his/her control, shall not be terminated under this Section.

ARTICLE 7 HOURS OF WORK AND OVERTIME

Section 7.1 - Application of Article

This Article is intended only as a basis for calculating overtime payments, and nothing in this Article or Agreement shall be construed as a guarantee of hours per day or week.

Section 7.2 - Normal Workday and Shift

The normal workday shall be eight (8) hours exclusive of an unpaid lunch period of at least thirty (30) minutes, but shall include a twenty (20) minute break, subject to work duties. During the term of this 2020-2025 Collective Bargaining Agreement, any employee who has worked their normal workday and foregoes their thirty (30) minute unpaid lunch period may terminate their shift after eight (8) hours. If an employee is required by the Chief or the Sergeant to work during his thirty (30) minute unpaid lunch, he shall be paid for the entire thirty (30) minute lunch period at the applicable compensation rate. The Board shall seek to adjust schedules where possible so as to maximize the likelihood that the lunch period shall be uninterrupted, provided if such interruption does occur, the lunch period shall be adjusted for the affected day (but not later than commencing less than two hours before the normal conclusion time, nor earlier than commencing less than two hours after the beginning of the shift) of the affected employee. If the Chief of

Police temporarily reassigns or approves the temporary assignment of an officer to the Skokie campus as the sole officer assigned to that campus for the workshift, the officer shall be entitled to a paid, thirty (30) minute lunch for the assigned shift only. For purposes of eligibility for shift differential pay as set forth in this section 7.2, “temporarily” shall be defined as twenty (20) workdays or less.

Section 7.3 –Shift Bidding and Shift Vacancies

a. Shift Bidding

Shift Bidding for shift preferences shall occur no later than June 15th of each year. Such selections of shifts preferences shall commence on July 1st of each year. Employees shall bid by seniority rotation on their work location and work shift preferences, in order of the employee’s seniority (most senior first, the next most senior, and continuing to the least senior employee). If an employee fails to make his/her selection, that employee shall be placed at the bottom of the seniority list, and shall select his/her work location and shift last. Employees shall remain on their selected shifts preferences until a re-bid occurs the following year. However, nothing in this provision waives the Chief of Police’s managerial rights and at his/her full discretion, can assign officers to other shifts or work locations, other than the ones that were selected. Assignments to other shifts and/or work locations, shall not be arbitrary, nor capricious. Shift bidding is subject to grievance procedure and shall not be subject to arbitration. The Employer will give, except in exigent circumstances, at least five (5) working days advance notice of a change in the employee’s contract year work shift to all employees affected by such change.

b. Shift Vacancies

When there is a vacancy on an existing shift, non-probationary officers may bid to fill the vacancy. The Chief of Police shall provide notification of such vacancy via an email to each officer’s College-provided email address, after which officers shall have the opportunity to bid on such vacancy for at least eight (8) calendar days.

Assignment to the open vacancy will be made according to the shift bidding process as set forth above. Probationary Officers shall be assigned shifts in accordance with training and staffing needs. The shifts are not subject to vacancy bidding for probationary officers, nor will probationary officers be allowed to bid on any openings. Any temporary or short-term change shall not be considered a change of shift and will not be subject to seniority bidding.

Section 7.4 - Overtime Pay

Overtime pay shall be in accordance with the Federal Fair Labor Standards Act with the exception of including holidays observed and vacation paid time off, as hours worked and any other applicable statute. Any alleged violation of this Section shall be subject to ruling by the U.S. Department of Labor and shall not be subject to the arbitration provisions of this Agreement, unless this Section 7.4 is violated.

Section 7.5 - Court Time

For each hour worked in a duty-related court appearance or required by the College, outside their hours of work (i.e., hours not contiguous to their normal shift or on a day not regularly

scheduled), employees shall be paid a guarantee of two and one-half (2 ½) hours paid at time and one half.

Section 7.6 - Hire Back/On-Call Pay

a. Hire Back

Employees who are hired back to work outside their normal hours of work (i.e., hours not contiguous to their normal shift or on a day not regularly scheduled) shall be paid their applicable rate of pay for all hours worked outside their normal shift, with a guarantee of four hours pay.

b. On-Call Pay

Any employee who is designated by the Chief of Police to be placed on an “on-call status” shall be compensated for such requirement at the rate of \$3.50 per hour for each hour that the officer is on an “on-call status.” “On-call status” shall be defined as being directly available by cell phone to give guidance and direction to the security guards when a sworn officer is not on duty at either campus of the College.

Section 7.7 - Compensatory Time

An employee shall have the option of accruing up to a maximum of two hundred and forty (240) hours of compensatory time in lieu of overtime pay. While employee wishes will be considered, the scheduling of compensatory time shall be subject to the paramount needs of the Department as determined by the Chief of Police and Emergency Management, or his designee. The scheduling of compensatory time shall not adversely affect the department, and shall not be unreasonably denied. Accrued compensatory time shall be carried over from year to year to the extent permitted by law.

Upon written request to the Chief of Police and Emergency Management, an employee may exchange up to eighty (80) hours of compensatory time for cash, each year.

Section 7.8 - No Pyramiding

Compensation shall not be paid or compensatory time taken more than once for the same hours under any provision of this Article or Agreement.

Section 7.9 - Rotation of Overtime

A reasonable effort shall be made to equitably rotate overtime opportunities among employees covered by this Agreement. If practical, as determined by the Chief of Police or appropriate Sergeant, overtime shall be offered on a voluntary basis to all officers on a rotating basis in seniority order. Following an employee’s acceptance of overtime, his/her name shall be moved to the end of the rotation. If overtime still exists, the least senior officer shall be assigned to work. The Chief of Police’s or Sergeant’s good faith effort to equitably rotate overtime opportunities shall not be subject to arbitration.

Section 7.10 - Shift Differentials

An employee assigned by the Chief of Police or the appropriate Sergeant to work for a period of four (4) consecutive hours or more after 4:00 p.m. and before 11:00 p.m. shall be paid a premium of seven percent (7%) of his regular salary for the full shift for that day. An employee regularly assigned to work for a period of four (4) consecutive hours or more after 11:00 p.m. but before 6:00

a.m. or assigned to work a split shift shall be paid a premium of ten percent (10%) of his regular salary for the full shift for that day. There shall be no pyramiding of premium pay.

Any employee that is regularly assigned to work a shift without shift differentials but is assigned to temporarily work a shift with shift differentials shall receive the appropriate per diem premium pay. Overtime shall also be paid where applicable.

An employee that is regularly assigned to work a shift with shift differentials but is assigned to temporarily work a shift without shift differentials shall still receive the appropriate per diem premium pay.

For purposes of eligibility for shift differential pay as set forth in this Section 7.10, “temporarily” shall be defined as twenty (20) workdays or less.

Section 7.11 - Summer Work Week

If the Board adopts a summer work schedule for non-teaching employees not covered by this Agreement, such adopted summer work schedule shall also apply to all employees covered by this Agreement.

Section 7.12 - Emergency Closing

When the Administration determines that it is necessary to close a facility because of an emergency situation, to include inclement weather, the following will apply:

1. Employees covered by this Agreement will be designated by the Chief of Police to work during an emergency closing. The Chief of Police will attempt to assign a minimum of one (1) officer per shift at the closed facility, if practicable. An attempt will be made to designate the officer from his/her regular shift. Depending on the need, the Chief of Police may designate additional officers to work during the emergency.
2. An employee who is designated will make every reasonable effort to report to work regardless of the weather, or other emergency circumstances.
3. An emergency situation at one facility shall not necessarily affect employees at any other facility.
4. Employees who work at the closed facility during an emergency closing will be paid for the closed building day. In addition, the regular shift for such day shall be calculated as hours worked.

5. Emergency closing excludes any campus closures in excess of five (5) consecutive College business days per incident.

ARTICLE 8 SICK LEAVE

Section 8.1 - Accrual and Procedures

Each employee shall accrue sick leave with pay at a rate of one and one-quarter working day per month of service, equal to fifteen (15) sick days per year. The accrued sick leave shall be retroactive to each employee's employment starting date with the Employer, provided sick leave shall not be taken during the first ninety (90) work days of employment.

Unused sick leave may accumulate up to a maximum number of two hundred six (206) days.

Section 8.2 - Permitted Uses

Accrued sick leave may be taken by an employee who is unable to work during his scheduled work day when one or more of the following conditions apply:

- (a) Injury or illness of himself or of a member of his immediate family, as defined by law;
- (b) Quarantine at home.

Section 8.3 - Sick Leave Eligibility

To be eligible for compensation while on sick leave, the employee shall notify, if at all possible, his immediate supervisor prior to his scheduled starting time, of his inability to report to work. If not possible, such notification shall be provided as soon as practicable.

Section 8.4 - Sick Leave Use

Sick leave compensation shall be paid in no less than minimum one (1) hour increments and minimum fifteen (15) minute increments after the initial 1 hour period on the same workday.

ARTICLE 9 LEAVES OF ABSENCE

Section 9.1 - Funeral Leave

A. Family Members

In the event of a death in the employee's immediate family (spouse, domestic partner, child or parent), the employee shall be entitled to up to five (5) work days leave without loss of salary to be taken within seven (7) calendar days. An employee shall be entitled to three (3) consecutive work days without loss of salary to be taken within five (5) calendar days in the

event of a death of a parent of his/her spouse, a sibling, a grandparent, a step parent, or a relative living in the employee's household. If more days are needed, an employee may use any accumulated personal leave days. If after the exhaustion of all personal leave, still more days are needed, the immediate supervisor and the Chief Human Resources Officer may allow an employee to use accumulated sick leave or vacation leave.

B. Interruption

An employee, at his/her option, may interrupt or terminate a vacation leave in order to take bereavement leave.

Section 9.2 - Jury Leave

An employee who is required to report for jury duty shall be excused from work without loss of pay for the entire assigned workshift for the workday in which he is required to report or serve for jury duty so long as he verifies this jury duty participation by submitting a copy of the check stub received for such reporting or service to the College. Any reimbursement for expenses which the employee receives for jury duty or jury service shall not be subtracted from the employee's regular wages.

Section 9.3 - Military Leave

Military leave and re-employment rights will conform with state and/or federal requirements. The employee shall present written evidence of induction or call to training or active duty for reserve or national guard status to the Chief of Police and Emergency Management as soon as practical after receiving notification.

**ARTICLE 10
PERSONNEL FILES**

Section 10.1 - Inspection of Personnel Files

The Employer agrees to allow an employee to examine the contents of his/her personnel file in accordance with the Illinois Personnel Records Review Act, *Illinois Compiled Statutes, 820 ILCS 40/1, et. seq.*, upon four (4) working days written notice or sooner, if practical, to the Chief Human Resources Officer provided such examination shall occur during normal business hours. Upon written request the Employer shall provide an employee with a copy of the contents of his/her personnel file. Personnel files may not be removed from the office. The Board shall direct that such examination be conducted in the presence of a designated non-bargaining unit employee.

Section 10.2 - Retention of Disciplinary Records

A non-probationary employee may submit a request for removal of any written reprimand from the employee's personnel file after a period of three (3) years, provided there has been no documented subsequent incident for similar misconduct. The Chief of Police shall inform the employee of the reason for any denial of such a request and will not arbitrarily deny any such request. This Section shall not be applicable to any written reprimand involving assault, battery,

sexual harassment or improper use of alcohol or drugs or any other criminal offense or illegal conduct.

**ARTICLE 11
VACATIONS**

Section 11.1 - Eligibility

Every employee shall be eligible for paid vacation time after six (6) months employment with this College. Vacation allowance shall be based on the following schedule:

<u>Length of Seniority</u>	<u>Working Days of Vacation Per Year</u>
1-5 years	10
6 years	13
7 years	14
8 years	15
9 years	16
10 years	17
15 years	18

An employee may accumulate a maximum of ten (10) earned, unused vacation leave days which may be taken in addition to the employee's annual allotment of vacation days (e.g., an employee with eight (8) years of College seniority is entitled to 15 annual vacation days plus a maximum of an additional ten (10) accumulated unused vacation days). Any unused accumulated vacation days in excess of ten (10) days on June 30 of each contract year shall be lost. The employee may submit a request to their supervisor for a limited 60-day carryover until September 1 of any unused vacation days in excess of ten (10) days. Any request for limited carryover of unused vacation days must be submitted by June 1.

Section 11.2 - Vacation Accrual and Use

Vacation time shall be accrued on a per pay period basis at the annual rate listed in Article 11, Section 1. Vacation time may be taken in minimum one (1) hour increments, and minimum fifteen (15) minute increments after the initial 1-hour period on the same workday.

Section 11.3 - Vacation Pay

Vacation pay shall be paid at the rate of the employee's regular straight-time hourly rate of pay in effect for the employee's regular job classification on the payday immediately preceding the employee's vacation.

Section 11.4 - Vacation Scheduling

Vacations shall be scheduled, insofar as practicable, at times desired by each employee with the prior approval of the Chief of Police. If two or more employees submit vacation requests prior to October 1 requesting vacation for the same workday or workweek, an employee with greater seniority as defined in Section 6.1 shall be granted preference. Vacation requests submitted after October 1 shall be approved by the Chief of Police on a “first-come, first-serve” basis (i.e., vacation requests shall be approved in order of submission to the Chief of Police). It is expressly understood

that other than previously stated, the final right to designate vacation periods and the maximum number of employee(s) who may be on vacation at any time is exclusively reserved by the Chief of Police and Emergency Management in order to insure the orderly performance of the services provided by the Employer.

Section 11.5 - Final Compensation

Upon separation from employment with the College, an employee shall be paid for vacation leave accrued but not used at the regular salary rate of the employee at the time of separation.

**ARTICLE 12
HOLIDAYS**

Section 12.1 – Holidays

The following shall be regular paid holidays:

- New Year’s Day
- Martin Luther King, Jr.’s
- Day President’s Day
- Memorial Day
- Fourth of July
- Labor Day
- Veterans Day
- Thanksgiving
- Day
- Day after
- Thanksgiving
- Christmas Eve
- Christmas Day
- New Year’s Eve

Section 12.2 - Holiday Pay

If an employee works on a holiday, the officer shall be compensated at his/her regular rate of pay, plus eight hours of holiday pay.

To receive holiday pay for a holiday which occurs on a non-workday, an employee must work all scheduled hours on the workdays immediately prior to and following that holiday; however, if the Chief of Police, in his discretion, provides prior approval for an employee to use vacation time or personal leave on the workday(s) immediately prior and/or subsequent to the holiday, then the employee shall receive holiday pay for that holiday.

Section 12.3 - Personal Days

Employees hired after ratification and Board approval of this 2020-2025 Agreement shall receive three (3) personal leave days or twenty-four (24) personal leave hours for use during each year. Any current employees shall receive four (4) personal leave days or thirty-two (32) personal leave hours each contract year for the term of this Agreement. Personal leave shall be taken only for emergencies or for the conduct of necessary business which cannot be reasonably deferred to non-scheduled days or times. Personal leave may not be carried over to subsequent contract years unless approved by the Chief of Police. Any employee requesting personal leave must provide at least two (2) work days prior notice to the Chief of Police, except in cases of personal emergency when such approval shall be requested as soon as possible. Unused personal leave is non-compensable. Personal leave shall accrue but may not be utilized in the first ninety (90) work days of employment. Personal leave may be taken in minimum one (1) hour increments, and minimum fifteen (15) minute increments after the initial 1-hour period on the same work day.

Section 12.4 - Winter Break

If the Board adopts a winter break, and employees not covered by this Agreement are allowed off, such adopted winter break shall also apply to all employees covered by this Agreement.

Section 12.5 - Floating Holidays

All non-probationary employees shall receive three (3) floating paid days per fiscal year, to be taken subject to approval of the employee's supervisor. All probationary employees hired within the first six (6) months of the fiscal year shall receive two (2) floating paid holidays for the fiscal year in which he/she is hired, to be taken subject to the approval of the employee's supervisor. All probationary employees hired within the last six (6) months of the fiscal year shall receive one (1) floating paid holiday for the fiscal year in which he/she is hired, to be taken subject to the approval of the employee's supervisor.

All floating holidays must be submitted in writing, on a timely basis, and must be taken in full-day increments.

ARTICLE 13
SALARIES AND OTHER COMPENSATION

Section 13.1 - Salaries

Officers will receive their salary and annual salary increases in accordance with the applicable salary schedule for the contract year as set forth in Appendix A. Officers eligible for step advancement shall receive a step increase each July 1 during the term of this five (5) year Agreement. Any Officers who have attained Step 13 or 14 as of July 1, 2020 shall be placed at Step 12 of the 2020–2021 salary schedule.

Section 13.2 - Officer in Charge

Any employee assigned as an acting supervisor for all, or any part, of a shift shall be compensated for acting in that capacity at the rate of ten percent (10%) of the employee's regular hourly rate of pay for each hour of working in that capacity.

Section 13.3 - Education Benefits

A. Tuition Waiver

All full-time employees covered by this Agreement, their children, domestic partner and their spouses may enroll in credit courses offered by the College at no tuition charge. Upon approval of the immediate supervisor an employee may attend one (1) college credit class per semester during work time.

B. Tuition Reimbursement

The College will reimburse an officer for up to four semester hours (6 quarter hours) per term and up to nine semester hours (or 13.5 quarter hours) per fiscal year taken at other colleges and universities. Reimbursement will be at a rate not to exceed \$160.00 per semester hour or \$114.00 per quarter hour, plus up to \$15.00 in additional fees per course for the successful completion of courses for which prior approval has been received.

Courses will be approved pursuant to Board Policy.

C. Initial Salary Level Placement

For purposes of initial salary and subject to approval by the Chief of Police and Chief Human Resources Officer, employees with a Bachelor's Degree in a field related to their position (e.g., criminal justice, homeland security, police administration or emergency management) shall be placed at step 2. Employees with a Master's Degree in a field related to their position (e.g., criminal justice, homeland security, police administration or emergency management) shall be placed at step 3.

D. Academic Degree Advancement.

An employee who obtains, with prior approval of the Chief of Police and the concurrence of the Chief Human Resources Officer, a Bachelor's Degree, in a field related to his or her position (e.g., criminal justice, homeland administration or Police emergency management) shall receive \$1,000 as a one-time stipend payment. The one-time stipend payment will be effective on the first (1st) of the month following the date evidence (official transcript) of the degree is presented. Any current employee who is employed by the College and enrolled in a Bachelor's Degree program prior to April 3, 2017 shall be eligible for one (1) step advancement on the salary schedule (rather than the \$1,000 stipend) upon submission of evidence of completion of the degree. Official college transcripts must be submitted to Human Resources for verification and inclusion in the employee's personnel file. An employee who obtains, with prior approval of the Chief of Police and the concurrence of the Chief Human Resources Officer a Master's Degree in a field related to the officer's position (e.g., criminal justice, homeland administration, or police administration, emergency management) shall advance one (1) step on the salary schedule up to the maximum of the salary range. The one (1) step advancement on the salary schedule will be effective on the first (1st) of the month following the date evidence (official transcript) of the degree is presented. Official college transcripts must be submitted to Human Resources for verification and inclusion in the employee's personnel file. All degrees must be awarded from an accredited institution of higher education. Employees who obtain a second Bachelor's or Master's Degree shall not receive any additional stipend payment or step advancement upon receipt of the second degree.

Section 13.4 - Field Training Officer (FTO)

Officers assigned as an FTO, shall receive an annual stipend of seven hundred fifty dollars (\$750.00) per year. Such stipend shall be paid over twenty-six (26) pay periods.

Section 13.5 - Fire Arms Instructor/Range Master

Officers assigned as a Fire Arms Instructor/Range Master, shall receive an annual stipend of seven hundred fifty dollars (\$750.00) per year. Such stipend shall be paid over twenty-six (26) pay periods.

Section 13.6 - Clery Act Compliance Officer

Officers assigned as Clery Act Compliance Officer, shall receive an annual stipend of one thousand dollars (\$1,000.00) per year. Such stipend shall be paid over twenty-six (26) pay periods.

Section 13.7 – Training Coordinator

- a. The currently assigned officer will receive a \$1,700 stipend for acting to coordinate officer training during the term of this Collective Bargaining Agreement.
- b. The current Chief of police will decide whether to continue to assign training coordinator responsibilities to any officer.
- c. If the Chief of Police elects to discontinue the assignment of training coordinator duties to the currently assigned officer, the officer will receive a prorated stipend amount based upon the percentage of the contract year completed prior to notification of discontinuation from the Chief of Police (e.g., if notice is received on January 1 of any year during the term of this Collective Bargaining Agreement, the officer will receive \$850.)
- d. If the currently assigned officer decides to withdraw from the Training Coordinator assignment, they will give the Chief of Police at least 30 days advance notice of withdrawal to allow the Chief to reassign such duties to another officer.

ARTICLE 14 INSURANCE

Section 14.1 - Health Insurance

- A. Benefits:
The Board shall provide a Hospitalization and Dental Plan for employees and their dependents. Employees covered by this Agreement shall have the option of selecting from all health and dental insurance plans offered by the College.
- B. Funding:
Effective January 1, 2021, the College will pay the following percentage contribution towards the employee's selected insurance benefits set forth in paragraph A above as follows:
- Individual – 86.5%
 - Single + Spouse or Single + Child – 85.5%
 - Family – 84%

Effective January 1, 2022, the College will pay the following percentage contribution towards the employee's selected insurance benefits set forth in paragraph A above as follows:

- Individual – 85.5%
- Single + Spouse or Single + Child – 84.5%
- Family – 83%

Effective January 1, 2023, the College will pay the following percentage contribution towards the employee's selected insurance benefits set forth in Paragraph A above as follows:

- Individual – 84.5%
- Single + Spouse or Single + Child – 83.5%
- Family – 82%

Effective January 1, 2024, the College will pay the following percentage contribution towards the employee’s selected insurance benefits set forth in Paragraph A above as follows:

- Individual – 83.5%
- Single + Spouse or Single + Child – 82.5%
- Family – 81%

Effective January 1, 2025, the College will pay the following percentage contribution towards the employee’s selected insurance benefits set forth in Paragraph A above as follows:

- Individual – 82.5%
- Single + Spouse or Single + Child – 81.5%
- Family – 80%

- C. Insurance Review Committee:
The College will provide the same insurance information to the Union as is provided to other employee groups in the College.
- D. IRS Section 125:
The Board shall make available, effective, to all employees an IRS Section 125 salary reduction program for insurance premiums and eligible non-reimbursed medical and dependent care expenses.

Section 14.2 - Life Insurance

The Board shall make term life insurance and accidental death and disability insurance available to employees at no cost in an amount equal to their annual regular salary rounded to the next highest \$1,000.00. Adjustments in the amount of insurance will be made as soon as practical following the effective date of this Agreement and thereafter the first of the month following any continuing salary adjustment.

Section 14.3 - Cost Containment

The Employer reserves the right to maintain or institute cost containment measures relative to insurance coverage so long as the basic level of insurance benefits remain substantially the same. Such changes may include, but are not limited to, mandatory second opinions for elective surgery, pre-admission and continuing admission review, prohibition on weekend admissions except in emergency situations, bounty clause and mandatory outpatient surgery for certain designated surgical procedures.

Section 14.4 - Injury Leave

An officer who sustains an injury or illness arising out of the course of his employment shall be eligible for all of the benefits and provisions of the Illinois Worker's Compensation Act. The

difference between the employee's regular salary and benefits pursuant to Worker's Compensation shall be paid as pro rata sick leave if the employee has accumulated sufficient leave thereof.

Section 14.5 - Insurance During Unpaid Leave

An Employee who is on an approved leave of absence, or who has exhausted sick leave and is not in pay status shall be allowed to participate in group insurance policies provided the employee pays the full cost of such participation within fifteen (15) calendar days of billing.

Section 14.6 - Recall List Employees

Employees on recall shall be allowed to participate in group insurance policies provided that the employee pays the full cost of such participation within fifteen (15) calendar days of billing.

Section 14.7 - Employer Contributions

Officers will contribute to the health insurance plans in accordance with this Article.

ARTICLE 15 DISCIPLINE AND DISCHARGE

Section 15.1 - Discipline and Discharge

The parties recognize the principles of progressive discipline where appropriate. Disciplinary action or measures may include the following:

- Oral reprimand.
- Written reprimand.
- Suspension.
- Demotion.
- Discharge.

Disciplinary action may be imposed upon a non-probationary employee only for just cause. Any suspension without pay or discharge of an employee, may be processed as a grievance through the regular grievance procedure.

Section 15.2 - Pre-disciplinary Meeting

For discipline other than oral and written reprimands, prior to notifying the employee of the contemplated discipline to be imposed, the Employer shall meet with the employee involved and inform the employee of the reason for such contemplated discipline including any names of witnesses and copies of pertinent documents. The employer shall be informed of his rights to Union representation and shall be entitled to such, if so requested by the employee, and the employee and Union representative shall be given the opportunity to rebut or clarify the reasons for such discipline. If the Employee does not request Union representation, a Union

representative shall nevertheless be entitled to be present as a non-active participant at any and all such meetings.

ARTICLE 16 GENERAL PROVISIONS

Section 16.1 - Gender of Words

The masculine gender as used herein shall be deemed to include the feminine gender unless the female gender is clearly appropriate in the context of the provision(s) learned.

Section 16.2 - Medical Examinations

If there is any question concerning an employee's fitness for duty following a layoff or leave of absence, the Employer may require, at its expense, that the employee have a medical examination and/or psychological examination by a qualified and licensed physician and/or psychologist selected by the Employer.

Section 16.3 - Precedence of Agreement

If there is any conflict between the specific provisions of this Agreement and the specific provisions of any Employer ordinance or the specific provisions contained in the Employer's Personnel Policy and Procedure Manual which may be in effect from time to time, the specific terms of this Agreement, for its duration, shall take precedence.

Section 16.4 - Bill of Rights

If the inquiry, investigation, or interrogation of any employee could reasonably result in the recommendation of removal, discharge, or suspension without pay in excess of three (3) days, before taking such action, the Board shall follow all applicable provisions of law. In the Employer's sole and non-precedential discretion, the employee may be relieved of duty pending a formal hearing and may receive all ordinary pay and benefits as he would have if he were not charged. The employee shall have the right to be represented at such inquiries, investigations or interrogations by a Union representative.

In the case of recommended suspensions pending discharge, the employee may be relieved of duty without pay for a period of up to thirty (30) days during which a hearing shall be held on the recommended discharge. Alleged violations of this section shall be subject to the grievance procedure, exclusive of the arbitration process.

Section 16.5 – Impasse Procedure

The resolution of any bargaining impasse shall be in accordance with the Illinois Educational Labor Relations Act (ILCS 5/1, 514 et. seq.), as amended from time to time.

Section 16.6 – Public Safety Employee Benefits Act

The College will comply with all applicable provisions of the Public Safety Employee Benefits Act (PSEBA) regarding officers who are killed or suffer a catastrophic injury in the line of duty, including College-paid health insurance benefits for the injured or deceased officer, their spouse or dependent children.

Section 16.7 - Clothing/Cleaning Allowances

New employees will receive \$1,000.00 for uniform cleaning allowance in an accountable plan.

After one year of service, each officer will receive a uniform allowance payment of \$750 on the pay date immediately following August 15th and a second payment in the same amount on the pay date immediately following February 15th for purchasing, cleaning and maintaining their uniforms.

The Board agrees to continue its practice to repair or replace as necessary an officer's uniform, police equipment and personal property (deemed to be reasonable), if the item is damaged or broken during the course of the employee's regular duties. The incident will be documented, and a voucher for replacement filed with the officer's immediate supervisor.

In addition, the College shall replace the officer's body armor as determined by the National Institute of Justice (NIJ).

Section 16.8 - Outside Employment

Prior to an officer accepting secondary employment, a non-probationary officer shall notify the Chief of Police in writing of the place of employment, address, phone number, supervisor's name, and hours of employment. The Chief of Police reserves the right to approve or disapprove the officer's request to accept secondary employment based upon the College's best interest.

The parties recognize that it is in the best interest of all, to have an alert and non-distracted work force. More specifically, the jobs from which employees shall be prohibited from working shall include the following:

- A. Where the employer's uniform, badge, LEADS line, vehicle or equipment is utilized unless specifically approved by the Chief, or his designee.
- B. Where the hours worked cause the Employee such fatigue that he/she is unable to properly perform his/her job duties.
- C. Where a conflict of interest with his/her job duties for the Employer is created.
- D. Where the type of secondary employment is prohibited by law, or negatively reflects on the Employer.

Section 16.9 - MAP Visitation

Authorized representatives of the National or State Union may be permitted to visit the Department during working hours to talk with officers of the local Union and/or representatives of the employer concerning matters covered by this Agreement, provided there is no disruption to assigned officers' work duties, and subject to advance notification and approval of the Chief of Police.

Section 16.10 - Access to Payroll Records

The Union or a representative shall have the right to examine time sheets and other records pertaining to the computation of compensation of any employee whose pay is in dispute or any other records of the employee pertaining to a specific grievance, at reasonable times with the employee's consent.

Section 16.11 - Inoculation and Immunization

The Board acknowledges its responsibility to provide, at its expense, for the inoculation/immunization of employees as required by applicable public or workplace health law, regulation or ordinance.

Section 16.12 - Union Use of Bulletin Boards

The Employer shall supply to the Union, one glass enclosed and locking bulletin board for Union use. Said bulletin board shall be allowed to be placed in the Police Department.

Section 16.13 - Required Defensive Equipment

Employees who have received appropriate training in its use may have OC foam in their possession.

Section 16.14 - Promotional Vacancies

The Board acknowledges that it is frequently desirable to promote qualified bargaining unit employees to open unit or open unit supervisory positions. The MAP acknowledges that the College retains the management right to decide whether a qualified bargaining unit employee is the best candidate to fill a vacant bargaining unit or supervisory position.

Section 16.15 – Family and Medical Leave

The Employer agrees to adhere to the Family and Medical Leave Act of 1993 (FMLA) and its regulations pursuant to Federal law.

ARTICLE 17
FITNESS FOR DUTY AND DRUG ALCOHOL POLICY

Section 17.1, A - Statement of Policy

It is the policy of the Employer that the public has a reasonable right to expect persons employed by the Employer to be free from the effects of drugs and alcohol. The Employer has the right to expect its employees to report for work fit and able for duty. The purposes of this policy shall be achieved in such manner as not to violate any established rights of the employees.

Section 17.1, B – On Duty Substance Abuse and Alcohol Use Testing

The College shall have the right to require appropriate drug or alcohol tests for any officer who, by his/her actions or conduct, creates a reasonable suspicion of substance abuse or being under the influence of alcohol while on duty. Those facts giving rise to the reasonable suspicion shall be put in writing and shall become part of the officer's personnel file. If the results are positive, the officer shall be subject to discipline.

Section 17.1, C – Voluntary Treatment

In the event test results indicate an officer has abused a controlled substance and that officer voluntarily submits him/herself for dependence treatment recommended by a medical professional and approved by the Chief of Police and Emergency Management and successfully completed said treatment, no discipline may be imposed. However, if the officer is subsequently tested and the test results indicate substance abuse, said officer shall be subject to discipline up to and including termination.

Section 17.1, D – Refusal to be Tested

Refusal to take the test shall subject an officer to be discipline up to and including termination

Section 17.1, E – Testing Protocol

- a. All tests shall be administered by Concentra Medical Centers. Concentra Medical Centers are licensed by the State of Illinois and not associated with the College.
- b. In the event test results indicate an officer has abused a controlled substance, the officer shall have the right to request an additional test within twenty-four (24) hours at the College's expense at the same or another Concentra facility. If the second test results are negative, the first test results shall be deemed negative.

Section 17.2 – Prohibitions

Employees shall be prohibited from (but not limited to) the following:

- A. Being under the influence of alcohol or illegal drugs during the course of the workday.

- B. Failing to report to their supervisor any known adverse side effects of medication or prescription drugs which they are taking.

Nothing in this section shall diminish the College's right to prohibit the consumption of alcohol or being intoxicated while on duty and discipline any officer for violations of said prohibition.

ARTICLE 18 ENTIRE AGREEMENT

This Agreement, upon ratification, supersedes all prior practices and agreements, whether written or oral, unless expressly stated to the contrary herein, and constitutes the complete and entire agreement between the parties, and concludes collective bargaining for its term.

The Employer and the Union, for the duration of this Agreement, each voluntarily and unqualifiedly waive the right, and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter referred to or covered in this Agreement or any matter which could have been raised in the course of the negotiation of this Agreement. In so agreeing, the parties acknowledge that, during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement.

ARTICLE 19 SAVINGS CLAUSE

In the event any Article, section or portion of this Agreement should be held invalid and unenforceable by any board, agency or court of competent jurisdiction or by any reason of any subsequently enacted legislation, such decision or legislation shall apply only to the subsequent legislation, and the remaining parts or portions of this Agreement shall remain in full force and effect.

ARTICLE20
DURATION AND TERM OF AGREEMENT

This Agreement shall be effective as of July 1, 2020, and shall remain in full force and effect until 11:59 p.m. on the June 30, 2025. It shall be automatically renewed from year to year thereafter, unless either party shall notify the other in writing at least sixty (60) days prior to the anniversary date that it desires to modify this Agreement. In the event that such notice is given, negotiations shall begin no later than forty-five (45) days prior to the anniversary date.

Notwithstanding any provision of this Article or Agreement to the contrary, this Agreement shall remain in full force and effect after the expiration date and until a new agreement is reached, unless either party gives at least a ten (10) day written notice to the other party of its desire to terminate this Agreement, provided such termination date shall not be before the anniversary date set forth in the preceding paragraph.


Dated: December 15, 2020

BOARD OF TRUSTEES OAKTON
COMMUNITY COLLEGE



Chair, William Stafford

OAKTON COMMUNITY COLLEGE
POLICE OFFICERS/METROPOLITAN
ALLIANCE OF POLICE



Thomas Dattilo, Chapter President

Marie Lynn Toussaint
Secretary, Marie Lynn Toussaint

K d G
Keith George, MAP President

APPENDIX A
MAP Salary Schedule for FY2021 – FY2025
July 1 through June 30
One Step Increase Every Fiscal Year

STEP	FY2021	FY2022	FY2023	FY2024	FY2025
Step 1	\$ 45,022	\$ 45,697	\$ 46,383	\$ 47,079	\$ 47,902
Step 2	\$ 46,176	\$ 46,868	\$ 47,571	\$ 48,523	\$ 49,493
Step 3	\$ 47,329	\$ 48,039	\$ 48,760	\$ 49,735	\$ 50,730
Step 4	\$ 48,483	\$ 49,210	\$ 49,948	\$ 50,947	\$ 51,966
Step 5	\$ 49,337	\$ 50,077	\$ 50,828	\$ 51,844	\$ 52,881
Step 6	\$ 50,490	\$ 51,248	\$ 52,016	\$ 53,057	\$ 54,118
Step 7	\$ 51,644	\$ 52,418	\$ 53,205	\$ 54,269	\$ 55,354
Step 8	\$ 52,797	\$ 53,589	\$ 54,393	\$ 55,481	\$ 56,591
Step 9	\$ 53,651	\$ 54,456	\$ 55,273	\$ 56,378	\$ 57,506
Step 10	\$ 54,805	\$ 55,627	\$ 56,461	\$ 57,590	\$ 58,742
Step 11	\$ 55,958	\$ 56,798	\$ 57,650	\$ 58,803	\$ 59,979
Step 12	\$ 57,112	\$ 58,254	\$ 59,419	\$ 61,202	\$ 63,038

APPENDIX B
Dues Authorization Form
METROPOLITAN ALLIANCE OF POLICE

I, _____, hereby authorize my employer,
_____, to deduct from my wages the uniform amount of
monthly dues set by the Metropolitan Alliance of Police, for expenses connected with the cost of
negotiating and maintaining the collective bargaining agreement between the parties and to remit such
dues to the Metropolitan Alliance of Police as it may from time to time direct.

Date: _____ Signed: _____
Address: _____
City: _____
State: _____ Zip: _____
Telephone: _____


Employment Start Date: _____

Title: _____

Employer, please remit all dues deductions to:

Metropolitan Alliance of Police
215 Remington Blvd., Suite C
Bolingbrook, IL 60440
630-759-4925

APPENDIX C

	<p>METROPOLITAN ALLIANCE OF POLICE Dept: _____ Chap# _____</p> <p>GRIEVANCE REPORT</p>	<p>Page 1</p> <p>Grievance #</p>	
GRIEVANT DATA (If more than one (1) grievant, list separately in narrative)		Grievant(s) or MAP chapter rep MUST Sign Grievance	
Grievant's Name: Last, First MI:		Star #:	
Incident Date:	Contract Article and Section Violated:	Date/Time Step 1 Initiated:	
Shift Assignment:	Supervisor:	Presented To:	
Grievant's Signature:		MAP chapter Rep. Signature:	
S T E P 1	STATEMENT OF GRIEVANCE STEP 1		
	Briefly state the cause of your grievance and the remedy you seek		
	See attached for additional information		
	Employer's Step 1 response and reasons therefore:		
Immediate supervisor's signature:		Date/Time of response:	
Response given to:			
S T E P 2	REASONS FOR ADVANCING GRIEVANCE STEP 2		
	See attached for additional information		
	Grievant's signature:		Date/Time Step 2 initiated:
	Presented to:		
	Employer designee's response and reasons therefore:		
	Employer designee's signature		Date/Time of response:



METROPOLITAN ALLIANCE OF POLICE

Dept: _____ Chapter # _____

GRIEVANCE REPORT

Grievance # _____

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3**

REASONS FOR ADVANCING GRIEVANCE STEP 3

See attached for additional information

Grievant's Signature: _____ Date/Time Step 3 Initiated: _____

Presented To: _____

Employer Designee's Response and Reasons Therefore:

Employer Designee's Signature: _____ Date/Time of Response: _____

Response Given To: _____

**S
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4**

REASONS FOR ADVANCING GRIEVANCE STEP 4

See attached for additional information

Grievant's Signature: _____ Date/Time : _____ Chapter President or Designee Signature : _____ Date/Time : _____

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DATE GRIEVANCE ADVANCED TO ARBITRATION AND PERSON SERVED WITH NOTICE

Chapter president or designee signature: _____ Date/Time submitted for arbitration: _____