

# ILLINOIS FOP LABOR COUNCIL

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and

## COUNTY OF VERMILION / SHERIFF OF VERMILION COUNTY

**Corrections Sergeants Unit**

**December 1, 2013 – November 30, 2016**

Springfield - Phone: 217-698-9433 / Fax: 217-698-9487  
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**LABOR AGREEMENT**  
**BETWEEN**  
**VERMILION COUNTY &**  
**VERMILION COUNTY SHERIFF**  
**AND**  
**THE ILLINOIS FRATERNAL ORDER OF POLICE**  
**LABOR COUNCIL**  
  
**ON BEHALF OF AND WITH**  
**VERMILION COUNTY CORRECTIONS SERGEANTS**

December 1, 2013 to November 30, 2016

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## **ARTICLE 1 - PREAMBLE**

This Agreement is entered into by and between the Vermilion County Board and the Vermilion County Sheriff's Department of the State of Illinois (herein referred to as the 'EMPLOYER') and the Illinois F.O.P. Labor Council on behalf of and with Vermilion County F.O.P. Correctional Sergeants' bargaining unit, (herein referred to as the "Labor Council").

The purpose of this Agreement is to provide an orderly collective bargaining relationship between the Employer and the Labor Council representing the employees in the bargaining unit, and to make clear the basic terms upon which such relationship depends. It is the intent of both the Employer and the Labor Council to work together to provide and maintain satisfactory terms and conditions of employment and to prevent, as well as to adjust, misunderstandings and grievances relating to employees' wages, hours, and working conditions.

In consideration of mutual promises, covenants, and Agreement contained herein, the parties hereto, by their duly authorized representative and/or agents, do mutually covenant and agree as follows:

## **ARTICLE 2 - RECOGNITION**

### **Section 2.01**

In accordance with the Certification of the Illinois State Labor Relations Board in case number S-RC-02-006, dated October 18, 2002, incorporated by reference herein, the Employer recognizes the Illinois Fraternal Order of Police Labor Council as the exclusive representative of all the employees in the bargaining unit set forth below, for purposes of collective bargaining with respect to wages, hours of employment, and other terms and conditions of employment.

Included are: all Correctional Sergeants employed by the County of Vermilion and the Vermilion County Sheriff's Department.

Excluded are: all supervisory, managerial and confidential employees as defined by the Act.

## **ARTICLE 3 - LABOR COUNCIL DUES CHECK-OFF AND FAIR SHARE**

### **Section 3.01**

The Employer shall deduct monthly dues from the pay of each bargaining unit employee from whom it has received a written authorization to do so, the amount certified by the Labor Council to be the amount required for payment of monthly membership dues and uniform initiation fees and remit the sums deducted to the Labor Council within twenty (20) working days after the deductions are made.

### **Section 3.02**

As set forth herein, an officer who is not a member of the Labor Council may be required to pay a fair share (not to exceed the amount of Labor Council dues) of the cost of the collective bargaining process, contract administration in pursuing matters affecting wages, hours, and other conditions of employment, but not to exceed the amount of dues uniformly required of members. All officers who have not made application for membership shall, on or after the thirtieth (30th) day of their hire, be required to pay a fair share as defined above. Any Labor Council member who resigns his/her membership in the Labor Council shall also be subject to fair share. Any officer holding an excluded position described in Article 1 of this Agreement who is transferred from his/her excluded position to a position included in the bargaining unit shall also be subject these fair share provisions.

### **Section 3.03**

The Employer shall with respect to any officer in whose behalf the Employer has not received a written authorization as provided for above, deduct from the wages of the officer, the fair share financial obligation including any retroactive amount due and owing, and shall forward said amount to the Labor Council within twenty (20) working days after the deductions are made, subject only to the following:

- (1) The Labor Council has certified to the Employer that the affected officer has been delinquent in his obligations for at least thirty (30) days;
- (2) The Labor Council has certified to the Employer that the affected officer has been notified in writing of the obligation and the requirement for each provision of this Article and that the employee has been advised by the Labor Council of his obligations pursuant to this Article and of the manner in which the Labor Council has calculated the fair share fee;
- (3) The Labor Council has certified to the Employer that the affected officer has been given a reasonable opportunity to prepare and submit any objections to the payment and has been afforded an opportunity to have said objections adjudicated before an impartial arbitrator assigned by the employee and the Labor Council for the purpose of determining and resolving any objections the officer may have to the fair share fee.

## **ARTICLE 4 - NO STRIKES/NO LOCKOUTS**

### **Section 4.01**

There shall be no strikes, slowdowns, stoppages of work or interference in any form with work or operations for any reason, cause, or purpose during the term of this Agreement. The Labor Council also expressly waives, for the term of this Agreement, any right to strike over matters which are not subject to the grievance and/or arbitration procedures of this Agreement, including any sympathy strikes.

#### **Section 4.02**

Any employee who engages in any strikes, slowdowns, stoppages of work, or interference with operations, including any wildcat or sympathy strike, or refuses in the course of his employment to cross any picket line, during the term of this Agreement shall be subject to immediate discharge and shall have no recourse under this Agreement. Stewards, Committeemen, and all employees who hold any office or position with the Labor Council occupy a position of special trust and responsibility in maintaining and bringing about compliance with this provision, including the responsibility to remain at work during any interruption which may be initiated by other employees and to encourage employees violating this provision to cease such violation.

#### **Section 4.03**

There shall be no lockout of the employees by the Employer during the term of this Agreement.

### **ARTICLE 5 - RIGHTS RESERVED BY THE EMPLOYER**

#### **Section 5.01**

Except as limited by the express language of this Agreement, the Employer retains and reserves the sole and exclusive rights to manage and to control its properties and its operations; and to manage its' business affairs, to direct its' employees, including the exclusive rights to hire, to assign, to transfer, to promote, to demote, to layoff, to recall, to evaluate performance, to determine qualifications, to discipline or discharge for just cause, to make and enforce rules and regulations, to establish and to effectuate policies and procedures, to set standards of performance, to determine the number of employees, the duties to be performed, and the hours and locations of work; to establish, change, or abolish positions, to discontinue any function; to sub-contract; to create any new service or function; to make any technological changes; to install or remove any equipment regardless of whether any such action causes reductions or transfers in the work force, or whether such action requires an assignment of additional, or fewer, or different duties, or causes the elimination or addition of positions; to either temporarily or permanently close all or any portion of its facilities and/or to relocate such facilities or any operations, provided that nothing herein shall limit the Labor Council's access to the Grievance and Arbitration procedures set forth below.

#### **Section 5.02**

The rights expressly reserved by this Article 5 are merely illustrations of and are not inclusive of all the rights retained by the Employer. Rights reserved by management may not be exercised in a manner which conflicts directly with other express and explicit provisions of this Agreement.

#### **Section 5.03**

The rights set forth above and any and all rights, powers, authorities, and prerogatives the Employer had before entering into this Agreement are retained and reserved by the Employer unless expressly and explicitly waived herein.

#### **Section 5.04**

The Employer reserves the right to assign to or to allow statutory supervisory employees of the Employer to perform any work for the Employer for purposes of training, quality control, and security, to an extent that is generally consistent with past practices, provided, however, that no regular employees shall be deprived of their employment as a result of Supervisors working.

#### **Section 5.05**

Copies of written Work Rules and Regulations including Sheriff's Department Rules, Regulations and Policies with which employees are expected to comply shall be given to employees. New, or changed, Rules, Regulations, and Policies will also be posted for at least ten (10) days.

### **ARTICLE 6 - WORKDAY, WORKWEEK, AND OVERTIME**

#### **Section 6.01**

The normal work schedule for Correctional Sergeants shall consist of six (6) work days and three (3) days off. Shifts will normally begin at 7:00 am, 3:00 pm, and 11:00 pm. Additional shifts may be added or shift-starting times may be changed where operational needs require a different starting time.

#### **Section 6.02**

The normal work schedule for employees may be changed to accommodate manpower situations but will follow a monthly schedule posted with at least one week's notice, except in emergencies. When emergency schedule changes are required, as much notice as possible will be provided, but the least senior qualified and available employee will be required to accept the change.

#### **Section 6.03**

Employees on a six (6) workday/three (3) days off schedule are each assigned a twenty-seven day period. Hours in excess of one hundred sixty (160) during the 27-day period are compensated at time and one-half (1 ½). Compensatory time off shall be granted in satisfaction of overtime hours worked at the discretion of the employer.

#### **Section 6.04**

If an employee is authorized to work overtime, he shall be compensated at the appropriate rate in the present form of compensatory time off or overtime pay.

The maximum compensatory time that an employee may accumulate is thirty-two (32) hours.

#### **Section 6.05**

Officers required to attend court on off-duty time shall receive a minimum of two (2) hours pay at their overtime rate per appearance at the appropriate hourly rate, or the actual time spent (including travel time to and from the officers home as long as it is a direct route), whichever is greater.



### **Section 6.06**

Officers who are otherwise off-duty, and who are required to report to work, for any reason, shall receive overtime compensation at time and one half (1 ½) their appropriate hourly rate of pay for a minimum of two hours, or all hours worked, whichever is greater, provided that the time worked does not continuously precede or follow an officers regularly scheduled shift.

### **Section 6.07**

Callback/Overtime Callback and overtime assignments will be administered in the following manner:

1. In the event callback or overtime is required and the Sheriff is aware of the requirement more than one (1) hour in advance, an on duty Labor Council steward or a person designated by the Labor Council, will be asked to find the necessary personnel in accordance with the callback and overtime policy in this Section. The Labor Council Steward or designee will be paid at his normal rate of pay for performing this duty.
2. The Labor Council agrees that its Stewards and designees will be responsible for the fair and uniform application of the policy. No error or omission in the administration of the callback and overtime policy shall be grievable under this Agreement. The Labor Council agrees to name a sufficient number of Stewards and designees, so that a person is available on each shift to administer the callback and overtime policy.
3. If the Labor Council Steward or designee is unable to find a person or persons necessary for callback or overtime within one hour of the beginning of the shift, the Sheriff shall have the authority to order persons to report for duty or remain on duty to fill the callback and overtime positions. In the case of holdovers, the provisions of Article 6.03 shall apply.
4. The callback and overtime policy in this Section shall not alter in any respect the duty of an employee to remain on duty until relieved, to stay on duty at the end of a shift when so ordered, to assigned and complete them regardless of whether completion of those duties will require work beyond the employee's normal shift, and to report for duty when ordered in the event of an emergency declared by the Sheriff, in accordance with the practices, work rules, and policies established by the Sheriff, except as specifically modified herein.
5. If the Sheriff needs to order an employee to come in to fill available overtime, the Sheriff will order the least senior person available to report, unless, at the Sheriff's discretion, the least senior person should not be required to report for duty, in which case the Sheriff will assign the next least senior employee available to work.

## ARTICLE 7 - SENIORITY

### Section 7.01

County seniority shall mean length of continuous employment by Vermilion County. Department seniority shall mean length of continuous employment in the Sheriff's Department. Corrections Division seniority shall mean length of continuous employment in the Sheriff's Department Corrections Division. Rank seniority shall mean continuous length of employment in the rank of Sergeant. Rights based upon seniority shall prevail within classification, except that vacation accrual and sick leave shall be based upon county seniority.

### Section 7.02

New employees, and those re-hired after a break in service shall undergo a probationary period of twelve (12) months during which such employees are subject to termination without rights or recourse under this Agreement.

### Section 7.03

Upon completion of his probationary period or any extension thereof, an employee's seniority date shall revert to the date of his employment.

### Section 7.04

The Employer shall annually post a seniority list. Employees shall have twelve (12) work days after the first posting of the first list containing their name, to object to their seniority standing, or the date will be considered forever to be correct and binding upon the employees and the Labor Council.

### Section 7.05

For the purpose of any notice required herein, each employee shall be responsible for having his current address and telephone number on file with the Employer.

### Section 7.06

An employee shall forfeit his seniority and his status as an employee:

- (a) If he quits, is discharged, is otherwise terminated, or retires; or,
- (b) If he performs no work for the Employer for a period of twelve (12) months, or a period equal to his seniority, whichever is shorter, excluding any approved period of leave of absence or any period of absence because of an injury or illness arising from his employment with the Employer and covered by the Workers Compensation Act, in accordance with such Act; or,
- (c) If he fails to report for work within: ten (10) calendar days after notice of recall is mailed to his address of record, pursuant to Section 7.07, below; or,
- (d) If he fails to return to work at the end of a leave of absence or vacation.

Any state or federal law, rule or regulation requiring restoration of seniority and benefits shall supersede this contract.

**Section 7.07**

In the event that it becomes necessary to lay off employees for any reason, they shall be laid off in the inverse order of their seniority, after temporary, part-time, and probationary employees, by Classification within the bargaining unit. In the event of recall, employees shall be recalled in accordance with the reverse of the same procedure. No new employees shall be hired into a Classification until all employees on layoff from such Classification desiring to return to work have been offered recall to such Classification. Recall rights shall be retained for a period of twenty four (24) months. The Employer shall give a minimum of thirty (30) days prior written notice of layoff to affected employees and to the Labor Council.

Employees to be recalled will be sent a notice of recall by Certified Mail, return receipt requested, to their address of record, unless personally contacted.

**Section 7.08**

Employees who are temporarily transferred to jobs within their Departments, which are not covered by this Agreement, shall not forfeit their seniority.

**Section 7.09**

Sub-contracting of any bargaining unit work shall not have the effect of displacing bargaining unit employees.

**Section 7.10**

Employees who are displaced by the elimination of jobs shall be permitted to exercise their seniority preference for any position for which they are qualified within their classification.

**Section 7.11**

Employees who are temporarily transferred for periods greater than two weeks to another position within the bargaining unit will be paid at the rate for such position or their regular rate, whichever is higher.

**Section 7.12**

Sergeants shall bid their shifts in order of rank seniority with the employee with the most seniority choosing first and continuing in descending order, subject to the sheriff's right to make temporary assignments for training, sick leave, or other departmental needs.

**Section 7.13**

Vacation selection and scheduling shall be in accordance with the current practices of the parties.

## **ARTICLE 8 - USE OF THE MASCULINE**

### **Section 8.01**

Words appearing in the masculine gender refer as well to the feminine gender unless the context of the word requires otherwise.

## **ARTICLE 9 - GRIEVANCE AND ARBITRATION PROCEDURE**

### **Section 9.01**

The term "grievance", for the purpose of this Agreement, means any difference between an employee or the Labor Council and the Employer concerning an alleged violation by the Employer of the express provisions of this Agreement.

### **Section 9.02**

If a grievance arises, it shall be handled in the following manner:

(a) Any employee (or the Labor Council) having a grievance shall first discuss the matter with his immediate supervisor. If it is not settled promptly, the employee may grieve as follows:

(b) The grievant or his representative must set forth in writing the facts involved and the specific provision(s) of the Agreement alleged to be violated within fourteen (14) calendar days after the event giving rise to the grievance. The written grievance shall be signed by the employee and/or his representative, and shall be submitted to the Sheriff or his designee. Within fourteen (14) calendar days after receipt of the grievance, the Sheriff or his designee shall answer the grievance in writing.

(c) If the answer is not acceptable to the Labor Council, the grievance may be submitted to arbitration by submitting written notice of intent to arbitrate the grievance by certified mail or personal service upon the co-employers of the contract within fifteen (15) calendar days after the date of the Employer's Answer.

(d) Failure of the Employer to comply with the time limits specified herein shall not cause the grievance to be denied but shall cause the grievance to automatically be advanced to the next step in the grievance procedure. Failure to timely file a grievance or advance it to the next step by the Labor Council or an employee shall cause the grievance to be forfeited. The time limits set forth in this Article may be extended only and without exception by written mutual agreement between the parties.

### **Section 9.03**

Except as specified elsewhere herein, Labor Council business shall be handled by Stewards, Committeemen, or other Labor Council members only while off duty, unless mutually agreed otherwise.

**Section 9.04**

If a grievance is to be submitted to Arbitration, the Arbitrator shall be selected from a panel of seven (7) names of arbitrators provided by the Federal Mediation and Conciliation Service and who are members of the National Academy of Arbitrators whose office is in Illinois, Indiana, Wisconsin, Iowa, Michigan, or Missouri. The arbitrator shall be selected by a coin toss with the losing party striking a name from the list first followed by alternate strikes by both parties until one name remains. Only grievances alleging violations of express provisions of this Agreement may be submitted to Arbitration. The parties, by mutual agreement, may alternatively select an arbitrator without obtaining a list or striking names.

**Section 9.05**

The Arbitrator shall have no power to add to or to subtract from, to ignore, or to alter or modify any of the express terms of this Agreement, or to imply any term or provision. Within the foregoing limitations, the decision of the Arbitrator on the grievance submitted shall be final and binding. Only the employee filing a grievance will be entitled to receive any monetary award.

**Section 9.06**

Each Party will pay its own participants and its own witnesses. The Parties will share equally only the fee and expenses of the Arbitrator and the cost, if any, of the hearing room and reporter.

**ARTICLE 10 - PERSONAL LEAVE**

**Section 10.01**

Upon the effective date of this Agreement, any rights to personal days which were held by employees immediately prior to this Agreement shall be retained.

**Section 10.02**

All regular full-time employees who have completed one (1) year of continuous service shall receive personal days off with pay in accordance with the following procedures:

Employees hired prior to December 1, of any year will receive ten (10) days each year starting December 1. These ten (10) days are given in advance with the trust that an employee will complete a full year's employment with the Employer.

Employees hired after December 1st will be entitled to personal day credit starting the month they were hired according to the following schedule:

| <u>Month of Hire</u> | <u>Number of Personal Days</u> |
|----------------------|--------------------------------|
| December             | 10                             |
| January              | 09                             |
| February             | 08                             |
| March                | 07                             |
| April                | 06                             |

|           |    |
|-----------|----|
| May       | 05 |
| June      | 04 |
| July      | 03 |
| August    | 02 |
| September | 01 |
| October   | 00 |
| November  | 00 |

Employees hired in October and November will be entitled to ten (10) personal days starting December 1.

Employees who leave employment will be entitled to personal days accrued from December 1 or date of hire, whichever comes first:

| <u>Month of Service</u> | <u>Number of Personal Days Accrued</u> |
|-------------------------|----------------------------------------|
| 1                       | 00                                     |
| 2                       | 00                                     |
| 3                       | 01                                     |
| 4                       | 02                                     |
| 5                       | 03                                     |
| 6                       | 04                                     |
| 7                       | 05                                     |
| 8                       | 06                                     |
| 9                       | 07                                     |
| 10                      | 08                                     |
| 11                      | 09                                     |
| 12                      | 10                                     |

Any personal days used during the year of termination will be deducted from the schedule above. If the employee used more days than accrued during the year of termination, the excess days will be deducted from the employee's final paycheck at the current rate of pay.

**Section 10.03**

(a) Scheduled personal days. Written requests for use of a personal day made at least one week prior to the release of the monthly work schedule (for the use of a personal day during the period of the schedule) will be honored, unless the Sheriff determines that staffing requirements could not be met were the request granted.

(b) Unscheduled personal days. Written requests for use of a personal day which cannot be scheduled as provided in Section 10.03(a) may be granted, if staffing permits. The Sheriff may deny a request for an unscheduled personal day if overtime would be required to fill the position.

(c) Personal days for employee illness. Personal days will be used in the event of the employee's illness without prior notice or request. If an employee uses personal days for three (3) or more consecutive days of illness, the Sheriff may request appropriate proof of

fitness for return to duty. False claims of illness or other misuse of personal days shall result in discipline.

(d) In the event more than one employee requests the use of a personal day, and the Sheriff is unable to honor all the requests, the request of the most senior employee(s) will be granted. Scheduled personal days will not be canceled by a request for an unscheduled personal day. Scheduled or unscheduled personal days may be canceled in the event of an emergency.

#### **Section 10.04 Banked Personal Days**

Effective each December 1, in lieu of payment for personal days, employees may elect to bank any or all unused personal days. No employee shall be allowed to bank more than thirty (30) days. Employees must elect in writing to bank the unused personal days. The completed election form must be signed by the employee and the elected official or department head and forwarded to the Human Resources Director prior to November 15.

If an employee has exhausted all his or her personal days for the year, banked personal days may be used in blocks of not less than three (3) days in the event of the employee's illness (the Employer may require a medical release/return to work slip in such cases.) If an employee leaves the employ of the Department for any reason, he shall be paid all banked days.

### **ARTICLE 11 - LEAVES OF ABSENCE**

#### **Section 11.01 Eligibility**

Any regular full or part-time employee may request a leave of absence without pay for a period up to thirty (30) days.

#### **Section 11.02 Application**

Any request for a leave of absence shall be submitted in writing by the employee to his immediate supervisor, stating the reason for the leave, and the length of time requested.

#### **Section 11.03 Approval**

Any requested leave of absence shall be subject to the approval of the Department Head, who may approve or disapprove the request on the basis of the operating requirements of the employees Department, the availability of substitute employees, the reasons for the requested leave, and any other relevant factors.

#### **Section 11.04 Other Employment**

Employees granted a leave of absence are prohibited from accepting other employment while on leave and shall be deemed to have voluntarily terminated their employment with the Employer if they violate this provision.

#### **Section 11.05 Extension**

When an employee requires an extension, a request for an extended leave of absence shall be submitted and processed in accordance with the procedures set forth above.

**Section 11.06 Return**

Upon their return, employees granted a leave of absence shall not have any guarantee of reinstatement to the position held before taking their leave of absence, and shall neither accrue nor accumulate seniority during such leave.

**Section 11.07 Coverage**

Subject to the needs of the Employer and its operations, the Employer agrees to grant leaves of absence without pay for periods not to exceed two weeks to any Labor Council official or member for purposes of Labor Council business, provided the Department Head for the Department in which the employee works is notified at least two weeks in advance of the requested leave of absence and its duration and is able to make adequate scheduling arrangements to have the employee's job covered during such absence.

**Section 11.08 FMLA**

Employees may take family and medical leave in accordance with the policy as amended by federal law from time to time.

**ARTICLE 12 - VACATIONS**

**Section 12.01**

All regular full-time employees with one (1) or more years of continuous service as an employee of Vermilion County shall be sent to vacation time with pay according to the following schedule:

**Officers on 6-3 schedule**

| <b>Years of Service</b>  | <b>Vacation Days</b> |
|--------------------------|----------------------|
| After 1 Year Completed   | 6                    |
| After 2 Years Completed  | 12                   |
| After 8 Years Completed  | 18                   |
| After 13 Years Completed | 24                   |
| After 25 Years Completed | 30                   |

In the January of the calendar year in which employees earn additional vacation days (i.e., employees who complete their second, eighth, thirteenth and twenty-fifth anniversary of employment), the employees shall be permitted to schedule and take their additional vacation days prior to their actual anniversary date; however, should the employee who takes such additional vacation days prior to their actual anniversary date then leave the employ of the Sheriff's Department before reaching their anniversary date, the Employer may deduct the dollar equivalent of these additional vacation days from the employee's last paycheck.



**Section 12.02**

Years of service are based upon calendar years.

**Section 12.03**

Employees cannot accrue or accumulate vacation time or vacation pay from anniversary to anniversary.

**Section 12.04**

The Employer reserves the right to schedule vacation on the basis of operating requirements, but will give due regard to the employees' wishes with preference being given to the employees with the greatest seniority. After an employee's vacation has been approved and scheduled, it cannot be changed except by agreement between the employee and the Employer. Employees may not take more than two (2) consecutive weeks of vacation time unless otherwise mutually agreed.

**Section 12.05**

Employees who are terminated, resign, or retire shall receive any earned, but unpaid, vacation pay on their next pay date or as soon thereafter as feasible.

**Section 12.06**

For each day of vacation, employees are entitled to one day's pay at their then current rate in accordance with the above schedule.

**ARTICLE 13 - FUNERAL LEAVE**

**Section 13.01**

In the event of a death in the immediate family each regular employee shall be allowed up to three (3) days off without loss of pay to attend the funeral and to attend to the details of the funeral. The immediate family consists of spouse, parents, children, brothers, sisters, grandparents, step-parents, step-children, mother-in-law, father-in-law and grandchild.

**Section 13.02**

In the event of the death of step-brothers, step-sisters, brothers-in-law and sisters-in-law, the employee shall be allowed one (1) day off without loss of pay to attend the funeral.

**Section 13.03**

As much notice as possible must be given for any request for funeral leave. In the event an employee desires to attend a funeral for a person who is not included in Section 13.01 or 13.02, or in the event an employee desires to extend the funeral leave granted in either Section 13.01 or 13.02, the employee may request the use of personal days. Requests to use personal days to attend a funeral (or make funeral arrangements, or for other personal reasons related to the death) shall be considered emergency requests, and shall not be unreasonably denied. All funeral leave, and any personal days allowed under this Section 13.03, must be approved by the Sheriff or his designee.

## **ARTICLE 14 - JURY DUTY**

### **Section 14.01**

Regular full-time employees who are required to serve on a jury during their regularly scheduled work time shall receive their regular pay for such period of time, provided that such employees verify the time thus spent and turn over to the Employer all compensation received for service on jury duty.

### **Section 14.02**

Employees will be required to report for work for any substantial part of the workday not required for jury duty. Employees serving jury duty on off-duty hours will be excused from their scheduled normal work day if jury duty renders them unfit for duty, provided the employee notifies the Employer of their obligation to serve on jury duty. Employees must notify the Employer as soon as practicable when they are unfit for duty as a result of serving on jury duty.

### **Section 14.03**

For purposes of seniority and benefits, time spent on jury duty shall be considered as time worked for the Employer.

## **ARTICLE 15 - LIFE AND MEDICAL INSURANCE**

### **Section 15.01**

The Employer will provide Ten Thousand Dollars (\$10,000) of term life insurance for bargaining unit employees.

### **Section 15.02**

Payroll deductions are made when requested for county sponsored insurance, Vermilion County Credit Union, United Way, the County's Deferred Compensation Plan under Section 457 of the Internal Revenue Code, and direct deposit of pay checks.

### **Section 15.03**

Effective June 1, 1995, the wage base of each bargaining unit employee with more than six (6) months of continuous full-time service will be increased by \$1,560.00, and the Employer thereafter provides no compensation or contribution for health insurance. The parties acknowledge and agree that the increase to the bargaining unit employees' wage base was requested and bargained for by the bargaining unit members, and said members do not want insurance instead of cash. The parties also acknowledge and agree that in the event the issue of health insurance is brought to the table in future negotiations, the amount added to the employees' wage base, as described in this paragraph, will be taken back from the wage base and included as part of any Employer insurance contribution agreed to by the parties.

### **Section 15.04**

The County will provide an IRS Section 125 Plan (S-125) on a voluntary basis for employees. The 125 plan may be used to shelter qualifying insurance premiums, unreimbursed medical expenses, and child care expenses for the employee, his spouse, and his children.

## ARTICLE 16 - UNIFORMS

### Section 16.01

The Employer will continue its policy with respect to Correctional Officers' uniforms for the duration of this agreement. Employer agrees to provide clothing and equipment that has been provided in accordance with past practice.

Uniforms issued are replaced as necessary when worn out, but employees are responsible for replacement made necessary by damage or wear and tear due to negligence or abuse or if size changes due to weight gain. Uniforms damaged in the line of duty will be replaced as necessary.

### Section 16.02

Employees shall receive an annual clothing maintenance allowance of \$400.00 effective 12-1-02. This clothing maintenance allowance is payable in a separate check no later than the first pay period of each fiscal year.

### Section 16.03

The Employer agrees to repair and/or replace an officer's prescription eyeglasses, sunglasses or contact lenses at no cost, to the officer (or personal property which is authorized to be worn or used, up to a maximum of \$100.00 per item) which becomes damaged or lost in the performance of specific job function, provided the officer documents the loss/damage in a written report to his supervisor as soon thereafter as possible.

## ARTICLE 17 - WAGES

### Section 17.01 Base Pay

Effective December 1, 2013, bargaining unit members employed at the time of ratification of this contract by both parties shall receive a 2.75% increase on their then current wage base.

Effective December 1, 2014, bargaining unit members employed at the time of ratification of this contract by both parties shall receive a 2.5% increase on their then current wage base.

Effective December 1, 2015, bargaining unit members shall receive a 2.0% increase on their then current wage base.

The following salary schedules shall apply:

|                            |           |
|----------------------------|-----------|
| Effective December 1, 2013 | \$ 45,480 |
| Effective December 1, 2014 | \$46,617  |
| Effective December 1, 2015 | \$47,550  |

In addition to and included in an employee's base is educational incentive and longevity as detailed herein.

**Section 17.02 Longevity**

Effective December 1, 2013, bargaining unit employees employed at the time of ratification of this contract by both parties shall be compensated at the following monthly rates for each year of service:

- (a) \$28.00 per month for each year of service after completing forty-eight (48) months of continuous full-time employment (4 years), up to one hundred and twenty (120) months of service (10 years).
- (b) \$29.00 per month for each year of service after completing one hundred and twenty (120) months (10 Years) continuous full-time employment, up to two hundred and forty (240) months of service (20 years).
- (c) \$32.00 per month for each year of service after completing two hundred and forty (240) months of service (20 years) continuous full-time employment, up to a maximum of three hundred and sixty (360) months of service (30 years).

Effective December 1, 2014, bargaining unit employees employed at the time of ratification of this contract by both parties shall be compensated at the following monthly rates for each year of service:

- (a) \$29.00 per month for each year of service after completing forty-eight (48) months of continuous full-time employment (4 years), up to one hundred and twenty (120) months of service (10 years).
- (b) \$30.00 per month for each year of service after completing one hundred and twenty (120) months (10 Years) continuous full-time employment, up to two hundred and forty (240) months of service (20 years).
- (c) \$33.00 per month for each year of service after completing two hundred and forty (240) months of service (20 years) continuous full-time employment, up to a maximum of three hundred and sixty (360) months of service (30 years).

Effective December 1, 2015, bargaining unit employees shall be compensated at the following monthly rates for each year of service:

- (a) \$30.00 per month for each year of service after completing forty-eight (48) months of continuous full-time employment (4 years), up to one hundred and twenty (120) months of service (10 years).
- (b) \$31.00 per month for each year of service after completing one hundred and twenty (120) months (10 Years) continuous full-time employment, up to two hundred and forty (240) months of service (20 years).

- (c) \$34.00 per month for each year of service after completing two hundred and forty (240) months of service (20 years) continuous full-time employment, up to a maximum of three hundred and sixty (360) months of service (30 years).

**Section 17.03 Education Incentive**

Bargaining unit employees shall be compensated for successful completion of additional education hours at an accredited college or university by providing to the Employer a certified copy of the officer's transcript of credit hours as follows:

|           |                        |
|-----------|------------------------|
| 30 hours  | \$120 a year           |
| 60 hours  | \$240 a year           |
| 90 hours  | \$360 a year           |
| 120 hours | \$480 a year (maximum) |

Starting December 1, 2007, the bargaining unit employees shall be compensated for their educational hours in a lump sum payment, payable on or about the first pay day in December of each year at the same time the employee received his clothing allowance.

**ARTICLE 18 - GENERAL PROVISIONS**

**Section 18.01**

Copies of any documents which could be detrimental to an employee's future promotion, transfer, or present or future employment, which are placed in an employees personnel file shall be served upon the employee, and shall be subject to the Grievance Procedure in accordance with the provisions herein. Employees may examine their personnel files upon request. The County agrees to comply with the provisions of the Personnel Records Review Act, 840 ILCS 40/1 et seq., as amended.

**Section 18.02**

Employees will be paid by check on a bi-weekly basis.

**Section 18.03**

Anytime a complaint is filed against any employee it shall be handled as fast as possible. If the charges are found to be false, the County shall exonerate the employee and remove all records in the matter from the employee's file. Unsubstantiated complaints shall not be placed in an employees personnel file.

**Section 18.04**

Post-Probationary employees shall be disciplined or discharged only for just cause consistent with this Agreement, the Merit Commission statute, 55 ILCS 5/3-8001 et. seq., and their rules and regulations where the discipline results in action other than termination of employment; or the procedure for grievance and arbitration for discipline for discipline resulting in termination of employment, as the case may be. The Sheriff acknowledges the practice of progressive discipline as used by him and will continue to adhere to that practice, providing

however that there are certain offenses for which immediate termination is available without prior discipline.

Appropriate disciplinary matters may be appealed to the Merit Commission of Vermilion County for discipline less than four (4) days of suspension upon the request of the affected employee or by the Labor Council, if authorized by the employee. The grievance procedure of this Agreement may not be used to review disciplinary matters over which the Merit Commission has jurisdiction. The Merit Commission shall not have the authority or jurisdiction to increase discipline.

Disciplinary matters involving suspensions of four (4) or more days or discharge from employment shall be handled by the grievance and arbitration process outlined in this Agreement in Article Nine (9).

Disciplinary action shall be taken within ten (10) days of completion of the investigation.

Prior to any discipline being imposed by the Employer, there shall be a pre-disciplinary meeting conducted for the purpose of notifying the affected employee of the contemplated discipline. The employee has the right to be present with a union representative to offer evidence to refute or mitigate the pending discipline.

Nothing in this section is intended or should be construed to waive employees' right to union representation during questioning that the employee reasonably believes may lead to discipline. Bargaining unit employees shall have such rights as set forth in the United States Supreme Court decision in *NLRB v. Weingarten*, 420 U.S. 251 (1975) and Central Management Services and Corrections (Morgan) decision, 1 PERI par. 2020 (ISLRB, 1985.)

#### **Section 18.05**

The Union and the County agree that safety issues in law enforcement are of serious concern and therefore, agree to meet to discuss safety issues on an as-needed basis. Either party may request such a meeting by serving written notice to the other party listing a proposed agenda. The parties shall then meet without undue delay at a mutually agreeable date and time. The recommendations of the safety committee are not binding on either party, and therefore, are not grievable.

#### **Section 18.06**

Officers suffering duty related injuries shall be covered by the provisions of the Public Employee Disability Act, 5 ILCS 345/1 as amended.

#### **Section 18.07**

The Employer will pay a \$5,000.00 (Five Thousand) Dollar lump sum amount to assist in defraying funeral/burial expenses for any officer killed in the line of duty while performing the lawful duties of Vermilion County Correctional Sergeant.

**Section 18.08**

Correctional Sergeants may continue to trade shifts in accordance with past practice so long as it does not disrupt the operations of the Sheriff's Office or cause overtime to be paid in accordance with the FLSA.

**ARTICLE 19 - LABOR COUNCIL BUSINESS, STEWARDS, AND BULLETIN BOARDS**

**Section 19.01**

Duly authorized non-employee representatives of the Labor Council on the basis of prior arrangements made with the Employer representative in charge of the area involved will, where feasible and proper, be allowed to enter upon the Employers premises when necessary for purposes of administration of this Agreement. Such activities will be conducted without interruption or interference with the Employers operations.

**Section 19.02**

The Labor Council may designate certain employees to act as Stewards, and shall, within ten (10) days of such designation, certify to the Employer such designation and the designation of any successors.

**Section 19.03**

There will be no Labor Council activity or business conducted by employees during their working hours, unless a duly designated Steward is relieved of his duties to engage in or conduct business which cannot be performed outside working hours. Such employee shall advise his immediate supervisor of such circumstances and request to be relieved of his duties for the period necessary to handle the matter. Permission shall not be withheld unless the supervisor determines that the employee cannot be released because of the Employers operational requirements.

**Section 19.04**

The Labor Council will notify the Employer in writing of the designation of any Employees as Labor Council representatives and of any changes in such designations. The Employer agrees to recognize such Stewards subject to the foregoing and the following limitations: There shall be no more than one (1) Steward and one (1) alternate on any shift.

**Section 19.05**

The Employer will designate areas for Bulletin Boards or on existing Bulletin Boards for posting of notices signed by an Official of the Labor Council and directed to Employees represented by the Labor Council, pertaining to Labor Council affairs.

**Section 19.06**

Notwithstanding the foregoing, the Parties are mutually desirous of meeting during the term of this Agreement upon mutually satisfactory arrangements to discuss matters of safety or labor-management relations.

## **ARTICLE 20 - COMPLETE AGREEMENT AND WAIVER OF BARGAINING**

### **Section 20.01**

This Agreement is the entire agreement between the Employer and the Labor Council. However, the Parties acknowledge that they are subject to the Provisions of the Illinois Public Labor Relations Act as it relates to Impasse Resolution (5 ILCS 315/14, as amended) and Sections 4 & 7 of the Illinois Public Labor Relations Act.

The Parties acknowledge that during the negotiations resulting in this Agreement, they each have had the unlimited right and opportunity to make demands and proposals with respect to any and all subjects and matters not removed by law from the area of collective bargaining and that the understandings and agreements arrived at by the parties after exercise of that right and opportunity are set forth in this Agreement.

The Employer shall not be required to continue any employee benefit or term or condition of employment which may have existed prior to the effective date of this Agreement, but which is not specifically required herein. However, the Employer shall continue to maintain its present or similar liability insurance coverage regarding actions brought against Officers resulting from the performance of their duties and shall not decrease the amount of liability insurance coverage applicable to Correctional Sergeants during the term of this Agreement.

### **Section 20.02**

If any provision of this Agreement is determined to be unlawful, the provision shall be deemed to be modified sufficiently in respect to either or both Parties to the extent necessary to comply with such provision. The remaining provisions shall not be affected thereby.

## **ARTICLE 21 - DURATION AND TERMINATION**

### **Section 21.01 Duration of Agreement**

This Agreement, when approved and signed by the appropriate authorities for and on behalf of the Employer and the Labor Council shall be in full force and effect from December 1, 2013, and until November 30, 2016, and thereafter from year to year unless written notice of the desire to terminate or modify the Agreement is served by either party upon the other more than sixty (60) but less than ninety (90) days prior to the above date of termination or the anniversary of any renewal period hereof. Notwithstanding any provision herein to the contrary, this contract shall remain in full force and effect until such time as a successor agreement is adopted or the bargaining unit is disbanded. The parties further agree that this Agreement is applicable only to those bargaining unit members employed by the Employer at the time of its ratification by both parties.

### **Section 22.02 Impasse Procedure**

The parties shall use the impasse procedures of 1614 of the Illinois Public Labor Relations Act to resolve any impasses that may arise in any collective bargaining.



**Section 22.03 Parties' Representatives**

All Notices shall be served personally or by certified mail on the party's representatives:

FOR THE EMPLOYER:

Vermilion County Sheriff  
Vermilion Co. Public Safety Bldg.  
Danville, Illinois 61832

County Board Chairman  
Vermillion County Courthouse Annex  
#6 N Vermilion  
Danville, Illinois 61832

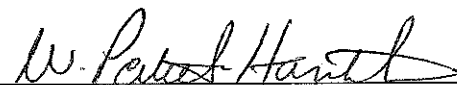
FOR THE LABOR COUNCIL

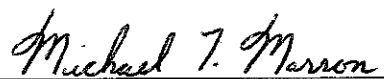
Illinois F.O.P. Labor Council  
974 Clock Tower Drive  
Springfield, Illinois 62704

**SIGNATURES**

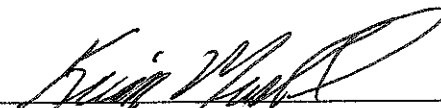
Signed this 8<sup>th</sup> day of December, 2014 by the Labor Council and the Employer.

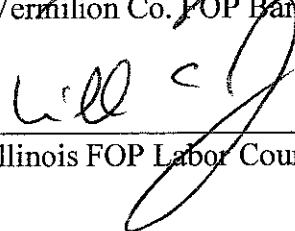
FOR THE EMPLOYER:

  
\_\_\_\_\_  
Sheriff of Vermilion County

  
\_\_\_\_\_  
County Board Chairman

FOR THE LABOR COUNCIL:

  
\_\_\_\_\_  
Vermilion Co. FOP Reg. Comm.

  
\_\_\_\_\_  
Illinois FOP Labor Council

**APPENDIX A - SENIORITY ROSTER**

|    | <b><u>Employee</u></b> | <b><u>Hire Date</u></b> | <b><u>Promotion Date</u></b> |
|----|------------------------|-------------------------|------------------------------|
| 1. | Marc Reynolds          | 02-05-91                | 07-21-93                     |
| 2. | Hugh Sands             | 09-01-93                | 01-21-02                     |
| 3. | Kevin Maskel           | 12-07-94                | 01-05-99                     |
| 4. | Colin Osterbur         | 11-20-06                | 06-01-09                     |

**APPENDIX B - DUES AUTHORIZATION FORM**

**ILLINOIS FRATERNAL ORDER OF POLICE  
LABOR COUNCIL  
974 CLOCK TOWER DRIVE  
SPRINGFIELD, ILLINOIS 62704**

I, \_\_\_\_\_, hereby authorize my employer, \_\_\_\_\_, to deduct from my wages the uniform amount of monthly dues set by the Illinois Fraternal Order of Police Labor Council, for expenses connected with the cost of negotiating and maintaining the collective bargaining agreement between the parties and to remit such dues to the Illinois Fraternal Order of Police Labor Council as it may from time to time direct. (In addition, I authorize my Employer named hereinabove to deduct from my wages any back dues owed to the Illinois Fraternal Order of Police Labor Council from the date of my employment, in such manner as it so directs.)

Date: \_\_\_\_\_

Signed: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_

State: \_\_\_\_\_ Zip: \_\_\_\_\_

Telephone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Promotion Date: \_\_\_\_\_

-----  
**Employer, please remit all dues deductions to:**

Illinois Fraternal Order of Police Labor Council  
Attn: Accounting  
974 Clock Tower Drive  
Springfield, Illinois 62704  
(217) 698-9433

*Dues remitted to the Illinois Fraternal Order of Police Labor Council are not tax deductible as charitable contributions for federal income tax purposes; however, they may be deductible on Schedule A of Form 1040 as a miscellaneous deduction.*



**APPENDIX C - GRIEVANCE FORM**  
(use additional sheets where necessary)

Date Filed: \_\_\_\_\_  
Department: \_\_\_\_\_

Grievant's Name: \_\_\_\_\_  
Last First M.I.

**STEP ONE**

Date of Incident or Date Knew of Facts Giving Rise to Grievance: \_\_\_\_\_

Article(s) and Sections(s) of Contract violated: \_\_\_\_\_

Briefly state the facts: \_\_\_\_\_

\_\_\_\_\_

Remedy Sought: \_\_\_\_\_

\_\_\_\_\_

Given To: \_\_\_\_\_ Date/Time: \_\_\_\_\_

\_\_\_\_\_  
Grievant's Signature

\_\_\_\_\_  
FOP Representative Signature

**EMPLOYER'S RESPONSE**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Employer Representative Signature

\_\_\_\_\_  
Position

\_\_\_\_\_  
Person to Whom Response Given

\_\_\_\_\_  
Date

**STEP TWO**

Reasons for Advancing Grievance: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Given To: \_\_\_\_\_ Date/Time: \_\_\_\_\_

\_\_\_\_\_  
Grievant's Signature

\_\_\_\_\_  
FOP Representative Signature

**EMPLOYER'S RESPONSE**

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_  
Employer Representative Signature

\_\_\_\_\_  
Position

\_\_\_\_\_  
Person to Whom Response Given

\_\_\_\_\_  
Date

Lodge/Unit No. / Year / Grievance No.

**STEP THREE**

Reasons for Advancing Grievance: \_\_\_\_\_

Given To: \_\_\_\_\_

Date/Time: \_\_\_\_\_

\_\_\_\_\_  
Grievant's Signature

\_\_\_\_\_  
FOP Representative Signature

**EMPLOYER'S RESPONSE**

\_\_\_\_\_  
Employer Representative Signature

\_\_\_\_\_  
Position

\_\_\_\_\_  
Person to Whom Response Given

\_\_\_\_\_  
Date

**STEP FOUR**

Reasons for Advancing Grievance: \_\_\_\_\_

Given To: \_\_\_\_\_

Date/Time: \_\_\_\_\_

\_\_\_\_\_  
Grievant's Signature

\_\_\_\_\_  
FOP Representative Signature

**EMPLOYER'S RESPONSE**

\_\_\_\_\_  
Employer Representative Signature

\_\_\_\_\_  
Position

\_\_\_\_\_  
Person to Whom Response Given

\_\_\_\_\_  
Date

**REFERRAL TO ARBITRATION by Illinois FOP Labor Council**

\_\_\_\_\_  
Person to Whom Referral Given

\_\_\_\_\_  
Date

\_\_\_\_\_  
FOP Labor Council Representative



