

ILLINOIS FOP LABOR COUNCIL

and

CITY OF GREENVILLE

**Patrolman, Telecommunicator, and
Telecommunications Supervisor**

May 1, 2023 – April 30, 2026

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TABLE OF CONTENTS

ARTICLE 1 - PREAMBLE	1
ARTICLE 2 - RECOGNITION.....	1
ARTICLE 3 - NON-DISCRIMINATION	2
ARTICLE 4 - F.O.P. REPRESENTATIVE	2
ARTICLE 5 - UNION DUES/DEDUCTION	3
ARTICLE 6 - MANAGEMENT RIGHTS.....	3
ARTICLE 7 - NO STRIKE/NO LOCKOUT	4
ARTICLE 8 - DISCIPLINE AND DISCHARGE	5
ARTICLE 9 - GRIEVANCE PROCEDURE.....	6
ARTICLE 10 - LABOR-MANAGEMENT CONFERENCES.....	7
ARTICLE 11 - PERSONNEL FILES.....	8
ARTICLE 12 - HOURS AND OVERTIME.....	9
ARTICLE 13 - INDEMNIFICATION	11
ARTICLE 14 - SAFETY ISSUES	11
ARTICLE 15 - BULLETIN BOARDS.....	11
ARTICLE 16 - LEAVES OF ABSENCE.....	12
ARTICLE 17 - WAGE RATES	15
ARTICLE 18 - HOLIDAYS.....	16
ARTICLE 19 - OFFICER'S UNIFORMS	16
ARTICLE 20 - VACATIONS	16
ARTICLE 21 - HEALTH INSURANCE.....	18
ARTICLE 22 - GENERAL PROVISIONS.....	18
ARTICLE 23 - SAVINGS CLAUSE.....	19
ARTICLE 24 - COMPLETE AGREEMENT.....	19
ARTICLE 25 - SENIORITY.....	19
ARTICLE 26 - DRUG AND ALCOHOL TESTING	20
ARTICLE 27 - RESOLUTION OF IMPASSE.....	23
ARTICLE 28 - DURATION	23
SIGNATURES.....	24
DUES AUTHORIZATION FORM.....	25
GRIEVANCE FORM.....	26

ARTICLE 1 - PREAMBLE

Section 1.1. This Agreement is entered into by and between the City of Greenville, an Illinois municipal corporation (herein referred to as the “CITY” or “EMPLOYER”), and the Illinois Fraternal Order of Police Labor Council, representing Greenville Police Officers and Telecommunicators (herein referred to as the “UNION” or “LABOR COUNCIL”).

Section 1.2. 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 relationships depend. 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.

Section 1.3. In consideration of mutual promises, covenants, and Agreements contained herein, the parties hereto, by their duly authorized representatives and/or agent, do mutually covenant and agree as follows:

ARTICLE 2 - RECOGNITION

Section 2.1. The Employer hereby recognizes the Labor Council as the sole and exclusive collective bargaining representative for the purpose of collective bargaining on any and all matters relating to wages, hours, and all other terms and conditions of employment for all officers in the bargaining unit, as provided in ILRB Case No. S-RC-05-154.

The bargaining unit shall be defined as follows:

Unit A (Sworn Officers):

Included: All full-time sworn police officers in the rank of patrolman employed by the City of Greenville’s Police Department.

Excluded: All other employees employed by the City of Greenville and its Police Department including all sworn peace officers above the rank of patrolman; all employees excluded from the definition of “peace officer” as defined by Subsection 3(k) of the Illinois Public Labor Relations Act (“Act”) (as existed on January 1, 1996); all non-Police Department employees; supervisors, managerial employees and all other persons excluded from coverage under the Act.

Unit B (Civilian Employees):

Included: All full-time employees in the City of Greenville's Police Department in the classifications of telecommunicator and telecommunications supervisor.

Excluded: All other employees employed by the City of Greenville and its Police Department including all sworn employees; secretary to the Chief, seasonal lake patrol employees; school crossing guards; supervisors, managerial employees, professional employees; short-term employees, confidential employees and all other persons excluded from coverage under the Act.

Section 2.2. Whenever the term "employee" is used it shall refer only to those employees identified in this article.

Section 2.3. Whenever the term "officer" is used it shall refer to all employees covered by this agreement.

ARTICLE 3 - NON-DISCRIMINATION

Section 3.1. Equal Employment Opportunity. The Employer will continue to provide equal employment opportunity for all officers, and develop and apply equal employment practices.

Section 3.2. Non-Discrimination. The Employer shall not discriminate against officers, and employment-related decisions will be based upon qualifications and predicted performance in a given position without regard to race, color, sex, age, religion, or national origin of the officer; nor shall the Employer or the Labor Council discriminate against officers as a result of activities on behalf of the Labor Council or membership in the Labor Council, or the exercise of constitutional rights. The Employer agrees to comply with all applicable laws. Officers, shall not be transferred, assigned, or re-assigned or have any of their duties changed for reasons prohibited by this section. Discrimination for reasons other than activities on behalf of the Labor Council or membership in the Labor Council shall not be subject to redress through the Grievance and Arbitration provisions of this Agreement.

Section 3.3. Use of Masculine Pronoun. The use of the masculine pronoun in this or any other document is understood to be for clerical convenience only, and it is further understood that the masculine pronoun includes the feminine pronoun as well.

ARTICLE 4 - F.O.P. REPRESENTATIVE

Section 4.1. Whenever a conference is conducted with a Union member which may result in discipline, the employee shall be given the opportunity to have present at such conference the Union representative of their choice.

Section 4.2. The Labor Council representative of the Union shall be allowed to visit the Department for the purpose of ascertaining whether or not this Agreement is being observed and to observe job conditions under which the employees are employed, provided that the employer is notified that the Union will be visiting. This privilege shall be exercised reasonably and shall be related to the representative's responsibility for seeing that the employer is in compliance with this Agreement. The Labor Council representative shall be allowed to examine time sheets and other records pertaining to the computation of compensation of any bargaining unit 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 4.3. Local Stewards/Representatives. The local unit shall provide the Employer with the names of individuals selected as local unit stewards and representatives. A steward from each unit shall be the recognized local representative of the Union and shall be subject to the same terms and conditions of employment as any other employee.

ARTICLE 5 - UNION DUES/DEDUCTION

Section 5.1. Upon receipt of a written and signed authorization form from an employee, the Employer shall deduct the amount of Labor Council dues and initiation fee, if any, set forth in such form and any authorized increases therein, and shall remit such deductions monthly to the Illinois Fraternal Order of Police Labor Council at the address designated by the Labor Council in accordance with the laws of Illinois. The Labor Council shall advise the Employer of any increases in dues, in writing, at least thirty (30) days prior to its effective date.

Section 5.2. Dues. With respect to any officer on whose behalf the Employer receives written authorization in a form agreed upon by the Labor Council and the Employer, the Employer shall deduct from the wages of the employees the dues and/or financial obligation uniformly required and shall forward the full amount to the Labor Council by the tenth (10th) day of the month following the month in which the deductions are made. The amounts deducted shall be in accordance with the schedule to be submitted to the Employer by the Labor Council. Authorization for such deduction shall be irrevocable unless revoked by written notice to the Employer.

ARTICLE 6 - MANAGEMENT RIGHTS

SECTION 6.1. The Union recognizes and agrees that the Employer has the right to govern all aspects of operating the department and to direct its' entire workforce at all times provided this direction is not contrary to or inconsistent with other terms of this Agreement.

SECTION 6.2.

A. The City reserves and retains the right to direct, manage, and control the affairs of the City and its employees, except to the extent that this Agreement specifically provides to the contrary.

B. This includes, but is not limited to: the selection, transfer, assignment, and layoff of police officers, the termination of probationary police officers, the termination with just cause of other police officers; the making, amending, and enforcement of reasonable work rules and regulations; the securing of the revenues of the City; the exercise of all functions of government granted to the City by the Constitution and statutes of the State of Illinois and the City Charter; the determination from time to time as to what services the City shall perform; the establishment or continuation of policies, practices or procedures for the conduct of its affairs and from time to time, the changing or abolition of such practices or procedures; the purchasing and maintaining of adequate and safe equipment; the determination of the number of hours per day or week any operation may be carried on; the selection and determination of the number and types of police officers required; the establishment of training programs and upgrading requirements for employees; the establishment and change of work schedules and assignments; the contracting for the performance of such work as the City determines advisable, and the taking of such other measures as the City and or Management may determine to be necessary for the orderly and efficient operation of the City; and the determination of the size and composition of the workforce. The City retains all rights except to the extent this Agreement specifically and expressly provides to the contrary, and may exercise them without prior consultation with the Union.

C. Should the City fail to exercise any of its rights, or exercise them in a particular way, it shall not be deemed to have waived such rights or to be precluded from exercising them in some other way.

D. The parties agree to be bound by the then-current law regarding management rights and bargaining.

Section 6.3. The Employer agrees not to eliminate any current bargaining unit position as a result of the performance of work done by volunteers unless otherwise consented to by the Union. A posted telecommunicator bargaining unit position shall not be filled by a volunteer or non-bargaining unit person.

ARTICLE 7 - NO STRIKE/NO LOCKOUT

Section 7.1. Neither the Union nor any officer will call, initiate, authorize, participate in, sanction, encourage or ratify any work stoppage or the concerted interference with the full, faithful, and proper performance of the duties of employment with the Employer during the term of this agreement. Neither the Union nor any officer shall refuse to cross any picket line, by whomever established.

Section 7.2. In the event of action prohibited by Section 7.1 above, the Union immediately shall disavow such action and request an officer to return to work and shall use its best efforts to achieve a prompt resumption of normal operations. The Union including its officials, shall not be liable for any damages, direct or indirect, upon complying with the requirements of this section.

Section 7.3. The employer agrees not to lock out officers during the term of this Agreement.

ARTICLE 8 - DISCIPLINE AND DISCHARGE

Section 8.1. Discipline Defined. Discipline may only be imposed upon an employee for just cause. The Employer agrees with the tenets of progressive and corrective discipline. Disciplinary action or measures shall include only the following, which shall be imposed based upon the severity of the offense: verbal reprimand, written reprimand, suspension without pay and discharge.

Notwithstanding the preceding, the parties agree that employees may be subject to a modified discipline. Such discipline may include the following measures: forfeiture of accrued time-off (vacation leave, compensatory time, holiday time or sick leave) in lieu of unpaid suspension; a "last chance" employment agreement; or other reasonable measures. Modified discipline shall only be imposed with the agreement of the City, the employee and the Union, and shall not be subject to appeal.

Disciplinary action shall be imposed promptly after the Employer becomes aware of the event or action that gave rise to the discipline and has a reasonable period of time to investigate the matter. An employee may be relieved of duty with pay pending the imposition of discipline. Verbal and written reprimands shall not be basis for additional discipline after twelve (12) months from the date of issuance.

Section 8.2. Representation During Investigation/Bill of Rights. Employees shall have the right to be represented by an Illinois FOP Labor Council representative at any meeting, including any interview, inquiry, questioning or interrogation, that the employee reasonably believes the result of such meeting could lead to the discipline of the employee.

Further, the Employer shall follow the procedures set forth in "Peace Officers Disciplinary Act" (50 ILCS 725/1-7) for sworn officers. The officer shall have the right to be represented at such inquiries, investigations or interrogations by a Labor Council representative. Nothing in this Article shall waive an employee's right to legal counsel as provided by statute or court ruling.

Section 8.3 Pre-disciplinary Meeting. Prior to taking any final disciplinary action and concluding its investigation, the Employer shall meet with an employee. The purpose of the meeting shall be to inform the employee of the basis or reason(s) for the contemplated discipline, provide the employee with copies of all pertinent documents

relating to the discipline investigation, and provide the employee an opportunity to speak on his/her own behalf and rebut the reasons for such discipline. An employee shall have the right to be represented by an Illinois FOP Labor Council representative at such a meeting if it does not delay the holding of the meeting.

Section 8.4. Discipline Imposed and Appeal. Employees and the Labor Council shall be notified of all disciplinary action in writing, except for verbal reprimands. The written notice shall include the disciplinary action imposed and describe the reasons and basis for the discipline.

Any disciplinary action imposed upon an employee may be appealed through the grievance and arbitration provisions of this Agreement. Discipline grievances shall be initially filed at Step 3 of the grievance procedure, within ten (10) working days of the receipt of the notice of discipline.

ARTICLE 9 - GRIEVANCE PROCEDURE

Section 9.1. Definition. A grievance is claim that the City has violated this Agreement. All time limits shall be calendar days; however, if the time limit is less than 7 days, Saturdays, Sundays, and holidays will not be included.

Section 9.2. Procedure. All grievances shall be handled exclusively as set forth in this Agreement. Grievances must be taken up within 7 days of occurrence to be arbitrable, and shall be disposed of in the following procedure. An identical grievance by two or more members of the Union shall be considered as a single grievance. A decision on such grievances applies to all members in the group and each shall be given a copy of the decision. No more than three members shall attend any meetings or hearings conducted for the resolution of a group grievance.

Step 1. The employee shall take the grievance up with his immediate supervisor. At the request of either one of them, a Union representative shall also be present. The supervisor shall give his answer within 2 days.

Step 2. If the grievance is not settled in step 1, then the employee shall place the grievance in writing, setting forth the facts involved and the section of this Agreement involved, and shall give it to the Chief. This shall be done within 2 calendar days after the supervisor's decision or, if earlier, within 14 days after the occurrence. The Chief shall give his answer within 7 days. If the employee and the Chief agree to it, a meeting shall be held within that time, and in that case, the Chief's answer shall be due within 7 days after the meeting.

Step 3. If the grievance is not settled in step 2, the employee may appeal it to the City Manager. The appeal shall be in writing and shall be delivered to the City Manager or his designated representative within 10 days after the Chief's answer. A meeting shall then be held between the Union grievance

committee and the City Manager. The City Manager shall give his written answer within 14 days of the meeting.

Step 4. If the grievance is not settled in Step 3, the Union may then appeal the decision to arbitration. To do so, the Union must give the City Manager (or his designated representative) written notice of intent to arbitrate within 30 calendar days of the answer of the City Manager. Either the City or the Union may then request appointment of an arbitrator by the Federal Mediation and Conciliation Service ("FMCS") pursuant to its rules. However, the City and the Union at any time may mutually agree upon an arbitrator instead.

Section 9.3. The Arbitrator shall have no power to add to, subtract from, or modify this Agreement in any way, but shall instead be limited to the application of the terms of this Agreement in determining the dispute. The arbitrator shall promptly hear the matter and shall render his decision within 30 days from the arbitration hearing. His decision shall be final and binding upon the parties to this Agreement. Each party shall pay one-half of the expenses and fees of the arbitrator, but each party shall bear his own expenses.

The time limits set forth above may be modified or frozen by mutual agreement. Absent agreement, any grievance not submitted or appealed within time limits is considered settled and shall not be arbitrable.

Section 9.4. All matter contained in this Agreement shall be subject to the Grievance procedure herein contained.

ARTICLE 10 - LABOR-MANAGEMENT CONFERENCES

Section 10.1. The Union and the Employer mutually agree that in the interest of efficient management and harmonious employee relations, it is desirable that meetings be held between Union representatives and responsible administrative representatives of the Employer. Such meetings may be requested at least seven (7) days in advance by either party by placing in writing a request to the other for a "labor-management" conference and expressly providing the agenda for such meeting. Such notice may be waived by mutual consent of the parties. Such meetings and locations shall be limited to:

- (1) Discussion on the implementation and general administration of this Agreement.
- (2) A sharing of general information of interest to the parties.
- (3) Notifying the Union of changes in non-bargaining conditions of employment contemplated by the Employer which may affect employees.

(4) Discussion of pending grievances on a non-binding basis to attempt to adjust such-grievances and to discuss procedures for avoiding future grievances.

(5) Items concerning safety issues.

The Employer and the Union agree to cooperate with each other in matters of the administration of this Agreement, and to the degree that standards of law enforcement can be effectuated for the maximum protection of the citizens of Greenville, Illinois. To effectuate the purposes and intent of the parties both parties agree to meet as necessary.

Section 10.2. It is expressly understood and agreed that such meetings shall be exclusive of the grievance procedure. Grievances being processed under the grievance procedure shall not be discussed in detail at labor-management conferences, and any such discussions of a pending grievance shall be non-binding on either party and solely for the purpose of exploring alternatives to settle such grievances and such grievance discussion shall only be held by mutual agreement of the Employer and the Union, nor shall negotiations for the purpose of altering any or all of the terms of this Agreement be carried on at such meetings.

Section 10.3. When absence from work is required to attend "labor-management conferences", Union members shall, before leaving their work station, give reasonable notice to and receive approval from, their supervisor in order to remain in pay status. The Chief shall approve the absence except in emergency situations. Union members attending such conferences shall be limited to two (2). Travel expenses associated with any "labor-management conferences" shall be the responsibility of the employee.

Section 10.4. Any report or recommendation concerning safety issues which may be prepared by the Union or the Employer as a direct result of a labor-management conference discussion will be in writing and copies shall be submitted to the Employer and the Union.

ARTICLE 11 - PERSONNEL FILES

Section 11.1. The Employer shall keep a central personnel file within the bargaining unit for each employee. The Employer is free to keep working files, but material not maintained in the central personnel file may not provide the basis for disciplinary or other action against an employee.

Section 11.2. Upon request of an employee, the Employer shall reasonably permit an employee to inspect his personnel file subject to the following:

a. Such inspection shall occur within a reasonable time period following receipt of a written request.

b. The employee shall not be permitted to remove any part of the personnel file from the premises but may obtain copies of any information contained therein.

c. Such inspection shall occur during daytime working hours Monday through Friday upon reasonable request.

d. Upon written authorization by the requesting employee in cases where such employee has a written grievance pending, and is inspecting his file with respect to such grievance, that employee may have a representative of the Union present during such inspection and/or may designate in such written authorization that said representative may inspect his personnel file subject to the procedures contained in this Article.

e. Pre-employment information, such as reference reports, credit checks, or information provided to the Employer with a specific request that it remain confidential, shall not be made part of the personnel file.

Section 11.3. An employee may submit documents to become a permanent part of the personnel file. Such documents shall include, but not be limited to, certificates of special training, letters or commendation, documentation of accomplishments, or other material that would be favorable to the officer's interest.

ARTICLE 12 - HOURS AND OVERTIME

Section 12.1. Workday, Workweek, Work Schedule. The regular workday shall be defined as eight (8), ten (10) or twelve (12) consecutive hours within a twenty-four (24) hour period. The regular workweek shall be defined as forty (40) hours in a seven (7) day period, Sunday through Saturday for civilian employees; and, eighty (80) hours in a fourteen (14) day period, Sunday through Saturday for sworn employees. In the event the Employer should desire to change the current work schedule, the Employer will provide the Labor Council with at least twenty-eight (28) days notice of the desired change. The Employer agrees to bargain over the impact of such schedule change upon demand of the Union. The current practice with regard to meal periods and breaks shall remain in effect during this Agreement.

Monthly regular officers meetings will be regularly scheduled on or about the second Wednesday of each month. Employees on approved leave will not be required to attend. Employees will be given as much advance notice of mandatory meetings as practical. Employees will be paid overtime to attend such meetings if applicable.

Section 12.2. Overtime Payment. Hours worked in excess of the workday or workweek, whether of an emergency or of a non-emergency nature, shall be compensated at the overtime rate of pay; one and one-half (1-1/2) the employee's actual hourly rate of pay. Hours worked in this section for purposes of calculating overtime pay shall include all hours in a pay status. Overtime shall not be paid twice for same hours worked.

Comp time may be paid in lieu of overtime if the employee so elects. Employees covered under this Agreement may accrue and carry a maximum of sixty (60) hours of comp time at any time. Comp time shall be granted at such times and in such time logs as are mutually agreed upon between the involved officer and the Chief, or his designee; permission to use comp time shall not be reasonably denied by the Chief if operational requirements will not be adversely affected. Comp time shall be granted and used in one hour blocks. Employees shall not have their regularly scheduled shifts adjusted, either by delaying the normal starting time or by ordering an early quitting time (including the elimination of regularly scheduled workdays) in order to avoid payment of overtime or call-in pay, except by mutual agreement. Employees may use regularly accrued compensatory time into the new year based on reasonable request within the 60-hour cap.

In the event an emergency is declared by the Chief, as many of the employees shall be continued on duty for such number of hours as may be necessary.

Employees covered by this Agreement, required to attend court outside their regularly scheduled work hours, shall be compensated with a minimum of two (2) hours pay at the overtime rate. Employees covered by this language must call the appropriate department within the Courthouse to verify that they are to report for court duty. If an employee shows up for court and court has been canceled, they shall be eligible for show up time provided they verified their court duty ahead of time.

Section 12.3. The City will offer regularly scheduled overtime to full-time dispatchers by seniority as long as such overtime does not result in more than sixteen (16) hours of on duty time. Overtime (overtime made available through absence/vacancy of a full-time employee, any time a shift is open) shall first be offered to full-time employees by seniority. In the event that no full-time dispatcher accepts the full vacancy, said vacancy may be split by two full-time employees before being offered to part-time employees. This expansion/distribution of overtime hours will be reviewed on an annual basis at the request of either party, and the parties will meet to judge its effectiveness. Notwithstanding the provisions of Section 20.3, if a dispatcher has a vacation day approved with at least seven (7) days notice, the Employer will offer overtime to a full-time dispatcher to fill in if no part-time dispatchers are available. NOTE: An absence/vacancy is created when a full-time person calls off from duty.

Section 12.4. Call-Back. A call-back is defined as an official assignment of work which does not continuously precede an officer's regularly scheduled working hours. Employees called back to work shall be compensated for two (2) hours at the appropriate overtime rate or be compensated for the actual time worked at the overtime rate, whichever is greater.

Section 12.5. Shift Bidding. Officers/telecommunicators shall be allowed to bid shifts annually. The shift bid shall be posted on October 1st each year (unless that is a weekend, then it shall be posted prior or immediately after that weekend). Officers/telecommunicators shall bid for their shift by seniority.

ARTICLE 13 - INDEMNIFICATION

Section 13.1. The Employer shall be responsible for, hold officers harmless from and pay damages or moneys which may be adjudged, assessed or otherwise levied against any officer covered by this Agreement.

Section 13.2. Officers shall have legal representation by the Employer in any civil cause of action brought against an officer resulting from or arising out of the performance of duties.

Section 13.3. Officers shall be required to cooperate with the Employer during the course of the investigation, administration or litigation of any claim arising under this Article.

Section 13.4. The Employer will provide the protection set forth in Section 13.1 and Section 13.2 above, so long as the officer is acting within the scope of his employment and where the officer cooperates, as defined in Section 13.3 with the Employer in the defense of the action or actions or claims. Acts of willful misconduct are not covered by this Article, all subject to the provisions of Illinois Compiled Statutes.

ARTICLE 14 - SAFETY ISSUES

No employee shall be required to use any equipment that has been designated by both the Union and the Employer as being defective because of a disabling condition unless the disabling condition has been corrected.

When an assigned department vehicle is found to have a disabling defect or is in violation of the law, the officer will notify their supervisor, complete required reports and follow the supervisor's direction relative to requesting repair, replacement or the continued operation of said vehicle.

The Employer shall take all reasonable steps to protect employees during working hours in the performance of their duties and the employees shall at all times do those things that reasonably protect their safety and that of fellow employees.

Each officer that incurs a bodily injury while on duty shall report the nature, extent and circumstance of such injury in writing to his shift supervisor by the end of the shift during which the injury occurred or when the incident report is filed. If the injury is such that the officer is incapacitated to the extent that he cannot make such report during such shift, he shall do so during his next regular shift or as soon as practicable.

ARTICLE 15 - BULLETIN BOARDS

Section 15.1. The City shall provide bulletin board space on a bulletin board for use by the employees in the bargaining units. Material posted on the board shall relate

only to Union meetings, elections, social events, and reports and decisions affecting the employees in the bargaining unit.

Section 15.2. All Union notices which appear on the bulletin boards shall be signed, posted and removed by the Local's liaison officer. Union notices relating to the following matters may be posted without the necessity of receiving the City's prior approval.

- A. Union recreational and social affairs
- B. Notice of Union meetings
- C. Union appointments
- D. Notice of Union elections
- E. Results of Union elections
- F. Reports of non political standing committees and independent non-political arms of the Union
- G. Non-political publications, rulings or policies of the Union.

All other notices of any kind not covered in (a) through (g) above must receive prior approval of the City. It is also understood that no material may be posted on the Union bulletin boards at any time which contains the following:

- A. Personal attacks upon any other member or any other employee.
- B. Scandalous, scurrilous or derogatory attacks upon the administration.
- C. Attacks on and/or favorable comments regarding a candidate for public office, or for office in any employee organization.

Section 15.3. No Union related materials of any kind may be posted anywhere in the City's facilities or on the City's equipment, except on the bulletin board designated for use by the Union.

ARTICLE 16 - LEAVES OF ABSENCE

Section 16.1. The Employer agrees to provide to officers, leave without loss of pay for up to three (3) days as a result of death in the immediate family. Immediate family shall be defined as: the officer's spouse, parent, parents of the officer's spouse, child, brother, sister, grandparent, grandparents of officer's spouse, or grandchild.

Section 16.2. The City shall adhere to all applicable laws regarding military leave.

Section 16.3. Any bargaining unit member who sustains injuries or illness arising out of and in the course of his employment shall not lose any benefits while injured on duty, and will continue to accumulate all benefits provided by this Agreement. Officers on injury leave may be returned to light duty if able to perform the work and placed at the discretion of the Department.

Section 16.4. Employees covered by this Agreement shall accrue sick leave at the rate of eight (8) hours per month. An employee with ten (10) years of consecutive employment, upon separation in good standing, shall be paid for the accrued sick leave, up to a maximum of four hundred eighty (480) hours, on the basis of one (1) hour paid per two (2) hours of accrued sick leave, providing the employee provides a two (2) week notice of separation. Employees may use one (1) shift of sick leave per month for absences due to illness involving immediate family members. After first receiving City approval, employees may use more than one (1) shift of sick leave per month when an immediate family member is in the hospital on the day requested.

Section 16.5.

A. Eligible employees (those who have worked for the City at least twelve months and for at least 1,250 hours during the year preceding the requested leave) are entitled to take up to twelve weeks of unpaid leave during any twelve month period from the first day leave was taken. This leave may be used:

1. To care for the employee's child after childbirth or after placement for adoption or foster care;
2. To care for the employee's spouse, sibling, son, daughter or parent, mother-in-law, father-in-law, grandchild, grandparent or stepparent; or
3. For a serious health condition that makes the employee unable to perform his job.

B. All leave (paid or unpaid) taken for Family and Medical Leave Act (FMLA) reasons shall be counted against the employee's annual FMLA leave entitlement.

C. When leave is foreseeable, employees must provide thirty days advance notice, in writing, to their department heads. This requirement can be waived with the approval of the City Manager. In cases where applicable, the City may require the employee to provide a doctor's certification to support a request for leave. A second opinion may be required, at the City's expense. If the opinions are conflicting, a third opinion, at the City's expense, may also be sought. While on FMLA leave, employees shall contact their supervisor at least once per month and indicate their intentions to return to work as scheduled.

D. Employees are entitled to maintain their health insurance coverage during FMLA leave, provided they continue to pay their share of premium costs and meet other conditions of the coverage required for all employees. Failure to pay premiums within thirty days of the due date will result in the cancellation of coverage, although coverage will be reinstated upon the employee's return to work, subject to insurance eligibility.

E. If an employee's reason for applying for FMLA leave qualifies for the use of sick leave, said employee shall be required to use paid sick leave before accepting unpaid

leave. In all other leave requests under the FMLA, the employee shall have the option of using accumulated compensatory time, vacation or personal days, or taking unpaid leave or a combination of paid leave and unpaid leave. The employee shall not have the option of using paid sick leave for non-medically related or non-sick leave qualifying leave. Employees will not accrue sick leave or vacation while on unpaid FMLA leave.

F. All requests for FMLA leave must be approved by the City Manager. Records of FMLA leave will be kept and recorded in accordance with procedures established by the Finance Department.

Section 16.6. All employees in full time employment status shall be entitled to sixteen (16) personal hours per calendar year to be used in the conduct of personal affairs. Personal hours shall be taken only with the prior approval of the applicable Police Chief or supervisor. Personal hours may be taken with such approval at any time within the calendar year. Personal hours off accrue at the rate of four (4) hours per calendar quarter. The final pay of an employee who leaves full time employment and has utilized more personal hours off than have accrued during a calendar year shall be reduced for the unaccrued personal hours taken. Personal hours do not accrue or carry over between calendar years. Personal leave hours must be used as time off while an employee is in full employment status and will not be considered compensable time earned at separation.

Section 16.7. Employees may be granted time off with pay to serve on a jury or as a court witness.

A. If an employee is summoned during a critical work period, the City may ask the employee to request a waiver from duty.

B. Jury leave will be granted for service on scheduled work days. Employee shall receive the difference in pay from the time lost and the amount received as juror or witness.

C. Jury pay will be granted for one shift per each day as juror or witness.

Section 16.8. Maternity and Bonding Leave. Employees who give birth, and the father of a newborn, or employees who adopt a child shall receive two (2) weeks of leave with fully pay and benefits for the birth or adoption and bonding. This time shall be separate and distinct from FMLA leave specified in Section 16.5.

ARTICLE 17 - WAGE RATES

Section 17.1. Pay for Officers and Telecommunicators as described below:

Officer

	Prob	Q Start	1	2	4	9	14	19	24
Current	\$23.33	\$24.58	\$26.03	\$28.24	\$28.93	\$29.40	\$31.18	\$31.82	\$32.47
5/1/2023	\$24.73	\$26.05	\$27.59	\$29.93	\$30.67	\$31.16	\$33.05	\$33.73	\$34.42
5/1/2024	\$25.97	\$27.36	\$28.97	\$31.43	\$32.20	\$32.72	\$34.70	\$35.42	\$36.14
5/1/2025	\$27.26	\$28.73	\$30.42	\$33.00	\$33.81	\$34.36	\$36.44	\$37.19	\$37.95

Telecommunicator

	Prob	1	2	4	9	14	19	24	29
Current	\$19.96	\$20.30	\$20.48	\$20.83	\$21.71	\$22.58	\$23.48	\$24.35	\$25.22
5/1/2023	\$21.16	\$21.52	\$21.71	\$22.08	\$23.01	\$23.93	\$24.89	\$25.81	\$26.73
5/1/2024	\$22.22	\$22.59	\$22.79	\$23.18	\$24.16	\$25.13	\$26.13	\$27.10	\$28.07
5/1/2025	\$23.33	\$23.72	\$23.93	\$24.34	\$25.37	\$26.39	\$27.44	\$28.46	\$29.47

Section 17.2. Lateral Transfers. Any experienced law enforcement officer who is hired by the Employer shall start at the After 4 or After 2 step on the wage scale in Section 17.1, based on years of full-time experience. An experienced law enforcement officer with over four (4) years of full-time law enforcement experience and a State certification, or waiver, from the Illinois Law Enforcement Training and Standards Board, shall start at the After 4 step on the wage scale. If the experienced law enforcement officer has more than two (2) years of full-time experience but less than four (4) years of full-time experience, and the certification or waiver from ILETSB, he/she shall start at the After 2 step on the wage scale. The experienced officer shall not have more than one (1) year of non-law enforcement employment between his/her prior law enforcement job and his/her job with the Employer. If qualified, the experienced law enforcement officer shall move through the wage scale normally from their respective step (i.e. if placed at the After 4 step, the officer will go to the After 9 step after working for the Employer for five years).

Any experienced telecommunicator who is hired by the Employer shall start at the After 4 or After 2 step on the wage scale in Section 17.1, based on years of full-time experience. An experienced telecommunicator with over four (4) years of full-time dispatching experience and an Emergency Medical Dispatch certification, shall start at the After 4 step on the wage scale. If the experienced telecommunicator has more than two (2) years of full-time dispatching experience but less than four (4) years of full-time dispatching experience, and EMD certification, he/she shall start at the After 2 step on the wage scale. The experienced telecommunicator shall not have more than one (1) year of non-law enforcement employment between his/her prior law enforcement job and his/her job with the Employer. If qualified, the experienced telecommunicator shall move through the wage scale normally from their respective step (i.e. if placed at the After 4 step, the telecommunicator will go to the After 9 step after working for the Employer for five years).

This section shall have no effect on seniority or vacation benefits, in Section 25.1 and Section 20.1 respectively.

ARTICLE 18 - HOLIDAYS

Section 18.1. The following days shall be observed as holidays:

New Year's Day, Martin Luther King Jr Day, President's Day, Good Friday, Memorial Day, July 4th, Labor Day, Veterans Day, Thanksgiving Day, Day after Thanksgiving, Christmas Eve, Christmas Day.

Officers covered by this Agreement shall receive Holiday compensation of eight (8) hours on the actual date of the Holiday, rather than the business day closure if the designated Holiday falls on Saturday or Sunday.

Section 18.2. Employees covered by this Agreement, when their regularly scheduled day off falls on the day of a Holiday, shall receive a normal work day's compensation at base pay rate. Such compensation may be taken as holiday time at the discretion of the officer. Employees shall be able to accrue up to ninety-six (96) hours of holiday time. The holiday bank may be used and replenished throughout the year. At the end of a calendar year, an employee may carry over his holiday time to the following calendar year. Any holiday time in excess of ninety-six (96) hours, shall only be compensated in pay.

When an employee's regular work day falls on the day of a Holiday, he/she shall receive time and one half (1/1-2) hours worked on the holiday in addition to the Holiday pay for the entire scheduled shift. When an employee works overtime on the day of a Holiday, he/she shall receive double time (2X) for hours worked on the holiday in addition to the Holiday pay for the entire scheduled shift. In addition, Christmas Eve, Christmas Day and Thanksgiving Day shall not be subject to mandates.

ARTICLE 19 - OFFICER'S UNIFORMS

All Officers covered by this Agreement shall receive their complete uniform as well as be provided eight hundred dollars (\$800) per fiscal year in an account to purchase approved uniforms or equipment. An officer shall be able to roll over one hundred dollars (\$100), of unused uniform allowance, into the next fiscal year.

All telecommunicators shall annually receive up to four (4) short or long sleeve shirts, option employee as to length of sleeve, if requested by the employee.

ARTICLE 20 - VACATIONS

Section 20.1. Schedule of vacation times earned.

Bargaining unit members shall accrue credit for vacations according to the following schedule:

1 year	48 hours of vacation
2 years	96 hours of vacation
5 years	144 hours of vacation
15 years	160 hours of vacation

Section 20.2. The vacation period will be from January 1 to December 31. Employees may make a written request for the vacation period of their choice on a notice posted for this purpose. A schedule will be posted from October 1 to November 30 for this purpose. In determining vacation schedules, the City will respect the preferences of the employees as to the vacation dates by length of service as long as the needs of the City are met. Given the relatively smaller workforce size, these practices will not be applied to Dispatchers.

Section 20.3. For all vacations not on the approved vacation schedule, employees must give the City at least forty-five (45) days written notice of their intention to take vacation and such requests must be approved in writing. These requests will be granted on a first come basis. The City will notify the employee within fifteen (15) days of their request if the request has in fact been granted.

Notwithstanding the procedures set forth above, employees may continue to make any other requests for vacations and the City will continue to consider granting such requests as long as the needs of the City are met. No approved vacation day (with 45 days notice) can be denied as long as no more than one employee is scheduled for vacation in that instance. Given the relatively smaller workforce size, these practices will not be applied to Dispatchers.

Section 20.4. Roll-over and Sell Back. An employee shall be able to carryover up to one hundred and twenty (120) hours of vacation leave into another year. Any vacation time beyond 120 hours, shall be paid to the employee. However, the time carried over has to be used by the end of the second year. In addition to the above, once a year an employee shall be able to sell back forty (40) hours of vacation, so long as the employee is left with 40 hours of vacation after the sell back.

For example, a 17-year employee who has 160 hours of vacation at the end of one year, shall receive 40 hours of vacation time paid out to him/her and he/she will roll over 120 hours into the next (second) year. If that same employee opts to sell back 40 hours during that second year, but uses no other vacation during that year, he/she will have accrued 240 hours (after the 40 hour sellback) by the end of the second year and 80 hours will be lost (remainder of the 120 hours rolled over from the first year), 40 hours sold back and 120 hours rolled over into the third year.

ARTICLE 21 - HEALTH INSURANCE

Section 21.1. Health Insurance. The City agrees to provide health insurance to all employees covered by this Agreement. Employees shall pay fifteen percent (15%) of the premium cost for such coverage; the City shall pay the remaining eighty-five percent (85%) of the premium cost for such coverage. Employees electing dependent coverage shall pay thirty-five percent (35%) of the premium cost for such coverage; the City shall pay the remaining sixty-five percent (65%) of the dependent coverage. The Employees' annual deductibles shall be \$750 for individual coverage and \$1500 for dependent coverage. In the event that a change in the level of benefits occurs through no action or fault of the City, the City agrees to meet with the Council and bargain over the impact of such change(s).

Section 21.2. Insurance Planning and Advisory Committee. The Employer agrees to establish a health insurance planning and advisory committee. The purpose of the committee shall be to review the operation of the City health insurance plan, investigate ways to improve the health care program, and make effective recommendations for changes to the health insurance plan and program. The committee will include a representative of the FOP bargaining units.

ARTICLE 22 - GENERAL PROVISIONS

Section 22.1. Damaged Property. The Employer agrees to repair or replace as necessary an officer's eye glasses, contact lenses, prescription sun glasses, or watch (up to a reasonable replacement cost not to exceed One Hundred Dollars (\$100.00) per item except for prescription eyeglasses which should not exceed Three Hundred Dollars (\$300.00) if such are damaged or broken, if during the course of the officer's duties the officer is required to exert physical force or is attacked by another person. The incident is to be documented with the immediate supervisor. If restitution is subsequently received from a defendant or insurance company, the monies will become the property of the City.

Section 22.2. The Employer agrees to pay all expenses for inoculation or immunization shots when ordered by a physician for an officer when such becomes necessary as a result of said employee's exposure to contagious diseases, where said officer has been exposed to said disease in the line of duty. Incidents are to be documented with the Chief.

Section 22.3. Buy Back Benefit Hours. In the event an officer cannot use scheduled benefit hours because of an emergency situation declared by the Chief and these specific hours are subject to forfeiture under City policy, the City agrees to pay the officer for these specific unused hours.

Section 22.4. Residency. All employees shall reside within forty-five minutes of the Greenville Police Department. The drive time from an employee's home and the police department shall be determined by Google Maps. A newly hired employee shall have a year from his/her hire date to move within the residency requirements.

ARTICLE 23 - SAVINGS CLAUSE

If any provision of this Agreement or any application of this Agreement shall be found to be contrary to law, then such provision or application shall not be deemed valid except to the extent permitted by law. All other provisions or applications shall continue in full force and effect. In such event, either party may request to meet and negotiate with respect to substitute provisions for those declared unlawful, invalid or unenforceable.

ARTICLE 24 - COMPLETE AGREEMENT

The parties acknowledge that during the negotiations which preceded this Agreement, each had the unlimited right and opportunity to make demand and proposals with respect to any subject matter not removed by law from the area of collective bargaining. The understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement.

ARTICLE 25 - SENIORITY

Section 25.1. The term seniority as used in this Agreement shall mean length of continuous service from last day of hire.

Section 25.2. Probationary Employment. During their first (1st) year of continuous service with the City, employees shall be considered to be probationary employees and shall not be entitled, except as otherwise expressly provided, to any benefits conferred by this Agreement; except that such employees may be discharged or disciplined at the discretion of the City for any reason without recourse by the Union or the employee. After completion of such probationary period, the seniority date of such employees shall be deemed to commence from the date upon which they entered the service of the City. Employment through a temporary employment service shall not be considered to be employment by or service with the City for any purpose under this Agreement.

Section 25.3. Seniority List. A list of employees in the bargaining unit with their date of hire shall be posted on the bulletin board with a copy sent to the Union. The City will furnish to the Union and shop steward, on request, on the anniversary date of this Agreement, a revised seniority list.

Section 25.4. Layoff and Recall. When there is an impending layoff with respect to the employees in the bargaining unit, the Employer shall notify the affected employee in writing with as much notice as practical under the circumstances. The Employer will provide the Labor Council with the names of the employees to be laid off at the time of the layoff. Probationary employees, temporary and part-time employees shall be laid off first, then employees shall be laid off in accordance with their seniority. The employee with the least amount of seniority shall be laid off first.

No employee will be hired to perform or permitted to perform those duties normally performed by an employee while any officer is on layoff status.

Any officer who has been laid off shall be placed on a twelve (12) month reinstatement list and shall be recalled on the basis of seniority in the Police Department; with the last employee laid off being the first officer recalled.

Section 25.5. Termination of Seniority. Seniority shall be lost and the employment relationship and continuous service of an employee shall be considered terminated, and subsequent reemployment shall be deemed new employment in the following events:

- (a) voluntary quit or retirement;
- (b) discharge for cause;
- (c) absence in excess of a leave of absence;
- (d) in the event of an anticipated absence from work failure to notify the City of the cause in advance, or, if unanticipated, as promptly as practicable;
- (e) failure to return to work from a definite layoff, or in the case of an indefinite layoff, failure to return to work within three (3) work days following the receipt of notice to return to work sent by registered or certified mail to the employee's last known address or following the date of telephone notice to him provided such telephone notice is promptly confirmed by mail. It shall be the sole responsibility of an employee to keep the City advised as to his current address and telephone number provided that if he should fail to do so, then the three (3) work days shall be deemed to have commenced from the sending of registered or certified mail or from the date of attempted telephone notice to him (with advice to the steward);
- (f) working for another employer during a leave of absence without specific written permission from the City in advance;
- (g) not performing any work for the City for any reason for a period of eighteen (18) months.

ARTICLE 26 - DRUG AND ALCOHOL TESTING

Section 26.1. Statement of Policy. It is the policy of the City of Greenville that the public has the right to expect persons employed by the City to be free from the effects of drugs and alcohol.

Section 26.2. Prohibitions. Employees shall be prohibited from:

- a. Consuming, possessing or being under the influence of alcohol at any time during their workday on any City premises or job sites, including all City

buildings, properties, vehicles, and the employee's personal vehicle while engaged in City business, except as required in the line of duty.

- b. Unlawfully possessing, selling, purchasing or delivering any controlled substance or cannabis at any time, except as required in the line of duty.
- c. Using any controlled substance or cannabis, on or off-duty, unless the controlled substance or cannabis has been legally prescribed for the employee.
- d. Failing to report to their supervisor any known adverse side effect of prescription drugs which they are taking.

Section 26.3. Drug and Alcohol Testing Permitted. Where the Employer has reasonable suspicion to believe that an employee is under the influence of alcohol during the course of the work day, or is unlawfully under the influence and/or current user of non-prescribed controlled substances or illegal drugs, the Employer shall have the right to require the employee to submit to an alcohol or drug testing as set forth in this Agreement. In addition to the above, the City shall have the right to test any officer involved in a motor vehicle incident. There shall be no random or unit-wide testing of employees covered by this Agreement; except as provided in Section 7, below.

Section 26.4. Officer-Involved Shooting. Pursuant to 50 ILCS 727/1-25, after an on-duty officer is involved in a shooting and his/her actions result in injury or death to a person, the City shall have the right to require the Officer to submit to drug or alcohol testing as set forth in this Agreement. Such testing must be completed as soon as practicable after the officer-involved shooting but no later than the end of the involved Officer's shift or tour of duty.

Section 26.5. Tests to be Conducted. In conducting the testing authorized by this agreement, the city shall:

- a. Use only a clinical laboratory or hospital facility that is licensed pursuant to the Illinois Clinical Laboratory Act that has or is capable of being accredited by the National Institute of Drug Abuse (NIDA).
- b. Ensure that the laboratory or facility selected conforms to all NIDA standards.
- c. Establish a chain of custody procedure for both sample collection and testing that will ensure the integrity of the identity of each sample and test result. No employee covered by this Agreement shall be permitted at any time to become a part of such chain of custody.

- d. Collect a sufficient sample of the same body fluid or material from an employee to allow for initial screening, a confirmatory test, and a sufficient amount to be set aside reserved for later testing if requested by the employee.
- e. Collect samples in such a manner as to preserve the individual employee's right to privacy, insure a high degree of security for the sample and its freedom from adulteration. Employees shall not be witnessed by anyone while submitting a sample, except in circumstances where the laboratory or facility does not have a "clean room" for submitting sample or where there is reasonable belief that the employee has attempted to compromise the accuracy of the testing procedure.
- f. Confirm any sample that tests positive in the initial screening for drugs by testing the second portion of the same sample by gas chromatography, plus mass spectrometry or an equivalent or better scientifically accurate and accepted method that provides quantitative data about the detected drug metabolites.
- g. Provide the employee tested with an opportunity to have the additional sample tested by a clinical laboratory or hospital facility of the employee's own choosing, at the employee's own expense, provided the employee notifies the Chief within seventy-two (72) hours of receiving the results of the tests.
- h. Require that the laboratory or hospital facility report to the City that a blood or urine sample is positive only if both the initial screening and confirmation test are positive for a particular drug. The parties agree that should any information concerning such testing or the results thereof be obtained by the City inconsistent with the understandings expressed herein (e.g. billings for testing that reveal the nature or number of tests administered), the City will not use such information in any manner or forum adverse to the employee's interests.
- i. Require that with regard to alcohol testing, for the purpose of determining whether the officer is under the influence of alcohol, test results that show an alcohol concentration of .04 or more based upon the grams of alcohol per 100 milliliters of blood be considered positive.
- j. Provide each employee tested with one copy of all information and reports received by the City in connection with the testing and the results.

Section 26.6. Right to Contest. The Council and/or the employee, with or without the Council, shall have the right to file a grievance concerning any testing permitted by this Agreement, contesting the basis for the order to submit to the tests, the right to test, the administration of the tests, the significance and accuracy of the tests, the consequences of the testing or results or any other alleged violation of this Agreement.

Such grievances shall be commenced at Step 2 of the grievance procedure. It is agreed that the parties in no way intend or have in any manner restricted, diminished or otherwise impair any legal rights that employees may have with regard to such testing. Employees retain any such right as may exist and may pursue the same in their own discretion, with or without the assistance of Council.

Section 26.7. Voluntary Requests for Assistance. The Employer shall take no adverse employment actions against an employee who voluntarily seeks treatment, counseling or other support for an alcohol or prescription drug related problem prior to being tested, other than the Employer may require reassignment of the employee with pay if he is then unfit for duty in his current assignment. The City shall make available through appropriate agencies a means by which the employee may obtain referrals and treatment. All such requests shall be confidential and any information received by the City through whatever means shall not be used in any manner adverse to the employee's interest, except reassignment as described above.

Section 26.8. Discipline. Unlawful use of controlled drugs at any time while employed by the City, as well as being under the influence of alcohol or the consumption of alcohol while on duty (except as may be required in the line of duty), shall be cause for discipline, up to and including termination, subject to confirmation by the grievance and arbitration procedure of this Agreement. All other issues relating to the drug and alcohol testing process (e.g., whether there is reasonable suspicion for ordering an employee to undertake a test, whether a proper chain of custody has been maintained, etc.) may be grieved in accordance with the grievance and arbitration procedure set forth in this Agreement.

ARTICLE 27 - RESOLUTION OF IMPASSE

For employees covered in Bargaining Unit A only, the resolution of any bargaining impasse shall be in accordance with the Illinois Public Labor Relations Act, as amended (5 ILCS 315/14). The Employer and Labor Council agree that any arbitration hearings shall be held in Greenville, Illinois unless both parties agree otherwise. Employees covered in Bargaining Unit B will have the right to strike at the expiration of this Agreement.

ARTICLE 28 - DURATION

Section 28.1. The Agreement shall be effective from May 1, 2023 and shall remain in full force and effect until April 30, 2026. It shall continue in effect from year to year thereafter unless notice of termination is given in writing by either party no earlier than one hundred twenty (120) days preceding expiration. The notices referred to shall be considered to have been given as of the dates shown on the postmark. Written notice may be tendered in person in which case, the date of notice shall be the written date of receipt.

Section 28.2. Notwithstanding any provision of the Article or agreement to the contrary, this Agreement shall remain in full force and effect after any expiration date while negotiations or Resolution of Impasse Procedure are continuing for a new Agreement or part thereof between the parties.

The parties agree that if either side decides to re-open negotiations, that party may so notify the other at least ninety (90) and no more than one hundred twenty (120) days prior to expiration of the Agreement. In the event such a notice to negotiate is given, then the parties shall attempt to meet not later than ten (10) days after the date of receipt of such notice, or at such reasonable times as are agreeable to both parties for the purpose of negotiation. Any impasses at negotiations shall be resolved by the procedures of the Illinois Public Labor Relations Act.

SIGNATURES

IN WITNESS WHEREOF, the parties hereto have affixed their signatures on this _____ day of _____, 2023.

**ILLINOIS FRATERNAL ORDER OF
POLICE LABOR COUNCIL**

CITY OF GREENVILLE

DUES AUTHORIZATION FORM

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

I, _____ (insert your name), understand that under the U.S. Constitution I have a right not to belong to a union. By my signature I hereby waive this right and opt to join the IL FOP Labor Council.

I, _____ (insert your name), hereby authorize my Employer, _____ (insert Employer name), 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: _____
Personal E-mail: _____

Employment Start Date: _____

Title: _____

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. Please check with your tax preparer regarding deductibility.



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 STEP ONE 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 STEP TWO RESPONSE

Employer Representative Signature

Position

Person to Whom Response Given

Date

Lodge No. / Year / Grievance No.

STEP THREE

Reasons for Advancing Grievance: _____

Given To: _____ Date/Time: _____

Grievant's Signature FOP Representative Signature

EMPLOYER'S STEP THREE 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 STEP FOUR 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

