



**AGENDA ITEM # 11A**

**AGENDA ITEM EXECUTIVE SUMMARY**

**Village Board Meeting**

**June 14, 2021**

**Item Title: Side Letter Agreement with Part-time Firefighters Union**

**Staff Contact: Mark Bozik, Fire Chief**

**VILLAGE BOARD ACTION**

**Adopt a resolution authorizing a side letter agreement between the Village of Roselle and the Service Employees International Union, Local 73 representing the pat-time firefighters.**

**Executive Summary:**

The fire department desires to create a Permanent Part-Time firefighter program. The intent is to create more stability and consistency among part-time personnel as it relates to staffing within the fire department. Part-time personnel participating in the program would have assigned shifts and be required to work a minimum ten 12 hour shifts per month versus the current requirement of four.

Key points are:

- Better shift coverage utilizing our part-time personnel / ability to staff vehicles
- \$3 per hour increase in salary to participating personnel
- \$13,140 to implement in FY 2021 with costs absorbed in existing budget
- Keeps salaries competitive to other fire departments with similar program
- Ability to cancel program with 30-day notice if program does not meet expectations

**Implications:**

**Is this item budgeted?** Would be absorbed into part-time firefighter salary of the budget.

**Any other implications to be considered?** n/a

**Attachments:**

Resolution  
Side Letter Agreement  
FD Policy

**RESOLUTION NO.**

**A RESOLUTION AUTHORIZING A SIDE LETTER AGREEMENT BETWEEN THE VILLAGE OF ROSELLE AND THE SERVICE EMPLOYEE INTERNATIONAL UNION, LOCAL 73.**

WHEREAS, pursuant to the Illinois Municipal Code, 65 ILCS 5/11-76/1 et seq., the Village of Roselle is authorized to enter into collective bargaining agreements;

WHEREAS, the Board of Trustees deems it to be in the best interests of the Village to enter into a side letter agreement amending the collective bargaining agreement with the Service Employees International Union, Local 73, representing the part-time firefighters.

NOW, THEREFORE, be it resolved by the Board of Trustees of the Village of Roselle as follows:

**Section 1:** The Mayor and the Village Clerk are hereby authorized to execute an Agreement substantially in the form of the Side Letter Agreement attached hereto as Exhibit A and made a part hereof.

**Section 2:** This Resolution shall be in full force and effect upon its passage and approval as required by law.

**Section 3:** This Resolution supersedes any resolutions or motions, or parts of resolutions or motions, in conflict with any part herein, and any such resolutions or motions, or parts thereof, are hereby repealed to the extent of any conflict.

**Section 4:** If any section, paragraph or provision of this Resolution shall be held invalid or unenforceable for any reason, such invalidity or unenforceability shall not affect any of the remaining provisions of this Resolution.

ADOPTED this 14<sup>th</sup> day of June, 2021

AYES:

NAYS:

ABSTAIN:

ABSENT:

\_\_\_\_\_  
Mayor

ATTEST:

\_\_\_\_\_  
Village Clerk



## **ROSELLE FIRE DEPARTMENT**

**100 EAST MAPLE AVENUE, ROSELLE, ILLINOIS 60172**

May 2, 2021

Mr. Jim Bonarirgo  
President – SEIU 73  
100 E. Maple Ave.  
Roselle, IL 60712

Re: Permanent Part-time Salary

Dear Mr. Bonarirgo,

The Roselle Fire Department is considering implementing a permanent part-time program. The rationale is to encourage part-time members to work a minimum of ten (10) - 12 hour shifts per month that are prescheduled and on a regular rotation. This will provide consistency in manning across the shifts and fill additional shifts that are currently going unfilled by part-time members.

Currently, the SEIU contract does not address the issue of permanent part-time positions or compensation for such position. The fire department proposes an additional hourly compensation of \$3.00 per hour for individuals who work a permanent part-time position. Individuals who discontinue working the permanent part-time program will have the \$3.00 compensation discontinued upon exiting the permanent part-time program.

The program may be discontinued by either party with a 30-day written notice to the opposite party.

If this is agreeable to the union, please sign the document below and we will add it as a side letter agreement letter to the current contract.

Sincerely,

Mark Bozik  
Fire Chief

I concur with the above proposal on behalf of SEIU, Local 73.

  
\_\_\_\_\_  
Jim Bonarirgo  
President – SEIU, Local 73

6/8/21  
\_\_\_\_\_  
Date



# ROSELLE FIRE DEPARTMENT STANDARD OPERATING PROCEDURES



VOLUME:	SECTION:	NUMBER:	
SUBJECT: Permanent Part-Time Position			
EFFECTIVE: June 14, 2021	REVISION #: Original	REVISION DATE: N/A	RECOMMENDED REVIEW: June 2022

## 1.0 PURPOSE AND SCOPE

The purpose is to establish guidelines for the position of permanent part-time firefighter.

## 2.0 ELIGIBLE MEMBERS

Eligible members shall include part-time personnel that work shift and are not on orientation.

## 3.0 DEFINITIONS

- 3.1 Part-Time Firefighter – Those who are hired and employed by the Village of Roselle for the purpose of working at the fire department as a part-time member. Member may have the following classifications: Firefighter, Firefighter/Paramedic, Firefighter/Emergency Medical Technician and Emergency Medical Technician. The firefighter works selected shifts and may respond for station call-backs when requested.
- 3.2 Seniority – A privileged position earned by reason of qualifications and longer service. The Roselle Fire Department shall have the following order for seniority: Firefighter/Paramedic or Firefighter/EMT that is a department approved driver/operator, Firefighter/EMT, and Firefighter or EMT. When members have the same qualifications, then service time shall determine seniority.
- 3.3 Permanent Part-Time Firefighter – A part-time firefighter assigned to a regular minimum preset schedule.
- 3.4 Permanent Part-Time Schedule – A schedule that is preset by the Battalion Chief of Operations for a part-time firefighter. The schedule is consistent and determined by staffing needs.
- 3.5 Minimum Permanent Part-Time Schedule – The schedule shall include a minimum of five 24 hours shifts in a month or a total of those hours. Scheduling will be determined based on staffing needs.
- 3.6 Maximum Permanent Part-Time Schedule – The schedule shall not exceed 212 hours in a 28-day cycle. Scheduling will be determined based on staffing needs.
- 3.7 Permanent Part-Time Stipend – A stipend given to part-time firefighters who have been approved by the Battalion Chief of Operations for a permanent part-time position. The stipend shall be \$3.00 per hour. The stipend shall be given for assigned hours and any additional hours worked.

## 4.0 POLICY

- 4.1 The Battalion Chief of Operations shall send notice to all part-time shift firefighters when a permanent part-time position becomes available. The number of positions will be based on current staffing needs of the department. The Battalion Chief of Operations will then select firefighter(s) based on seniority. If a more senior firefighter passes on a permanent part-time position opportunity, they shall forfeit that position until offered again and not displace a less senior firefighter who had accepted the position at that time.
- 4.2 A permanent part-time firefighter shall lose their permanent part-time status when requested or by disciplinary reasons related to their ability to properly function as a permanent part-time firefighter. Reasons may include, but are not limited to, tardiness or not working assigned shift. The part-time firefighter shall then not be considered for permanent part-time status for a full year from the time of their last permanent part-time shift. The exception will be based on the discretion of the administrative staff and the needs of the department.

5.0 **RESPONSIBILITY**

- 5.1 The permanent part-time firefighter shall be responsible for assigned shifts. If unable to work a shift, then they shall ensure coverage. A permanent part-time firefighter may request, without penalty, a month off the permanent part-time schedule per assigned year. This must be taken in a month block and not collectively throughout the year. The request should be in writing and to the Battalion Chief of Operations.
- 5.2 Permanent part-time firefighters can sign-up for additional shifts following the general practice of part-time firefighter sign-ups and adhering to limitations of maximum work hours allowed.
- 5.3 The Battalion Chief or Acting Battalion Chief shall ensure that the proper payroll code is submitted for the permanent part-time firefighter.