

**LABOR AGREEMENT**

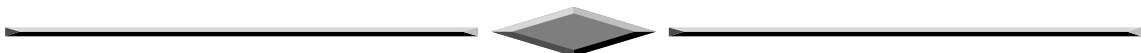
**Between**

**GENESEE COUNTY (As Defined)**

**And**

**POLICE OFFICERS ASSOCIATION OF MICHIGAN  
(POAM)**

**February 26, 2018 – February 25, 2021**



<b><u>AGREEMENT</u></b>	<b>9</b>
<b>AGREEMENT</b>	<b>2</b>
<b><u>RECOGNITION</u></b>	<b>9</b>
<b>SECTION 1.0 - COLLECTIVE BARGAINING UNIT</b>	<b>9</b>
<b>SECTION 1.1 - EXTRA-CONTRACT AGREEMENTS</b>	<b>9</b>
<b><u>REPRESENTATION</u></b>	<b>9</b>
<b>SECTION 2.0 - STEWARDS</b>	<b>9</b>
<b>SECTION 2.1 - COLLECTIVE BARGAINING COMMITTEE</b>	<b>10</b>
<b>SECTION 2.2 - IDENTIFICATION OF UNION REPRESENTATIVES</b>	<b>10</b>
<b>SECTION 2.3 - VISITATION</b>	<b>10</b>
<b><u>UNION SECURITY</u></b>	<b>11</b>
<b>SECTION 3.0 - MEMBERSHIP</b>	<b>11</b>
<b>SECTION 3.1 - DUES DEDUCTIONS</b>	<b>11</b>
<b>SECTION 3.2 - SERVICE FEE DEDUCTIONS</b>	<b>11</b>
<b>SECTION 3.3 - PAYMENT BY EMPLOYEE</b>	<b>11</b>
<b>SECTION 3.4 – UNION SECURITY NON-ACT 312 ELIGIBLE EMPLOYEES</b>	<b>11</b>
<b>SECTION 3.5- HOLD HARMLESS</b>	<b>12</b>
<b><u>MANAGEMENT RIGHTS</u></b>	<b>12</b>
<b>SECTION 4.0 - RIGHTS</b>	<b>12</b>
<b><u>GRIEVANCE PROCEDURE</u></b>	<b>12</b>
<b>SECTION 5.0 - EXCLUSIVE METHOD</b>	<b>12</b>
<b>SECTION 5.1 - GRIEVANCE PROCEDURE</b>	<b>13</b>
STEP 1	13
STEP 2	13
STEP 3	13
STEP 4	13
STEP 5	14
<b>SECTION 5.2 - GRIEVANCE RESOLUTION</b>	<b>14</b>
<b>SECTION 5.3 - GRIEVANCE FORM</b>	<b>14</b>
<b>SECTION 5.4 - TIME LIMITATIONS</b>	<b>14</b>
<b>SECTION 5.5 - GRIEVANCE SETTLEMENTS</b>	<b>14</b>
<b>SECTION 5.6 - LOST TIME</b>	<b>15</b>

<b>ARBITRATION</b>	<b>15</b>
SECTION 6.0 - ARBITRATION REQUEST	15
SECTION 6.1 - SELECTION OF ARBITRATOR	15
SECTION 6.2 - ARBITRATOR'S POWERS	16
SECTION 6.3 - ARBITRATOR'S MAKE WHOLE AWARD	16
<b>SPECIAL CONFERENCES</b>	<b>17</b>
SECTION 7.0 - SPECIAL CONFERENCE PROCEDURE	17
<b>NO STRIKE - NO LOCKOUT</b>	<b>17</b>
SECTION 8.0 - PROHIBITION	17
<b>SENIORITY</b>	<b>18</b>
SECTION 9.0 - DEFINITION OF SENIORITY	18
SECTION 9.1 - PROBATIONARY PERIOD	18
SECTION 9.2 - LOSS OF SENIORITY	18
SECTION 9.3 - TRANSFER TO NON-BARGAINING UNIT POSITION	19
SECTION 9.4 - PERMANENT TRANSFERS	20
SECTION 9.5 - SENIORITY LIST	21
SECTION 9.6 - SUPER-SENIORITY	22
SECTION 9.7 - SENIORITY AND BENEFIT ACCUMULATION	22
<b>LAYOFF AND RECALL</b>	<b>22</b>
SECTION 10.0 - LAYOFF PROCEDURE	22
SECTION 10.1 - NOTIFICATION OF LAYOFF	23
SECTION 10.2 - RECALL	23
SECTION 10.3 - NOTIFICATION OF RECALL	24
<b>DISCIPLINE</b>	<b>24</b>
SECTION 11.0 - JUST CAUSE	24
SECTION 11.1 - COUNSELING MEMORANDUM	24
SECTION 11.2 - RULES	24
SECTION 11.3 - RECORD	24
SECTION 11.4 - SUSPENSIONS PENDING INVESTIGATION	24
SECTION 11.5 - NOTICE OF DISCIPLINARY ACTION	25
SECTION 11.6 - LEAVING PREMISES	25
SECTION 11.7 - EXPEDITED DISCIPLINARY GRIEVANCES	25

<b>SECTION 11.8 - WEINGARTEN AND GARRITY</b>	<b>25</b>
<b>SECTION 11.9 - VETERANS' PREFERENCE CLAIMS</b>	<b>27</b>

**PROMOTIONAL PROCEDURE** **27**

<b>SECTION 12.0 - PURPOSE OF PROMOTIONAL PROCEDURE</b>	<b>27</b>
<b>SECTION 12.1 - ADVANCEMENT OPPORTUNITIES</b>	<b>27</b>
<b>SECTION 12.2 - ELIGIBILITY</b>	<b>27</b>
<b>SECTION 12.3 - PROGRAM WEIGHT – SERGEANT EXAMINATION</b>	<b>28</b>
<b>SECTION 12.4 – ROSTER</b>	<b>28</b>
<b>SECTION 12.5 - TRAINING</b>	<b>30</b>
<b>SECTION 12.6 - WRITTEN EXAMINATION - PROMOTION TO SERGEANT</b>	<b>30</b>
<b>SECTION 12.7 - PERFORMANCE EVALUATIONS</b>	<b>30</b>
<b>SECTION 12.8 - ORAL BOARD EXAMINATION - PROMOTION TO SERGEANT</b>	<b>30</b>
<b>SECTION 12.9 - POSTING OF EXAMINATION NOTICES – PROMOTION TO SERGEANT</b>	<b>31</b>
<b>SECTION 12.10 - EXAMINATION PROCEDURE - PROMOTION TO SERGEANT</b>	<b>31</b>
<b>SECTION 12.11 - PAY RATE ON PROMOTION</b>	<b>31</b>
<b>SECTION 12.12 - TRIAL PERIODS</b>	<b>31</b>
<b>SECTION 12.13 - OUTSIDE APPOINTMENT</b>	<b>32</b>
<b>SECTION 12.14 - MCOLES QUALIFICATION</b>	<b>32</b>

**HOURS OF WORK** **32**

<b>SECTION 13.0 - NORMAL WORK PERIOD-WORKDAY</b>	<b>32</b>
<b>SECTION 13.1 - WORK PERIOD-WORKDAY DEFINITIONS</b>	<b>32</b>
<b>SECTION 13.2 - SCHEDULING</b>	<b>33</b>
<b>SECTION 13.3 - COFFEE BREAKS</b>	<b>33</b>
<b>SECTION 13.4 - OVERTIME ASSIGNMENTS</b>	<b>33</b>
<b>SECTION 13.5 - ORDERED OVERTIME</b>	<b>33</b>
<b>SECTION 13.6 - PREMIUM PAY</b>	<b>34</b>
<b>SECTION 13.7 - NO DUPLICATION OR PYRAMIDING OF PREMIUM RATES</b>	<b>34</b>
<b>SECTION 13.8 - SHIFT PREFERENCE SELECTION</b>	<b>34</b>
<b>SECTION 13.9 - COURT TIME</b>	<b>37</b>
<b>SECTION 13.10 - REPORTING PAY</b>	<b>37</b>
<b>SECTION 13.11 - OVERNIGHT TRAINING AND SCHOOLING</b>	<b>37</b>
<b>SECTION 13.12 - CALL-IN PAY</b>	<b>38</b>
<b>SECTION 13.13 - RETIREE WITNESS FEES</b>	<b>38</b>

**LEAVES OF ABSENCE** **38**

<b>SECTION 14.0 - PROCEDURE FOR REQUESTING LEAVES</b>	<b>38</b>
<b>SECTION 14.1 - PURPOSE OF LEAVES</b>	<b>39</b>
<b>SECTION 14.2 - PRE-INDUCTION PHYSICAL EXAMINATIONS</b>	<b>39</b>
<b>SECTION 14.3 - ACTIVE MILITARY LEAVE</b>	<b>39</b>
<b>VACATION CASH-IN OPTION</b>	<b>39</b>

<b>SECTION 14.4 - RESERVE TRAINING LEAVE</b>	<b>40</b>
<b>SECTION 14.5 - UNION BUSINESS LEAVE</b>	<b>40</b>
<b>SECTION 14.6 - SHORT-TERM UNION LEAVE</b>	<b>40</b>
<b>SECTION 14.7 - PERSONAL LEAVE</b>	<b>40</b>
<b>SECTION 14.8 - PERSONAL DAYS</b>	<b>41</b>
<b>SECTION 14.9 - WORKERS' COMPENSATION</b>	<b>41</b>
<b>SECTION 14.10 - EDUCATIONAL LEAVE</b>	<b>42</b>
<b>SECTION 14.11 - BEREAVEMENT LEAVE</b>	<b>42</b>
<b>SECTION 14.12 - JURY DUTY</b>	<b>43</b>
<b>SECTION 14.13 - WITNESS LEAVE</b>	<b>44</b>
<b>SECTION 14.14 - LEAVES DURING LAYOFF PERIODS</b>	<b>44</b>
<b><u>HOLIDAYS</u></b>	<b><u>44</u></b>
<b>SECTION 15.0 - HOLIDAY SCHEDULE</b>	<b>44</b>
<b>SECTION 15.1 - HOLIDAY ELIGIBILITY</b>	<b>44</b>
<b>SECTION 15.2 - HOLIDAY CELEBRATION</b>	<b>45</b>
<b>SECTION 15.3 - WORKED HOLIDAYS</b>	<b>45</b>
<b><u>VACATIONS</u></b>	<b><u>45</u></b>
<b>SECTION 16.0 - VACATION BENEFIT</b>	<b>45</b>
<b>SECTION 16.1 - VACATION REQUESTS</b>	<b>47</b>
<b>SECTION 16.2 - PREFERENCE BY SENIORITY</b>	<b>47</b>
<b>SECTION 16.3 - VACATION ACCUMULATION</b>	<b>48</b>
<b>SECTION 16.4 - VACATION BASIS</b>	<b>48</b>
<b>SECTION 16.5 - BENEFIT ON TERMINATION</b>	<b>48</b>
<b>SECTION 16.6 - ADVANCE VACATION CHECKS</b>	<b>48</b>
<b>SECTION 16.7 - ILLNESS DURING VACATION</b>	<b>48</b>
<b>SECTION 16.8 - REQUIRED WORK IN LIEU OF VACATION</b>	<b>48</b>
<b>SECTION 16.9 - COMPUTATION OF VACATION ACCRUAL</b>	<b>49</b>
<b>SECTION 16.10 - VACATION CASH-IN</b>	<b>49</b>
<b><u>INSURANCE</u></b>	<b><u>49</u></b>
<b>SECTION 17.1 - HOSPITAL/MEDICAL</b>	<b>49</b>
<b>SECTION 17.2- EMPLOYEE CONTRIBUTIONS</b>	<b>51</b>
<b>SECTION 17.3 - HOSPITAL/MEDICAL COVERAGE – MORE THAN ONE FAMILY MEMBER EMPLOYED BY THE COUNTY</b>	<b>51</b>
<b>SECTION 17.4- PRESCRIPTION DRUGS</b>	<b>51</b>
<b>SECTION 17.5 - HEALTH INSURANCE REIMBURSEMENT</b>	<b>52</b>
<b>SECTION 17.6 - VEBA TRUST</b>	<b>53</b>
<b>SECTION 17.7 - DUAL COVERAGE/LOSS OF ALTERNATE COVERAGE</b>	<b>53</b>
<b>SECTION 17.8 - DENTAL BENEFITS</b>	<b>54</b>
<b>SECTION 17.9 - OPTICAL BENEFITS</b>	<b>54</b>

<b>SECTION 17.10 - DISABILITY BENEFITS</b>	<b>55</b>
BENEFIT LIMITS	55
APPLICATION FOR BENEFITS	55
SENIORITY DURING DISABILITY LEAVE	56
RETURN FROM DISABILITY LEAVE	56
ADMINISTRATION	56
<b>SECTION 17.11 - EMPLOYER INITIATED EXAMINATIONS</b>	<b>56</b>
<b>SECTION 17.12 - TERM LIFE INSURANCE</b>	<b>57</b>
<b>SECTION 17.13 - LIABILITY COVERAGE</b>	<b>57</b>
<b>SECTION 17.14 - SELECTION OF INSURANCE CARRIERS</b>	<b>57</b>
<b>SECTION 17.15 - CONTINUATION OF BENEFITS</b>	<b>57</b>
<b>SECTION 18.0 - GCERS PLAN</b>	<b>59</b>
<b>SECTION 18.1 - MULTIPLIER</b>	<b>59</b>
<b>SECTION 18.2 - RETIREMENT ELIGIBILITY</b>	<b>59</b>
<b>SECTION 18.3 - FINAL AVERAGE COMPENSATION</b>	<b>60</b>
<b>SECTION 18.4 - EMPLOYEE CONTRIBUTION RATE</b>	<b>60</b>
<b>SECTION 18.5 - OTHER GOVERNMENTAL/MILITARY SERVICE</b>	<b>60</b>
<b>SECTION 18.6 - POP-UP OPTION</b>	<b>61</b>
<b>SECTION 18.7 - COST OF LIVING</b>	<b>61</b>
<b>SECTION 18.8 - MEDICAL BENEFITS</b>	<b>61</b>
<b>SECTION 18.9 - MISCELLANEOUS PROVISIONS</b>	<b>62</b>
<b>SECTION 18.10 - LIFE INSURANCE</b>	<b>63</b>
<b>SECTION 18.11 – GENERIC PURCHASE</b>	<b>63</b>
<b><u>DEFINED CONTRIBUTION PLAN</u></b>	<b>63</b>
<b>SECTION 19.0 - DC PLAN</b>	<b>63</b>
<b>SECTION 19.1 – CONTRIBUTIONS</b>	<b>63</b>
<b>SECTION 19.2 – VESTING</b>	<b>64</b>
<b>SECTION 19.3 - MEDICAL BENEFITS FOR EMPLOYEES HIRED PRIOR TO JANUARY 1, 2000.</b>	<b>64</b>
<b>SECTION 19.4 - MISCELLANEOUS PROVISIONS FOR EMPLOYEE’S HIRED PRIOR TO JANUARY 1, 2000.</b>	<b>65</b>
<b>SECTION 19.5 - LIFE INSURANCE FOR EMPLOYEE’S HIRED PRIOR TO JANUARY 1, 2000.</b>	<b>66</b>
<b>SECTION 19.6 –DEFINED BENEFIT VS DEFINED CONTRIBUTION CHOICE - EMPLOYEES HIRED ON OR AFTER JANUARY 1, 2000 BUT BEFORE MARCH 1, 2006.</b>	<b>66</b>
<b>SECTION 19.7 - DEFINED CONTRIBUTION REQUIREMENT FOR EMPLOYEE’S HIRED ON OR AFTER MARCH 1, 2006</b>	<b>66</b>
<b>SECTION 19.8 - MEDICAL BENEFITS FOR EMPLOYEES HIRED ON OR AFTER JANUARY 1, 2000, BUT BEFORE MARCH 23, 2011.</b>	<b>66</b>
<b>SECTION 19.9 - MISCELLANEOUS PROVISIONS FOR EMPLOYEES HIRED ON OR AFTER JANUARY 1, 2000, BUT BEFORE MARCH 23, 2011.</b>	<b>67</b>
<b>SECTION 19.10 – RETIREE MEDICAL BENEFITS FOR EMPLOYEES HIRED ON OR AFTER MARCH 23, 2011</b>	<b>68</b>

<b>SECTION 19.11 - LIFE INSURANCE FOR EMPLOYEES HIRED ON OR AFTER JANUARY 1, 2000.</b>	<b>69</b>
<b>SECTION 19.12 - RETIREMENT APPLICATION</b>	<b>69</b>
<b><u>COMPENSATION</u></b>	<b>69</b>
<b>SECTION 20.0 - SALARY RATES AND CLASSIFICATIONS</b>	<b>69</b>
<b>SECTION 20.1 - SHIFT PREMIUM</b>	<b>69</b>
<b>SECTION 20.2 - LONGEVITY</b>	<b>70</b>
<b>SECTION 20.3 - CONTINUOUS SERVICE</b>	<b>71</b>
<b>SECTION 20.4 - PARAMEDIC ASSIGNMENT</b>	<b>71</b>
<b>SECTION 20.5 - PARAMEDIC NOT ASSIGNED</b>	<b>71</b>
<b>SECTION 20.6 - EMERGENCY MEDICAL TECHNICIAN (EMT)</b>	<b>71</b>
<b>SECTION 20.7 - MEDICAL FIRST RESPONDER (MFR)</b>	<b>72</b>
<b><u>NEW CLASSIFICATIONS</u></b>	<b>72</b>
<b>SECTION 21.0 - NEW CLASSIFICATIONS</b>	<b>72</b>
<b><u>UNIFORMS, SAFETY AND EQUIPMENT</u></b>	<b>72</b>
<b>SECTION 22.0 - OPERATIONAL PROCEDURES</b>	<b>72</b>
<b>SECTION 22.1 - SAFETY PROTESTS</b>	<b>72</b>
<b>SECTION 22.2 - ON-DUTY INJURIES</b>	<b>72</b>
<b>SECTION 22.3 - ACCIDENTS AND EQUIPMENT DEFECTS</b>	<b>73</b>
<b>SECTION 22.4 - UNIFORMS AND EQUIPMENT</b>	<b>73</b>
<b>SECTION 22.5 - BULLET-PROOF VESTS</b>	<b>73</b>
<b><u>MISCELLANEOUS</u></b>	<b>74</b>
<b>SECTION 23.0 - ADDRESS CHANGES</b>	<b>74</b>
<b>SECTION 23.1 - AMMUNITION</b>	<b>74</b>
<b>SECTION 23.2 - ASSIGNMENT OF COUNTY AUTOMOBILES</b>	<b>74</b>
<b>SECTION 23.3 - BONDS</b>	<b>74</b>
<b>SECTION 23.4 - UNION BULLETIN BOARDS</b>	<b>74</b>
<b>SECTION 23.5 - CAPTIONS</b>	<b>75</b>
<b>SECTION 23.6 - MILEAGE</b>	<b>75</b>
<b>SECTION 23.7 - OUTSIDE EMPLOYMENT</b>	<b>75</b>
<b>SECTION 23.8 - PERSONNEL FILES</b>	<b>75</b>
<b>SECTION 23.9 - PART-TIME COOKS</b>	<b>76</b>
<b>SECTION 23.10 - SAVINGS CLAUSE</b>	<b>76</b>
<b>SECTION 23.11 - UNEMPLOYMENT COMPENSATION COVERAGE</b>	<b>76</b>
<b>SECTION 23.12 - SHORTAGES AND OVERPAYMENTS</b>	<b>76</b>
<b>SECTION 23.13 - EDUCATIONAL REIMBURSEMENT</b>	<b>77</b>

<b>SECTION 23.14 - NEPOTISM</b>	<b>78</b>
<b>SECTION 23.15 - USE OF PERSONAL COMPUTERS</b>	<b>78</b>
<b>SECTION 23.16 - FIREARMS QUALIFICATIONS</b>	<b>79</b>
<b>SECTION 23.17 - DAMAGE TO EYE GLASSES</b>	<b>79</b>
<b>SECTION 23.18 - TRAINING</b>	<b>79</b>
<b>SECTION 23.19 - LABOR AND MANAGEMENT PROMOTING SUCCESS (LAMPS)</b>	<b>79</b>
<b>SECTION 23.20 - UNION OFFICE SPACE</b>	<b>79</b>
<b>SECTION 23.21 - TRANSPORT POLICY</b>	<b>80</b>
<b>SECTION 23.22 - JAIL ASSIGNMENTS</b>	<b>80</b>
<b>SECTION 23.23 - DIRECT DEPOSIT</b>	<b>81</b>
<b><u>SCOPE OF AGREEMENT</u></b>	<b>81</b>
<b>SECTION 24.0 - PAST PRACTICES</b>	<b>81</b>
<b>SECTION 24.1 - WAIVER CLAUSE</b>	<b>81</b>
<b>SECTION 24.2 - AMENDMENT OF AGREEMENT</b>	<b>81</b>
<b>SECTION 24.3 - EFFECTIVE DATE OF AGREEMENT</b>	<b>82</b>
<b>SECTION 24.4 - TERMINATION</b>	<b>82</b>
<b><u>LETTER OF AGREEMENT</u></b>	<b>83</b>
<b><u>LETTER OF AGREEMENT</u></b>	<b>84</b>
<b><u>LETTER OF UNDERSTANDING</u></b>	<b>87</b>
<b><u>LETTER OF AGREEMENT</u></b>	<b>88</b>
<b><u>APPENDIX A</u></b>	<b>90</b>
<b>PAY SCALES</b>	<b>90</b>



## **AGREEMENT**

This Agreement is entered into by and between the Genesee County Board of Commissioners and the Sheriff of Genesee County, together hereinafter referred to as the "Employer" and the Genesee County Deputy Sheriff's Association, affiliated with the Police Officers Association of Michigan, hereinafter referred to as the "Union".

## **RECOGNITION**

### ***Section 1.0 - Collective Bargaining Unit***

Pursuant to the provisions of Act 379 of the Public Acts of 1965, as amended, the Employer hereby recognizes the Union as the exclusive representative for the purposes of collective bargaining with respect to rates of pay, wages, hours of employment, and other conditions of employment for all employees employed by the Genesee County Sheriff's Department in the following described unit:

All regularly scheduled personnel employed by the Genesee County Sheriff's Department classified as Police Deputies, Corrections Deputies, and Cooks BUT EXCLUDING the Sheriff, Undersheriff, Corrections Administrator, Command Officers, confidential, temporary and seasonal employees, and all other employees.

### ***Section 1.1 - Extra-Contract Agreements***

The Employer agrees not to enter into any agreement with another labor organization with respect to the employees covered by this Agreement nor any agreement or contract with employees covered by this Agreement individually or collectively, which conflicts with the express terms of this Agreement.

## **REPRESENTATION**

### ***Section 2.0 - Stewards***

- (a) The Employer hereby agrees to recognize three (3) Stewards and three (3) Alternate Stewards, each of whom shall have one (1) year's seniority, to act as grievance representatives under this Agreement. One (1) of the Stewards shall be the Chief Steward, who will be assigned to the first (1st) shift, as will the President, unless otherwise mutually agreed upon by the parties. No shift will be permitted to have more than one (1) Steward to represent employees on that shift. Alternate Stewards may exercise the functions of a Steward under this Agreement only if the Steward on their shift is absent. In the absence of the Chief Steward, the day shift Alternate Steward shall be the Union's representative. It shall be the function of such individuals to act in a representative capacity for the purpose of processing and investigating grievances for employees covered by this Agreement.
- (b) The Union agrees that Stewards and their Alternates will continue to perform their regularly assigned duties and that their responsibilities as a Steward will not

be used to avoid those duties. Stewards and their Alternates shall act in a manner that will not disrupt nor interfere with the normal functions of the Department. If it is necessary for a Steward or the Steward's Alternate to temporarily leave their assignment to process a grievance or to attend to official Union business, they shall first make a request to their immediate supervisor. In the event it is necessary for a Steward to remain on their job after a request to handle a grievance or to attend to official Union business is made, the Steward shall be relieved to perform their representative duties as quickly thereafter as possible. Both parties to this Agreement recognize a rule of reason must apply in this regard.

- (c) The Chief Steward, all Stewards, and their Alternates may be expected to record all time spent performing their functions under this Agreement on a form designated by the Employer and shall report to their immediate supervisor upon return to their regularly assigned duties.
- (d) The Employer agrees to compensate the Chief Steward and the Stewards and their Alternates at their straight time regular rate of pay for all reasonable time lost from their regularly scheduled working hours while processing a grievance in accordance with the Grievance Procedure. If a Chief Steward, Steward or the Steward's Alternate abuses the privileges extended herein, and if the abuse is not corrected, they will be subject to disciplinary action by the Employer.

### ***Section 2.1 - Collective Bargaining Committee***

The Employer agrees to recognize not more than four (4) non-probationary employees covered by this Agreement as a Collective Bargaining Committee. Members of the Collective Bargaining Committee shall act in a representative capacity for the purpose of collective bargaining negotiations with the Employer. No more than three (3) employees on the Collective Bargaining Committee shall be compensated at their straight time regular rate of pay for time lost from work during such negotiation sessions. The Union shall, in advance, furnish the Employer in writing with the names of its Collective Bargaining Committee members.

### ***Section 2.2 - Identification of Union Representatives***

The Union will furnish the Employer in writing with the names of its Stewards, Chief Steward, and Alternate Stewards who are employed within the collective bargaining unit and such changes that may occur from time-to-time in such personnel so that the Employer may at all times be advised as to the authority of the individual representatives of the Union with whom it may be dealing.

### ***Section 2.3 - Visitation***

Legal counsel for the Union, and/or officials from the Police Officers Association of Michigan, shall be permitted to visit the operation of the Employer during working hours to talk with the Stewards of the Local Union, and/or representatives of the Employer concerning matters covered by this Agreement without interfering with the progress of the work force. The Union will arrange with the Employer for a time and place prior to the occurrence of such visits.

## UNION SECURITY

Employees who are eligible for Act 312 arbitration MCL 423.232 shall be covered by Sections 3.0, 3.1, 3.2, 3.3 and 3.5. Those employees who are not eligible for Act 312 arbitration under MCL 423.323 shall be covered by Sections 3.4 and 3.5.

### ***Section 3.0 - Membership***

All employees who are members of the Union on the effective date of this Agreement or elect to become members during the term of this Agreement shall maintain their membership except as provided herein. Employees may terminate their membership by notifying in writing the Employer and the Union of their desire to terminate said membership within fifteen (15) calendar days of the expiration of this Agreement.

### ***Section 3.1 - Dues Deductions***

Employees who are members of the Union shall after thirty (30) calendar days of employment, as a condition of their continued employment, pay to the Union each month the dues which have been certified to the Employer by the Union. The Employer agrees to deduct Union dues uniformly required once each month from the wages of those employees who individually request in writing on the standard authorization cards that such deductions be made. The amounts to be deducted shall be certified to the Employer by the Union and the aggregate deductions of all employees shall be remitted together with an itemized statement to the Union.

### ***Section 3.2 - Service Fee Deductions***

On and after the thirty-first (31st) calendar day following the beginning of employment, any present or future employee, who is not a Union member and who has not made application for membership, shall, as a condition of employment, pay to the Union each month a service fee equivalent to the amount of dues uniformly required of members of the Union. The Employer agrees to deduct the aforesaid service fees once each month from the pay of the employees and pay the amount so deducted to the Union.

### ***Section 3.3 - Payment by Employee***

Any employee who was or is covered by the collective bargaining Agreement and who, in any month paid neither dues nor equivalent service fee, shall (but for the first thirty (30) calendar days of their employment) pay a service fee equivalent to dues for that month and all months during which they were represented and paid neither dues nor service fees.

### ***Section 3.4 – Union Security Non-Act 312 Eligible Employees***

Employees who are members of the Union may voluntarily elect to have the Employer deduct Union dues and fees from their pay through payroll deduction. The Employer agrees to deduct Union dues uniformly required each pay period for those employees who voluntarily elect to have the Employer make such deductions and who execute a form prepared by the Employer. An Employee may revoke the voluntary election at any time. Any such revocation shall be effective thirty (30) days after it is submitted.

The amounts to be deducted shall be certified by the Employer by the Treasurer of the Union, and the aggregate deductions of all employees shall be remitted together with an itemized statement to the Financial Officer of the Union.

### ***Section 3.5- Hold Harmless***

With regard to the above Union Security and Union Dues Check off clauses, the Union hereby agrees to hold the Employer harmless from any and all liability that may arise in consequence of the application of such clauses. Any requests by employees for actual or alleged overpayments shall be made directly to the Union, within sixty (60) calendar days of the actual or alleged overpayment.

In cases where Union dues are deducted in error from non-Union employees and are sent to the Union, the Union shall promptly refund any monies owed the employee upon presentation of proper evidence. Such presentation shall be made within two (2) weeks of the receipt of the check in which overpayment occurred.

## **MANAGEMENT RIGHTS**

### ***Section 4.0 - Rights***

The Employer, on its own behalf and on behalf of the public it serves, hereby retains and reserves unto itself, and its designated representatives when so delegated by it, all powers, rights, duties and responsibilities conferred upon and vested in it by the laws and Constitution of the State of Michigan and the United States. Among the rights of the Employer, included only by way of illustration and not by way of limitation, is the right to determine all matters pertaining to the services to be furnished and the methods, procedures, means, equipment and machines to provide such service; to determine the size of the work force and to increase and decrease the number of employees retained; to hire new employees; to determine the nature and number of facilities and departments and their location; to adopt, modify, change or alter its budget; to establish classifications of work; to combine or reorganize any part or all of its operations; to maintain order and efficiency; to study and use improved methods and equipment and outside assistance either in or out of the Employer's facilities; to direct the work force; to assign work and determine the location of work assignments and related work to be performed; to determine the number of employees to be assigned to operations; to select employees for promotion or transfer to supervisory or other positions; to determine the number of supervisors; to make judgments regarding skill and ability and the qualifications and competency of employees; to establish training requirements for purposes of maintaining or improving the professional skills of employees and for advancement. The Employer shall also have the right to suspend, discipline or discharge employees for just cause; to establish and follow an orderly procedure to transfer, layoff and recall personnel; to establish reasonable work rules and to fix and determine penalties for violations of such rules; to establish and change work schedules and hours; to provide and assign relief personnel; and to continue and maintain its operations as in the past, provided, however, that these rights shall not be exercised in violation of any specific provision of this Agreement and, as such, they shall be subject to the Grievance and Arbitration Procedure established herein.

## **GRIEVANCE PROCEDURE**

### ***Section 5.0 - Exclusive Method***

The Employer and the Union support and subscribe to an orderly method of adjusting grievances. To this end, the parties agree that the procedure set forth herein shall be

the exclusive method utilized by them to peacefully resolve disputes which may arise under the terms of this Agreement.

### **Section 5.1 - Grievance Procedure**

It is mutually agreed that all grievances, disputes or complaints arising under and during the term of this Agreement shall be settled in accordance with the procedure herein provided. Any employee having a complaint in connection with his/her employment shall present it to the Employer as provided hereafter.

Grievances involving more than one (1) employee which allege a violation of the same provision or provisions of this Agreement and which seek the same remedy may be filed by the Union. All such grievances shall be designated as a "group grievance." The Union shall identify in writing, no later than Step 2 of this Procedure, the names of all individuals affected by a "group grievance" and consideration of the "group grievance" shall, thereafter, be limited to the individuals so named.

#### **Step 1**

An employee who believes that he/she has a grievance shall discuss the matter with the Sergeant or the employee's immediate supervisor in the employee's chain of command within ten (10) calendar days following the events which caused the grievance or the date the employee first reasonably should have known of the events giving rise to the grievance. If requested by the employee, his/her Steward may be present.

#### **Step 2**

If the grievance is not settled at Step 1, it shall be reduced to writing and submitted by the employee's Steward to the Lieutenant in the employee's chain of command within five (5) calendar days following the discussion at Step 1. The written grievance shall name the employee(s) involved, state the facts giving rise to the grievance, identify all provisions of this Agreement alleged to have been violated by appropriate reference and state the contention of the employee or the Union with respect to those provisions, indicate the relief requested and be signed by the Steward and the affected employee(s). The Lieutenant shall give a written answer to the Steward within three (3) calendar days after receipt of the written grievance.

#### **Step 3**

If the grievance is not satisfactorily resolved by the procedures set forth in Step 2, the Steward may appeal the grievance by delivering a copy of the grievance, together with the Lieutenant's written answer, to the Captain or Corrections Administrator in the employee's chain of command within seven (7) calendar days following the receipt of the Step 2 written answer. The Captain or Corrections Administrator in the employee's chain of command and the Chief Steward shall meet at a mutually agreeable time and date to discuss the grievance. Within three (3) calendar days following the meeting, the Captain or Corrections Administrator shall place his/her written disposition on the grievance and return it to the Chief Steward.

#### **Step 4**

If the grievance is not satisfactorily settled at Step 3 the Chief Steward may appeal the Captain or Corrections Administrator's decision to the Sheriff, by delivering a copy of the grievance and the written answer within five (5) calendar days after receipt of their disposition. The Sheriff, or the Sheriff's designated representative, and the Chief Steward will meet at a mutually agreeable time and date to discuss the grievance. Within five (5) calendar days following the

meeting, the Sheriff, or the Sheriff's designated representative, shall place his/her written disposition on the grievance and return it to the Chief Steward.

#### **Step 5**

If the grievance is not satisfactorily settled at Step 4 the Chief Steward may appeal the Sheriff's decision to the County Human Resources Director in writing within ten (10) calendar days after receipt of the Sheriff's disposition. A Step 5 meeting will be scheduled. The Employer's representatives shall be as necessary and will include the Sheriff and the County Human Resources Director or their respective designated representatives. The Union's representatives shall be the Chief Steward, the Local Union President, and a Police Officers Association of Michigan official. The Employer shall place its written answer to the grievance and return it to the Chief Steward within ten (10) calendar days following the meeting.

#### **Section 5.2 - Grievance Resolution**

Any grievance resolved having economic implications, must be approved in writing by the County Human Resources Director before they are binding on the Employer. The time limits set forth in Step 1, Step 2, Step 3 and Step 4 of the Grievance Procedure shall be stayed during the period in which such grievance resolutions are referred to the County Human Resources Director. If the resolution of a grievance is disallowed by the County Human Resources Director, the Union shall have five (5) calendar days following receipt by the Chief Steward of notice of the Human Resources Director's action to resubmit the grievance at the next higher Step in the Grievance Procedure than the grievance held prior to such disallowance. If the grievance is not resubmitted in a timely fashion, it shall be deemed to be withdrawn.

#### **Section 5.3 - Grievance Form**

The grievance form shall be mutually agreed upon by the Employer and the Union.

#### **Section 5.4 - Time Limitations**

The time limits established in the Grievance Procedure shall be followed by the parties. If the Union fails to present a grievance in time or to advance it to the next Step in a timely manner, it shall be considered to be withdrawn. If a time limit is not followed by the Employer, the grievance shall automatically advance to the next Step. The time limits established in the Grievance Procedure may be extended by mutual agreement, provided the extension is reduced to writing and the period of the extension is specified.

#### **Section 5.5 - Grievance Settlements**

With respect to the processing, disposition or settlement of any grievance initiated under this Agreement, and with respect to any court action claiming or alleging a violation of this Agreement, the Union shall be the sole and exclusive representative of the employee or employees covered by this Agreement. The disposition or settlement, by and between the Employer and the Union, of any grievance or other matter shall constitute a full and complete settlement thereof and shall be final and binding upon the Union and its members, the employee or employees involved and the Employer; excluding memoranda of understanding, or any other agreements which are subject to ratification by the Union membership. The satisfactory settlement of all grievances shall be reduced to writing and shall be written on or attached to each copy of the written grievance and signed by the representatives involved. Unless otherwise expressly stated, all such settlements shall be without precedence for any future grievance.

### **Section 5.6 - Lost Time**

The Employer agrees to pay for all reasonable time lost by an employee during the employee's regular scheduled working hours while presenting a grievance at Step 1 of the Grievance Procedure, provided, however, the Employer reserves the right to impose discipline if the privilege is being abused. Lost time shall be compensated at the employee's straight time regular rate of pay.

## **ARBITRATION**

### **Section 6.0 - Arbitration Request**

The Police Officers Association of Michigan may request Arbitration of any unresolved grievance by giving written notice to the Human Resources Director of its intent to arbitrate within fifteen (15) calendar days following receipt of the Employer's disposition in Step 5 of the Grievance Procedure or upon the Employer's failure to schedule a Step 5 meeting within a reasonable period of time. The time limits for a request for Arbitration may be extended by mutual agreement in writing. If arbitration is not so requested by the Police Officers Association of Michigan within the said fifteen (15) calendar day period, the matter shall be considered withdrawn by the Union.

### **Section 6.1 - Selection of Arbitrator**

If a timely request for Arbitration is filed by the Police Officers Association of Michigan, the parties to this Agreement shall attempt to select by mutual written agreement within seven (7) calendar days of timely request for arbitration to the Human Resources Director as required in Section 6.0, one (1) arbitrator who shall decide the matter.

The Police Officer's Association of Michigan must notify the arbitrator and request potential hearing dates no later than thirty (30) calendar days after the parties select the arbitrator. Failure to notify the arbitrator and request potential hearing dates within thirty (30) calendar days shall cause the grievance to be withdrawn and the file closed.

If the parties are unable to agree upon an arbitrator, within seven (7) calendar days of the Police Officers Association of Michigan's request for arbitration, the services of the Federal Mediation and Conciliation Service will be utilized. Names of arbitrators provided shall be restricted to arbitrators from the State of Michigan. Within sixty (60) calendar days of requested arbitration to the Human Resources Director as required in Section 6.0, the Police Officer's Association of Michigan must notify the Federal Mediation and Conciliation Service to request a list of seven (7) arbitrators. Failure to notify the Federal Mediation and Conciliation Service within sixty (60) calendar days of requested arbitration to the Human Resources Director as required in section 6.0 shall cause the grievance to be withdrawn and the file closed. The parties may agree upon an arbitrator from the list of seven (7) arbitrators. If an acceptable arbitrator cannot be agreed upon, the arbitrator shall be selected by each party alternately striking a name from a panel of seven (7) arbitrators submitted by the Federal Mediation and Conciliation Service. The remaining name shall serve as the arbitrator. The parties shall rotate by grievance which party strikes a name first.

The Arbitrator's fees and expenses, including the initial filing fee for arbitration, shall be shared equally by the Union and the Employer.

Each party shall pay the fees, expenses, wages, and any other compensation of its own witnesses, representatives and legal counsel; except that the grievant\* if a current employee on the active payroll, and the Chief Steward and the Local Union President shall not lose pay for time spent during regular working hours in attendance at a Police Officers Association of Michigan arbitration hearing.

\*If more than one (1) Grievant is involved in a particular grievance, the Union shall designate one (1) Grievant who shall be covered by this provision.

### **Section 6.2 - Arbitrator's Powers**

The arbitrator's power shall be limited to the application and interpretation of this Agreement as written, and he/she shall be governed at all times wholly by the terms of this Agreement. The arbitrator shall have no power to add to, subtract from, or modify any of the terms of the Agreement, nor shall he/she have power to change any classification wage rate, to rule on any claim arising under an Insurance Policy or Retirement Claim or dispute, or to issue a ruling modifying any matter covered by a Statute or Ordinance. Further, the arbitrator shall not be empowered to consider any question or matter outside this Agreement.

The arbitrator's decision shall be final and binding upon the Union, the Employer and employees in the bargaining unit.

Any award of the arbitrator shall not be retroactive any earlier than ten (10) calendar days prior to the time the grievance was first submitted in writing.

### **Section 6.3 - Arbitrator's Make Whole Award**

The parties agree that any discharged bargaining unit employee who on or after September 13, 1994:

- (1) Withdraws retirement contributions from the Genesee County Employees' Retirement System (GCERS), thereby forfeiting credited service in the GCERS, and
  - (2) Subsequently returns to work in the bargaining unit will have the credited service reinstated, provided all the following conditions are met.
1. The employee's return to work is due to an arbitrator's "make whole" remedy in a discharge arbitration case.
  2. The employee's withdrawal of retirement contributions did not occur until more than ninety (90) calendar days after the discharge.
  3. The employee's previously credited service was rendered for an Employer participant of the GCERS.
  4. The employee deposits in the GCERS an amount equal to the aggregate amount of contributions the employee made at the time of the previous membership service plus interest compounded annually from the date of withdrawal of the accumulated contributions to the date of deposit, at rates determined by the Retirement Commission.



## **SPECIAL CONFERENCES**

### ***Section 7.0 - Special Conference Procedure***

The Employer and the Union agree to utilize a Special Conference Procedure for important matters of mutual concern.

Such procedure shall be initiated by written request of either party. The written request shall be made in advance and shall include an agenda stating the nature of the matters to be discussed and the reasons for requesting the Conference.

Special Conferences can be scheduled on matters that do not involve discipline and do not allege violations of the Collective Bargaining Agreement. If during the Special Conference the Employer alleges a violation of the Collective Bargaining Agreement as a defense, the matter shall be moved to the appropriate step of the grievance procedure, such step being agreed to in writing by the Conferees.

The time limitations set forth in this Agreement for matters subject to the Grievance Procedure shall continue to be applicable despite a request for a Special Conference unless the parties mutually agree to the contrary in writing.

The discussion shall be limited to the matters set forth on the agenda, but it is understood that these Special Conferences shall not be for the purpose of conducting or continuing collective bargaining negotiations nor to in any way modify, add to, or detract from provisions of this Agreement.

Special Conferences shall be held within fourteen (14) calendar days from receipt of the written request between the hours of 8:00 a.m. and 5:00 p.m. at a time and place which is mutually agreeable to the parties. Such conferences shall be limited to one (1) hour in duration unless extended by the parties.

The Union shall be represented at Special Conferences by not more than three (3) persons, one (1) of which shall be the Local Union President or Chief Steward. The Union may meet at a place designated by the Employer on the Employer's property for a period not to exceed one-half (1/2) hour immediately preceding a conference for which a written request has been made.

Employee representatives of the Union shall be paid by the Employer for their time spent in Special Conferences, but only for straight time hours they would have otherwise worked on their regularly scheduled shift.

## **NO STRIKE - NO LOCKOUT**

### ***Section 8.0 - Prohibition***

The Union agrees that there will be no strikes or work stoppages during the term of this Agreement and the Employer agrees that there will be no lockouts during the term of this Agreement. Any employee(s) who violates the provisions of this section shall be subject to discipline by the Employer, up to and including discharge. Any appeal to the Grievance Procedure shall be limited to the question of whether the employee or employees did, in fact, engage in any activity prohibited by this section.

## SENIORITY

### ***Section 9.0 - Definition of Seniority***

Departmental seniority shall be defined as the length of an employee's continuous service with the Genesee County Sheriff's Department since the employee's last date of hire.

Effective at the implementation of the contract (March 7, 2006), classification seniority shall be defined as the length of an employee's service in the employee's current classification.

No seniority time shall be credited for any full day suspensions, Leaves of Absences (unless specifically provided in other sections of the contract) or layoff.

An employee's "last date of hire" shall be the most recent date upon which the employee first commenced work. Employees who commence work on the same date shall be placed on the seniority list in alphabetical order of surnames, except that employees who are promoted on the same date from the same promotional roster shall be placed on the classification seniority list in the order they were on the promotional roster.

The application of seniority shall be limited to the preferences and benefits specifically recited in the Agreement.

### ***Section 9.1 - Probationary Period***

All new full time employees covered by this Agreement shall be considered probationary employees for a period of two thousand and eighty (2080) hours of straight time employment after which their seniority shall relate back to their last date of hire. Absences from work shall extend an employee's probationary period accordingly.

Until an employee has completed the probationary period the employee may be disciplined, laid off, recalled, terminated or discharged at the Employer's discretion without regard to the provisions of this Agreement and without recourse to the Grievance and Arbitration Procedure set forth in this Agreement.

There shall be no seniority among probationary employees.

### ***Section 9.2 - Loss of Seniority***

An employee's Departmental and Classification seniority and their employment relationship with the Employer shall terminate for any of the following reasons:

- (a) If the employee quits, retires, or receives a pension, including a disability pension, under the Genesee County Retirement System;
- (b) If the employee is terminated or discharged and the termination or discharge is not reversed through the procedures set forth in this Agreement;
- (c) If the employee is absent for any three (3) consecutive working days without properly notifying the Employer. After such unreported absence, the Employer will send written notification to the employee by certified mail to the employee's last known address that because of the unreported absence the employee is considered to have voluntarily quit by resigning and is no longer in the employ of

Genesee County. In proper cases, exceptions shall be made upon the employee presenting convincing proof of their inability to give such notification;

- (d) If the employee fails to return to work within three (3) consecutive working days of the expiration date following an approved leave of absence, vacation or disciplinary suspension without properly notifying the Employer. In proper cases, exceptions shall be made upon the employee presenting convincing proof of his inability to return on the required date;
- (e) If the employee has been on layoff status for a period of three (3) years.
- (f) If the employee fails to report for work within one (1) week following notification of recall by certified mail, return receipt requested, sent to the employee's last known address; with a copy of such notification sent to the Chief Steward. Employees will be granted an extension of up to one (1) additional week from the date of recall notification to return to work. An employee desirous of such extension must make written request specifying the date of return to the Human Resources Department. Such request shall be made within three (3) working days notification by certified mail of recall. However, employees granted such an extension will forfeit claim to any unemployment compensation during that extension period.
- (g) If the employee makes an intentionally false and material statement on their employment application or on application for leave of absence; except that after twenty-four (24) months of employment the employee will not suffer a loss of seniority unless the employee has a felony arrest conviction or misdemeanor arrest conviction that the employee failed to enter on the employment application.
- (h) If the employee is convicted of:
  - 1. a felony or,
  - 2. a misdemeanor punishable by ninety-three (93) days or more imprisonment but excluding OUIL, Impaired or Reckless Driving (except for a second conviction within any four (4) year period).
- (i) If the employee has been on disability leave for a period of two (2) years or for a period equal to the length of their seniority at the time such disability leave commenced, whichever is less.
- (j) If the employee has been on Workers' Compensation leave for a period of three (3) years or for a period equal to the length of their seniority at the time such Workers' Compensation leave commenced, whichever is less.

### **Section 9.3 - Transfer to Non-Bargaining Unit Position**

If an employee covered by this Agreement is permanently transferred or promoted to a non-bargaining unit position within the Sheriff's Department and the employee remains in said non-bargaining unit position for a consecutive period of ninety (90) calendar days or longer, the employee shall retain the employee's classification and departmental seniority as of the date of the transfer or promotion but the employee shall no longer accumulate additional classification and departmental seniority within the bargaining unit set forth in this Agreement while the employee is in the non-bargaining unit position.

Employees returning to the bargaining unit subsequent to the expiration of the above ninety (90) calendar day period; shall have their seniority reinstated upon the date of their return and shall thereafter begin to accumulate seniority again.

Employees returning to the bargaining unit from any classification other than Sergeant, Lieutenant, Captain, Corrections Administrator or Undersheriff subsequent to the expiration of the ninety (90) calendar day period shall have their seniority reinstated upon the date of their return only if they return to the bargaining unit within two (2) years of the date of the transfer or promotion.

The retention of seniority as provided in this section shall not permit an employee to return to the bargaining unit as a matter of right provided in Section 10.0. During the first ninety (90) calendar days of a transfer or promotion provided by this section an employee shall be entitled to return to the position held at the time of transfer or promotion, and shall have accumulated seniority during such period.

#### **Section 9.4 - Permanent Transfers**

- (a) The Sheriff reserves the right, but shall not be obligated to do so, to permanently transfer an employee from one classification to another within the bargaining unit:
  - (1) for medical or safety reasons;
  - (2) to, in the judgment of the Sheriff, meet the needs of the Department to fulfill its mission;
  - (3) whenever the employee has failed to adequately perform the functions of the employee's current classification or is unable to do so in the future.
- (b) Employees who are permanently transferred from one classification to another within the bargaining unit under the provisions of either number (1) or number (3) of subsection (a) of this Section shall have seniority in their new classification from the date they first commence work in their new classification, provided, however, that the employee so transferred has completed the probationary period set forth in Section 9.1.
- (c) If a permanent transfer within the bargaining unit is to meet the needs of the Department or to fulfill its mission, the transfer must be to an equal or higher-rated classification than the one which the employee held immediately prior to the transfer. The transferred employee shall then be placed on trial status for a period of six (6) calendar months immediately following the transfer. During such trial period, the employee will continue to accumulate seniority within the employee's former classification. After successful completion of the trial period, the employee's seniority in the transferred classification shall relate back to the date the employee first commenced work in the classification. At any time within the trial period, the Employer may return the employee to the employee's former classification and all secondary transfers shall be returned to their former classifications. During the first ninety (90) calendar days following a permanent transfer within the bargaining unit under this subsection an employee may, on the employee's own volition, request in writing to be relieved of the employee's new classification and be returned to the employee's former classification, with the employee's seniority in the original classification continued. The employee will then be returned to the employee's former classification as soon as it is possible

administratively and all secondary transfers shall also be returned to their former classifications.

- (d) Commencing the first full pay period following a permanent transfer within the bargaining unit, the transferred employee shall initially be paid on the following basis:
- (1) If the transfer is to an equal-rated classification, the transferred employee shall be paid at the same salary step in the classification to which the employee is transferred as the employee held prior to the transfer;
  - (2) If the transfer is to a higher-rated classification, the transferred employee shall be paid at the earliest step in the classification to which the employee is transferred which will give the employee a pay increase;
  - (3) If an employee is permanently transferred to a lower-rated classification or if an employee is returned to the employee's former classification without having successfully completed the trial period in an equal or higher-rated classification, the employee shall be paid at the same progression step the employee held immediately prior to the demotion or, if it is greater, the progression step resulting from adding the employee's experience in the lower-rated classification, if any, to the employee's experience in all equal or higher-rated classifications.

Thereafter, permanently transferred employees shall advance on the pay scale in accordance with their length of service in the new classification.

- (e) Employees who are permanently transferred from one classification to another within the bargaining unit under the provisions of either number (1) or number (3) of subsection (a) of this Section shall no longer have seniority in their former classification after they first commence work in their new classification. Any employee who is required to serve a trial period following the employee's permanent transfer shall cease to have seniority in the employee's former classification once the employee has successfully completed the trial period in the employee's new classification.
- (f) Permanent transfers made under the provisions of subsection (a) of this Section may be challenged through the Grievance and Arbitration Procedure set forth in this Agreement. If the Union challenges a transfer made under subsection (a) of this Section, the Employer, if the challenge is pursued to Arbitration, shall have the burden of proof that the challenged transfer was made for the reason(s) set forth in subsection (a) of this Section.
- (g) The provisions of this Section shall not apply to positions subject to the Promotional Procedure set forth in Section 12.0 through 12.14 unless no employee has attained a passing score for promotion or the vacancy is unable to be filled because employees subject to the Promotional Procedure have failed to utilize the procedure or declined advancement.

### ***Section 9.5 - Seniority List***

The Employer shall maintain a roster of employees, arranged according to Departmental and Classification seniority, showing name, classification and seniority

date(s). The Employer shall continue to furnish the Chief Steward an up-to-date seniority list each six (6) months under this Agreement.

### ***Section 9.6 - Super-Seniority***

Notwithstanding their position on the seniority list, the Local Union President and three (3) Stewards (one (1) Chief Steward, and the 2nd Shift and 3rd Shift Stewards) for the period during which they hold such offices, shall be the last bargaining unit employees laid off and the first bargaining unit employees to be recalled provided they are able to perform the required work.

### ***Section 9.7 - Seniority and Benefit Accumulation***

All non-probationary employees covered by this Agreement shall continue to accumulate seniority (reference Section 9.0 above) and continuous service for the purpose of benefit accrual rates, on leaves of absences of thirty (30) calendar days or less.

Unless otherwise specifically stated to the contrary in another Section of this Agreement, employees shall not continue to accumulate seniority for any purpose, including benefits, on any leave of absence lasting in excess of thirty (30) calendar days.

Upon return from a leave of absence lasting longer than thirty (30) calendar days, an employee's seniority date and eligibility dates for all benefits will be adjusted forward to take into account the length of the employee's absence, provided however, that the employee shall be given credit on the employee's seniority date and benefit eligibility dates for the first (1st) thirty (30) calendar days of the employee's absence.

## **LAYOFF AND RECALL**

### ***Section 10.0 - Layoff Procedure***

The Employer may lay off employees whenever it deems such action to be necessary, including, by way of illustration only and not by way of limitation, a reduction in the work force due to a shortage of work or funds, the abolition of positions, material changes in Departmental organization or for other reasons which are outside an employee's control. Whenever a reduction in the work force occurs, the following procedure shall be utilized:

- (a) The first employees to be laid off within the bargaining unit classifications affected, and in the order stated, shall be: part-time, probationary, employees serving a trial period within the affected classification who will be returned to their former classification. Thereafter, the first employees to be laid off in the affected classifications shall be those employees with the least amount of seniority in such classification, provided, however, the senior employees retained are able to perform the remaining required work.
- (b) There shall be no bumping rights among or between employees or classifications except as expressly set forth in procedures established by this subsection.
  - (1) A non-probationary employee laid off from the Police Deputy classification may displace an employee with less Departmental seniority in the Corrections Deputy classification.

- (2) A non-probationary employee laid off from the Sergeant classification may displace an employee with less Police Deputy classification seniority in the Police Deputy classification. For this purpose only Police Deputy classification seniority shall include all seniority accumulated in the Detective classification. If the employee is, by exercise of classification seniority, unable to displace anyone in the Police Deputy classification, the employee may utilize departmental seniority to displace an employee with less departmental seniority in the Corrections Deputy classification.
- (3) An employee exercising the displacement rights provided by this subsection will be paid at the progression step resulting from adding the employee's length of service in the lower rated classification to the employee's length of service in all higher rated classifications. Thereafter, the employee shall advance on the pay scale in accordance with the employee's length of service in the new classification.
- (4) Any employee who is eligible to exercise the displacement rights provided for in this subsection and who elects not to accept the reduction to the lower-rated position shall have the option of being placed on layoff status. The employee will be required to make a decision to accept the lower-rated classification or be placed on layoff status and submit same in writing to the Human Resources Department within two (2) working days of initial notification of pending layoff from the employee's current classification.
- (5) Once an employee has exercised the displacement rights to the Corrections Deputy classification as provided for in this subsection, the employee's classification seniority in the Corrections Deputy classification shall be deemed to be the same as the employee's departmental seniority date.

### ***Section 10.1 - Notification of Layoff***

Whenever possible, the Employer agrees to give seven (7) calendar days advance notification of layoff, including the reason therefore, by personal contact, telephone call or written communication confirmed in writing by certified mail to the employee's last known address. A copy of such notification shall be issued to the Chief Steward. Whenever possible, the notification shall state the anticipated duration of the layoff.

### ***Section 10.2 - Recall***

In the event the work force is increased, recall to work shall be accomplished in the following manner:

- (a) First, those employees, if any, who have exercised the displacement right set forth in subsection (b) of Section 10.0 shall, in reverse order of their displacement from the classifications affected by the recall, be returned to work in their former classification or the classification they held immediately prior to the exercise of their displacement right, whichever is applicable, provided, however, no employee shall be entitled to recall to the employee's former classification or the classification the employee held prior to the exercise of their displacement right for a period of more than two (2) calendar years and all employees so returned must be able to perform the required work.

- (b) Thereafter, recall to work shall be in reverse order of layoff from the classifications affected, provided, however, the employee returned to work must be able to perform the required work and must not have lost recall rights pursuant to Section 9.2 of this Agreement.

### ***Section 10.3 - Notification of Recall***

Notification of recall shall be by personal contact, telephone call or written communication confirmed in writing by certified mail to the employee's last known address. The notice shall set forth the date the recalled employee is expected to return to work.

## **DISCIPLINE**

### ***Section 11.0 - Just Cause***

The Sheriff shall not discharge or discipline a non-probationary employee, except for just cause. Progressive discipline for minor offenses shall be employed. The Union acknowledges that progressive discipline need not be utilized for major infractions. A "major infraction" shall be defined as the violation of any Departmental rule which carries a penalty of suspension or discharge for a first (1st) offense violation.

### ***Section 11.1 - Counseling Memorandum***

The Union acknowledges that counseling memorandums may be utilized by the Employer. Counseling memorandums shall not be construed as disciplinary action.

### ***Section 11.2 - Rules***

The Employer reserves the right to establish and change from time-to-time reasonable rules governing the conduct of its employees and to affix penalties for the violation of such rules. The Union shall have fifteen (15) calendar days to grieve the reasonableness of any such rule, together with the penalty attached thereto if any, after a copy is received by the Chief Steward or his Alternate. Any grievance challenging the reasonableness of a rule or penalty assigned thereto shall be processed initially at Step 3 of the Grievance Procedure.

### ***Section 11.3 - Record***

In imposing discipline on a current charge, the Employer will not take into account any disciplinary actions in the employee's file for a counseling memorandum and a written reprimand which occurred more than twelve (12) months previously, except that the record, for which a suspension was sustained, may be taken into account for the previous twenty-four (24) months. These time limits shall not apply to incidents of sexual/racial/ethnic harassment, workplace violence, and substance or alcohol abuse.

### ***Section 11.4 - Suspensions Pending Investigation***

The Sheriff or his/her designated representative may suspend an employee pending investigation for up to five (5) business days (Monday - Friday, excluding Holidays). If the investigation discloses that the employee did not commit the alleged offenses, he/she shall not suffer any loss of pay or benefits while on suspension. The time limitations provided for in the Grievance Procedure set forth in this Agreement shall not begin to run, nor shall any grievance be processed or filed, until the employee receives notification of what disciplinary action, if any, will be imposed as a result of the suspension pending investigation. The Employer will give a written statement to the



employee suspended pending investigation and to the Chief Steward or his/her Alternate setting forth in general terms the reasons for the suspension pending investigation.

Under special limited circumstances warranting an investigation, an employee under investigation may be placed on inactive status but remain on the payroll, as determined by the Sheriff or his/her designated representative.

### ***Section 11.5 - Notice of Disciplinary Action***

Within three (3) business days (Monday - Friday, excluding Holidays) following the disciplinary suspension or discharge of a non-probationary employee, the Employer will notify the shift Steward or Alternate Steward in writing of the reasons therefore, and will, within the same period of time, cause a copy to be issued to the employee involved.

### ***Section 11.6 - Leaving Premises***

Whenever possible, the discharged or suspended employee will be allowed to discuss the employee's discharge or suspension with a Steward before an employee is required to leave the property of the Employer and the Employer will make available an area where this may be done in private.

### ***Section 11.7 - Expedited Disciplinary Grievances***

Should an employee who has been discharged or given a disciplinary suspension consider such discipline to be improper, a grievance may, within ten (10) calendar days following the suspension or discharge, be processed initially at Step 4 of the Grievance Procedure. The Union may file the grievance on behalf of the employee so disciplined.

### ***Section 11.8 - Weingarten and Garrity***

- A) The Employer agrees not to violate an employee's **Weingarten** right to Union representation as required by law.
- B) The Employers and Union agree that where an employee is called in for questioning with respect to a matter(s) which could be the basis for possible criminal prosecution as well as possible department discipline, the following shall apply:
  - 1) If the employee is subjected to an investigatory interview for the dual purpose of both possible discipline and possible criminal prosecution, the employee's **Weingarten** right to Union representation will be honored, in addition to the employee's rights under **Garrity** and the employee's rights under the criminal law as applicable (e.g., Miranda, 5th Amendment, 6th Amendment, etc.).
  - 2) If the employee is subjected to an investigatory interview strictly for the purpose of possible discipline, the following shall apply:
    - a) The employee will be informed at the outset of the interview that it is strictly for the sole purpose of possible discipline.
    - b) The employee will be afforded their **Weingarten** right to Union representation as required by law.

- c) The employee's **Garrity** rights as provided by law shall be fully complied with.
  - d) All of the information relating to and obtained through the disciplinary investigatory interview will be maintained separately from any criminal investigative proceedings, and shall not be accessible to, divulged to, or otherwise shared with any persons who may be involved in investigating the employee for purposes of possible criminal prosecution (i.e., a "Chinese Wall" is to be maintained between disciplinary investigative proceedings and any criminal investigative proceedings). Notwithstanding the foregoing, it is recognized that the Sheriff may be privy to both the results of the criminal investigation and the results of the disciplinary investigation. In that event, the Sheriff in making any decision with respect to discipline shall base the Sheriff's decision only on the disciplinary investigation, not the criminal investigation.
- 3) If the employee is subjected to an investigatory interview strictly for the purpose of possible criminal proceedings, then the following shall apply:
- a) The employee will be informed at the outset of the interview that it is strictly for the purpose of possible criminal prosecution.
  - b) The employee will not be entitled to any Union representation under **Weingarten**.
  - c) The employee will be afforded the employee's full rights under the criminal law as applicable (e.g., Miranda, 5th Amendment, 6th Amendment, etc.).
  - d) No information obtained through the criminal investigatory interview may be used in any disciplinary proceeding or used for purposes of discipline of the employee.
  - e) All of the information relating to and obtained through the criminal investigatory interview will be maintained separately from any disciplinary investigative proceedings, and shall not be accessible to, divulged to, or otherwise shared with any persons who may be involved in investigating the employee for purposes of possible discipline (i.e., a "Chinese Wall" is to be maintained between criminal investigative proceedings and any disciplinary investigative proceedings). Notwithstanding the foregoing, it is recognized that the Sheriff may be privy to both the results of the criminal investigation and the results of the disciplinary investigation. In that event, the Sheriff in making any decision with respect to discipline shall base the Sheriff's decision only on the disciplinary investigation, not the criminal investigation.
- C) The above is intended by the parties to facilitate compliance with the employee's **Weingarten** right to Union representation. It is not intended to constitute a full or complete statement of all the rights (under **Weingarten** or otherwise) to which an employee may be entitled under the law. It is understood that employees fully

retain their rights as provided by law, and this agreement is not intended to waive any of those rights provided by law.

### ***Section 11.9 - Veterans' Preference Claims***

It is the intent of the parties to this Agreement that its terms and provisions shall be applicable to all employees included within the bargaining unit. Accordingly, the parties hereby agree that any employee who may come within the provisions of any legislative enactment entitling a military veteran to a preference in employment or which establishes a procedure whereby the military veteran may challenge the Employer's determinations regarding the veteran's employment status will be required to, no later than Step 3 of the Grievance Procedure, elect in writing either the Grievance Procedure or the employee's statutory remedy as the employee's single means of challenging the Employer's determination. If the employee elects to pursue their statutory remedy, any grievance concerning the Employer's employment determination shall be considered withdrawn by the Union and, further, shall not thereafter be a subject of any Arbitration proceeding.

## **PROMOTIONAL PROCEDURE**

### ***Section 12.0 - Purpose of Promotional Procedure***

The purpose of this procedure is to establish a promotional system for full time, employees occupying the classification of Police Deputy and Corrections Deputy in the Genesee County Sheriff's Department. The Employer shall determine the duties of all positions subject to this procedure and, in its sole discretion, whether a vacancy does or does not exist. This procedure shall not apply to temporary vacancies anticipated to last ninety (90) calendar days or less or to vacancies due to an employee being on a disability leave of absence, including a Worker's Compensation leave.

### ***Section 12.1 - Advancement Opportunities***

Promotion means to advance from a given classification to a higher paid classification.

Each promoted employee must be a current member of the Department and must meet all the eligibility rules of the Promotional Procedure.

### ***Section 12.2 - Eligibility***

To be eligible for a promotional advancement, the following requirements must be met:

- (a) Promotion to Sergeant - Must be classified as a Police Deputy or Corrections Deputy and have at least three (3) years of experience as a Police Deputy or Corrections Deputy in the Genesee County Sheriff's Department.
- (b) Promotion to Police Deputy - Must be a MCOLES certified police officer and have at least six (6) months of experience in the Genesee County Sheriff's Department.
- (c) Promotion to Police Deputy (Paramedic assignment) - Must be a MCOLES Certified Police Officer and have a valid paramedic license.

- (d) Date for Eligibility - Requirements as stated in 12.2(a) - (c) above must be met on or before the date the posting expires as provided in Section 12.8 for Sergeant and before being placed on the promotional roster for Police Deputy or Police Deputy (Paramedic assignment).

### **Section 12.3 - Program Weight – Sergeant Examination**

Scores for the Sergeant's examination shall be based upon a written examination, performance evaluations, an Oral Board examination and seniority within the Department. The weights assigned shall be as follows:

- (a) Written Examination – 40 points. Appropriate study materials will be provided, but must be returned by the employee in unmarked reusable condition by the date designated. Failure to properly return the materials will result in the employee being charged for the cost of the materials.
- (b) Performance Evaluation - 25 points. Experience, education and training will be given consideration.
- (c) Oral Board - 35 points. Education and training will be given consideration.
- (d) Seniority - One (1) point per year beginning at the completion of an employee's first (1st) year in the Department and continuing thereafter at the rate of one (1) additional point for each additional year of continuous service with the Department, up to a maximum of ten (10) points.
- (e) To qualify for the Oral Board an applicant must achieve a minimum of forty (40) points on the written examination.

To qualify for placement on a promotional roster for Sergeant, all applicants must achieve a combined score on the written examination, performance evaluations and Oral Board examination which, when added to their seniority points, equals a minimum of seventy (70) points.

### **Section 12.4 – Roster**

#### **Sergeant Roster**

Employees who achieve the minimum score of seventy (70) points shall be listed on the promotional Sergeant roster in rank order beginning with the highest score.

When filling a vacancy, the Sheriff may choose any person from among the top four (4) ranked applicants on the roster. The roster will remain in effect for two (2) years after the last roster became effective or, when less than four (4) names remain on the roster, the Sheriff may deem the roster exhausted and a new roster shall be created. Any person that had been selected for promotion from the current roster, and was reduced in rank because of a transfer procedure, shall be placed at the top of the newly created roster in order of their previous promotion.

A promoted employee who is removed from the Sergeant classification for performance reasons will not be allowed back on the roster unless approved by the Sheriff.

## **Police Deputy Roster**

Corrections Deputy classified employees that are MCOLES certified police officers will be placed on the Police Deputy Roster A in departmental seniority order, high seniority first, upon written request to the Sheriff and proper MCOLES certification documentation being provided.

Thereafter, Corrections Deputy classified employees that have a valid MCOLES certification verifying that both the written and physical agility tests have been passed will be placed on the Police Deputy Roster B in departmental seniority order, high seniority first, upon written request to the Sheriff and proper documentation being provided. Once such employees provide written proof of MCOLES police officer certification, the employees will be placed in departmental seniority order, on the Police Deputy Roster A.

When filling a vacancy, the Sheriff may choose any person from among the top three (3) ranked applicants on the roster. Any person that had been selected for promotion from the roster, and was reduced in rank because of a transfer procedure, shall be placed at the top of the roster in order of their previous promotion.

A promoted employee who is removed from the Police Deputy classification for performance reasons will not be allowed back on the roster unless approved by the Sheriff.

A Police Deputy who has a valid paramedic license may be assigned to work in the Police Deputy (Paramedic Assignment) at any time.

## **Police Deputy (Paramedic Assignment) Promotion Roster**

Corrections Deputy classified employees that have a valid Paramedic license and are MCOLES certified police officers will be placed on the Police Deputy (Paramedic assignment) Roster C in departmental seniority order, high seniority first, upon written request to the Sheriff and proper documentation being provided.

Thereafter, Corrections Deputy classified employees that have a valid Paramedic license and have a MCOLES certification verifying that both the written and physical agility tests have been passed will be placed on the Police Deputy (paramedic assignment) Roster D in departmental seniority order, high seniority first, upon written request to the Sheriff and proper documentation being provided. Once such employees provide written proof of MCOLES police officer certification, the employees will be placed in departmental seniority order on the Police Deputy (Paramedic assignment) Roster C.

When filling a vacancy, the Sheriff may choose any person from among the top three (3) ranked applicants on the roster. Any person that had been selected for promotion from the roster, and was reduced in rank because of a transfer procedure, shall be placed at the top of the roster in order of their previous promotion.

A promoted employee who is removed from the Police Deputy (Paramedic assignment) classification for performance reasons will not be allowed back on the roster unless approved by the Sheriff.

### ***Section 12.5 - Training***

The Employer will continue to endeavor to provide training for employees promoted to Road Patrol Police Deputy. This training will normally entail assignment to work with an experienced Road Patrol Police Deputy.

On an annual basis, at least two (2) employees in the Police Deputy Roster B and Police Deputy (Paramedic assignment) Roster D will be provided with the training necessary for police certification. For the purposes of this Section, employees will be ranked based on the criteria below. The Sheriff will have the ability to choose amongst the top 3 high scoring employees for each of the two selections.

- a. Seniority – 10 points max: 1 point for each year of seniority
- b. Certification – 2 points per calendar year max: 1 point for each valid MCOLES certification (written and physical test successfully passed)
- c. Performance – 10 points max: Experience, education, training will be give consideration.

The Employer shall retain the right to send additional personnel to the Academy at the discretion of the Employer, regardless of their place on the ranking specified above and regardless of whether said additional personnel are on the B or D Rosters.

### ***Section 12.6 - Written Examination - Promotion to Sergeant***

The content of any written Sergeant examination will be scaled appropriately to the level of the position being considered. Written tests will be designated at a general knowledge level or standards designated where rank and position warrant specialization. The Employer will determine where general or specialized standard testing is warranted. All written Sergeant examinations will be designed and drafted by the Human Resources Department or another professional agency. The Employer shall determine the professional agency best qualified for this testing composition.

### ***Section 12.7 - Performance Evaluations***

Performance evaluations will be conducted annually by the Sheriff or the Sheriff's designated representative.

### ***Section 12.8 - Oral Board Examination - Promotion to Sergeant***

The Oral Sergeant Board shall consist of three (3) members. One (1) member of the Board shall be a law enforcement officer from outside the Department whose rank is equal to or higher than the position being sought. The remaining two (2) positions on the Oral Board shall be filled by the County Human Resources Director or the Director's designee and an employee of the Department designated by the Sheriff. The Union will have the option of designating one (1) non-participating observer to attend Oral Board deliberations. This observer shall be a law enforcement professional and shall not be a bargaining unit member. The results of the written examination shall not be made available to the Oral Board. The Employer shall supply to the Oral Board an employee's attendance record for the preceding twenty-four (24) months and the employee's disciplinary record for the preceding twenty-four (24) months, together with any awards the employee may have earned during the preceding twenty-four (24) months.

### **Section 12.9 - Posting of Examination Notices – Promotion to Sergeant**

(A) Examination notices for all competitive promotions shall be posted on the bulletin board throughout the Department for a fourteen (14) calendar day period. There shall be no less than a thirty (30) calendar day period from the date the posting expires and the written examination date. Subjects to be covered in the written examinations and Oral Board shall be included in the above notice. Employees eligible to compete must submit a written letter of intent to participate to the Human Resources Director, with a copy to the Sheriff, no later than the expiration date of the posting.

Alternative examination dates will be arranged by the Employer for employees who have submitted a timely request to participate in the promotional process but who will be on vacation or reserve training leave at the time the examination will be given or who miss the examination because of illness supported by a physician's certificate and who submit such excuse to the Sheriff in writing no later than five (5) calendar days following the initial examination date. All such alternative examinations will be scheduled within ten (10) calendar days following the employee's return from vacation or presentation of the written excuse to the Sheriff, whichever is appropriate. Overall results will be issued within two (2) weeks of completion of the Oral Board to all eligible employees.

Employees eligible to compete must have attained the required minimum qualifications on or before the date the posting expires.

### **Section 12.10 - Examination Procedure - Promotion to Sergeant**

Any employee has the right to examine the results of the employee's own Sergeant performance evaluation and written examination. The documents are confidential, and they cannot be removed from the files. However, the contents of promotional documents will be made known only to the Sheriff and the Sheriff's designated representative.

### **Section 12.11 - Pay Rate on Promotion**

Commencing on the first (1st) full pay period following promotion, the promoted employee shall be initially paid at the earliest step in classification to which the employee is promoted which will give the employee a pay increase. A promotion shall not change the employee's anniversary date for purposes of advancement on the pay scale.

### **Section 12.12 - Trial Periods**

Employees promoted to Sergeant shall be placed on trial status for a period of one (1) year immediately following promotion. At any time during the trial period, if the Employer determines that the employee is not satisfactorily performing the duties in the new classification, the Employer shall have the right to return the employee to the employee's former classification and return all secondary transfers or promotions to their former classifications. During the first ninety (90) calendar days following promotion to Sergeant an employee may, on the employee's own volition, request in writing to be relieved of the employee's new classification and be returned to their former classification, with the employee's seniority in the employee's original classification continued.

Employees promoted to Police Deputy or Police Deputy (Paramedic assignment) shall be placed on trial status for a period of one (1) year immediately following promotion. At

any time during the trial period, if the Employer determines that the employee is not satisfactorily performing the duties in the new classification, the Employer shall have the right to return the employee to the employee's former classification and all secondary transfers or promotions shall be returned to their former classifications. During the first ninety (90) calendar days following promotion an employee may, on the employee's own volition, request in writing to be relieved of the employee's new classification and be returned to their former classification, with the employee's seniority in the employee's original classification continued.

If an employee returns to their former classification at the employee's own request or declines a promotion from a roster, the employee's name shall be removed from all promotion rosters for the classification to which the employee had been promoted until the next written examination is given in the case of Sergeant or for two (2) years in the case of Police Deputy and Police Deputy (Paramedic assignment) and all secondary transfers and promotions shall be returned to their former classifications.

### ***Section 12.13 - Outside Appointment***

The Sheriff may fill a vacancy subject to this procedure from outside the bargaining unit if no employee has attained a passing score in the case of the Sergeant roster or there are no qualified Corrections Deputy classified candidates on the Police Deputy or Police Deputy (Paramedic assignment) rosters for promotion or the vacancy is unable to be filled because employees subject to this procedure have failed to utilize the procedure, or declined advancement. If an employee declines a promotional advancement, the employee's name shall be removed from the promotional roster involved.

### ***Section 12.14 - MCOLES Qualification***

It is incumbent upon the employee to successfully pass the MCOLES written and physical agility test and submit written documentation to the Sheriff Department. The Employer will reimburse the employee for the cost of one MCOLES written and physical agility test upon presenting proof of certification provided the test was taken while employed at Genesee County and reimbursement is requested in writing within sixty (60) calendar days of the test.

## **HOURS OF WORK**

### ***Section 13.0 - Normal Work Period-Workday***

An employee's normal work period shall consist of eighty (80) hours of work performed in a period of two (2) consecutive calendar weeks. The normal workday shall consist of eight (8) hours of work performed within a period of twenty-four (24) consecutive hours commencing from the start of an employee's regularly scheduled shift.

### ***Section 13.1 - Work Period-Workday Definitions***

The definitions of an employee's normal work period and workday stated in Section 13.0 shall not constitute a guarantee by the Employer of any number of hours per workday or per work period, provided, however, the Employer shall not reduce the normal work period or workday on a proportional basis, whether by classification or Department wide, instead of resorting to the Layoff Procedure set forth in this Agreement.



### ***Section 13.2 - Scheduling***

The Employer shall have the right to determine, establish and modify scheduling and manpower requirements, including, but not limited to the number of shifts, the starting and quitting times for all shifts and the manpower requirements for each shift to meet the needs of the Department.

A shift schedule will be posted once every thirty (30) days indicating the normal workday of every member of the Department. Said schedule shall be posted at least thirty (30) days prior to its effective date.

It is expressly understood that an employee's work schedule and the employee's shift may be changed whenever operating conditions warrant such change. All non-probationary employees shall be entitled to a minimum of seven (7) calendar days' notice before their shift is changed by the Employer except where such notice cannot reasonably be given.

Individual schedule and shift changes anticipated to last longer than thirty (30) calendar days may be a subject of a Special Conference pursuant to Section 7.0.

### ***Section 13.3 - Coffee Breaks***

Employees are allowed two (2) fifteen (15) minute coffee breaks per workday to be taken at a time scheduled by the Employer to allow for the continuous and efficient operation of the Department. Employees classified as Police Deputies may take their coffee breaks only when duty permits.

### ***Section 13.4 - Overtime Assignments***

Overtime may only be worked when deemed necessary by the Employer. When overtime is required, the Employer will endeavor to assign overtime hours in an equitable fashion. The procedure for assigning overtime hours shall be developed by the Employer and Chief Steward and will be posted in the Sergeants Office upon approval for implementation by the Personnel Department. In the event the Employer and Chief Steward are unable to agree upon the assignment procedure, the Personnel Department shall develop a procedure which shall be effective until the parties develop an agreeable procedure. The Employer shall not be liable for any compensation for hours not worked as a result of assigning available overtime hours.

### ***Section 13.5 - Ordered Overtime***

In the event the Sergeant is unable to find an employee to work overtime using the overtime assignment procedure, employees in the classification may be ordered to work overtime. Ordered overtime assignments extending an employee's regular shift hours will not exceed four (4) hours in duration nor will said overtime assignments exceed more than five (5) occasions during any pay period for an affected employee. In addition, affected employees will not be ordered to work the above mentioned extended overtime for more than two (2) consecutive days.

The Employer will make a good faith effort to provide advance notification whenever feasible to affected employees concerning ordered overtime assignments and the parties will continue to investigate the possibility of offering overtime assignments in the Jail to employees classified as Police Deputy.

Overtime in excess of that provided for in this section may be ordered in the event of a major emergency situation beyond the control of the Employer, for example, staff

shortages due to epidemic illness, snow emergency, concerted refusal to work or Act of God.

An employee working ordered overtime will not be required to work more than four (4) hours on any pod with more than sixty-six (66) inmates nor more than four (4) hours in the Female Housing Unit.

### **Section 13.6 - Premium Pay**

- (a) Periodic Premium Pay - Time and one-half (1-1/2) an employee's straight time regular rate of pay shall be paid for all hours actually worked in excess of eighty (80) hours in a normal work period of two (2) consecutive calendar weeks;
- (b) Daily Premium Pay - Time and one-half (1-1/2) an employee's straight time regular rate of pay shall be paid for all hours actually worked in excess of eight (8) in any one (1) workday. A workday shall be defined as a twenty-four (24) hour period commencing from the start of an employee's regularly scheduled shift. This definition shall not apply for purposes of overtime premiums where:
  - (1) An employee's regular shift is changed at the employee's request;
  - (2) The employee's regular shift has variable starting times or is scheduled on a rotation basis, provided, however, at least eight (8) hours of off-duty time is scheduled between the end of one (1) shift and the start of another.
- (c) Straight Time Regular Rate of Pay. An employee's straight time regular rate of pay shall be determined by the employee's placement on the applicable salary schedule as listed in Appendix A.
- (d) Hours Actually Worked - Paid bereavement leave, vacations, holidays, Workers' Compensation, authorized training and personal days shall count as "hours actually worked" for purposes of determining an employee's eligibility for both Periodic Premium Pay or Daily Premium Pay. All other paid but non-worked time will not count as "hours actually worked" for purposes of determining an employee's eligibility for either Periodic Premium Pay or Daily Premium Pay.

### **Section 13.7 - No Duplication or Pyramiding of Premium Rates**

There shall be no duplication or pyramiding of the premium rates set forth in any Section of this Agreement with any other Section of this Agreement.

### **Section 13.8 - Shift Preference Selection**

- (a) Shift Definition - For purposes of this Section, the following definitions shall apply:

<u>1st Shift:</u>	Any shift with a scheduled starting time of on or after 7:00 a.m. and before 11:00 a.m.;
<u>2nd Shift:</u>	Any shift with a scheduled starting time of on or after 3:00 p.m. and before 7:00 p.m.;
<u>3rd Shift:</u>	Any shift with a scheduled starting time of on or after 11:00 p.m. and before 3:00 a.m.

Odd Shift: Any shift with a scheduled starting time outside the times listed above.

For job assignments within the courts only, the provisions of this section will be applied to starting times on the first shift.

- (b) Participating Employees - No employee shall be eligible to apply for a shift preference until the employee has completed one (1) calendar year of employment with the Employer and, in addition, has completed three (3) or more months on their current shift. All applications for shift preference are subject to the conditions set forth below.
- (c) Permitted Changes - Shift preference requests will be granted by the Employer if there is an employee with less departmental seniority working on the requested shift in the same classification unless the request would alter the manpower requirements established by the Employer or would otherwise be detrimental to the operation of the Department. For purposes of shift preference only, the following job assignments within the Police Deputy and Corrections Deputy classifications will be treated as if they were independent classifications (and only those within such listed independent classifications are eligible to transfer to a position in the classification on another shift).

Central Stores	
Paramedic	Evidence Technician
Commissary	
Laundry	Tether Unit
<u>Grant Writer</u>	<u>Work Release</u>
<u>Work Detail</u>	

- (d) Non-Permitted Changes - Employees eligible to apply for a shift preference will not be permitted to displace probationary employees working on the requested shift or employees with less seniority on the requested shift who are undergoing specialized training or are on a special assignment which necessitates their continuing work on the shift requested by the senior employee.
- (e) Requests for Shift Preferences - All applications for a shift preference must be submitted in writing to the applying employee's immediate supervisor within the application period set forth below. Thereafter, the Employer will post on the bulletin board the contemplated changes resulting from the submitted requests and such changes will go into effect on the date indicated by the following schedule:

<u>Application Period</u>	<u>Posting of Changes</u>	<u>Effective Date of Changes</u>
February 15 through March 1	March 15	Start of First Pay Period in April.
August 15 through September 1	September 15	Start of First Pay Period in October.

In placing shift preference requests into effect, the Employer will attempt to arrange such changes in a manner which will allow employees changing shifts to be off-duty from the end of their old shift to the start of their new shift. The parties recognize, however, that this goal cannot always be accomplished. Accordingly, if implementation of a shift preference would require an employee to work sixteen (16) hours consecutively, the employee requesting the shift change will be the individual selected to work the "back-to-back" shifts. The Employer shall not be liable for overtime premium pay under Section 13.6 of this Agreement as a result of its implementation of shift preference requests.

- (f) Shift Preference for Reduced Employees - When an employee is reduced from a higher classification within the bargaining unit to a lower classification within the bargaining unit the shift preference request of the reduced employee will be granted by the Employer if there is an employee with less seniority working on the requested shift in the lower classification unless the request would alter the manpower requirements established by the Employer or would otherwise be detrimental to the operation of the Department.
- (g) Police Deputy (court assigned) – With respect to the Police Deputy classification only, and in a manner not inconsistent with Section 13.8 (c), where the employee requesting the shift change is court assigned and is qualified for the requested police deputy assignment, is the most senior employee requesting such assignment, and is otherwise so eligible under this section, but the Employer determines that the Employer will not implement such change in assignment based on the needs of the department, the employee shall receive an increase in pay rate equal to the premium (if any) that would have applied to the rate the employee would have received in the event the request had been granted. The Employer's decision regarding not implementing a requested change in assignment will not be grievable. This shift change request and premium pay provision will not apply to specialist positions such as, but not limited to: weigh master; K-9 handler; advanced accident investigator; drug team; and organized crime taskforce.

When, under the shift change and premium pay provision described in the paragraph immediately above, the most senior eligible employee requesting the shift change assignment is not given the requested assignment but is instead provided with the premium rate of pay applicable to the assignment, any other or subsequent requests for the assignment will be treated as if the assignment had been filled by such most senior eligible employee. That is, another employee would not, in such case, have the right to either placement in the assignment (unless the Employer in its discretion determines to so place the employee) or the premium rate applicable to the position in question.

The following is an example of the above:

- Vienna Township has two positions on 2<sup>nd</sup> shift occupied by Deputy 1 and Deputy 2. Deputy A is assigned to Courts (first shift).

Deputy A has more seniority than Deputies 1 and 2, requests a transfer to Vienna Township 2<sup>nd</sup> shift, and is the most senior employee making such a request. Deputy A is also qualified for the Vienna Township assignment. The request is denied. Therefore, Deputy A will be paid a second shift premium rate. Also, Deputy B, assigned to Courts (first shift), has more seniority than Deputy 2, requests a transfer to Vienna Township 2<sup>nd</sup> shift, and is the most senior individual other than Deputy A making such a request. Deputy B is also qualified for the Vienna Township assignment. The request is denied. Deputy B will be paid a second shift premium rate. No other request (bid) can be made for the Deputy 1 and Deputy 2 positions, because, if deputies A and B had been granted their requests, there would have been no Vienna Township 2<sup>nd</sup> shift position available for bid.

### ***Section 13.9 - Court Time***

Bargaining unit employees who are compelled by subpoena to appear in court to give testimony in a criminal proceeding or civil infraction on their days off or other authorized off-duty time, will receive a minimum of four (4) hours pay at their straight time regular rate of pay, exclusive of all premiums, if their appearance in court was due to their employment with the Employer. If the duration of subpoenaed off-duty criminal or civil court time exceeds four (4) hours, the employee shall be paid eight (8) hours pay at his straight time regular rate of pay, exclusive of all premiums. Should the duration of off-duty subpoenaed criminal or civil court time exceed eight (8) hours, the employee shall be paid at his straight time regular rate of pay, exclusive of all premiums, for all time actually spent in court prior to the time the employee was excused from any further attendance.

All such payments under this Section shall be in lieu of any witness fees.

Court time shall not count as "hours actually worked" within the meaning of Section 13.6(d).

### ***Section 13.10 - Reporting Pay***

Employees reporting for work at the start of their regular shift when no work is available shall receive four (4) hours pay at their straight time regular rate of pay, exclusive of all premiums, unless such employees are notified not to report for work.

### ***Section 13.11 - Overnight Training and Schooling***

Employees who are assigned for training or schooling, where an overnight stay is required, shall be paid for all reasonable time lost by the employee during the employee's regular working hours.

Lost time shall be compensated at the employee's straight time regular rate of pay, exclusive of all premiums, and shall not be included in determining the hours actually worked for purposes of overtime premium pay.

Reimbursement for actual expenses incurred by the employee for such training or schooling shall be in accordance with the ordinance and resolutions adopted from time-to-time by the Genesee County Board of Commissioners concerning such matters.

The Employer shall determine in its sole discretion the number and selection of employees, if any, assigned for training or schooling, as well as the nature of such training or schooling.

Transportation will either be provided by the Employer to the assigned schooling or training or the employee will receive IRS approved rate per mile round trip if he uses his own personal automobile.

### ***Section 13.12 - Call-in Pay***

An employee called into work at a time other than regularly scheduled for the purpose of signing warrants or other similar purposes will receive a minimum of two (2) hours pay paid at the overtime rate for time spent on the job.

### ***Section 13.13 - Retiree Witness Fees***

The parties mutually agree that retired bargaining unit employees who are compelled by subpoena to appear in court to give testimony in a criminal proceeding or civil infraction due to their former County employment shall be paid a fee based on their last straight time regular rate of pay prior to retirement. All such payments shall be in lieu of any other witness fees.

Retired bargaining unit employees shall receive a minimum fee equivalent to four (4) hours pay at their last straight time regular rate of pay prior to retirement, exclusive of all premiums. If the duration of subpoenaed criminal or civil court time exceeds four (4) hours, the retired bargaining unit employee shall be paid a fee equivalent to eight (8) hours pay at the employee's last straight time regular rate of pay prior to retirement, exclusive of all premiums. Should the duration of subpoenaed criminal or civil court time exceed eight (8) hours, the retired bargaining unit employee shall be paid a fee equivalent to the employee's last straight time regular rate of pay, exclusive of all premiums, for all time actually spent in court prior to being excused from any further attendance.

No retirement withholding will be made from this payment nor will this payment result in any recalculation of any retirement benefit.

## **LEAVES OF ABSENCE**

### ***Section 14.0 - Procedure for Requesting Leaves***

Requests for a leave of absence must be submitted in writing by the employee to the employee's immediate supervisor at least ten (10) working days in advance of the date the leave is to commence, except in emergency situations. The request for the leave of absence shall state the reason for the leave and the exact dates on which the leave is to begin and end. Authorization or denial of a leave of absence shall be furnished to the employee in writing by the Employer.

Any request for an extension of a leave of absence must be submitted in writing to the Employer at least ten (10) working days in advance of the expiration date of the original leave, stating the reason for the extension request and the exact revised date the employee is expected to return to work. Authorization or denial of the extension request shall be furnished in writing to the employee by the Employer.

### **Section 14.1 - Purpose of Leaves**

It is understood by the parties that leaves of absence are to be used for the purpose intended, and employees shall make their intent known when applying for such leaves. There shall be no duplication or pyramiding of leave benefits or types of absence. Employees shall not accept employment while on leaves of absence unless agreed to by the Employer. Acceptance of employment or working for another employer without prior approval while on leave of absence shall result in immediate termination of employment with the Employer. All leaves of absence shall be without pay unless specifically provided to the contrary by the provisions of the Leave Section involved.

### **Section 14.2 - Pre-Induction Physical Examinations**

With the approval of the employee's immediate supervisor, a full time employee shall be excused from work, with pay, if the employee is ordered to report for a physical examination before compulsory induction into the military service. Such time off shall be for a period no longer than is necessary.

### **Section 14.3 - Active Military Leave**

Any full time and non-temporary employee who enters active service of the Armed Forces of the United States shall receive a military leave without pay for a period of the employee's initial enlistment or induction but not to exceed more than four (4) years plus one (1) additional year for voluntary extension if this service is at the request and for the convenience of the Government plus any involuntary service. An employee returning from military service shall be re-employed in accordance with the applicable Federal and State statutes and shall be entitled to any other benefits set forth in the Agreement, provided the employee satisfies the eligibility requirements set forth in this Agreement. Application for military leave of absence shall be made to the Employer in writing as soon as the employee is notified of acceptance or induction into military service and in any event not less than two (2) weeks prior to the employee's separation of employment with the Employer. All benefits such as insurance, vacation or personal days shall cease immediately upon the employee's separation from employment.

### **Vacation Cash-In Option**

An employee who is called to active military service, known to be lasting longer than two weeks, shall have the opportunity to cash-in accumulated vacation time provided the employee's accumulated time is in excess of 40 hours.

Upon the initial separation of employment, the Employer shall pay a maximum of 40 hours of vacation time to the employee, and deduct the identical amount of hours from the employee's accumulated vacation time bank.

Thereafter, for each 60 calendar day period the employee remains on active military leave, the Employer will cash out an identical amount of hours as described in paragraph 2 above, until the employee's vacation leave bank reaches 40 hours. At that point, no further cash-in shall be allowed.

Each employee who chooses this cash-in option shall be required to sign a written authorization stating the amount of hours, up to 40, to be cashed-in during each cash-in period.

#### ***Section 14.4 - Reserve Training Leave***

A full time non-temporary employee with reserve status in the Armed Forces of the United States or membership in the Michigan National Guard who is called to participate in training sessions shall be permitted leave for this purpose. The employee shall furnish to the Employer, in writing, a statement of the total amount of Government compensation received for this service during this period. If such Government compensation does not equal the employee's usual salary, the employee shall be paid the difference by the Employer for a period not to exceed eighty (80) straight time hours in any one (1) calendar year. Any additional time which an employee may be required to serve or attend military meetings shall not be compensated by the Employer. If the employee's total Government compensation equals or exceeds the employee's usual salary, there shall be no payment of salary by the Employer. Reserve training leave shall be in addition to any vacation time of which the employee may be entitled to but vacation leave may not be scheduled consecutively with reserve training leave unless the Employer gives prior approval.

#### ***Section 14.5 - Union Business Leave***

An unpaid leave of absence will be granted to not more than one (1) full time employee with at least one (1) year's seniority who is elected to any Union office or selected by the Union to do work which takes them from employment with the Employer. The duration of such leave is not to exceed three (3) calendar years or the term of office, whichever is shorter. However, this leave may be extended by mutual agreement of both parties. At least fourteen (14) calendar days prior notification must be given to the Employer before such leave will be granted and employees returning from such leave must provide the Employer with a minimum of fourteen (14) calendar days advance notification. Employees in the Defined Benefit Plan will accumulate retirement credit, statutory requirements permitting, if the employee submits both the Employer and employee contributions on a monthly basis.

#### ***Section 14.6 - Short-Term Union Leave***

The Employer agrees to grant time off without pay in an amount not to exceed thirty (30) working days in any one (1) calendar year to enable employees with at least one (1) year's seniority to attend Union conventions and education classes. Not more than three (3) employees will be allowed such leave at any time and the number of workdays for any one (1) employee shall not exceed ten (10) in any one (1) calendar year. Requests for such leave must be given to the employee's immediate supervisor in writing fourteen (14) calendar days in advance of the time the leave is to commence, and shall specify the length of leave time desired.

Time off pursuant to this Section shall not cause any disruption of the Employer's operations due to a lack of available employees nor shall it cause a conflict which would necessitate overtime pay for an employee filling the vacant position created by such time off. Leave time granted under this Section may be canceled if the presence of the employee on leave is required due to the existence of emergency conditions in the Department or the County.

#### ***Section 14.7 - Personal Leave***

Employees with at least one (1) year's seniority may be granted up to ninety (90) calendar days personal leave of absence without pay. An extension of the leave of absence may be granted at the option of the Sheriff.



### **Section 14.8 - Personal Days**

All full time employees covered by this Agreement shall be credited with seven (7) personal days (56 hours) with pay once they have completed five hundred and twenty (520) straight time hours of employment and on their current benefit date each calendar year thereafter.

Beginning March 8, 2006, all full time employees that have not had a birthday in 2006, to that point, if otherwise eligible, shall be credited with sixty-four (64) hours of paid personal time on the occurrence of their current benefit date during the calendar year. Employees who have had a birthday prior to March 8, 2006, if otherwise eligible, shall be credited with fifty-six (56) hours of paid personal time on the occurrence of their current benefit date during that calendar year. It is understood that all eligible employees will receive either the additional eight (8) hours or their birthday, but not both

Beginning January 1, 2007, all full time employees covered by this Agreement shall be credited with sixty-four (64) hours of paid personal time after completion of five hundred and twenty (520) straight-time hours of employment on the occurrence of their current benefit date during each calendar year.

The intended use of such days is for such legitimate purposes as doctor or dentist visits, attending funerals not covered by the funeral leave provisions and other necessary personal days. All requests for a personal day must be made to the employee's immediate supervisor twenty-four (24) hours in advance of the date requested unless an emergency exists which prevents the employee from giving the required advance notification. All such emergency requests shall be communicated to on-duty supervision unless unavailable, in which case Central Control Communication will be contacted, so that this information can be properly recorded in the sick book. The number of personal days to be taken at any one (1) time shall be determined by the Sheriff or the Sheriff's designee in their sole discretion.

A request for a personal day may be denied if the absence of the employee would unreasonably interfere with the services required to be performed by the Department. If not utilized, personal days will accumulate indefinitely but will have no monetary value upon separation from employment with the Employer for whatever reason. The Employer reserves the right to require that employees absent from work furnish satisfactory evidence that the absence was occasioned by reasonable cause in those cases where the Employer has reason to believe that employees are abusing time off from work. Nothing in this Section shall be construed to absolve an employee of the employee's responsibility to comply with Departmental procedures concerning prior notification of absence from work.

### **Section 14.9 - Workers' Compensation**

Employees shall report all injuries and illnesses arising directly from their County employment to their supervisor immediately after the accident's occurrence using the forms required by the Genesee County Risk Management Office. Commencing on the eighth (8<sup>th</sup>) calendar day, if the injury is deemed compensable, the employee will receive the State mandated payments in accordance with statutory compensation levels.

In addition any employee with 520 hours of service sustaining an occupational illness or injury shall be entitled to an amount when combined with the statutorily required compensation, will give the employee a total combined benefit or eighty percent (80%) of their then current gross regular straight time pay plus continuation of hospital/medical

insurance, optical insurance, dental insurance and life insurance benefits. Such supplemental payments will be paid in periodic installments at intervals of not more than thirty (30) calendar days beginning with the initial payment received by the employee under Worker's Disability compensation provisions and ending no later than twenty-four (24) months thereafter. The employee shall be entitled to a maximum of twenty-four (24) months of supplemental payments for the same disability regardless of any intervening periods of employment. In addition, the rate of pay used to determine the supplemental rate of pay shall be the rate used by the State in determining the Worker's Compensation payment. In the event the employee's claim, disputed or undisputed, is resolved by informal compromise settlement, grievance or arbitration settlement, redemption or any other term used to describe such payment, said payment shall be considered to include any accrued and future supplemental benefits. In addition, employees will not be entitled to receive both the County supplemental payment and a supplemental payment from the County's auto insurance carrier, if applicable. Accordingly, employees will be given the option of claiming one (1) of the above two (2) supplemental payments, but under no condition will they be eligible to receive both.

Seniority shall continue to accumulate while employees are receiving Worker's disability compensation benefits, and time so spent will be counted as continuous service for benefit accrual rate purposes only.

Employees shall also be compensated for legitimate short-term (seven (7) days or less) occupational injuries or illnesses in accordance with the provisions contained in this Section.

Employees shall not be permitted to accept employment elsewhere while on Worker's Disability Compensation leave. Acceptance of employment or working for another employer while on such leave may result in disciplinary action up to and including immediate discharge.

#### ***Section 14.10 - Educational Leave***

At the discretion of the Employer an unpaid leave may be granted full time, non-probationary employees with at least one (1) year's seniority for the purpose of taking accredited courses directly related to the knowledge and skills required in the performance of their duties for the Employer. The length of such leave shall not exceed one (1) calendar year. Proof may be required at any time by the Employer that the education program is being pursued by the employee.

#### ***Section 14.11 - Bereavement Leave***

- (a) When a death occurs in the immediate family of an employee who has completed five hundred and twenty (520) straight time hours of employment\*, the employee, upon request, will be excused for any of the first four (4) scheduled working days immediately following the date of death provided they attend the funeral, also providing that any minor holidays which occur during the four (4) day period of bereavement leave shall be counted as one (1) or more of the days of the four (4) day bereavement leave, with the understanding that in no event will the bereavement leave provided be extended as a result of a minor holiday. In addition, in cases where more than four (4) working days occur between the date of death and the funeral, the bereavement leave can be adjusted to encompass any four (4) consecutive scheduled work days in conjunction with the funeral provided that the employee attends the

funeral. The immediate family for the purpose of this section is defined as the employee's current spouse, child, step-child, parent and step-parent.

- (b) When a death occurs in the immediate family of an employee who as completed five hundred and twenty (520) straight time hours of employment\*, the employee, upon request, will be excused for the first three (3) normally scheduled working days immediately following the date of death provided they attend the funeral,\*\* also providing that any minor holidays which occur during the three (3) day period of bereavement leave shall be counted as one (1) or more of the days of the three (3) day bereavement leave, with the understanding that in no event will the bereavement leave provided be extended as the result of a minor holiday. The immediate family for the purpose of this section is defined as the employee's brother or sister, grandparent, grandchild, aunt, uncle, current brother-in-law or current sister-in-law, current daughter-in-law or current son-in-law, parent of current spouse, current spouse's step-parent and current spouse's grandparent.

An employee excused from work under this Section shall, after making written application and submitting required proof of death and funeral attendance to the Sheriff's Administrative Office, receive the amount of wages the employee would have earned by working during the employee's straight time hours on such scheduled days of work for which the employee is excused. Payment shall be made at the employee's rate of pay, not including premiums, as of the employee's last day worked. Employees may be granted additional time off pursuant to this Section for travel or otherwise by use of earned vacation or personal days upon approval of their immediate supervisor.

\*When a death occurs in the immediate family of an employee who has not completed five hundred and twenty (520) straight time hours of employment, but who is otherwise eligible in accordance with the provision of this section, the employee, on request, will be granted time off without pay for the same period of time as specified in this section.

\*\*When warranted by attendant circumstances, the employee will be excused for a maximum of three (3) consecutive normally scheduled working days in conjunction with the funeral provided the employee attends the funeral.

### **Section 14.12 - Jury Duty**

Any full time employee covered by this Agreement, shall be granted a leave of absence with pay when they are required to report for jury duty. The employee shall give the Employer prior notification of their jury duty if at all possible. Employees shall be paid the difference between any jury duty compensation they receive and their regular wages for time necessarily spent in jury service. Employees shall be paid on the next regularly scheduled pay day for each full day or half day of jury service, whichever is applicable, after endorsing the jury duty check for each day to the Employer with the exception of those funds allocated for mileage. However, employees who complete such jury duty prior to the end of the workday shall return to their regular work station for the remainder of the workday. Non-probationary employees shall continue to accrue seniority and benefits while on jury duty. Probationary employees shall have their probationary period extended by the length of time they are on jury duty leave. Those employees eligible to receive insurance benefits shall continue to receive those benefits while on jury duty leave.

**Section 14.13 - Witness Leave**

Any full time employee covered by this Agreement who is required to appear and testify on the Employer's behalf before a court of record or an administrative agency having the power to subpoena or in a similar proceeding not involving the Employer, if the need for the employee's testimony is the direct result of the performance of the employee's duties for the Employer, will be placed on leave status for the required time. Employees called as a witness in such proceedings shall be paid the difference, if any, between any witness fee compensation, excluding mileage, and their straight time regular rate of pay, exclusive of all premiums, for time lost from work. This payment will be made on the next regularly scheduled pay day for each full or half day of witness service, whichever is applicable, after endorsing the witness fee check for each day to the Employer.

**Section 14.14 - Leaves During Layoff Periods**

Non-probationary employees who are on leave of absence during a layoff shall continue to be carried as on leave status. However, at the point an employee would have been laid off or reduced in classification had the employee remained at work the employee's seniority will be frozen and no additional accumulation of seniority will be permitted. Thereafter, employees on leave will have their retained seniority for recall purposes reduced by one (1) day for each and every day they remain on leave. The provisions of this Section shall not apply to employees on sick leave.

**HOLIDAYS**

**Section 15.0 - Holiday Schedule**

All full time employees shall receive eight (8) hours pay at their straight-time regular rate of pay, exclusive of all premiums, for each of the following recognized holidays irrespective of whether they perform any work on the holiday involved, provided they are otherwise eligible.

**Major Holidays**

New Year's Day  
President's Day

Memorial Day  
Independence Day  
Labor Day  
Veteran's Day  
Thanksgiving Day  
Christmas Day

**Minor Holidays**

Martin Luther King Day

Good Friday  
Friday after Thanksgiving Day  
Day before Christmas Day  
Day before New Year's Day

The eight (8) hours of straight-time under this Section shall not be paid for the following holidays effective February 26, 2013: New Year's Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day.

**Section 15.1 - Holiday Eligibility**

Employee eligibility for holiday pay is subject to the following conditions and qualifications:

- (a) In order to qualify for holiday pay, the employee must occupy a job classification covered by this Agreement and have completed five hundred twenty (520) straight time hours with the Employer; and
- (b) The employee must work the employee's scheduled hours on the employee's last scheduled day before and the employee's first scheduled day after the holiday or be on an authorized leave with pay;
- (c) The employee must not be on layoff;
- (d) The employee must not be suspended for disciplinary reasons;
- (e) An employee who is scheduled to work on a holiday but fails to report for work unless otherwise excused, shall not be entitled to holiday pay;
- (f) Holidays falling within an employee's vacation period shall be paid but no additional time off shall be granted.

**Section 15.2 - Holiday Celebration**

If a recognized holiday falls on a Sunday, the following Monday will be considered the recognized holiday for eligible employees. When a recognized holiday falls on a Saturday, the preceding Friday will be recognized as the holiday. The preceding two sentences shall apply only to those eligible employees whose normal workweek consists of forty (40) hours of work performed from Monday through Friday. For all other employees, the actual date of the recognized holiday will be observed.

**Section 15.3 - Worked Holidays**

- (a) Eligible employees who work on a major holiday as set forth in Section 15.0 shall receive time and one-half (1 1/2) their straight time regular rate of pay for all hours actually worked on the holiday, plus holiday pay if applicable, in lieu of any additional time off.
- (b) Eligible employees who work on a minor holiday as set forth in Section 15.0 shall receive their straight time rate of pay for all hours actually worked on the holiday plus holiday pay if applicable, in lieu of any additional time off.
- (c) Easter Premium Pay. Employees who work on Easter shall receive one-half (1/2) their straight time regular rate of pay for all hours actually worked on Easter in addition to the pay they would normally receive (i.e., straight time hours actually worked on Easter will be paid at time and one-half; overtime hours actually worked on Easter will be paid at double time).

**VACATIONS**

**Section 16.0 - Vacation Benefit**

All full time employees covered by this Agreement who have the required seniority and have worked the requisite and qualifying number of hours as set forth below in this

Agreement shall be granted a vacation with pay in accordance with the following schedule.

<u>Seniority Required</u>	<u>Accrual Rate</u>	<u>Maximum Hours Pay Annually</u>	<u>Maximum Workdays Off Annually</u>
One (1) year through five (5) years	Nine (9) hours for each 208 hours actually worked	90	11 1/4
Six (6) years through ten (10) years	Thirteen (13) hours for each 208 hours actually worked	130	16 1/4
Eleven (11) years and up	Seventeen (17) hours for each 208 hours actually worked	170	21 1/4

Effective the first full pay period following March 1, 2006, all full time employees covered by this Agreement who have the required seniority and have worked the requisite and qualifying number of hours as set forth below in this Agreement shall be granted a vacation with pay in accordance with the following schedule.

<u>Seniority Required</u>	<u>Accrual Rate</u>	<u>Maximum Hours Pay Annually</u>	<u>Maximum Workdays Off Annually</u>
One (1) year through two (2) years	Nine (9) hours for each 208 hours actually worked	90	11 1/4
Three (3) years through five (5) years	Ten (10) hours for each 208 hours actually worked	100	12 1/2
Six (6) years through ten (10) years	Fifteen (15) hours for each 208 hours actually worked	150	18 3/4
Eleven (11) years and up	Nineteen (19) hours for each 208 hours actually worked	190	23 3/4

New employees will not be eligible for vacation credit until after completion of one thousand and forty hours (1040) of straight time employment (6) months of service, at which time they will be credited with forty-five (45) hours.

### **Section 16.1 - Vacation Requests**

Employees shall inform their Shift Commander (Lieutenant) in writing during the month of March of each year of their vacation request for the six (6) month period beginning May 1 of that year and extending through October 31.

Employees shall inform their Shift Commander (Lieutenant) in writing during the month of September of each year of their vacation request for the six (6) month period beginning November 1 of that year and extending through April 30 of the next year.

Employees may designate in each request period, by order of numerical preference, no more than three (3) choices for vacation time off. If an employee does not submit a vacation request as set forth in this Section, the Employer may assign a vacation period not to exceed one-half (1/2) of the amount of weeks the employee accumulated on a semiannual basis in each of the six (6) month application periods.

Following March and September, the Sheriff or the Sheriff's designated representative will develop a departmental plan to ensure that a sufficient number of officers will be on duty at all times to meet the operational requirements of the Department. The Sheriff will attempt to arrange the departmental vacation schedule in such a manner that each employee will take the amount of vacation the employee has earned in periods of at least one (1) workweek in each six (6) month vacation application period. The Sheriff will attempt to post the approved departmental vacation plan no later than April 15 for vacations scheduled to begin during the six (6) month period starting May 1 and no later than October 15 for vacations scheduled to begin during the six (6) month period starting November 1.

Requests for vacation time off in a "bloc" of at least one (1) workweek will be given preference over a request for vacation time off on an individual, day-by-day basis.

Vacation requests may be denied or cancelled by the Sheriff if there is a departmental emergency requiring such action.

A vacation may not be waived by an employee and extra pay received for work during that period.

### **Section 16.2 - Preference by Seniority**

Conflicts in vacation requests shall be resolved initially by giving preference to the employee with the greatest seniority as previously defined in Section 9.0 on the shift and job assignment involved. However, the exercise of such a seniority preference by an employee shall be limited to a maximum period equal to the amount of weeks that employee accumulates on a semiannual basis during each vacation application period. Up to one (1) week additional vacation may be granted by the Sheriff at the Sheriff's discretion in each application period.

After the departmental vacation plan has been posted, employees who failed to obtain any of their three (3) preferences may select from the dates then available by making application in writing to their Shift Commander (Lieutenant) who will process such applications on a "first come - first served" basis; normally, one (1) week's advance notification to the employee's immediate supervisor must be given by the employee of the date desired by such an application.

### ***Section 16.3 - Vacation Accumulation***

Vacation leave and pay may be cumulative but an employee may not at any point in time accumulate more than one and one-half (1 1/2) times the maximum number of hours of pay and work days off he is entitled to by reason of his seniority under Section 16.0. Vacation leave and pay which is not taken and which exceeds the maximum allowable accumulation shall be forfeited, except that an employee's accumulated leave bank or the earning of same shall not be placed in jeopardy due to the Employer's failure to grant a previously scheduled vacation period.

Employees with an accumulation of vacation hours in excess of the allowed maximum as of the effective date of the current contract will not have this accumulation forfeited during the remainder of the current contract period. However, the parties and the employees agree to mutually work toward the goal of significantly reducing this excess vacation accumulation during the current contract period.

### ***Section 16.4 - Vacation Basis***

Vacation pay will be paid at the current rate of the employee, exclusive of any shift premiums. The term "current salary" shall include any increase in salary schedule which the employee becomes eligible for while on vacation by reason of length of service with the Employer.

### ***Section 16.5 - Benefit on Termination***

Upon termination of employment an employee shall be compensated for all allowable accumulated and unused vacation leave, provided the employee has completed their probationary period.

### ***Section 16.6 - Advance Vacation Checks***

If a regular pay day(s) falls during an employee's vacation, the employee will receive their vacation check(s) in advance, provided the employee has requested such advance payment three (3) weeks prior to the pay period preceding the start of the employee's vacation. Employees who participate in automatic payroll deposit are not eligible for advance checks.

### ***Section 16.7 - Illness During Vacation***

If an employee becomes ill or injured during the employee's vacation and is under the care of a duly licensed physician or recognized medical practitioner, the employee may suspend their vacation leave and utilize accumulated personal days, if any, for the period of the illness. The employee's vacation shall be rescheduled at a mutually agreeable later date for the number of personal days utilized to cover the period of illness. Written medical verification of the need for such utilization of personal days and vacation rescheduling may be required by the Employer.

### ***Section 16.8 - Required Work in Lieu of Vacation***

If an employee is required by the Employer to reschedule their vacation, the prohibition of Section 16.3 concerning maximum allowable vacation accumulation shall not apply unless the employee fails to reduce their excess vacation accumulation to the level set forth in Section 16.3 by the conclusion of the calendar year next succeeding the one in which the employee was required to reschedule their vacation. The Sheriff shall schedule or allow in the calendar year next succeeding the one in which the employee was required to reschedule their vacation sufficient time so that the employee will, by



the conclusion of that calendar year, have reduced their excess vacation accumulation to the level set forth in Section 16.3.

***Section 16.9 - Computation of Vacation Accrual***

The phrase "hours actually worked" in Section 16.0 shall include an employee's absence from work on non-worked but paid holidays; jury duty leave; paid personal days; paid vacation periods; funeral leave and reserve training leave.

All other leaves of absence, regardless of whether the employee is receiving any statutory or contractual compensation while on such leave, and all periods of layoff shall not count as "hours actually worked" for purposes of computing an employee's entitlement to vacation pay or leave.

***Section 16.10 - Vacation Cash-In***

Bargaining unit members shall have the option of cashing-in accumulated vacation time. An employee desiring to cash-in accumulated vacation time must provide written notice, on a form provided by Human Resources, by September 15th of each year. Employees may cash-in up to two hundred (200) accumulated vacation hours per year, provided remaining accumulated vacation hours do not fall below eighty (80).

Payment will be made no later than November 15th. Payment shall be made at the rate of sixty percent (60%) of the total amount. Payment shall be by separate check and shall be considered regular wages for tax purposes only.

Payment shall not be subject to retirement contributions and shall not count as final average compensation.

**INSURANCE**

**Section 17.1 - Hospital/Medical**

As soon as administratively possible after the issuance of the Award in Act 312 Arbitration Case D11-D-0408, the Employer will provide two PPO plans (a Blue Cross/Blue Shield PPO and a HAP of Michigan PPO plan) with substantially similar plan designs for each eligible full-time employee including spouse and dependents. In addition, a HAP of Michigan HMO will be provided. Until such time as the County implements said coverage, employees shall maintain the coverage they had prior to the Award.

Coverage is effective on the first day of the month immediately following the employee's completion of five hundred and twenty (520) straight-time hours of employment.

Employees have the option of selecting available hospital/medical coverage plans at the time of hire or during open enrollment.

The table below outlines the basic point of service cost sharing provision of the current Blue Cross/Blue Shield PPO and HAP of Michigan PPO plan designs. Actual benefit provisions are dictated by each carrier/administrator and can be found in the plan benefit summaries.

		<b>In-Network</b>	<b>Out-of-Network</b>
<b>Deductibles</b>	Individual	\$250	\$500
	Family	\$500	\$1,000
<b>Out-of-Pocket Maximums (includes deductible, excludes co-pays)</b>	Individual	\$1,000	\$2,000
	Family	\$2,000	\$4,000
<b>Lifetime Maximum</b>		unlimited	
<b>Hospital</b>	Inpatient	20% after deductible	40% after deductible
	Outpatient	20% after deductible	40% after deductible
<b>Physician</b>	Preventive Care	0%	40% after deductible
	Primary Care	\$20 Co-pay	40% after deductible
	Specialist	\$20 Co-pay	40% after deductible
<b>Emergency</b>	Hospital	\$150 Co-pay*	\$150 Co-pay*
	Urgent Care	\$30 Co-pay	\$30 Co-pay
<b>Other</b>	Speech, Occupational, Physical Therapy	20% after deductible	40% after deductible
	Skilled Nursing	20% after deductible	40% after deductible
	Home Health Care	20% after deductible	40% after deductible
	Chiropractic	20% after deductible	40% after deductible

The table below outlines the basic point of service cost sharing of the HAP of Michigan HMO plan design. Actual benefit provisions are dictated by the carrier/administrator and can be found in the plan benefit summaries.

		<b>In-Network</b>
<b>Deductibles</b>	Individual	\$250
	Family	\$500
<b>Out-of-Pocket Maximums (includes deductible, excludes co-pays)</b>	Individual	\$1,000
	Family	\$2,000
<b>Lifetime Maximum</b>		unlimited
<b>Hospital</b>	Inpatient	10% after deductible
	Outpatient	10% after deductible
<b>Physician</b>	Preventive Care	0%
	Primary Care	\$15 Co-pay
	Specialist	\$15 Co-pay
<b>Emergency</b>	Hospital	\$100 Co-pay*
	Urgent Care	\$30 Co-pay
<b>Other</b>	Speech, Occupational, Physical Therapy	10% after deductible
	Skilled Nursing	10% after deductible
	Home Health Care	10% after deductible
	Chiropractic	50% of Covered Services

\* The Emergency Room co-pay will be waived if the patient is admitted to the hospital; however, the member will still be responsible for any deductible and co-insurance for all Emergency Room Physician and Professional services.

Following implementation of the plans above, the Employer agrees to meet and confer with a group representing every labor organization in the County to discuss methods to reduce medical care and prescription drug costs. However, any changes must be mutually agreed upon by the County and all labor organizations in the County.

### **Section 17.2- Employee Contributions**

Employee contributions toward medical and prescription drug coverage shall be governed by PA 152 of 2011. Should, for any reason, employees not be required to pay the employee contributions required under PA 152 of 2011, employees shall be required to pay, on a pre-tax basis, 20% of the applicable premium and/or illustrative rate for medical and prescription drug coverage. Contributions shall be made, to the extent allowed by law, on a pre-tax basis.

Employees not receiving County pay, and therefore not contributing to their health care premium share through payroll deduction, will be required to make the monthly premium payment in the form of a check or money order on an after-tax basis and submit it to the Human Resources Department no later than the 15<sup>th</sup> of each month. Employees are granted a 30-day grace period. Failure to make the required payments within the specified time will result in the cancellation of the health care coverage. Partial payments will not be accepted. It is the employee's responsibility to know how much the premium co-pay is and when it is due. IF the coverage is terminated due to non-payment, the cancellation effective date will be the end of the month that the coverage was previously paid through. Employees will be re-enrolled into the insurance program the first day of the month following their return to work.

When the Employer has the capability for employees to pay premium contributions through electronic transfer, the Employer will discuss implementation with the Union.

### ***Section 17.3 - Hospital/Medical Coverage – More than one Family Member Employed by the County***

When spouses employed by Genesee County and/or a Court Employer are eligible for hospital/medical benefits, only one (1) hospital/medical coverage plan can be selected for each employee and any eligible dependent.

### ***Section 17.4- Prescription Drugs***

Effective June 1, 2006, prescription drug coverage shall include an employee co-pay of five dollars (\$5) for generic drugs, fifteen dollars (\$15) for preferred formulary drugs and twenty-five dollars (\$25) for brand name drugs, per prescription.

Coverage is effective on the first day of the month immediately following the employee's completion of five hundred and twenty (520) straight-time hours of employment

As soon as administratively possible after February 26, 2013, coverage for prescription drugs obtained at pharmacies in the carrier/administrator's (currently Express Scripts) retail pharmacy network shall include an employee co-pay of five dollars (\$5) for generic

drugs, twenty dollars (\$20) for preferred formulary drugs and forty dollars (\$40) for brand name drugs, per prescription.

Mail order delivery for maintenance drugs will be provided. As soon as administratively possible after February 26, 2013, a three-month (90 day) supply of a maintenance drugs obtained through the carrier/administrator's (currently Express Scripts) mail order pharmacy shall include an employee co-pay of twelve dollars and fifty cents (\$12.50) for generic drugs, fifty dollars (\$50) for preferred formulary drugs and one hundred dollars (\$100) for brand name drugs, per prescription.

As soon as administratively possible after February 26, 2013, a one-time voluntary generic incentive program will be implemented for a period of six (6) months whereby a member will be given the opportunity to switch from a brand to a generic drug and have their co-pay waived for the immediate six (6) months following the effective date.

A step therapy program for several drug classes will be included in the prescription drug program. Employees who are currently on approved prescription drugs identified as part of the step therapy program will receive grandfather status effective February 26, 2013. Upon introduction of any new step therapy program, any potential grandfathering of prescription drugs currently used by the employee will be determined based on clinical recommendation from the County's carrier and/or consultant.

Prior authorization may be required for certain drugs as identified by the carrier. The list of these drugs may be updated annually.

### ***Section 17.5 - Health Insurance Reimbursement***

Effective with the April 2006, annual enrollment period and during any annual enrollment period thereafter, bargaining unit members and retirees who are eligible for hospital/medical and prescription drug coverage must advise the Human Resources Department, on forms provided, of their voluntary election not to receive County paid hospital/medical and prescription drug coverage. This "Opt-Out" will remain in effect until the employee notifies the Human Resources Department on forms provided of the employee's election to commence coverage as otherwise provided in this section.

Employees and retirees must initially provide proof at "Opt-Out" that the employee/retiree is covered by a medical insurance plan and must sign a waiver which holds the County harmless for any liability which may be caused by voluntarily electing not to receive hospital/medical and prescription drug coverage from the County.

Thereafter, each full six (6) month period (June through November and December through May) the employee goes without the County provided coverage, the employee will be paid a lump sum gross amount of \$1000.00 (in December or June as appropriate), provided that during the six (6) month period the employee would otherwise have been eligible for County paid coverage, had the employee been receiving County paid coverage and the "Opt-Out" payment is not more than the hospital/medical and prescription drug premiums would have been during the same period. This payment shall change to \$600.00 effective the December 1, 2012 through May 31, 2013 period and thereafter.

This lump sum amount shall be considered as taxable wages.

Employees may opt in or out coverage due to a qualifying event, as defined by the Health Insurance Portability And Accounting Act of 1996 (HIPAA) and Section 125 of the Internal Revenue Code, if otherwise eligible under the agreement.

An employee who is participating in the "Opt-Out" provision who separates employment prior to completion of the six (6) month period, or has a qualifying event and begins or discontinues coverage, will receive a pro-rated amount for each full month worked without coverage during that six (6) month period.

Effective December 1, 2012, employee receiving County insurance through a spouse or other person who also works for, or is retired from, the County will no longer be eligible to receive any health insurance "Opt-Out" reimbursement.

New hires may "Opt-Out" effective when the employee would otherwise be eligible for hospital/medical and prescription drug coverage. Such employee will receive a pro-rated amount for each full month without otherwise eligible coverage during that six (6) month period.

### ***Section 17.6 - VEBA Trust***

A Voluntary Employee's Beneficiary Association (VEBA) pursuant to Section 501(c) (9) of the Internal Revenue Code is established as a method to pay for health insurance coverage for retirees.

Effective the first full pay period following April 1, 2006, and continuing thereafter, the County will reduce the pre-tax compensation of each employee by one-percent (1%) which the County will contribute to the VEBA as an Employer contribution. At no time shall any employee have any right to receive the amount of the salary reduction in cash or in any form other than retiree health insurance coverage under the provisions of the VEBA.

Following ratification of the contract, the parties will enter into coalition bargaining with interested Genesee County Unions regarding the composition of the VEBA Board of Trustees.

### ***Section 17.7 - Dual Coverage/Loss of Alternate Coverage***

Employees hired on or after July 1, 1980 who have hospital/medical coverage through another Employer paid source, shall be given the option of retaining such alternative coverage, or being covered under the existing Genesee County hospital/medical program. In no event, however, will an employee hired on or after July 1, 1980 be allowed to maintain dual hospital/medical coverage through Genesee County and through the alternate source.

Otherwise eligible employees who elect to maintain such alternative hospital/medical coverage through another source but who lose the alternate coverage due to death, divorce, loss of job, change in dependent status or another qualifying event as defined by the Health Insurance Portability And Accounting Act of 1996 (HIPAA) must apply within thirty (30) calendar days of the loss of coverage in order to be eligible for coverage under the existing Genesee County hospital/medical program.

If such application is not made within the thirty (30) calendar day period, the employee must wait until the next open enrollment period to apply for County paid coverage.

**Section 17.8 - Dental Benefits**

Dental benefits shall be provided on the first day of the month immediately following the completion of 2080 hours of straight time employment, at no cost to the employee. Employees shall also have the option of electing such coverage on the first day of the month immediately following the completion of 520 hours of straight time employment, provided said employees pay the premiums through payroll deduction, until eligible for Employer paid coverage.

The annual maximum benefit payment for Class I, Class II and Class III benefits shall be \$1000 per covered person per benefit year. The lifetime maximum benefit payment for Class IV benefits shall be \$1200 per covered person.

The dental benefits provided are subject to the terms and conditions of the carrier.

**Section 17.9 - Optical Benefits**

Optical benefits shall be provided on the first day of the month immediately following the completion of 2080 hours of straight-time employment, at no cost to the employee. Employees shall also have the option of electing such coverage on the first day of the month immediately following the completion of 520 hours of straight-time employment, provided said employees pay the premiums through payroll deduction, until eligible for Employer paid coverage.

<p align="center"><b>Co-payment</b> \$5 Exam / \$7.50 Lenses</p>	<p align="center"><b>Participating Provider</b></p>
<p><b>Examination</b> Once Every 12 Months</p>	<ul style="list-style-type: none"> <li>▪ Covered 100%</li> <li>▪ After \$5 copay</li> </ul>
<p><b>Lenses</b> Once Every 12 Months</p> <ul style="list-style-type: none"> <li>▪ Single Vision</li> <li>▪ Bifocal</li> <li>▪ Tri-focal</li> <li>▪ Lenticular</li> <li>▪ Polycarbonates (under age 19)</li> </ul>	<p align="center">Standard Glass or Plastic</p> <ul style="list-style-type: none"> <li>▪ Covered 100%</li> <li>▪ After \$7.50 copay</li> <li>▪ Covered 100%</li> </ul>
<p><b>Frame</b> Under 19 Once Every 12 Months 19 &amp; over Once Every 24 Months</p>	<p align="center">Retail Allowance</p> <ul style="list-style-type: none"> <li>▪ Up to \$125 (20% discount off balance)*</li> </ul>
<p><b>Contact Lenses</b> Once Every 12 Months Elective Contact Lenses</p> <p>Contact Lens Evaluation/Fitting***</p> <p>Medically Necessary****</p>	<p align="center">In lieu of Lenses</p> <ul style="list-style-type: none"> <li>▪ Up to \$90 Retail (15% discount (Conventional) or 10% discount (Disposable) off balance)**</li> <li>▪ Covered 100%</li> <li>▪ Covered 100%</li> </ul>

## **Section 17.10 - Disability Benefits**

### **Benefit Limits**

Bargaining unit members are eligible to apply for disability insurance benefits on the first day of the month immediately following the completion of 520 hours of straight-time employment.

Employees with less than five (5) years of service are eligible for long-term disability and/or short-term disability for a period of time equivalent to their months of service. Employees with five (5) years or more are eligible for long-term disability to age sixty-five (65) or for a maximum of ten (10) years, whichever is shorter.

As soon as administratively possible after February 26, 2013, short-term disability benefits commence after completion of a twenty-one (21) calendar day waiting period. Eligible employees receive sixty (60%) percent of the employee's regular weekly wage rate up to a maximum of \$450.00 per week, for up to twenty-six (26) weeks. During the waiting period, employees may be required to exhaust accumulated personal time prior to going without pay. However, during the waiting period, upon request, the employee may reserve twenty-eight (28) personal time hours, or their then current amount of accumulated personal time, whichever is less. During the waiting period, accumulated personal and/or vacation time may be used at the request of the employee. Employees are not eligible to receive any other pay, including, but not limited to, holiday pay during the waiting period.

Long-term disability benefits commence after twenty-six (26) weeks, or upon proper certification of a permanent disability, whichever comes first. Eligible employees receive a monthly allowance of sixty percent (60%) of the employee's regular monthly wage rate up to a maximum of \$1800.00 per month.

Determination of eligibility and payment of benefits is a function of the insurance carrier. Employees are bound by the terms and conditions of the carrier.

### **Application For Benefits**

An employee who is unable to work due to a serious health condition, may apply for disability benefits by submitting to Human Resources: 1) certification from a licensed health care provider required by the Employer; and 2) disability insurance forms required by the carrier. These documents are available in Human Resources and must be turned in within one business day after the visit to the health care provider and no later than the tenth (10th) calendar day following the employee's last day worked in order for the employee to be eligible for disability benefits. These time periods may be waived upon the employee providing convincing proof to Human Resources that delay in submitting required documents was beyond the employee's control.

An employee on disability leave may apply for an extension of the leave by contacting the employee's department and Human Resources the same date the employee is seen by the health care provider, if possible, or by 8:30 a.m. on the next business day following the appointment. Written certification from the health care provider must be delivered to Human Resources within three business days of the appointment.

It is the responsibility of the employee to provide the required documents within the specified time frames in order to maintain eligibility for benefits. It is the responsibility of the employee to comply with departmental notice requirements regarding absences from work. Failure to keep the department properly and timely informed of absences shall be just cause for disciplinary action.

### **Seniority During Disability Leave**

Seniority and continuous service for the purpose of benefit accrual rates shall continue for an employee on authorized disability leave for the first thirty (30) calendar days of such leave. Upon return from a leave of absence lasting longer than thirty (30) calendar days, an employee's seniority date, benefit accrual rates, and benefit dates will be adjusted forward to take into account the length of the employee's absence, provided, however, that the employee shall be given credit on their seniority date and benefit eligibility dates for the first thirty (30) calendar days of his/her absence.

### **Return From Disability Leave**

An employee returning to work from an authorized disability leave of absence will be initially placed in the same classification the employee held prior to the leave, seniority permitting, and thereafter, if necessary, the provisions of Section 10 (Layoff Procedure) will be applied. The time periods set forth in this Article shall be calculated on a consecutive basis for multiple leaves of absence unless an employee returns to work for a period of fourteen (14) consecutive calendar days between the end of one (1) leave period and the commencement of another leave period, in which in the latter case the time period shall be calculated separately for purposes of this Section. This Section shall not apply to military leaves of absences.

Prior to return to work, the employee shall provide to Human Resources, a statement from the health care provider, specifying the employee's ability to return to his/her normal assigned duties. The Employer may require the employee to be examined by a designated health care provider prior to being allowed to return to work. An employee returning from disability leave must confirm the return to work by calling the employee's department one work day prior to the scheduled return to work.

### **Administration**

In the administration of the disability leave program, the Employer may from time to time investigate, or require to be investigated, employees who it has cause to believe may be misusing or abusing the benefits of the disability policy. The Employer may also require the employee to undergo examination by an independent health care provider. If the employee is deemed not to be totally disabled, benefits under the disability policy shall cease immediately. Depending upon the circumstances, the employee may be subject to disciplinary action. The total cost of the independent examination shall be borne by the Employer.

If an employee ceases to be totally disabled or fails to submit required proof of said disability, the disability payments shall automatically and immediately cease. Notwithstanding proof of total and permanent disability that may have been accepted by the insurance company as satisfactory, the employee, on request from the insurance company, shall furnish proof of the continuance of such disability and shall submit to physical examinations at reasonable intervals by health care providers designated by the insurance company.

### ***Section 17.11 - Employer Initiated Examinations***

In situations where an employee's physical or mental condition reasonably raise a question as to the employee's capability to perform his/her job, the Employer may require a medical examination, at its expense, and, if cause is found, require the employee to take or remain on disability leave of absence. The Employer may require as a condition of any disability leave, regardless of duration, a medical certificate setting forth the reasons for the disability leave when there is reason to believe the health or safety of personnel may be affected or that the employee is abusing disability leave.



Employees required to take a disability leave of absence or to remain on disability leave following an examination by the Employer's physician may, at their own expense, have an examination conducted by a physician of their own choice. If the medical conclusions of the two (2) physicians are dissimilar concerning the ability of the employee to perform his/her duties, the two (2) physicians shall select a third (3rd) physician to examine the employee, whose medical conclusions shall be binding.

The preceding paragraphs shall not apply in situations where a claim for benefits for such illness or disability may be made by the employee affected pursuant to a contract of insurance carried by the Employer.

This procedure also does not apply to Workers' Compensation claim disputes.

### ***Section 17.12 - Term Life Insurance***

During the term of this Agreement, the Employer agrees to provide and maintain, at its cost, a term life insurance policy in the face amount of forty-thousand dollars (\$40,000), for each employee. In addition, the Employer will provide an accidental death and dismemberment policy with an accidental death benefit of \$40,000 for each employee. These policies will be effective for each insurable, full time employee, effective the first day of the month following the employee's completion of five hundred and twenty (520) straight time hours of employment with the Genesee County Sheriff's Department.

The life insurance benefits provided are subject to the terms and conditions of the carrier.

Effective within ninety (90) calendar days from the implementation date of the contract (June 1, 2006), the \$40,000 term life insurance policy and the accidental death benefit will be increased to \$50,000.

### ***Section 17.13 - Liability Coverage***

The Employer will continue to provide bargaining unit members with liability coverage substantially equivalent to the coverage already being provided, as of the effective date of this agreement. If such coverage ceases to be available or is not available at commercially reasonable costs, the Employer will notify the Union of the loss or anticipated loss of coverage and the parties will meet to negotiate replacement or alternate coverage

### ***Section 17.14 - Selection of Insurance Carriers***

The Employer reserves the right to select or change any or all of the insurance carriers or become self-insured providing the benefits stated in Section 17 remains substantially the same.

### ***Section 17.15 - Continuation of Benefits***

- (a) Full time employees covered by this Agreement who have at least five (5) years of continuous service with the Genesee County Sheriff's Department and who are receiving benefits under the Employer's disability insurance program shall have their hospital/medical insurance continued by the Employer up to a maximum of twelve (12) months, beginning the first (1st) day such employee goes on authorized disability coverage status.

Full time employees covered by this Agreement who have at least one (1) full year of continuous service with the Genesee County Sheriff's Department but not more than five (5) full years of continuous service shall have their insurance continued by the Employer up to a maximum of six (6) months, beginning the first (1st) day such employee goes on authorized disability status, provided the employee continues to receive disability benefits thereafter.

Employee payment of their portion of the insurance premium must be submitted to the Human Resources Department in the form of a check or money order by the 15<sup>th</sup> of each month, or coverage will cease in accordance with the Health Care Article of this Agreement. Employees on a disability leave shall make their premium payments on an after-tax basis.

When the County has the capability for employees to pay premium contributions through electronic transfer, the Employer will discuss implementation with the Union.

- (b) The Employer agrees to provide one (1) month's hospital/medical insurance coverage for each full year of continuous service with the Genesee County Sheriff's Department, up to a maximum of six (6) months' coverage, for full time employees on layoff status, beginning with the first (1st) day of layoff. Continuation of hospital/medical coverage under this subsection is contingent upon the laid off employee maintaining eligibility for unemployment benefits.

Employee payment of their portion of the insurance premium must be submitted to the Human Resources Department in the form of a check or money order by the 15<sup>th</sup> of each month, or coverage will cease in accordance with the Health Care Article of this Agreement. Employees on a disability leave shall make their premium payments on an after-tax basis.

When the County has the capability for employees to pay premium contributions through electronic transfer, the Employer will discuss implementation with the Union.

- (c) Employees on authorized disability insurance coverage status or on layoff status who could not qualify for a full twelve (12) months of paid hospital/medical insurance coverage under, respectively, subsections (a) or (b) above may exercise an option under COBRA to continue their benefits. The employee payment of insurance premiums referred to in this subsection must be submitted to the County Human Resources Department in the form of a check or money order by the first (1<sup>st</sup>) day of each month or coverage will cease in accordance with the COBRA guidelines.

When the County has the capability for employees to pay premium contributions through electronic transfer, the Employer will discuss implementation with the Union.

- (d) Full time employees will also be permitted the option of continuing their present hospital/medical insurance coverage at their own expense while

on Union Business Leave, Personal Leave or an unpaid disability leave for a period of twelve (12) months commencing with the first (1st) day such employees go on such leaves, provided, however, that the employees affected are eligible for such leave status under this Agreement.

- (e) Subsections (a) through (d) of this section concerning the continuation of hospital/medical insurance coverage shall be applicable to term life insurance, dental insurance, and optical insurance coverage as well.
- (f) There shall be no liability whatsoever on the part of the Employer for any insurance premium payment contribution coverage for an employee or employees who are on layoff or leave of absence status other than the provisions set forth in this Section. The Employer will give employees who are on disability leave written notification of the loss of insurance benefits two (2) weeks prior to the loss of insurance benefits.

## **DEFINED BENEFIT PLAN**

### ***Section 18.0 - GCERS Plan***

Retirement benefits for the Genesee County Employees' Retirement System defined benefit plan (GCERS Plan) are governed by the detailed provisions of the Genesee County Retirement Ordinance and amendments thereto, together with the Retirement Commission's administrative rules and regulations. Copies of the Ordinance may be obtained from the County Retirement Office.

### ***Section 18.1 - Multiplier***

The retirement allowance factor for employees who retire on or after January 1, 2000, shall be 2.5% for all years of credited service.

The maximum portion of the retirement allowance financed by the Employer shall not exceed seventy-five percent (75%) of the employee's final average compensation.

### ***Section 18.2 - Retirement Eligibility***

An employee is eligible for retirement benefit payments under the following conditions:

After twenty (20) years or more of credited service with no age restriction. After twenty-three (23) years or more of credited service with no age restriction for employees hired on or after January 1, 2000. Effective February 26, 2013, the years of service requirement shall change to twenty-five (25) years of service for all employees who were not fully vested as of said effective date.

At sixty (60) years of age with a minimum of eight (8) years of credited service. At sixty (60) years of age with a minimum of fifteen (15) years of credited service for employees hired on or after January 1, 2000.

Deferred retirement after fifteen (15) years of credited service with retirement benefit payments commencing when twenty (20) years of service would normally have been completed. Employees hired prior to January 1, 1988 may elect

deferred retirement after eight (8) years of credited service with retirement benefit payments commencing when twenty (20) years of service would normally have been completed. Deferred retirement after fifteen (15) years of credited service with retirement benefit payments commencing when twenty-three (23) years of service would normally have been completed for employees hired on or after January 1, 2000. Effective February 26, 2013, the years of service requirement shall change to twenty-five (25) years of service for all employees who were not fully vested as of said effective date.

Employees who are in the defined benefit plan, who were not vested on or before February 26, 2013 and who have a change in their retirement eligibility from 23 to 25 years of service under this Section shall be afforded an opportunity to purchase two (2) years of service by paying the full actuarially determined cost of the purchase of such time. This purchase shall be subject to paragraphs 8, 9, 10 and 12 of the Genesee County Employees' Retirement System Service Credit Purchase Policy for Purchase of Other Governmental Service. Arrangement to purchase this time must be finalized, and an agreement signed by the employee, no later than June 30, 2014.

### ***Section 18.3 - Final Average Compensation***

The employee's best two (2) years of credited service earnings prior to separation of employment shall be computed as final average compensation for retiring employees. Disability leave benefits, Worker's Compensation payments (weekly payments only) and layoff benefits shall be included when figuring final average compensation and credited service, contingent upon the employee's contribution of seven percent (7%), of the compensation received within twelve (12) months of return from such leave or layoff.

### ***Section 18.4 - Employee Contribution Rate***

Employee contributions are two percent (2%) of compensation received, deducted biweekly from paychecks. Employees hired on or after January 1, 2000, shall contribute six and one-half percent (6.5%) of compensation received, deducted biweekly from paychecks. As soon as administratively feasible February 26, 2013, the County will reduce the pre-tax compensation of each employee by seven percent (7%) deducted biweekly which the County will contribute to the Genesee County Employees' Retirement System as an Employer contribution.

### ***Section 18.5 - Other Governmental/Military Service***

Employees may apply in writing to the Retirement Office to receive credit for other governmental service, including Military Service for credited service for retirement purposes after completion of five (5) years of credited service with Genesee County.

Additionally, the employees must meet all other qualifications and conditions under the provisions of Section 12 a of Act No. 156 of the Public Acts of 1851, as amended by Act No. 219 of the Public Acts of 2003, [MCL 46.12a].

Effective upon the effective date of the contract, the fifteen (15) year "gap rule" as found in subsections (9)(a) and (b) shall not apply regarding receipt of credit for other governmental service; and the limitations as set out in section 13 of this same law regarding receipt of credited service for military service performed subsequent to June

1, 1980, and the five (5) year maximum purchase limitation with respect to such service, shall not apply.

Temporary employment with Genesee County or any other governmental agency is not considered to be eligible for credited service with Genesee County.

### ***Section 18.6 - Pop-Up Option***

When an employee selects a beneficiary through option A or B at the time of retirement and the beneficiary is subsequently removed as a result of death, the retirement selection shall automatically revert to Straight Life Allowance.

### ***Section 18.7 - Cost Of Living***

Adjustments of three percent (3%) on the original base retirement pay shall be made annually for the first five (5) years following an employee's retirement that is effective prior to March 1, 2006. The initial cost of living adjustment shall be payable in the next retirement payment after the completion of one (1) full year of retirement. Cost of living adjustments are not included in computing the retirement allowance financed by the Employer.

Bargaining unit employees who retire on or after March 1, 2006, shall receive cost of living adjustment annually, beginning with the second year of retirement in place of the three (3%) for five (5) years cost of living adjustments. Such cost of living adjustments shall be 1.75 percent (1.75%) per year, compounded, for the first nine (9) years of retirement or until the retiree attains the age of sixty-five (65), whichever is longest. In the event a retiree dies and the spouse continues to receive the pension payments, such annual cost of living adjustments shall continue for the first nine (9) years from the date of retirement or until the deceased retiree would have attained age sixty-five (65), whichever is longest.

Bargaining unit members who retire on or after March 1, 2006, shall not be eligible to receive post retirement adjustments ("13th Check") as described in the GCERS Retirement Ordinance Section 52.

### ***Section 18.8 - Medical Benefits***

Subject to the other provisions of this Section and Section 18.9, commencement of pension retirement benefit payments, the Employer shall provide retirees, their spouse and dependents, with medical, dental and optical coverage, including any premium co-payments, equivalent to the coverage and premium co-payments which were in effect for the employee at the time of separation of employment. If such coverage is not available for retirees, the Employer and Union will meet to negotiate an alternative.

**Corrections Deputies Only-** Employees retiring on or after September 11, 2013 will receive medical and prescription drug coverage that is in effect for active employees, including any premium contributions, deductibles and co-insurance, as may be changed from time to time pursuant to law or agreements negotiated by the parties. Thus subsequent changes to the active employees' medical and prescription drug coverage including premium contributions, prescription contributions, deductibles and co-insurance, will apply to retirees who retire on or after September 11, 2013. If such coverage is not available for retirees, the Employer and Union will meet to negotiate an alternative.

**Corrections Deputies Only-** Retirees and/or beneficiaries receiving a pension check under the defined benefit plan shall have their health care premium contribution payments, if applicable, taken from their pension check.

Retirees shall also be required to pay for Medicare Supplement Part B.

Retirees that are not Medicare eligible shall be allowed to switch medical coverage during the regular annual open enrollment period, provided coverage is available to retirees. Dual coverage shall not be allowed for retirees.

### ***Section 18.9 - Miscellaneous Provisions***

Miscellaneous Provisions-The following provisions (a)-(i) are all subject to the provisions of Section 18.8, including those addressing the coverage provided and the responsibility of the retiree to pay premium contributions, deductibles co-insurance and other payments.

- a) A retiree, who selects the Straight Life Allowance retirement option or a Section 25(c) option, will be entitled to medical, dental and optical benefits through the retiree's lifetime only. Coverage will cease upon the death of the retiree.
- b) A retiree, who selects the Option A retirement option, will be entitled to medical, dental and optical benefits through the retiree's and one (1) beneficiary's lifetime.
- c) A retiree, who selects the Option B retirement option, will be entitled to medical, dental and optical benefits through the retiree's lifetime and, should the retiree predecease the beneficiary, one (1) beneficiary will receive medical, dental and optical coverage with fifty percent (50%) of the premiums paid by the Employer and fifty percent (50%) of the premiums paid by the Beneficiary, without regard to the premium sharing otherwise applicable to retirees.
- d) A retiree, who selects the Option C retirement option, will be entitled to medical, dental and optical benefits through the retiree's lifetime. If the retiree deceases during the guaranteed period of Option C, one (1) beneficiary will receive medical, dental and optical coverage for the remainder of the guarantee period after which time all coverage will cease.
- e) The beneficiary of an employee who deceases for non-duty reasons will be entitled to medical, dental and optical coverage if the employee has fifteen 15 years of credited service as determined by the Genesee County Retirement system. This coverage will continue through the beneficiary's lifetime.
- f) An employee who has at least fifteen (15) years of credited service and who is found eligible by the Genesee County Retirement Commission to retire with a non-duty disability retirement, will be entitled to medical, dental and

optical coverage as outlined in Sections a, b, c or d above, except for a Section 25 (c) option.

- g) An employee who is found eligible by the Genesee County Retirement Commission to retire with a duty disability retirement, will be entitled to medical, dental and optical coverage as outlined in Sections a, b, c or d above, except for a Section 25 (c) option.
- h) In the event an employee dies as a result of an injury or disease arising out of employment with the County and is eligible for duty death benefits as determined by the Genesee County Retirement System, the beneficiary of the employee will be entitled to continue receiving medical, dental and optical benefits as long as the beneficiary remains eligible under the provisions of the Genesee County Retirement Ordinance.

### ***Section 18.10 - Life Insurance***

Employees who retire on or after January 1, 1996 with at least eight (8) years of credited service, shall receive \$10,000 straight life insurance policy upon commencement of pension benefit payments. Employees hired on or after January 1, 2000, must have at least fifteen (15) years of credited service to receive retiree life insurance upon commencement of pension benefit payments.

### ***Section 18.11 – Generic Purchase***

Each employee who purchased “generic” time in accordance with the early retirement program of 1991-1992 must retire no later than upon completion of twenty-three (23) years of credited service.

## **DEFINED CONTRIBUTION PLAN**

### ***Section 19.0 - DC Plan***

Retirement benefits for the existing Genesee County 401(a) Defined Contribution Plan (DC Plan) are governed by the applicable provisions of the Genesee County Retirement Ordinance and amendments thereto, together with the applicable IRS Rules, Genesee County Board Resolutions, Plan Documents, the rules of the Plan Administrator and governing law.

### ***Section 19.1 – Contributions***

After completion of five hundred twenty (520) hours of straight-time employment, the Employer will contribute an amount equal to ten percent (10%) of the employee's gross earnings each pay period into the employee's personal DC Plan account. After completion of five hundred twenty (520) hours of straight-time employment, the employee shall contribute a mandatory pre-tax deferral of three percent (3%) of gross

earnings or, in the alternative, may voluntarily elect a pre-tax deferral of seven percent (7%) of gross earnings each pay period into the employee's personal DC Plan account. The election of the deferral amount is irrevocable.

**Section 19.2 – Vesting**

Vesting means ownership of the assets of the employee's personal DC Plan account which includes employee contributions, Employer contributions and investment earnings.

Employees shall be one hundred percent (100%) vested at all times on their own employee contributions and investment earnings. Employees shall be vested on Employer contributions and investment earnings according to the following schedule:

Completed years of service	Percent vested
Two (2) years	25%
Three (3) years	50%
Four (4) years	75%
Five (5) years	100%

**Section 19.3 - Medical Benefits for Employees hired prior to January 1, 2000.**

Subject to the other provisions of this Section and Section 19.4, the employer shall provide retirees, their spouse and dependents with medical, dental and optical coverage, including any premium co-payments, equivalent to the coverage and premium co-payments which were in effect for the employee at the time of separation of employment. If such coverage is not available for retirees, the Employer and Union will meet to negotiate an alternative.

**Corrections Deputies Only**-Employees retiring on or after September 11, 2013 will receive medical and prescription drug coverage that is in effect for active employees, including any premium contribution, deductibles and co-insurance, as may be changed from time to time pursuant to law or agreements negotiated by the parties. Thus, subsequent changes to the active employees' medical and prescription drug coverage including premium contributions, prescription contributions, deductibles and co-insurance, will apply to retirees who retire on or after the September 11, 2013. If such coverage is not available for retirees, the Employer and Union will meet to negotiate an alternative.

Retirees shall also be required to pay for Medicare Supplement Part B.

Retiree dependents who are receiving medical, dental or optical benefits coverage under this provision, shall continue to receive such coverage upon death of the retiree as long as the dependent is otherwise eligible, pursuant to the terms and conditions of the carrier and with the same provisions as described above.

Such benefits shall be provided as follows:

- (1) After 25 years of credited service, regardless of age.
- (2) At age 60 with at least eight (8) years of credited service.



- (3) When twenty-five (25) years of credited service would have been completed for employees who were hired prior to January 1, 1988 and who separate employment after eight (8) years of credited service.
- (4) When twenty-five (25) years of credited service would have been completed for employees who were hired on or after January 1, 1988 and who leave after fifteen (15) years of credited service.

Retirees that are not Medicare eligible shall be allowed to switch medical coverage during the regular annual open enrollment period, provided coverage is available to retirees. Dual coverage shall not be allowed for retirees.

**Section 19.4 - Miscellaneous Provisions for Employee's hired prior to January 1, 2000.**

The following provisions (a)-(e) are all subject to the provisions of Section 19.3, including those addressing the coverage provided and the responsibility of the retiree to pay premium contribution, deductibles co-insurance and other payments.

- (a) The beneficiary of an employee who deceases for non-duty reasons will be entitled to medical, dental and optical coverage as outlined in the paragraph above entitled "Medical Benefits" if the employee has 15 years of credited service.
- (b) An employee who has at least ten (10) years of credited service and who is found eligible to retire with a non-duty disability retirement, will be entitled to medical, dental and optical coverage as outlined in the paragraph above entitled "Medical Benefits". Determination of non-duty disability shall be handled in the same manner as Defined Benefit non-duty disability retirements.
- (c) An employee who is found eligible to retire with a duty disability retirement, will be entitled to medical, dental and optical coverage as outlined in the paragraph above entitled "Medical Benefits".
- (d) In the event an employee dies as a result of an injury or disease arising out of employment with the County and is eligible for duty death benefits, the beneficiary of the employee will be entitled to medical, dental and optical coverage as outlined in the paragraph above entitled "Medical Benefits".
- (e) **Corrections Deputies Only-** Retirees and/or beneficiaries who are not receiving a pension check under the defined benefit plan will be required to make the monthly premium payment in the form of a check or money order on an after-tax basis and submit it to the Human Resources Department no later than the 15<sup>th</sup> of each month. Such retirees and/or beneficiaries are granted a 30-day grace period. Failure to make the required payments with the specified time will result in the cancellation of the health care coverage. Partial payment will not be accepted. It was the retirees' and/or beneficiaries' responsibility to know how much the premium co-pay is and when it is due. If the coverage is terminated due to non-payment, the cancellation effective date will be the end of the month that the coverage was previously paid through. Retirees and/or beneficiaries

may be re-enrolled into the insurance program based upon carrier/administrator guidelines.

When the Employer has the capability for employees to pay premium contributions through electronic transfer, the Employer will discuss implementation with the Union.

***Section 19.5 - Life Insurance for Employee's hired prior to January 1, 2000.***

Employees who retire with at least eight (8) years of credited service shall receive \$10,000 straight life insurance policy paid by the Employer at age sixty (60) or when twenty (20) years of credited service would have been completed, whichever is sooner.

***Section 19.6 –Defined Benefit vs Defined Contribution Choice - Employees Hired on or after January 1, 2000 but before March 1, 2006.***

Employees hired on or after January 1, 2000, but before March 1, 2006, shall commence participation in the DC Plan upon completion of five hundred, twenty (520) straight time hours of employment unless the employee chooses to participate in the GCERS Plan by notifying the Human Resources Department, in writing, prior to completion of the aforementioned 520 hours. Employees who voluntarily elect to participate in the GCERS Plan shall be covered by the applicable provisions of the Defined Benefit Plan as described above. Employees who fail to notify the Human Resources Department of their selection shall be defaulted into the mandatory three percent (3%) deferral.

***Section 19.7 - Defined Contribution Requirement for Employee's hired on or after March 1, 2006***

All employees hired on or after March 1, 2006, are required to participate in the Defined Contribution Plan.

***Section 19.8 - Medical Benefits for Employees hired on or after January 1, 2000, but before March 23, 2011.***

- i) Subject to the other provisions of this Section and Section 19.9, the Employer shall provide retirees, their spouse and dependents with at least twenty-five (25) years of credited service with medical, dental and optical coverage, including any premium co-payments, equivalent to the coverage and premium co-payments which were in effect for the employee at the time of separation of employment. If such coverage is not available for retirees, the Employer and Union will meet to negotiate an alternative.

**Corrections Deputies Only**-Employees retiring on or after September 11, 2013 will receive medical and prescription drug coverage that is in effect for active employees, including any premium contributions, deductibles and co-insurance, as may be changed from time to time pursuant to law or agreements negotiated by the parties. Thus, subsequent changes to the active employees' medical and prescription drug coverage including premium contributions, prescription contributions, deductible and co-insurance, will apply to retirees who retire on or

after September 11, 2013. If such coverage is not available for retirees, the Employer and Union will meet to negotiate an alternative.

Retirees shall also be required to pay for Medicare Supplement Part B.

Retiree dependents who are receiving medical, dental or optical coverage under this provision, shall continue to receive such coverage upon death of the retiree as long as the Beneficiary is otherwise eligible, pursuant to the terms and conditions of the carrier and with the same provisions as described above.

- ii) Employees who retire with at least fifteen (15) years of service but less than twenty-five (25) years of credited service may elect to be provided medical coverage as stated in the above paragraph provided the retiree is at least age sixty (60) and provided the retiree pays the required participant premium contribution of 25% to the Employer no later than the 20th of each month prior to the month the premium is due without regard to the premium sharing otherwise applicable to retirees. This payment shall also be subject to the terms for payment as set forth in Section 19.9(d). The retiree shall hold the Employer harmless if the retiree fails to timely pay such premiums resulting in the cancellation of coverage.

Retiree dependents who are receiving medical, dental or optical coverage under this provision, shall continue to receive such coverage, under the terms set forth in paragraph (i), upon death of the retiree as long as the Beneficiary is otherwise eligible, pursuant to the terms and conditions of the carrier and with the same provisions as described above.

Retirees that are not Medicare eligible shall be allowed to switch medical coverage during the regular annual open enrollment period, provided coverage is available to retirees. Dual coverage shall not be allowed for retirees.

***Section 19.9 - Miscellaneous Provisions for Employees hired on or after January 1, 2000, but before March 23, 2011.***

- a) An employee who is found eligible to retire with a duty disability retirement, will be entitled to medical, dental and optical coverage as outlined in paragraph (i) above, as if the employee retired with at least twenty-five (25) years of credited.
- b) In the event an employee dies as a result of an injury or disease arising out of employment with the County, the beneficiary of the employee will be entitled to medical, dental and optical coverage as outlined in paragraph (i) above, as if the employee retired with at least twenty-five (25) years of credited service.
- c) An employee who has at least fifteen (15) years of credited service who dies, not in the line of duty, shall be considered to have retired on the day before the death. The beneficiary of the employee will be entitled to continue medical,

dental and optical benefits coverage as provided in paragraph (ii) above, as long as the beneficiary remains eligible, pursuant to the terms and conditions of the carrier.

- d) **Corrections Deputies Only**-Retirees and/or beneficiaries who are not receiving a pension check under the defined benefit plan will be required to make the monthly premium payment in the form of a check or money order on an after-tax basis and submit it to the Human Resources Department no later than the 15<sup>th</sup> of each month. Such retirees and/or beneficiaries are granted a 30-day grace period. Failure to make the required payments with the specified time will result in the cancellation of the health care coverage. Partial payment will not be accepted. It is the retirees' and/or beneficiaries' responsibility to know how much the premium co-pay is and when it is due. If the coverage is terminated due to non-payment, the cancellation effective date will be the end of the month that the coverage was previously paid through. Retirees and/or beneficiaries may be re-enrolled into the insurance program based upon carrier/administrator guidelines.

When the Employer has the capability for employees to pay premium contributions through electronic transfer, the Employer will discuss implementation with the Union.

#### ***Section 19.10 – Retiree Medical Benefits for Employees Hired on or after March 23, 2011***

Employees hired on or after March 23, 2011 will not receive any Employer paid medical or prescription coverage. Such employees will be provided with a retiree health care notional account subject to the VEBA plan document and IRS provisions. Such employees will not be required to contribute to the VEBA while an employee of the County.

A separate account shall be set up in the VEBA to which the County will contribute one hundred (\$100) dollars per pay period, for each pay period for which the employee is on active payroll status, for each employee hired on or after March 23, 2011. Said payment shall begin effective on the first day of the month immediately following the employee's completion of five hundred and twenty (520) straight-time hours of employment.

The County shall keep notional accounts for each employee hired after said ratification. A notional account is an accounting recording showing the Employer contributions attributable to an individual employee, but is not a physically separate account. There shall be an annual interest rate of 2.5% credited to these notional accounts, regardless of the actual investment performance of the Employer contributions. The interest will be credited on an annual basis until the employee begins accessing the notional account. Interest crediting will cease after the employee separates from employment. As soon as administratively possible after the ratification of the 2018-2021 contract, notional account funds shall be moved to individual Health Retirement Savings Accounts (HRA).

After separation from employment, said employees or their spouse may use up to the total of their notional account for reimbursement of approved health care costs pursuant to the VEBA Plan document and IRS regulations provided the employee has reached 25 years of service with the County, at separation. Employee who reach 15 years of service with the County may defer their access to their notional account by separating after 15 years of service. However, such employees or their spouse may not obtain reimbursement for medical expenses until the date the employee would have actually served 25 years with the County.

Notional accounts of employees who do not meet the above service and age requirements shall be forfeited upon their severance of employment with the County or if the account under IRS regulations would become part of an employee's estate.

Upon death of the eligible employee, a surviving spouse may use any remaining funds in the eligible employee's notional account. Only a surviving spouse of an eligible employee may have access to the remaining funds. If an employee dies prior to eligibility, the account is forfeited.

The Employer will provide an accounting statement of the value of the employee's notional account on an annual basis.

***Section 19.11 - Life Insurance for Employees hired on or after January 1, 2000.***

Employees who retire with at least fifteen (15) years of credited service, regardless of age, shall receive \$10,000 straight life insurance policy paid by the Employer.

***Section 19.12 - Retirement Application***

Written application for retirement shall be filed , not less than thirty (30) calendar days nor more than ninety (90) calendar days, prior to the date the employee desires to retire.

## **COMPENSATION**

***Section 20.0 - Salary Rates and Classifications***

The salary rates are attached as Appendix A.

Each new employee covered by this Agreement shall be hired at the "New Hire" step of the salary range. On an employee's "anniversary date" (normally the employee's seniority date unless the employee has been on leave of absence or layoff) each year, the employee will be advanced to the next step of the salary range.

***Section 20.1 - Shift Premium***

- (a) For purposes of this Section, the term "second shift" shall mean any shift with a scheduled starting time of on or after 3:00 p.m. and before 11:00 p.m. and the term "third shift" shall mean any shift with a scheduled starting time of on or after 11:00 p.m. and before 7:00 a.m. The term "swing shift employee" applies to any employee who regularly works or "swings" between first, second and third shift.

- (b) Employees shall receive a shift premium of six percent (6%) per hour for hours actually worked between 3:00 p.m. and 11:00 p.m. and a shift premium of eight percent (8%) per hour for hours actually worked between 11:00 p.m. and 7:00 a.m.; except that employees whose regular shift falls between the hours of 7:00 a.m. and 5:00 p.m. shall not receive any shift premium for hours worked during their regular shift. A swing shift employee shall receive nine percent (9%) per hour for all hours worked regardless of whether the work occurred on first, second or third shift.

### **Section 20.2 - Longevity**

For employees hired by the County prior to March 1, 2006, longevity compensation will be granted to bargaining unit employees, upon completion of seven (7) years or more of total, continuous service with the County of Genesee with additional increments thereafter up to and including the nineteenth (19th) year of total continuous service. Longevity compensation paid pursuant to this section shall be included in the employee's bi-weekly pay check each pay period. Longevity increments shall be calculated as follows:

- (1) Two percent (2%) of the annual rate upon completion of seven (7) years of total, continuous service;
- (2) Four percent (4%) of the annual rate upon completion of ten (10) years of total, continuous service;
- (3) Six percent (6%) of the annual rate upon completion of thirteen (13) years of total continuous service;
- (4) Eight percent (8%) of the annual rate upon completion of sixteen (16) years of total, continuous service;
- (5) Ten percent (10%) of the annual rate upon completion of nineteen (19) years of total, continuous service.

For employees hired by the County on or after March 1, 2006 but prior to February 26, 2013, longevity compensation will be granted to bargaining unit employees, upon completion of seven (7) years or more of total, continuous service with the County of Genesee with additional increments thereafter up to and including the nineteenth (19th) year of total continuous service. Longevity compensation paid pursuant to this section shall be included in the employee's bi-weekly pay check each pay period. Longevity increments shall be calculated as follows:

- (1) One percent (1%) of the annual rate upon completion of seven (7) years of total, continuous service;
- (2) Two percent (2%) of the annual rate upon completion of ten (10) years of total, continuous service;
- (3) Three percent (3%) of the annual rate upon completion of thirteen (13) years of total continuous service;
- (4) Four percent (4%) of the annual rate upon completion of sixteen (16) years of total, continuous service;

- (5) Five percent (5%) of the annual rate upon completion of nineteen (19) years of total, continuous service.

For employees hired by the County after February 26, 2013, longevity compensation will be granted to bargaining unit employees upon completion of nineteen (19) years or more of total, continuous service with the County of Genesee. Longevity compensation paid pursuant to this section shall be included in the employee's bi-weekly pay check each pay period. Longevity increments shall be calculated as follows:

- 1) Five percent (5%) of the annual rate upon completion of nineteen (19) years of total, continuous service.

### ***Section 20.3 - Continuous Service***

Longevity payments under Section 20.2 are calculated on the basis of an employee's total, continuous service, with the County of Genesee which does not relate to the length of time served in a particular classification, office or department. Authorized leaves of absence or layoffs will not constitute a break in total, continuous service. However, time off will be subtracted in computing the length of time of eligible increment time. Separation due to resignation or dismissal constitutes a break in continuous service. Time spent on military leaves (not to exceed four (4) years unless otherwise required by statute) will be counted in computing service for longevity purposes.

### ***Section 20.4 - Paramedic Assignment***

Employees who are state-licensed Paramedics and classified as Police Deputy (Paramedic assignment) shall receive an allowance of \$600 the last pay in July and the last pay in January, pro-rated on a monthly basis for each full month in the Paramedic assignment with Paramedic state licenser. The July payment will cover the months of January through June and the January payment will cover the months of July through December. Any overpayment will be deducted from the first possible subsequent paycheck.

### ***Section 20.5 - Paramedic Not Assigned***

Employees who are state licensed as a Paramedic shall receive an allowance of \$300 the last pay in July and the last pay in January for each full month the license is valid. The July payment will cover the months of January through June and the January payment will cover the months of July through December. Any overpayment will be deducted from the first possible subsequent paycheck. Employees who are receiving this allowance are required to respond during medical emergencies, consistent with their level of training.

### ***Section 20.6 - Emergency Medical Technician (EMT)***

Employees who are state licensed as an EMT shall receive an allowance of \$250 the last pay in July and the last pay in January for each full month the license is valid. The July payment will cover the months of January through June and the January payment will cover the months of July through December. Any overpayment will be deducted from the first possible subsequent paycheck. Employees who are receiving this allowance are required to respond during medical emergencies, consistent with their level of training.

### ***Section 20.7 - Medical First Responder (MFR)***

Employees who are state licensed as an MFR shall receive an allowance of \$150 the last pay in July and the last pay in January for each full month the license is valid. The July payment will cover the months of January through June and the January payment will cover the months of July through December. Any overpayment will be deducted from the first possible subsequent paycheck. Employees who are receiving this allowance are required to respond during medical emergencies, consistent with their level of training.

The payments described in Sections 20.4 through 20.7 above, shall not be compounded. For example, an employee with both EMT and MFR licenses will only be paid for the highest license.

## **NEW CLASSIFICATIONS**

### ***Section 21.0 - New Classifications***

Whenever the Employer establishes a new classification within the collective bargaining unit, the Union shall be notified of the rate of pay assigned to the classification. The Union shall have fifteen (15) calendar days from receipt of such notification to object to the assigned rate. Thereafter, the parties shall meet within thirty (30) calendar days to negotiate any changes which might be required.

If the parties are unable to reach agreement, the rate of pay shall be subject to the Arbitration Procedure set forth in this Agreement if the Union gives written notification of its intent to arbitrate to the County Human Resources Director within fifteen (15) calendar days following the meeting of the parties on the subject.

## **UNIFORMS, SAFETY AND EQUIPMENT**

### ***Section 22.0 - Operational Procedures***

The Employer, the Union and all employees covered by this Agreement recognize that the Employer's primary duty and responsibility is to provide law enforcement assistance to the citizens of Genesee County. Bearing this in mind, the Employer will always consider the personal safety of the employees in establishing operational procedures.

### ***Section 22.1 - Safety Protests***

When an employee is required by a supervisor to work under a condition which the employee regards as a violation of a safety rule, the employee shall have the right to protest; if ordered by the supervisor to perform the work involved the employee shall have the right to perform the work under protest and refer the matter to the Safety Committee for consideration and recommendation. However, no employee shall be required to take out any vehicle which has already been written up as being not in safe operating condition or not equipped with the safety appliances prescribed by law before such vehicle is checked and released by a Maintenance Supervisor in writing.

### ***Section 22.2 - On-Duty Injuries***

If any employee is injured while on the job and required to leave the job by a medical authority, the employee shall be paid for the whole day.



### **Section 22.3 - Accidents and Equipment Defects**

Any employee involved in any accident on duty shall immediately report said accident and any physical injury sustained. An employee shall make out an accident report in writing on forms furnished by the Employer and shall turn in all available names and addresses of witnesses to any accident. It is also the duty of the employee to immediately, or at the end of the employee's shift, report all defects of equipment which reasonably should have been known to the employee. Failure to comply with this provision shall subject such employee to disciplinary action by the Employer.

### **Section 22.4 - Uniforms and Equipment**

The County shall furnish and maintain such uniforms and equipment as the Sheriff and the County shall determine is necessary, subject to reasonable rules for preservation, use and care of such uniforms and equipment as may be established by the Sheriff from time to time. To the extent consistent with budget constraints, the County will endeavor to provide replacement shirts and pants in a fashion sufficient to enable employees to maintain appearance standards.

An annual list of the type and number of equipment and uniforms furnished to employees in the bargaining unit shall be furnished to the Union by the Employer. This shall include five (5) uniforms for use on the job in Genesee County jail kitchen for employees in the Cook classifications.

Upon termination from Sheriff's Department employment, all uniforms and equipment must be returned to the Sheriff's Department. Failure to return all uniforms and equipment shall result in any outstanding payments due the former employee being withheld until the return of all uniforms and equipment.

### **Section 22.5 - Bullet-proof vests**

A joint Union/Management Committee shall review available bullet-proof vests and shall select one (1) National Institute of Justice (NIJ) approved vest for use by employees to be provided by one exclusive vendor. Each employee in the Police Deputy classification and each employee on the promotional roster who obtains a new bullet-proof vest from the established vendor shall first submit his/her request, in writing, to the department for review. Once eligibility is confirmed, the employee may order his/her vest from the designated vendor. The vendor, in turn, will submit the invoice directly to the department for payment.

The department shall pay the vendor one hundred percent (100%) of the cost of the approved vest. Each employee may receive no more than one (1) department paid vest according to the time period for replacement required by the manufacturer.

Police Deputies required by the Sheriff to wear a bullet-proof vest for the major portion of any calendar year shall be credited with eight (8) hours vacation time per year, effective the first paycheck in December of that year.

## MISCELLANEOUS

### ***Section 23.0 - Address Changes***

An employee shall notify the County Human Resources Department in writing of any change in name or address promptly and in any event within five (5) calendar days after such change has been made. In addition, an employee shall notify the Radio at the Sheriff's Department in writing of any change in name or address or telephone number promptly and in any event within five (5) calendar days after such change has been made.

### ***Section 23.1 - Ammunition***

The Employer agrees to continue its prior practices regarding supplying ammunition and pistol qualification which includes providing fresh factory duty ammunition in the even-numbered years beginning with the summer of 2004.

### ***Section 23.2 - Assignment of County Automobiles***

The Employer reserves the right to continue, modify or cease altogether the assignment of County automobiles to employees within the bargaining unit. Further, the Employer reserves the sole and exclusive right in determining which bargaining unit employees, if any, will be assigned the use of County automobiles, the purpose for which they are assigned, and the terms and conditions of any such assignment. The Employer's rights pursuant to this Section shall not be subject to the Grievance or Arbitration Procedure established under this Agreement.

### ***Section 23.3 - Bonds***

Whenever a bond is required of an employee included in the collective bargaining unit for the performance of the employee's duties, the bond premium shall be paid by the Employer.

### ***Section 23.4 - Union Bulletin Boards***

The Employer will provide Union bulletin boards in suitable locations which may be used by the Union for posting notices of the following types:

- (a) Notices of Union recreational and social events;
- (b) Notices of Union elections;
- (c) Notices of results of Union elections;
- (d) Notices of Union meetings;
- (e) Notices pertinent to the administration of the Union.

All such notices are to be signed by the Chief Steward or the Chief Steward's designated representative. One (1) board shall be placed in each building where more than two (2) bargaining unit members are assigned including:

- (a) Main hallway on the first (1st) floor of Department headquarters;
- (b) Squad Room at Department headquarters.

The Employer reserves the right to police the bulletin boards for offensive material. There shall be no posting of advertisements or matters of a political nature on such bulletin boards.

**Section 23.5 - Captions**

The captions used in each Section of this Agreement are for identification purposes only and are not a substantive part of the Agreement.

**Section 23.6 - Mileage**

Employees authorized to operate their own automobiles in the line of duty and on business of the Employer will be reimbursed mileage expenses at the IRS approved rate per mile.

**Section 23.7 - Outside Employment**

Prior application in writing must be made to the Sheriff before any employee may engage in outside employment.

Employees shall not wear the Department uniform without authorization of the Employer.

Outside employment must in no way conflict with the employee's work hours or interfere in any way with the satisfactory and impartial performance of his or her duties.

Bargaining unit members shall not be allowed to work in a bar.

Also, any outside employment must not be in competition with Sheriff Department Paramedic operations. Should the outside Employer's base of operations for ambulance/paramedic related operations be outside of Genesee County, outside employment is permissible as otherwise provided under this section.

Requests for authorization to obtain outside employment will be submitted in writing to the Sheriff and shall include:

- (a) A general job description of what the employee will be doing;
- (b) In the case of employment as a security agent, for a security company, or for another police or sheriff department, an insurance policy must be provided to cover all costs incurred in the defense of, settlement of, or award granted in any lawsuit involving an employee's activities in his or her outside employment;
- (c) The number of days contemplated being worked and the hours.

Specific reasons for denial of permission to engage in outside employment must be given in writing. Any denial of permission to engage in outside employment will be subject to the grievance procedure.

**Section 23.8 - Personnel Files**

Employees covered by this Agreement shall be allowed to examine their personnel file at reasonable times and intervals provided an Employer representative is present and that arrangements for such examination have been made in advance.

### **Section 23.9 - Part-Time Cooks**

The Employer may hire two part time cooks for every one full time cook. Part time cooks will be credited with the following full time employee benefits on a pro-rata basis in accordance with hours worked:

1. Vacation (after completion of 1040 hours of employment)
2. Personal Days (after completion of 520 hours of employment)
3. Step Up Increments
4. Longevity
5. Retirement
6. \*Seniority (except for layoff purposes)
7. Holidays - 50% of recognized paid holidays accorded full-time employees, contingent upon the part time employee working a regularly scheduled work week averaging a minimum of twenty (20) hours (after completion of 520 hours of employment).
8. Bereavement Leave - Up to 50% of bereavement leave allowed full time employees in accordance with the provisions of Section 14.11 (after completion of 520 hours of employment).
9. Leaves of Absence - Section 14.12 and 14.13, for scheduled hours absent from work only.

\*Part time Cooks will be grouped on a separate seniority list.

In addition, part-time cooks will receive the following insurance benefits on the first day of the month immediately following the employee's completion of five hundred and twenty (520) hours of employment:

1. Disability Insurance - 60% of regular weekly salary (20 hours x hourly rate) up to a maximum of \$375.00 per week.
2. Life Insurance - 100% of full time employee coverage.
3. Health Insurance, Dental, and Optical - 100% of full-time employee coverage contingent on part time employee paying 50% of monthly premiums.

### **Section 23.10 - Savings Clause**

If any Section of this Agreement or any addendum thereto should be held invalid or to conflict with applicable Federal or State law by any court of competent jurisdiction, the remainder of the Agreement and its addendum's shall not be affected thereby, and the parties shall enter into immediate collective bargaining negotiations for the purpose of arriving at a mutually satisfactory replacement for such Section.

### **Section 23.11 - Unemployment Compensation Coverage**

Effective January 1, 1978, Genesee County mandatorily came under the Michigan Employment Security Act in accordance with Act No. 277 of the Public Acts of 1977, as amended.

### **Section 23.12 - Shortages and Overpayments**

Minor shortages shall be adjusted in the employee's next check. If the shortage constitutes a considerable amount, then upon the request of the employee, a

supplemental check will be issued by the Controller's Office in order to avoid employee hardships.

Employees shall be notified in writing when an overpayment of a significant amount has occurred. Employees may make arrangements through the Controller's Office to refund such overpayments through payroll check adjustments over a specified period of time. However, if such arrangements are not requested by the employee and thereafter approved by the Payroll Section of the Controller's Office, the amount owed to the County shall be eliminated by adjustment of the employee's next payroll check(s) up to the statutorily allowed maximum of 25% of net earnings.

### **Section 23.13 - Educational Reimbursement**

Full-time seniority employees will be reimbursed for tuition and fees for approved course work, in accordance with the following provisions:

- a. Class attendance and homework assignments must be completed on the employee's own time and not during working hours. In addition, employees are prohibited from utilizing break periods and/or lunch periods to attend class for which they are requesting to receive educational reimbursement. Employees will be permitted to utilize vacation or personal time to attend class when authorized to do so by their Department.
- b. Employees must be full-time and on the active employment rolls at the beginning of the course, during the course, and at the completion of the course. Probationary employees are excluded from applying and being reimbursed.
- c. Course work must be taken through an accredited college or educational institution, and must be job related. It is the understanding of the parties that the term "job related" will also encompass course work taken by the employee in order to provide that employee with the necessary academic training to qualify for regular promotional opportunities within the established County-wide promotional system.
- d. Seminars and workshops are excluded.
- e. Employees must satisfactorily meet academic requirements ("C" or equivalent for all undergraduate course work, and "B" or equivalent for all graduate course work).
- f. Reimbursement per employee is limited to \$1,500.00 for approved courses which end in those calendar years. In no instance will a refund exceed the employee's actual expenditures, nor will reimbursement be issued for expenses also being reimbursed through other sources (i.e., scholarships, GI Bill, etc.). Fees and payments for books, supplies, transportation, parking, meals, recreational activities and graduation are excluded. Total reimbursement for Genesee County Deputy Sheriff's Association employees is limited to \$12,000 for the calendar year. If applications for reimbursement exceed this maximum limit, reimbursement shall be on a first-come, first-served basis, in accordance with the date on which the application was received by the Human Resources Department. The total annual reimbursement limit will be increased to \$15,000 starting the calendar year beginning January 1, 2005. In the event the total reimbursement hits the new maximum of \$15,000 for two (2) consecutive years, the maximum will be increased to \$18,000.

- g. Educational Reimbursement is available to cover EMT/paramedic training, police academy and continuing education credits necessary to maintain certification. Employees must verify, from the Employer, approved education/training programs prior to enrolling. This does not apply to training the Employer requires an employee to attend.

In order to be eligible for reimbursement, employees must make application for educational reimbursement through the Human Resources Department on designated forms. The application will not be approved if it is after two (2) weeks following the first day of class. Proof of class registration and an itemized bill from the institution must accompany the application. It is the sole responsibility of the employee to submit the application, class registration, and itemized bill to the Human Resources Department by this deadline. Upon receipt, a determination will be made as to whether the employee and the course work meet program eligibility requirements and notification will be sent.

Within thirty (30) calendar days of the completion of approved course(s), the following documents must be submitted to the Human Resources Department: 1) Official copy of the grade report (or similar official evidence of completion of the course); 2) Receipt verifying that the tuition for the course(s) has been paid in full; and 3) Copy of the approved application form. Tuition reimbursement will be issued for approved courses within thirty (30) calendar days of receipt of the above documents. If an employee receiving educational reimbursement leaves County's employment prior to expiration of a one (1) year period following completion of the reimbursed course(s), the employee shall repay the County on the basis of 1/12 of the amount for each month they are short of meeting this one (1) year requirement

**Section 23.14 - Nepotism**

For the purpose of this provision a "relative" shall be a person holding the following relationship to the employee, whether that relationship is natural, adoptive, step or foster in nature:

Spouse	First Cousin	Son-in-Law
Child	Uncle	Brother-in-Law
Parent	Grandchild	Sister-in-Law
Brother	Aunt	Daughter-in-Law
Sister	Niece	Mother-in-Law
Grandparent	Nephew	Father-in-Law

No employee shall be assigned to or continue to be assigned to a shift where the Sergeant, Lieutenant, or other immediate supervisor is a relative of the employee. If such a situation arises, the individual with less continuous time on the shift in his/her current classification shall be moved to a different shift.

**Section 23.15 - Use of Personal Computers**

Employees may be required to utilize personal computers and/or word processing equipment. This equipment may be utilized as a tool in performing job duties and does not represent an eroding of bargaining unit work. The right of installation of said equipment rests with the Employer.

### **Section 23.16 - Firearms Qualifications**

All certified police officers in the Sheriff's Department who are issued a departmental weapon are required to qualify yearly on the departmental qualification program. Those failing to qualify on their first attempt in accordance with established practice shall be provided additional opportunities for retraining and a second chance to qualify. Those failing to qualify on the second attempt shall be reduced to the Corrections Deputy classification and shall freeze their Deputy classification seniority. Employees reduced to Corrections Deputy for this reason shall be provided the opportunity to retrain and qualify within six (6) months of the second unsuccessful attempt. When successful during this six (6) month period, employees shall be returned to the Deputy classification. When not successful, employees shall continue in the Corrections Deputy classification, and shall only return to the Deputy classification if promoted from the subsequent promotional roster. Upon return to the Deputy classification, an employee's Deputy classification seniority date shall be adjusted for the time the employee was out of the Deputy classification. No employee failing to qualify shall be allowed to retain a weapon issued by the Department.

### **Section 23.17 - Damage to Eye Glasses**

The parties agree that the Employer will replace or repair standard eye glasses through the Employer's supplier when it can be substantiated by the Employer beyond reasonable doubt that the damage occurred on the job, and did not result from negligence on the employee's part.

### **Section 23.18 - Training**

The Employer agrees to designate thirty thousand dollars (\$30,000) per calendar year for training purposes for. The training will specifically include MCOLES certification, Jail Training certification and in-service training of bargaining unit members only.

### **Section 23.19 - Labor And Management Promoting Success (LAMPS)**

The Union and Employer are committed to the concept of continuous quality improvement through joint Union/management cooperation. To that end, the parties endorse the Genesee County LAMPS program by establishing a LAMPS committee within the Sheriff's Department.

Sheriff LAMPS shall consist of two members from the Genesee County Deputy Sheriff's Association, one command officer and the Sheriff or designee. Meetings shall be held at least every other month to discuss items of concern affecting the working conditions within the department; for example, individual and vehicle safety, training needs, equipment needs, etc.

Sheriff LAMPS members shall not lose pay for time spent in LAMPS meetings during regular working hours.

Recommendations to the Sheriff from LAMPS are not binding upon the Sheriff.

### **Section 23.20 - Union Office Space**

The Employer will provide office space for the Genesee County Deputy Sheriff's Association to maintain files, records and other Union correspondence in the confines of the County jail.

It is understood by all parties the Union is solely responsible for the security of any materials maintained in the aforementioned office space. Any materials and or files lost, damaged or destroyed are not the responsibility of the County or the Sheriff.

Union representatives will exercise due care in using the facilities and will follow good housekeeping practices.

### **Section 23.21 - Transport Policy**

The current transportation policy will incorporate the following conditions:

- (1) Transports of female inmates outside of the Jail will utilize one (1) female or two (2) male Deputies.
- (2) Transports of female inmates between Court Holding and a Courtroom may utilize either a female or a male Deputy.
- (3) Transports between Shiawassee, Saginaw, Tuscola, Lapeer, Oakland, Livingston and Genesee Counties may utilize one (1) Deputy.
- (4) Transports between Counties that are not listed in (3) above will utilize two (2) Deputies.
- (5) High risk transports will utilize two (2) Deputies.
- (6) The supervisor will determine the number of Deputies to be utilized on each medical transport.
- (7) Two (2) Deputies will be utilized when transporting more than six (6) inmates between Jail and Court Holding, up to a maximum of twelve (12) inmates.
- (8) One (1) Deputy may transport up to six (6) inmates between Jail and Court Holding.
- (9) One (1) deputy may transport up to three (3) inmates from Court Holding to court.

### **Section 23.22 - Jail Assignments**

A six (6) month bidding procedure will be established for non-probationary Corrections Deputies in the jail to bid for the following job assignments by seniority. Bidding shall coincide with the shift preference selection procedure.

1. Relief Deputy
2. Intake Housing Unit

#### 5<sup>th</sup> Floor

1. 5<sup>th</sup> Floor Activities
2. 5B – Educational Housing Unit
3. 5C & D – General Housing Unit
4. 5A – Restrictive Housing Unit (Females Only)



#### 4<sup>th</sup> Floor

1. 4<sup>th</sup> Floor Activities
2. 4A & B – General Housing Unit
3. 4C & D – General Housing Unit

#### 3<sup>rd</sup> Floor

1. 3<sup>rd</sup> Floor Activities
2. 3D – Female General Housing Unit

This procedure will prohibit bid assignments for no more than a six (6) month period without a six (6) month break between the same assignments. After the six (6) month period has elapsed, the Corrections Deputy may again bid for the same assignment.

This procedure will not prevent a Corrections Deputy from not having their bid honored or being removed from a bid assignment at the Sheriff's discretion.

#### ***Section 23.23 – Direct Deposit***

Employees will be required to participate in direct deposit for payroll purposes.

## **SCOPE OF AGREEMENT**

#### ***Section 24.0 - Past Practices***

It is the intent of the parties hereby that the provisions of this Agreement shall govern their entire relationship, be the sole source of any and all claims which may be asserted in Arbitration hereunder, or otherwise, and that its terms will supersede all prior agreements, oral or written, express or implied, between them.

#### ***Section 24.1 - Waiver Clause***

The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understanding and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the Employer and the Union, for the life of this Agreement, each voluntarily and unqualifiedly waive the right, and each agrees that the other shall not be obligated, to bargain collectively with respect to any subject or matter referred to, or covered in this Agreement or with respect to any subject or matter not specifically referred to or covered in this Agreement, even though such subject or matter may not have been within the knowledge or contemplation of either or both of the parties at the time that they negotiated or signed this Agreement.

#### ***Section 24.2 - Amendment of Agreement***

Upon mutual agreement, the Employer and the Union may amend, supplement, rescind or otherwise alter this Agreement during its term. Any such change, however, shall not be effective unless it is reduced to writing and signed by duly authorized representatives of both the Employer and the Union.

**Section 24.3 - Effective Date of Agreement**

No provisions of this Agreement shall go into effect earlier than November 6, 2014, provided, however, that once the provisions have gone into effect they shall supersede and replace all prior agreements, oral or written, express or implied, governing the terms and conditions of employment in the Genesee County Sheriff's Department.

**Section 24.4 - Termination**

This Agreement shall be effective February 26, 2018 and shall remain in force until February 25, 2021, 11:59 p.m. It shall be automatically renewed from year to year thereafter for successive periods of one (1) year unless either party shall, on or before the sixtieth (60th) calendar day prior to the expiration date, serve written notice on the other party of a desire to terminate, modify, alter, negotiate, change or amend this Agreement. A notice of desire to modify, alter, amend, negotiate, or change, or any combination thereof, shall have the effect of terminating the entire Agreement on the expiration date in the same manner as a notice of desire to terminate unless before that date all subjects of amendment proposed by either party have been disposed of by agreement or by withdrawal by the party proposing amendment, modification, alteration, negotiation, change, or any combination thereof.

In the event that either party desires to terminate this Agreement, written notice must be given to the other party not less than fifteen (15) calendar days prior to the desired termination date, such notification date shall not be before the anniversary date set forth in the preceding paragraph. This Agreement may be extended by mutual agreement on a day-to-day basis after termination.

The following language is mandated by MCL 423.215(7) to be included in the collective bargaining agreement. Such inclusion is not, therefore, by voluntary agreement of the union.

An Emergency manager appointed under the Local Government and School Fiscal Accountability Act may reject, modify or terminate the collective bargaining agreement as provided in the Local Government and School Fiscal Accountability Act. The parties recognize that the Public Employment Relations Act requires the proceeding sentence to e added to the Agreement, bur further recognizes that PA 4 of 2011 has been repealed by the voters. As such, this provision is solely to comply with the law.

FOR THE UNION:

FOR THE EMPLOYER:

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**LETTER OF AGREEMENT**

**Whereas**, POAM represents Deputies of the Genesee County Office of the Sheriff; and

**Whereas**, The Board of Commissioners through resolution number 16-557, determined to address the elimination of furlough days; and

**Whereas**, The parties have agreed to the following:

**NOW THEREFORE, THE PARTIES AGREE TO THE FOLLOWING:**

1. For fiscal year 2017/2018, New Year’s Day, 2018 and Thanksgiving Day, 2017 shall be paid holidays. Presidents’ Day, Memorial Day, Independence Day, Labor Day and Veteran’s Day shall remain unpaid.
2. For fiscal year 2018/2019, New Year’s Day, Thanksgiving Day, Presidents’ Day and Memorial Day shall be paid holidays. Independence Day, Labor Day and Veteran’s Day shall remain unpaid.
3. For fiscal year 2019/2020, New Year’s Day, Thanksgiving Day, Presidents’ Day, Memorial Day, Independence Day and Labor Day shall be paid holidays. Veteran’s Day shall remain unpaid.
4. For fiscal year 2020/2021 New Year’s Day, Thanksgiving Day, Presidents’ Day, Memorial Day, Independence Day, Labor Day and Veteran’s Day shall be paid holidays.
5. No other relief shall be provided.
6. This Letter of Agreement shall not set a precedent for any other matters now pending or that may arise in the future between the parties.

FOR THE UNION/DATE:

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FOR THE EMPLOYER/DATE:

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## **LETTER OF AGREEMENT**

**Whereas**, Police Officers Association of Michigan (POAM) represents Corrections Deputies and Police Deputies in the Genesee County Office of the Sheriff; and

**Whereas**, the parties are working together to develop schedules which allow for ten (10) or twelve (12) hour shifts for certain Police Deputy and Correction Deputy assignments as determined by the Sheriff; and

**Whereas**, the Union, the Sheriff, and Genesee County (Employers) are desirous of entering into this Letter of Agreement to set forth modifications to certain sections of the parties' current collective bargaining agreement which will apply to those Deputies who work 10 or 12 hour shifts. Assignments eligible for 10 or 12 hour shifts shall be determined by the Sheriff.

### **NOW THEREFORE, THE PARTIES HAVE AGREED TO THE FOLLOWING:**

The following sections of current collective bargaining agreement will be modified as follows for those Corrections Deputies who work 12 hour shifts.

#### 1) Hours of Work

##### **a) Section 13.0 – Normal Work Period-Workday**

An employee's normal work period shall consist of eighty (80) hours of work performed in a period of two (2) consecutive calendar weeks. The normal workday shall consist of eight (8) **or ten (10) or twelve (12), depending on assigned schedule**, hours of work performed within a period of twenty-four (24) consecutive hours commencing from the start of an employee's regularly scheduled shift. Employees will typically work a mixture of 12 and 8 hour shifts.

##### **b) Section 13.3 - Coffee Breaks**

Employees **working 8 hour shifts** are allowed two (2) fifteen (15) minute coffee breaks, **employees working 12 hour shifts will be allowed three (3) fifteen (15) minutes breaks**, per workday to be taken at a time scheduled by the Employer to allow for the continuous and efficient operation of the Department. Employees classified as Police Deputies may take their coffee breaks only when duty permits.

##### **c) Section 13.6 - Premium Pay**

(b) Daily Premium Pay – Time and on-half (1 ½) an employee's straight time regular rate of pay shall be paid for all hours actually worked in excess of eight (8) **or ten (10) or twelve (12), depending on assigned schedule**, in any one (1) workday **unless both the employee and the employer agree the hours worked in excess of the scheduled eight (8) or ten (10) or twelve (12) will be utilized as a flex schedule in which time off within the same week will result in forty (40) hours worked for the week**. A workday shall be defined as a twenty-four (24) hour period commencing from the start of an employee's regularly scheduled shift.

##### **d) Section 13.8 – Shift Preference Selection**

Shift Definition - For purposes of this Section, the following definitions shall apply:

### **8 Hour Shifts**

- 1st Shift: Any shift with a scheduled starting time of on or after 7:00 a.m. and before 11:00 a.m.;
- 2nd Shift: Any shift with a scheduled starting time of on or after 3:00 p.m. and before 7:00 p.m.;
- 3rd Shift: Any shift with a scheduled starting time of on or after 11:00 p.m. and before 3:00 a.m.
- Odd Shift: Any shift with a scheduled starting time outside the times listed above.

For job assignments within the courts only, the provisions of this section will be applied to starting times on the first shift.

### **10 and 12 Hour Shifts**

- AM Shift: Any shift with a schedule starting time of on or after 7:00 a.m. and before 11:00 a.m.
- PM Shift: any shift with a scheduled starting time of on or after 7:00 p.m. and before 11:00 p.m.

#### **e) Leaves of Absence: Section 14.11 – Bereavement**

When a death occurs in the immediate family of an employee who has completed five hundred and twenty (520) straight time hours of employment\*, the employee, upon request, will be excused for any **consecutive 32** scheduled working **hours** immediately following the date of death provided they attend the funeral, also providing that any minor holidays which occur during the **32 hour** period of bereavement leave shall be counted as **eight (8) hours** of the **32 hours** bereavement leave, with the understanding that in no event will the bereavement leave provided be extended as a result of a minor holiday. In addition, in cases where more than **32 scheduled working hours** occur between the date of death and the funeral, the bereavement leave can be adjusted to encompass any **32** consecutive scheduled work **hours** in conjunction with the funeral provided that the employee attends the funeral. The immediate family for the purpose of this section is defined as the employee's current spouse, child, step-child, parent and step-parent.

When a death occurs in the immediate family of an employee who as completed five hundred and twenty (520) straight time hours of employment\*, the employee, upon request, will be excused for the first **24** scheduled working **hours** immediately following the date of death provided they attend the funeral,\*\* also providing that any minor holidays which occur during the **24 hour** period of

bereavement leave shall be counted as **eight (8) hours** of the **24 hour** bereavement leave, with the understanding that in no event will the bereavement leave provided be extended as the result of a minor holiday. The immediate family for the purpose of this section is defined as the employee's brother or sister, grandparent, grandchild, aunt, uncle, current brother-in-law or current sister-in-law, current daughter-in-law or current son-in-law, parent of current spouse, current spouse's step-parent and current spouse's grandparent.

- 2) Holidays
  - a) 15.0 – Holiday Schedule – Holidays will remain eight (8) hours.
- 3) Compensation
  - a) Section 20.1 – Shift Premium – Will remain the same.
- 4) The right to assign hours of work, including but not limited to duration of shift, shall remain vested with the Employer as provided in Section 4.0 and 13.2.
- 5) This Letter of Agreement applies only to the Corrections Deputy classification.
- 6) This Letter of Agreement, may be terminated by either party by written thirty (30) day notice, a copy of which will be provided to the Chief Steward and/or Sheriff as appropriate.
- 7) No other relief shall be provided.
- 8) This Letter of Agreement shall not set a precedent for any other matters now pending or that may arise in the future between the parties. This Letter of Agreement may only be modified in a written document signed by both of the parties.

FOR THE UNION/date:

FOR THE EMPLOYER/date

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**LETTER OF UNDERSTANDING**

**Whereas, Police Officers Association of Michigan (POAM) represents Corrections Deputies and Police Deputies in the Genesee County Office of the Sheriff; and**

**Whereas, the parties are working together to accommodate flex schedules and memorialize a practice of such; and**

**Whereas, the Union, the Sheriff, and Genesee County (Employers) are desirous of entering into this Letter of Agreement to set forth modifications to certain sections of the parties' current collective bargaining agreement.**

**NOW THEREFORE, THE PARTIES HAVE AGREED TO THE FOLLOWING:**

**The following sections of current collective bargaining agreement will be modified as follows for those Police Deputies who work 12 hour shifts.**

9) Hours of Work

**(b) Section 13.6 - Premium Pay**

**(b) Daily Premium Pay – Time and on-half (1 ½) an employee's straight time regular rate of pay shall be paid for all hours actually worked in excess of eight (8) or twelve (12), depending on assigned schedule, in any one (1) workday unless both the employee and the employer agree the hours worked in excess of the scheduled eight (8) or twelve (12) will be utilized as a flex schedule in which time off within the same week will result in forty (40) hours worked for the week. A workday shall be defined as a twenty-four (24) hour period commencing from the start of an employee's regularly scheduled shift.**

10) No other relief shall be provided.

11) This Letter of Agreement shall not set a precedent for any other matters now pending or that may arise in the future between the parties. This Letter of Agreement may only be modified in a written document signed by both of the parties.

FOR THE UNION/Date:

FOR THE EMPLOYER/Date

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Employment Commitment

## **LETTER OF AGREEMENT**

**Whereas**, Police Officers Association of Michigan (POAM) represents Corrections Deputies in the Genesee County Office of the Sheriff; and

**Whereas**, the parties recognize the financial burden taken upon the Office of the Sheriff to send Corrections Deputies to the police academy and agree those selected for the academy should be required to give a commitment of a minimum years of employment after completion of the academy; and

**Whereas**, the Union, the Sheriff, and Genesee County (Employers) are desirous of entering into this Letter of Agreement to set forth guidelines for those sent to the police academy at the expense of the county.

### **NOW THEREFORE, THE PARTIES HAVE AGREED TO THE FOLLOWING:**

1. It is understood any employee placing their name on the B and D roster to be sent to the police academy at the Employers' expense may be required to sign a five (5) year commitment of continued employment with the Office of the Sheriff in accordance with paragraph 2 below.
2. Any employee who 1) begins attendance at the police academy at County expense after the date of this Letter of Agreement and 2) does not remain employed by the Office of the Sheriff for five (5) full years after his/her attendance at the academy ceases; shall be required to reimburse the County all costs of such attendance, including the costs of any compensation and benefits received by the employee during the time of attendance and any tuition costs and associated costs which were not otherwise reimbursed to the County.
3. Prior to beginning the police academy, the employee will be required to sign an agreement prepared by the county reflecting this obligation.
4. If the employee refuses to sign said agreement, he/she shall not be eligible to attend the police academy at County expense.
5. No other relief shall be provided.
6. This Letter of Agreement shall not set a precedent for any other matters now pending or that may arise in the future between the parties. This Letter of Agreement may only be modified in a written document signed by both of the parties.

### **Employment Commitment**



Police Academy

FOR THE UNION/Date:

FOR THE EMPLOYER/Date

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## **APPENDIX A**

***Pay Scales***  
(Attached)

**POAM  
SHERIFF DEPARTMENT EMPLOYEES**

**February 26, 2018 (2.00%)**

**POLICE DEPUTY, POLICE DEPUTY (PARAMEDIC ASSIGNMENT)**

	Start	After 1st Year	After 2nd Year	After 3rd Year	After 4th Year	After 5th Year	After 6th Year
<b>Approx. Annual</b>	46,382	47,977	49,571	51,163	52,758	54,357	55,716
<b>Hourly</b>	22.2992	23.0657	23.8324	24.5978	25.3646	26.1333	26.7863

**CORRECTIONS DEPUTY**

	Start	After 1st Year	After 2nd Year	After 3rd Year	After 4th Year	After 5th Year	After 6th Year
<b>Approx. Annual</b>	42,440	44,036	45,587	47,137	48,688	50,244	51,500
<b>Hourly</b>	20.4038	21.1709	21.9169	22.6623	23.4079	24.1556	24.7595

**The first full pay period following:**

**February 26, 2019 (2.00%)**

**POLICE DEPUTY, POLICE DEPUTY (PARAMEDIC ASSIGNMENT)**

	Start	After 1st Year	After 2nd Year	After 3rd Year	After 4th Year	After 5th Year	After 6th Year
<b>Approx. Annual</b>	47,310	48,936	50,563	52,187	53,814	55,444	56,830
<b>Hourly</b>	22.7452	23.5270	24.3091	25.0898	25.8719	26.6560	27.3220

**CORRECTIONS DEPUTY**

	Start	After 1st Year	After 2nd Year	After 3rd Year	After 4th Year	After 5th Year	After 6th Year
<b>Approx. Annual</b>	43,289	44,916	46,499	48,080	49,662	51,249	52,530
<b>Hourly</b>	20.8118	21.5943	22.3553	23.1155	23.8760	24.6388	25.2547

**The first full pay period following:**

**February 26, 2020 (2.00%)**

**POLICE DEPUTY, POLICE DEPUTY (PARAMEDIC ASSIGNMENT)**

	Start	After 1st Year	After 2nd Year	After 3rd Year	After 4th Year	After 5th Year	After 6th Year
<b>Approx. Annual</b>	48,256	49,915	51,574	53,230	54,890	56,553	57,966
<b>Hourly</b>	23.2001	23.9975	24.7952	25.5916	26.3894	27.1891	27.8685

**CORRECTIONS DEPUTY**

	Start	After 1st Year	After 2nd Year	After 3rd Year	After 4th Year	After 5th Year	After 6th Year
<b>Approx. Annual</b>	44,154	45,815	47,429	49,042	50,655	52,274	53,580
<b>Hourly</b>	21.2281	22.0262	22.8024	23.5778	24.3536	25.1315	25.7598

