

AGREEMENT

between the

CHARTER TOWNSHIP OF PITTSFIELD

and the

POLICE OFFICERS LABOR COUNCIL

**PITTSFIELD TOWNSHIP LIEUTENANTS
AND SERGEANTS ASSOCIATION**

Contract Effective January 1, 2019 through December 31, 2021

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COLLECTIVE BARGAINING AGREEMENT

This Agreement is made and entered into January 1, 2019 by and between Pittsfield Charter Township (hereinafter referred to as the "Township") and the Pittsfield Township Lieutenants and Sergeants Association (hereinafter referred to as the "Association"). The Agreement expires on December 31, 2021, under conditions further explained in Article 31.

ARTICLE 1 – PURPOSE AND INTENT

The general purpose of this Agreement is to set forth terms and conditions of employment, and to promote orderly and peaceful labor relations for the mutual interest of the Township, the Employees and the Association.

The parties recognize that the interest of the community and the job security of the Employees depend upon the Township's success in establishing proper services to the community. To these ends, the Township and the Association encourage to the fullest degree friendly and cooperative relations between the respective representatives at all levels and among the Employees.

ARTICLE 2 – RECOGNITION, ASSOCIATION SECURITY AND DUES

The Township recognizes the Association and the Police Officers Labor Council as the sole and exclusive bargaining representative of the Pittsfield Township Police Lieutenants and Sergeants Association.

- (a) The current or future employment of bargaining unit employees is not contingent upon membership in the Union or the payment of union dues or fees.
- (b) The Employer agrees to make Union payroll deductions each payperiod from the pay of the employees who have authorized that such deductions be made as set forth in Subsections 4 and 5.
- (c) As soon as practicable following the decision to hire a new employee into the bargaining unit, the Employer shall notify the Union of newly-hired bargaining unit employees and provide the Union an opportunity during the onboarding process to meet with newly-hired bargaining unit employees to discuss the employees' options with respect to becoming or not becoming a member of the Union.
- (d) Each employee who becomes a member of the Union after June 27, 2018, must sign the Union's Application for Union Membership and Authorized Dues Deduction Card, and shall do so with the understanding that the dues authorization and assignment shall be irrevocable for the term of the applicable contract between the Union and the Employer or for one year, whichever is the lesser, and shall automatically renew itself for successive yearly or applicable contract periods thereafter, whichever is the lesser, unless the employee gives written notice to the Employer and the Union at least sixty (60) days, but not more than ninety (90) days before any periodic renewal date of this authorization and assignment of the employee's desire to revoke same. Such

authorization and assignment is voluntary and not conditioned upon present or future membership in the Union.

- (e) The Employer shall not make any Union payroll deductions from any employee without written authorization from the employee. In the case of an employee who becomes a member after June 27, 2018, written authorization must be in the form of a signed and completed Application for Union Membership and Authorized Dues Deduction Card, as well as any additional written authorization as the Employer may require. In the event the terms of the Employer's written authorization conflicts with the terms of the Union's Card, the terms of the Card shall be controlling. For an employee who became a member prior to June 27, 2018, the employer must have from the employee written authorization showing the employee's clear intent to participate in Union payroll deductions.
- (f) Employees may resign their Union membership at any time by notifying the Union, but may still be responsible for payroll deductions as set forth in Subsection 4.
- (g) Deductions for any calendar month shall be remitted to the Union. In the event that a refund is due to any employee for any sums deducted from wages and paid to the Union, It shall be the responsibility of such employee to obtain the appropriate refund from the Union.
- (h) The Employer shall not be liable for the remittance or payment of any sums other than those constituting actual deductions made. If the Employer fails to make a deduction for any employee as provided, it shall make that deduction from the employee's next pay period in which such deduction is normally deducted after the error has been called to its attention by the employee or the Union.
- (i) If there is an increase or decrease in Union payroll deductions, as determined and established by the Union, such changes shall become effective upon the second pay period following notice from the Union to the Employer of the new amount(s).
- (j) The Union will protect, save harmless, and indemnify the employer from any and all claims, demands, suits, and other forms of liability by reason of action taken by the employer for the purpose of complying with this article of the Agreement.

ARTICLE 3 – MANAGEMENT RIGHTS

Section 1. Rights and Responsibilities. It is recognized that the management of the Department, the control of its properties, and the maintenance of order and efficiency, are solely a responsibility belonging exclusively to the Township and hereby recognized, included by way of illustration and not by way of limitation, are: the rights to decide the number and location of Township police personnel and facilities; the work to be performed within the unit; the scheduling of work days and hours and the necessity for overtime; the amount of supervision necessary within the unit; maintenance and repair of vehicles and equipment; methods; schedules of work; the selection, procurement, designing, engineering and control of equipment and

materials; the right to enter into mutual aid pacts with other communities and the right to establish, maintain and enforce Rules and Regulations governing the operation of the Department and the Employees therein, providing that such Rules and Regulations do not specifically conflict with an expressed term of this Agreement.

Section 2. Selection and Direction of Work Force. It is further recognized that the rights and responsibilities for the selection and direction of the work force, including (but not by way of limitation) the right to hire (and to establish all policies relevant thereto), suspend, discipline, assign, promote, layoff, transfer, discharge or determine the amount of overtime to be worked are vested exclusively in the Township; provided, that such rights shall not be exercised in such a manner as to specifically violate an expressed term of this Agreement.

Section 3. Chain of Command. It is recognized that the responsibility for directing the routine activities of the Employees on behalf of the Township is vested in the Director of Public Safety. The Director of Public Safety may delegate such authority in such manner as he/she may determine and is consistent with applicable Township Rules and Ordinances. Until such time as the Township Board or the Township Supervisor authorizes other persons or entities to direct the activities of such Employees, by appropriate ordinance or otherwise, the Employees shall be obligated to obey the orders or directions of the Director of Public Safety and the established Chain of Command. It is further recognized that the right and responsibility for establishing an appropriate command structure is vested solely in the Township Board.

The Township or the Department may provide Personnel Rules for use, in the Township or in the Department. In any conflict between the Township or Departmental Rules and this Agreement, this Agreement shall take precedence. It is agreed that an Association member shall be a part of a committee to discuss and inspect proposed Department Personnel Rules prior to their implementation.

ARTICLE 4 – SENIORITY

Section 1. Probationary Period. A Sergeant and Lieutenant shall complete a probationary period for one (1) year. It is recognized that a Probationary Sergeant or Lieutenant is serving the probationary period on a trial basis. Such probationary period shall begin on the date of his/her promotion and shall end after one (1) year.

It is recognized that, during the trial basis probationary period, the Township may discipline and return a Sergeant or Lieutenant to their former position. During the probationary period, just cause is not required, and the Employee is excluded from access to the grievance and arbitration process.

Probationary Employee's union dues shall be paid to the Sergeants and Lieutenants Association starting on the effective date of their trial basis probationary period.

Section 2. Seniority Lists. The seniority list on the date of this Agreement will show the names, job titles and date of hire of all Employees of the Department entitled to seniority. The

Township will keep the seniority list up-to-date at all times and will provide the Association with up-to-date copies upon request of the Association.

- (a) Seniority shall be based on the Employee's length of full-time service in the Department, commencing on the Employee's date of hire for all purposes except shift and vacation bids, where it will be based on the employee's length of full-time service within the POLC-Lieutenant and Sergeants Association unit.
- (b) Seniority shall not be affected by the race, sex, marital status or dependents of the Employee.

Section 3. Loss of Seniority. An Employee shall lose his/her seniority and his/her employment shall be terminated for the following reasons only:

- (a) He/she quits the Township employment.
- (b) He/she is discharged and the discharge is not reversed through the procedure set forth in this Agreement.
- (c) If any Employee is absent without leave for three (3) consecutive days by reason of failure to return from sick leave or leave of absence in excess of one (1) week in duration. The Township may send a five (5) day quit notice to the Employee's last known address. If the Employee fails to return to work within five (5) days from the date of receiving notice by registered mail, he/she shall be deemed to have quit.
- (d) If any Employee is absent without leave, excepting as set forth in Paragraph C hereof, the Township shall make contact by written communication or by oral conversation in the presence of an Association Officer and require the Employee to return to work; failure to return as instructed shall constitute loss of seniority by discharge.
- (e) If he/she does not return for work when recalled from layoff as set forth in the recall procedure. In proper cases, exceptions shall be made with the consent of the Township.
- (f) He/she retires.

Section 4. Seniority of Officers. Notwithstanding his/her position on the seniority list, the President of the Association shall, in the event of layoff, be continued at all times provided he/she can perform any of the work available. This section shall apply only if the President is a permanent full-time Employee and shall have completed his/her probationary period.

Section 5. Layoff and Recall.

- (a) Employees shall be laid off from a classification according to their date of entry seniority into the classification, starting with the least senior.

- (b) Recall. Employees who are laid off shall be recalled to their former rank in order of their rank seniority when the work force is to be increased.

Section 6. Notice of Layoff. The Director of Public Safety shall give written notice on behalf of the Township to the Employee and the Association on any proposed layoff. Such notice shall state the reasons therefore, and shall be submitted at least two (2) weeks before the effective date thereof.

ARTICLE 5 – NO STRIKE/NO LOCKOUT

- (a) It is the intent of the parties to this Agreement that the grievance procedure herein shall serve as a means for the peaceable settlement of all disputes that may arise during the terms of this Agreement. Recognizing this fact, the Association agrees that during the life of this Agreement, neither the Association, its agents nor its members, will authorize, instigate, aid or engage in a work stoppage, slowdown, or a strike against the Township. The Township agrees that during the same period, there will be no lockout.
- (b) The Township reserves the sole right to discipline any Employee or Employees up to and including discharge for violation of this section. Any appeal to the grievance procedure shall be limited to the questions of whether the Employee or Employees did in fact engage in any activity prohibited by this section.

ARTICLE 6 – ASSOCIATION REPRESENTATIVES

Section 1. Association President. The Township recognizes the rights of the Association to elect an Association President and Vice President. The President or the Vice President shall be permitted a reasonable time to investigate, present, and process grievances on the premises of the Township Department without loss of time or pay during his/her regular working hours. Such time spent in handling grievances during the President's regular working hours shall be considered working hours in computing compensation if within the regular schedule of the President. Further, the Township recognizes the right of the Association to elect an Association Vice President, who in the absence of the President will have the rights afforded the Association President.

Section 2. Information. Information necessary to evaluate grievances or for collective bargaining proposals will be supplied upon request.

Section 3. Compensation for Negotiations. The Township agrees to compensate an employee for all hours lost from his/her regular schedule while he/she is in attendance at negotiation meetings with Township representatives or on official Union business (i.e., discipline, arbitration hearings, etc.).

ARTICLE 7 – DISCHARGE OR SUSPENSION

Section 1. Types of Discipline. Disciplinary actions shall be with just cause to include only the following:

- (a) Written reprimands.
- (b) Suspensions.
- (c) Demotions.
- (d) Discharge.

Section 2. Disciplinary Action Procedure.

- (a) When the possibility of disciplinary action is believed to exist, the Employee shall be entitled to have his/her Association steward present at all stages of the disciplinary process. If no disciplinary action is contemplated or believed to exist, the Employee shall have no right to Association representation.
- (b) Those charges and specifications which give cause to such discipline or discharge shall be reduced in writing by the supervisor recommending the disciplinary action to the Director of Public Safety.
- (c) Such charges and specifications shall cite the specific section(s) of Departmental Rules and Regulations which the Employee is alleged to have violated, and a copy will be given to the Employee in writing.
- (d) Prior to the taking of any disciplinary action, the Director of Public Safety shall conduct a disciplinary hearing. The accused officer shall be afforded an opportunity to present any evidence in his/her defense during this hearing.

Section 3. Criminal Complaints or Charges. Whenever a criminal complaint or charge shall be brought against an Employee of the bargaining unit and such crime is an offense under state or federal law or a traffic violation involving the death or serious injury of a citizen, the following procedure shall be established for obtaining statements in connection with said complaint.

- (a) The Employee shall be given a summary of the charges against him/her.
- (b) Before the Employee is interviewed or required to make any statement, he/she shall be allowed the opportunity to obtain the advice of counsel.
- (c) Any order to make a statement shall be a written order, a violation of which would constitute grounds for disciplinary action by the Department.
- (d) The order in the statement shall be considered a private record and shall not be made available except under judicial subpoena to any other agent or agency without the consent of the Employee.
- (e) Nothing in the foregoing procedure shall limit the right of the Department to use such statement for department disciplinary purposes.

Section 4. Prior Infractions/Minor Offense. Prior to imposing any discipline on a current charge, the Director of Public Safety will not base his/her decision upon any minor infractions of the Township or Departmental Rules and Regulations which occurred more than two (2) years previous unless directly related to the current charge.

Section 5. Verbal Reprimands. The procedure, as outlined above, shall be applicable in all disciplinary proceedings except for verbal reprimands which are exempt from the provisions of this agreement.

Section 6. Relieving of Duty. In the event that an Employee is relieved of duty, he/she may be taken off the payroll and shall turn in his/her Department equipment. Relieved of duty may be used by the Department for awaiting the disciplinary procedure. In the event an Employee is exonerated of the charges caused in the relief of duty, he/she shall be reinstated to his/her prior position and compensated for all back wages and benefits lost during the period of relief from duty.

Section 7. Internal Investigation/Reassignment. The Department may, at its discretion, reassign an officer to another position within the Department instead of taking one of the actions described above until the investigation is complete.

Section 8. Benefits Incurred During Suspension. If an Employee is suspended by disciplinary action, he/she shall receive all other benefits accrued.

Section 9. Prior Infractions/Serious Offense. When imposing discipline on a current charge involving a more serious offense, the Township may base its decision on other prior serious infractions regardless of the period of infractions.

ARTICLE 8 – GRIEVANCES

Section 1. Purpose. The purpose of this grievance procedure is to establish an effective mechanism for the fair, expeditious and orderly adjustment of grievances.

Section 2. Informal Resolution. The informal resolution of differences or grievances is urged and encouraged to be resolved at the lowest possible level of supervision.

Section 3. Timely Action. The Township shall consider promptly all grievances presented and shall take such timely action as is required.

Section 4. Grievances Defined. The term “grievance” shall mean any dispute between the Township and the Association or between the Township and the Employee or Employees covered under this Agreement arising out of the interpretation, application or administration of a specific article or section of this contract. Each grievance shall set forth facts pertaining to the alleged violation of any pertinent section of this contract which is alleged to have been violated.

Section 5. Grievance Procedure.

Step One. Grievance Procedure. An Employee who has a grievance shall discuss the complaint with the Director of Public Safety, or his/her designated representative, with or without the presence of his/her steward. The parties shall discuss the complaint in a fair manner and shall make every effort to reach a satisfactory agreement at this point. The Employee shall have the right to discuss the complaint with his/her Association steward before any discussion takes place with the Director of Public Safety or his/her designated representative. The Director of Public Safety shall make arrangements for the Employee to be off his/her job for a reasonable period of time in order to discuss the complaint with the Association steward.

Step Two. Grievance Procedure. If the matter is not satisfactorily settled by such a discussion, the aggrieved Employee shall report such grievance to his/her steward as soon as possible, but in any case, within seven (7) working days of the event giving rise to the grievance or within seven (7) working days of when he/she should have reasonably known of the event. The written grievance shall be prepared in detail and shall contain the following information:

- (a) Employees involved in the grievance.
- (b) The nature of the grievance complaint.
- (c) Specifications of contract article violated.
- (d) Date of grievance.
- (e) Relief being sought by the Union.

The steward shall then discuss the grievance with the Director of Public Safety or his/her designated representative in an attempt to resolve the grievance. This discussion shall be had within seven (7) working days of receipt of the grievance by the steward and a decision in writing must be rendered by the Director of Public Safety or his/her designated representative within seven (7) working days with a copy of said decision going to the Employee and the steward.

Step Three. Grievance Procedure. If the grievance is not satisfactorily settled in Step Two after meeting with the Director of Public Safety, the Association has the right to appeal, in writing, to the Township Supervisor. The representative of the Association shall meet with the Township Supervisor and/or his/her designated representative within seven (7) working days of presentation of the appeal. The Township Supervisor's answer, in writing, shall be filed within seven (7) working days after the meeting.

Step Four. Grievance Procedure. If the answer of the Township Supervisor is unsatisfactory to both the Union and the employee, the grievance may be submitted to a mutually-agreeable arbitrator within thirty (30) days from the Step 4 answer. If the parties are unable to agree to an arbitrator within ten (10) days thereafter, the arbitrator shall be selected by blind draw from among the panel set forth below. Multiple grievances may not be submitted to the same arbitrator at the same time unless otherwise by mutual agreement. .

The arbitrator on the panel shall be:

Mario Chiesa
 Mark Glazer
 Pat McDonald

Section 6. Cost of the Arbitrator. If a grievance is submitted to an arbitrator by the Association, under Step Four, the fees and expenses of such arbitration, including transcripts and stenographic services, shall be shared equally by the parties. Each party shall make arrangements to pay for the expenses of its own witnesses and exhibits.

Section 7. Power of the Arbitrator. The arbitrator shall have no power to add to or subtract from or modify any of the terms of this Agreement, nor shall he/she substitute his/her discretion for that of the Township or the Association where such discretion has been retained by the Township or the Association, nor shall he/she exercise any responsibility or function of the Township or Association.

Section 8. Time Limitations. All appeals under this section must be made in writing within seven (7) working days after the decision has been made and communicated to the Employee/Township. If no appeal is taken within the time limit, the Employee and/or the Association shall be deemed to have accepted the decision. Conversely, if an answer in writing is not presented to the Association representative, where required, within the prescribed time limit, the matter shall be automatically referred to the next step. Time may be extended by mutual agreement of both parties.

Section 9. Grievance Form. The Association shall furnish grievance forms. This form shall be used in filing a grievance. One copy of the form shall be the property of the Employee filing the grievance. When filing a grievance, the Association and/or the Employee will be required to submit all available information at each step of the grievance procedure. In the case of a class action grievance, the grievance shall designate the members of the class.

ARTICLE 9 – COMPENSATION

Section 1. Wages. Effective the beginning of the pay period on or after the following dates, wage rates for the term of this Agreement shall be as follows:

	SERGEANT		
	4.5%	5%	5.5%
	1/1/2019	1/1/2020	1/1/2021
Step 1 (Start)	\$73,620	\$77,301	\$81,553
After one (1) year	\$77,798	\$81,688	\$86,180
	LIEUTENANT		
Step 1 (Start)	\$80,247	\$84,259	\$88,893
After one (1) year	\$84,800	\$89,040	\$93,937

Section 2. Starting Rate on Return from Military Service. Any Employee who leaves or has left the Township's service to enter the active service of the armed forces of the United States and is subsequently reinstated into a position previously held by him/her shall be entitled to receive compensation at the step rate at which he/she entered military service, except he/she shall be entitled to receive all compensation increases granted at that step and grade during his/her period of military service.

Section 3. Continuous Service. Service requirements for advancement within the compensation schedule and for other purposes as specified, shall include the requirements of continuous service, which means employment in the Township Police Department service without break or interruption. Leaves of absence with pay, and authorized leaves of absence of thirty (30) days or less without pay, shall not interrupt continuous service nor be deducted therefrom. Authorized leaves of absence without pay in excess of thirty (30) days shall be deducted in computing total service, but shall not serve to interrupt continuous service. All absences without leave in excess of two work days shall not count towards service time and shall be deducted from the total service such Employee had prior to such absence without leave.

Section 4. Longevity.

For employees hired prior to January 1, 2015 longevity shall be paid to the employees in one lump sum payment in a separate check in the pay period of the employee's anniversary date. Longevity payments shall be paid according to the following schedule:

Five years of continuous employment with the Township:	\$1,000
Ten years of continuous employment with the Township:	\$2,000
Twelve years of continuous employment with the Township:	\$3,000
Fifteen years of continuous employment with the Township:	\$4,500
Twenty years of continuous employment with the Township:	\$5,500

Employees that separate their employment with the Township shall receive a pro-rated longevity payment following their separation.

Longevity shall not be paid to any employees hired January 1, 2015 and thereafter.

Section 5. Pay Periods. Employees shall be paid bi-weekly. Each Employee shall be provided with an itemized statement of his/her earnings and of all deductions made for any purpose upon the request of such Employee or of an Association representative.

Section 6. Work Schedule. The Township has moved a compressed work schedule for all Command Officers involving a weekly four (4) ten (10) hour shift schedule. If either party chooses to revert back to the original eight (8) hour work schedule, the additional hours added to any/all banks, including total bank accumulations allowed for rollover, will also revert back to the hours as earned or allowed under the eight (8) hour schedule, per the 2009-2014 contract. Any excess hours in reverted banks will be paid out to the Employees at the Employee's straight-time base hourly rate of pay.

It is understood that the standard practice not to allow Command Officers to work patrol duties beyond sixteen (16) consecutive hours will continue, except in the event of emergencies as authorized by the

Director of Public Safety or his designee. This does not include court appearances, non-tactical training, station duties, paperwork, etc. (non-patrol functions) that do not lend to an officer-safety concern.

Command Officers who are scheduled to attend a week-long (40 hours) or more training, the Command Officers' work schedule will be changed to a five-day, eight (8) hour work schedule to accommodate the training without unnecessary overtime expense. When reassigned for week-long or more training, it is understood that training that exceeds an eight (8) hour work day may result in overtime pay.

Employees shall be scheduled by the Director of Public Safety or his/her designee. Employees' schedule shall not be done in a capricious or arbitrary manner. The Director of Public Safety or his/her designee will consider an Employee's shift request, based on the Employee's specific need, when preparing shift changes. Personnel shall be permitted to bid for shifts based upon their seniority by rank. The Director of Public Safety or his/her designee will make every effort to meet the needs and requests of the Employees. Under normal circumstances, work schedules will be posted twenty-one (21) days prior to the effective date of the schedule. In the event it is necessary to change an employee's day off or shift, the Department will make a good faith effort to notify the employee at least 72 hours in advance. It is recognized, however, that 72 hours' notice may not always be possible.

Section 7. Overtime. Hours worked in excess of ten (10) hours per day shall be considered overtime. A day is defined as the twenty-four (24) hour period beginning at 12:00 a.m. and ending at 11:59 p.m. Continuous overtime will be compensated at the rate of time and one-half (1-1/2) regular pay for all overtime hours worked, excepted as noted below in Section 8.

Contracted Services Overtime. For the purposes of differentiating overtime rates for contracted police services, the following applies when the township enters into an agreement/contract to provide police services to outside organizations, groups, corporations, businesses, etc.:

- (a) Service contracts with large for-profit and non-profit corporations/organizations to provide for overtime police presence/services during special events and details will be paid at a double-time rate (two times the Employee's regular straight-time rate).
 - Services contracts with large for-profit and non-profit corporations/organizations to provide for overtime police presence/services on a holiday, as defined in Section 8, will be paid at a triple-time rate (three times the Employee's regular straight-time rate).
Examples – Corporate contracts for the "Black Friday"/Thanksgiving details.
- (b) Service contracts with local schools, churches, small businesses, local/small non-profit organizations, etc. will be calculated at time and one-half the Employee's regular straight-time rate.
 - Service contracts with local schools, small businesses, local/small non-profits organizations, etc. to provide for overtime police presence/services on a holiday will be paid at a double-time rate (two times the Employee's regular straight-time rate).
- (c) Service contracts with any organization contracting with the Township, as well as with other law enforcement agencies for providing overtime police presence/services for special

events, details, etc. will be paid at a triple-time rate (three times the Employee's regular straight-time rate). Example – University of Michigan athletic events.

- (d) All service contracts will include Employees receiving thirty (30) minutes of overtime pay pre and post-event/detail for preparation, drive-time, etc., for a total of one (1) hour.
- (e) The Director of Public Safety will determine/decide on a case-by-case basis what service contracts are categorized as “large for-profit non-profit corporations/organizations” versus “local schools, small businesses, local/small non-profit organizations, etc.”
- (f) The Director of Public Safety or his/her designee maintains the right to provide or assign on-duty personnel to any event, detail, etc. as deemed appropriate, either in lieu of overtime personnel or in combination with overtime personnel provided under a service contract.

Section 8. Holiday Compensation. All Employees working scheduled shift shall be paid a sum equal to twelve (12) days straight-time pay for the last pay in November. Employees shall have holiday pay prorated based on the holiday pay divided by the months of service, when assigned on a scheduled shift.

For purposes of this contract, the holidays are designated as follows:

Christmas Eve Day	Memorial Day
Christmas Day	Fourth of July
New Year's Eve Day	Labor Day
New Year's Day	Veterans' Day
Martin Luther King Day	Thanksgiving
President's Day	Day after Thanksgiving

Holidays for non-shift personnel shall be the same as established for general Township Employees.

An employee who works on the following nine holidays (i.e., Christmas Eve Day, Christmas Day, New Year's Eve Day, New Year's Day, Easter, Memorial Day, Labor Day, Fourth of July and Thanksgiving Day) will receive pay calculated at time and one-half the employee's regular straight-time rate. The above holidays are defined as the twenty-four (24) hour period starting at 12:00 a.m. and ending at 11:59 p.m. An employee who works overtime on any of the listed holidays will receive two (2) times the employee's regular straight-time rate for hours worked on the holiday.

Section 9. Vacation Leave. Each Sergeant and Lieutenant will earn vacation at the following based on ten (10) hour shifts and continuous service with the Township:

Number of Years of Service	Sergeant Ten (10) Hour Shift	Lieutenant* Ten (10) Hour Shift
First year	100 hrs.	100 hrs.
After One Year through Five years	100 hrs.	110 hrs.
Five years through Ten years	150 hrs.	160 hrs.
Eleven years through Fifteen years	160 hrs.	170 hrs.
Sixteen years through Twenty years	180 hrs.	190 hrs.
Twenty-one years through twenty-five years	190 hrs.	200 hrs.
Twenty-six+ years	210 hrs.	220 hrs.
*Upon completion of their probationary period a Lieutenant will receive one (1) additional vacation day.		

To earn a vacation day in a month, an Employee must work at least eighty (80) hours in the month. For purposes of this provision, any paid time (vacation, personal, sick, compensatory and bereavement time) shall also be counted as time worked. Vacation leave time to be granted within each calendar year will be credited on January 1 of that year. A year-to-date record shall be reflected on each paycheck.

- (a) Employees are encouraged to use vacation time during the calendar year in which it is earned. Employees will only be allowed to carry over up to four hundred (400) vacation hours each year; however, in no event will an Employee be allowed to have more than two hundred and forty (240) hours of vacation time counted towards their final average compensation (FAC) for purposes of calculating their pension benefit. Any unused vacation time over the four hundred (400) hours as of December 31st of any given year shall be converted as follows by option of the Employee:

- (1) Paid out at 100% and deposited into the Employee's 457 Deferred Compensation Account;
- (2) Paid out at 50% directly to the employee

The employee must notify the Finance Department by December 15th each year on which option they select.

- (b) Absence on account of sickness, off-the-job injury, or disability in excess of that hereinafter authorized for such purposes may, at the request of the Employee and at the discretion of the Township, be charged against the vacation leave allowance.
- (c) If an Employee becomes ill or is injured while on vacation leave, upon request of the Employee and at the discretion of the Township (which may require proof of illness or injury), the vacation days may be converted and charged to any sick day accumulation.
- (d) Employees are required to give reasonable notice (at least 72 hours) to request the use of a vacation time. Approval of such vacation time shall continue to be at the discretion of the Director of Public Safety or his/her designee. The Director or his/her designee, in turn if time allows, shall give reasonable notice to the requesting employee (at least 72 hours) of whether or not the vacation time has been approved or denied.

- (e) Bargaining unit employees will be given preference according to their seniority by rank in selecting vacation time up to a total of 15 consecutive vacation days) for each vacation request period. Vacation request periods shall coincide with the shift request periods.

All requests for additional vacation time shall be assigned only after all other bargaining unit employees have been given preference for vacation days in each vacation request period. Vacation requests supersede shift requests, unless otherwise requested in writing at the time the vacation request is submitted.

If an employee requests more than one (1) vacation in the period, he/she shall designate the order of preference.

Section 10. Sick Leave. Employees shall accrue sick leave time at the rate of one hundred (100) hours per year equally over twenty-six (26) pay periods based on ten (10) hour shifts. To accrue a sick day in a month, an Employee must work at least eighty (80) hours in the month. For purposes of this provision, any paid time (vacation, personal, sick, compensatory and bereavement time) shall also be counted as time worked. Any sick time accrued above the maximum of nine hundred (900) hours shall, at the employee's option, be converted to pay at the rate of one half (1/2) hour for one (1) hour of sick time or converted to vacation time at a rate of one sick hour being equal to one-half (1/2) hour of vacation time or converted to pay and contributed to the Employee's 457 Deferred Compensation Account at the rate of 100% (provided their annual contribution does not exceed the maximum allowable contribution as permitted by law). Additionally, if an Employee has reached the maximum allowable amount of time in their sick bank, nine hundred (900) hours, and is within three (3) years of retirement eligibility, they will be allowed to convert up to three hundred (300) hours into pay and contribute to their 457 Deferred Compensation Account at the rate of 100% for each of the three (3) years before they are eligible for retirement (provided their annual contribution does not exceed the maximum allowable contribution as permitted by law).

Payouts will be paid the first pay period in February of each year based on the employee's rate in effect on December 31st of the previous year unless the employee notifies the Finance Department, in writing, on or before December 15th, that the excess sick leave is to be left in the sick bank.

Upon termination, separation or retirement, unused earned sick time shall be converted to pay at the rate of one-half (1/2) day for one (1) sick day or converted to pay and contributed to the Employee's 457 Deferred Compensation Account at the rate of 100% (provided their annual contribution does not exceed the maximum allowable contribution as permitted by law). The Director of Public Safety or his/her designee shall be responsible for reviewing and approving Employee sick leave. A year-to-date record shall be reflected on each paycheck. Pay for sick time earned above the maximum of nine hundred (900) hours will be paid the first pay period of February of each year based on the employee's rate in effect on December 31st of the previous year. Employees that have over nine hundred (900) hours of sick leave shall notify the Employer of their choice to take the pay out or convert the time to vacation or a combination of the two by December 15th of the given year.

- (a) Employees are required to give daily notification, or other appropriate notice, to the Department of the necessity for taking sick leave. Sick leave may only be used for illness or injury of the employee or his/her immediate family members or other relative living in an employee's home. Notification must be given before the hour to report for work. They will not be required to provide specific information on the illness except to Human Resources when requested. The Township may refuse to allow paid sick leave where there is insufficient evidence, as provided in (b) below, to support the Employee's claim, or where the Employee has not given reasonable notice, as above.
- (b) A doctor's report may be required and must be submitted by the Employee to Human Resources if the Employee is absent three (3) days or more and the Township deems it necessary. In the event the request for a doctor's report is made and the Employee does not furnish said document, sick leave pay will be denied. Action will not be taken arbitrarily or capriciously.
- (c) An Employee will be required to submit a report from a doctor to Human Resources following a prolonged illness or injury of five (5) days or more indicating that he/she is physically able to return to work without limitations or restrictions.
- (d) A non-shift Employee using paid sick leave during a period that includes a designated holiday will be paid for such holiday in lieu of sick pay.
- (e) No Employee may draw sick leave in excess of scheduled work days.
- (f) Accumulated sick leave credits will be paid for each amount of time taken for sickness at the Employee's regular straight time rate.
- (g) An Employee who becomes ill while on vacation will be required to provide proof to Human Resources, by physician's statement, of the illness. If the Employee desires, the vacation leave may be converted to sick leave, after approval from Human Resources.
- (h) When it is necessary to make appointments during the regular work day, they must be approved in advance by the Employee's supervisor. Time off for an appointment will be reported on the time sheet for the pay period in which it occurred.
- (i) Employees who have exhausted their accumulated sick leave and do not report for work shall be terminated from their employment with the Township as provided in Article 4, Section 3 (c).
- (j) Maternity leave shall be treated in accordance with the applicable FMLA leave sections of this contract and appropriate state and federal laws.

Section 11. Duty Disability Leave.

- (a) A duty disability leave shall mean a leave required as a result of the Employee incurring a compensable illness or injury while in the employment of the Township covered by the Michigan Workmen's Compensation Act.
- (b) In order to be eligible for duty disability leave, an Employee shall immediately report any illness or injury, however minor, to his/her immediate supervisor and take such first aid or treatment as may be recommended.
- (c) Employees on duty disability leave shall not accrue vacation/sick leave, or personal days.
- (d) Permanent or probationary Employees who are unable to work as a result of an injury or illness sustained in the course of employment with the Township shall receive duty disability pay as follows.
 - (1) The Township shall, for a period not to exceed one (1) year from the date of injury, supplement without charge to sick leave or vacation, the difference between workmen's compensation and the Employee's regular rate of pay, excluding any overtime or premium pay.
 - (2) After one (1) year of duty disability leave, if the Employee has sufficient accrued leave, he/she will receive a payroll check for the difference between the workmen's compensation check and his/her normal biweekly payroll check to the extent of his/her accrued sick leave, leave bank days and compensatory time.
- (e) An Employee who is being treated for duty disability injury may be treated for such injury during regular working hours and will be compensated at his/her regular rate of pay. He/she shall report promptly to work once the appointment is completed.
- (f) Employees shall not be entitled to more than one (1) one year duty disability leave arising out of the same injury or illness, or any recurrence of an injury or illness for which the Employee has already received benefit under the provisions of this section.
- (g) The Township shall be permitted to employ part-time officers when an Employee is on duty disability after thirty (30) days. Such part-time employment shall terminate upon the Employee returning to full duty.

Section 13. Bereavement Leave. An Employee will be granted a maximum of five (5) leave days with pay, beginning on the date of the employee's choosing within 30 days of a death in the immediate family. Immediate family shall be defined to include parents, parents of current spouse, step-parents, spouse, children/stepchildren, brothers, sisters, sisters-in-law, brothers-in-law, grandparents, great grandparents, grandchildren, and the grandparents, great grandparents and grandchildren of a current spouse or other relatives living in an Employee's home. These days shall not be deductible from accumulated sick time. In addition, in accordance with the above, an employee will be granted one (1) leave day with pay to attend the funeral of an

Employee's aunt, uncle, niece or nephew. An additional leave chargeable to the Employee's sick leave, vacation or personal, may be granted due to the death of a current spouse or child(ren) when approved by the Director of Public Safety or his/her designee.

Section 14. Absence Without Leave. An Employee who is absent from duty shall report the reason therefore to the Township prior to the date of absence when possible. All unauthorized and unreported absences shall be considered without leave, and deduction of pay shall be made for the period of absence.

Section 15. Call-Back/On-Call.

(a) Call Back. If an Employee is called back to work on his/her leave day, he/she shall be compensated for a minimum of three (3) hours overtime at time and one-half (1-1/2), unless such call back is continuous or contiguous to the officer's assigned shift. In these instances he/she shall be paid overtime for the exact hours or portion thereof worked.

(b) On-Call.

1. Departmental Cell-Phone. Any command officer that is required to carry a department cellular phone with the expectation that he/she responds to department phone calls, text messages and emails while off duty shall be compensated with two (2) hour pay straight time for every two week period with the option of putting the time into the employee's compensatory time bank if they so choose.
2. Detective Bureau. Command assigned to the Detective's Bureau that are required to be "on-call" on a rotational basis will receive an additional daily stipend, calculated at the rate of one (1) additional hour per each day that they are required to be on-call.

Section 16. Computation of Back Wages. No claim for back wages shall exceed the amount of wages the Employee would otherwise have earned at his/her regular rate.

Section 17. Healthy Pittsfield Wellness Program. Employees are encouraged to participate in the Healthy Pittsfield Wellness Program, with a bi-annual reimbursement for activities of up to \$600 (\$200=Bronze Level, \$400=Silver Level, \$600=Gold Level). The program and activities are planned and scheduled through the Township Wellness Committee and communicated to employees on a bi-annual basis.

Section 18. Educational Incentive. An annual lump sum payment will be made for an Association member with the following educational attainment:

- | | |
|------------------------|---------|
| (a) Bachelor's Degree: | \$1,250 |
| (b) Master's Degree | \$2,500 |

Payment will occur on the second pay period of January of any given year.

Section 19. Detective Bureau Assignment. A Command Officer assigned to the Detective Bureau, for a minimum of 30 consecutive days, shall be compensated at the rate of 5% over the

Officer's current pay base for hours worked in the Detective Bureau starting the pay period on or after the 30th consecutive day.

Section 20. Compensatory Time. Employees can accumulate unlimited hours of compensatory time during the calendar year. However they will only be allowed to roll-over up to one hundred and twenty (120) hours each year and in no event will an Employee be allowed to have more than eighty (80) hours of compensatory time counted towards their final average compensation (FAC) for purposes of calculating their pension benefit. Employees will have the option to be paid in full for unused compensatory time earned through December 31st of that year and paid out on the last period in the following January or be paid down to a maximum of one hundred and twenty (120) hours unused compensatory time. Such notification must be received by Finance by December 15th annually.

Employees will be provided with a reasonable opportunity to use compensatory leave that they have accumulated. Employees should request compensatory leave at least seven (7) days prior to the requested "time off". In such cases, the command staff will review and respond to the employee within seventy-two (72) hours of receipt with an approval or denial of the requested "time off".

The use of compensatory leave shall be reasonably determined on a "first come, first serve" practice based upon factors that include the timeliness of the request and the departmental staffing levels. In the event of short notice, an officer may request use of compensatory time and preference would be considered on a case by case basis and seniority will be honored when multiple requests for "time off" are received at the same time.

As a general practice, compensatory time shall be approved or denied in the same manner as vacation time.

Section 21. Cancellation of Approved Leave. The Township retains the authority to cancel approved vacation, personal, sick and/or compensatory leave if an emergency situation occurs, defined as an event beyond the control of the Township, and designated as such by the Director of Public Safety or his/her designee.

In an emergency situation where time off will be cancelled, the Director of Public Safety or Deputy Chief of Police shall consult with the Union as to the priority of the personnel that will have their time cancelled. Additionally, if an emergency situation/event occurs, as identified by the Director of Public Safety, Command Officers who have approved leave (vacation, compensatory, sick, personal) cancelled and can provide documentation of monetary loss of verifiable leave travel plans (i.e., cruises, domestic/international airfare, hotel reservations, etc.) will be reimbursed up to a maximum of \$2,500.

ARTICLE 10 – ASSIGNMENTS, TRANSFERS AND PROMOTIONS

Section 1. Transfer of Employees. If an Employee is transferred to a position within the Department but not included in the Unit, and is thereafter transferred again to a position within the Unit, he/she shall have accumulated seniority while working in the position to which he/she

was transferred. Employees transferred under the above circumstances shall retain all rights accrued for the purpose of any benefits provided for in this Agreement.

Section 2. Vacancy. When it is determined by the Township that there is a vacancy or a newly-created position classification within the bargaining unit, members of the unit shall be eligible to be considered for transfer or to be promoted to said position classification but must be deemed most qualified by test procedures.

Section 3. Openings. Openings referred to in Section 2 will be posted in a conspicuous place in the Department of Public Safety at least seven (7) days prior to filling said opening.

Section 4. Eligibility for Promotions. For the rank of Lieutenant, six years of progressively responsible experience in law enforcement, including two (2) years of continuous service as a Sergeant. One year of this continuous service must succeed successful completion of his/her trial basis/probationary period as a Sergeant.

Section 5. Test Procedures for Promotions. A testing procedure will be used to fill openings by promotion. If the qualifications of all applicants are equal, preference shall be given to the most senior employee.

Section 6. Educational Standards for Promotion. All Employees are encouraged to expand their professional knowledge and ability on their own time. Therefore, for an officer to be eligible for a promotion, an Employee within the last year (1) must have:

- (a) Passed a college course approved by the Township.
- (b) Completed some specialized training approved by the Township. The Township will pay the tuition fees for the above education, if veteran's benefits do not pay for the entire tuition fees, if such education is recommended by the Director of Public Safety and approved by the Township Board. The above educational requirements are waived for personnel who are holders of Bachelors or Associates Degrees from an accredited university or college, or for those Employees who have more than fifteen (15) years of law enforcement experience.
- (c) The Lieutenant position requires personnel to hold at least an Associate's degree.

Section 7. Retention of Seniority. If an Employee of the bargaining unit is promoted or voluntarily transfers to another position, he/she shall retain his/her seniority. If the Township does not wish to retain the member in this position, the member shall return to the next lowest position (Lieutenant to Sergeant, Deputy Chief of Police to Lieutenant, etc.).

Section 8. Return of Previously Held Rank. If a member of the bargaining unit is promoted or voluntarily transfers to another certified law enforcement position, he/she shall retain his/her Department seniority. If the Township does not wish to retain the Employee in this position, the member shall be returned to the bargaining unit to carry out former supervisory responsibilities. The Employee shall continue to accrue seniority as if they had not transferred or been promoted.

Section 9. Temporary Assignment. Temporary assignments for the purpose of filling vacancies within the Township Department in positions will be granted to a qualified Employee for such job. Such Employees will receive the rate of pay of the higher classification for all hours worked while filling such vacancy. The Director of Public Safety shall determine when a vacancy exists, and it shall not include filling in for members on routine vacations, sick, or leave days.

ARTICLE 11 – PERSONAL DAYS

It is agreed that each full-time Employee shall receive up to thirty (30) personal hours based on ten (10) hour shifts each calendar year in which time the Employee may conduct personal business. Ten (10) hours of personal business time shall be earned for each full four (4) months of work in the previous year. A month of work will be any month in which the Employee works eighty (80) hours or more in the month. For purposes of this provision, any paid time (vacation, personal, sick, compensatory and bereavement time) shall also be counted as time worked.

The Employee is required to give reasonable notice prior to use of a personal day, except in the case of an emergency, so deemed by the Director of Public Safety or his/her designee. Paid personal days shall continue to be granted by the Director of Public Safety or his/her designee subject to the staffing needs of the Department. Any unused Personal Days as of December 31st of any given year shall be converted as follows by option of the Employee:

- (a) Paid out at 100% and deposited into the Employee's 457 Deferred Compensation Account;
- (b) Paid out at 50% directly to the employee

The employee must notify the Finance Department by December 15th each year on which option they select.

ARTICLE 12 – EQUIPMENT

Equipment shall be issued to police officers as the Director of Public Safety or his/her designee shall deem necessary to enable them to carry out their duties herein described. All command officers shall receive the same issued uniform equipment as patrol officers. In addition to this, command officers shall receive all proper rank insignias as well as any necessary uniform equipment required for the Lieutenants dress blues.

All such equipment shall remain the property of the Township.

ARTICLE 13 – UNIFORM MAINTENANCE

- (a) Employees shall receive a uniform cleaning allowance of \$500.00, on an annual basis, paid in a lump sum as taxable income the last pay period in June. Employees shall receive replacement of all issued uniforms from the Department upon the uniform item becoming worn, damaged and/or unserviceable. Such uniform item shall be presented to the office of the Director of Public Safety for determination of the condition of the uniform item.

- (b) The Director of Public Safety shall make all final determinations on any changes in the uniform. Such changes shall not be made without first receiving recommendations and input from members of the department's uniform committee.
- (c) The Township shall provide for monthly cleaning of the following uniform items at no cost to Employee every six months:
 - (1) One jacket
 - (2) Four ties
 - (3) One hat

ARTICLE14 – DENTAL INSURANCE

The Township will provide dental insurance to the employees with the following levels of coverage:

Class I, diagnostic and preventive, emergency palliative, brush biopsy 100%;

Class II, radiographs, major and minor restorative services, periodontic services, endodontic services, oral surgery, relines and repairs and other basic services 50%;

Class III, prosthodontic services 50%.

Class IV, orthodontic services, 50%

Maximum Contract Benefit on Class I, II and Class III benefits is \$1,000.00 per person per contract year. Class IV, orthodontics 50%, with a \$1,500.00 lifetime maximum per eligible person.

If an Employee's spouse is employed by the Township, only one family plan will be provided for the two of them.

ARTICLE 15 – OPTICAL CARE

The Township will provide family optical care benefits from a provider of choice. Coverage includes eye examinations, single lens prescriptions, multi-focal lenses, plastic lenses, oversize lenses, or contact lenses up to a maximum of \$300.00 per family member annually. Paid receipts must be submitted to Human Resources for reimbursement processing.

ARTICLE16 – HEALTH CARE INSURANCE

Section 1. The Township will provide group health care benefits through a carrier that provides national access to providers. The selected healthcare provider will be communicated annually to employees. Core benefits of the health care plan shall include:

	2019 & 2020 Base Plan PPO Traditional Plan	2019 & 2020 Optional Plan 2021 Base Plan PPO Traditional Plan	2019 through 2021 Optional Plan High Deductible Health Plan w/Health Savings Account
Type of Plan	ASO PPO	ASO PPO	ASO PPO
Deductible	\$500/\$1,000	\$1,000/\$2,000	\$1,350/\$2,700
% Co-Insurance	10%	20%	0%
Coinsurance Maximum	\$250/\$500	\$2,500/\$5,000	N/A
Out-of-Pocket Maximum	\$750/\$1,500	\$6,350/\$12,700	\$2,250/\$4,500
Office Visit Copay	\$20	\$30	\$0 after deductible
Urgent Care Copay	\$20	\$30	\$0 after deductible
ER Copay	\$250	\$150	\$0 after deductible
Chiropractic Office Visit Copay	\$20	\$30	\$0 after deductible
Chiropractic Visits Covered	24 Visits	24 Visits	12 Visits
Physical, Occupational and Speech Therapy	60 Visits	60 Visits	30 Visits
Prescription Drugs	\$10 / \$40 / \$80 /	\$10/\$40/\$80/15% Preferred Specialty (\$150 Max)/ 25% Non-Preferred Specialty (\$300 Max)	\$10 / \$40 / \$80 / after deductible
90 Day Retail Purchase Rx	90 Days for Cost of 60	90 Days for Cost of 60	90 Days for Cost of 60

Future health care coverage will maintain the same level of chiropractic, physical/occupational/speech therapy, substance abuse and psychiatric (no limit) visits as the 2014 Blue Care Network Plan.

Employees will be responsible for the PA 152 cost share of said premium as authorized by the Pittsfield Charter Township Board of Trustees.

Section 2. Employees who are husband and wife must choose one and the same family plan. The Township shall only be obligated to pay one premium in such situations.

Section 3. Regular, full-time employees who are eligible for the Township's health insurance shall be entitled to participate in an Employer-sponsored opt-out program. A Section 125 Plan shall be adopted. Employees shall be required to show that a spouse has health care coverage that includes the employee before said employee will be eligible to participate in the opt-out program. A participating employee will be entitled to an annual opt-out stipend of Three Thousand Dollars (\$3,000).

- (a) Said payment shall be made as an adjustment to a regular paycheck in December each year. Only those employees employed as of the date of payment and enrolled in the opt-out plan shall be entitled to the payment in lieu of insurance.

(b) Said payment shall be for the twelve (12) calendar billing periods each year.

In the event the spouse's health care plan ceases to cover the employee, the employee may re-enroll in one of the Township's sponsored health plans, provided the employee applies within sixty (60) days from loss of such coverage and submits verification of loss of such coverage at that time. Coverage under the Township plan shall then become effective at the beginning of the next billing period, or as soon thereafter as permitted by the health provider.

ARTICLE 17 – LIFE INSURANCE

The Township will provide group life insurance coverage equal to one and one half times an Employee's base salary to the nearest five thousand dollar unit.

ARTICLE 18 – INSURANCE ELIGIBILITY

Section 1. Eligibility, coverage and benefits under the Health, Life, Dental and Optical Plans are subject to the availability of such plans and the terms and conditions contained in the contracts between the Township and the carrier(s)/provider(s). It is further agreed that the only liability assumed by the Township is to pay the premiums up to the level specified herein. If a plan becomes unavailable, the parties will meet to negotiate a replacement.

Section 2. Health, life, dental and optical cease upon the date the Employee's services are terminated or the date the Employee is laid off or goes on a leave of absence, except as provided for under FMLA leaves of absence and except in the case of duty disability leave and prolonged illness leaves under Article 9, Section 12 where health insurance, life and dental will be continued by the Employer for the first six (6) months of said leaves. Thereafter, it shall be subject to applicable COBRA regulations

ARTICLE 19 – TUITION REIMBURSEMENT

Any regular full-time Employee is eligible for Tuition Reimbursement provided the following conditions are met:

- (a) The Employee must have held employment status with the Township for a period of no less than twelve (12) consecutive months on the date of starting an approved course.
- (b) The degree is directly related to the assigned duties of the Employee in his/her present position and direct application of knowledge to be gained in the degree can be clearly stated; or the degree is in preparation for possible future duties that may be assigned the Employee in his/her present position.
- (c) Reimbursement shall be upon proof of satisfactory completion of an approved course with a grade of "C" or better for undergraduate courses, and "B" or better for graduate courses. Reimbursement shall be one hundred per cent (100%) of expenses associated with the approved course (e.g., tuition, books, technical fees, labs, registration fees).

- (d) The Employee requests the tuition reimbursement and it is approved prior to starting classes.
- (e) The course work and class time is to be completed during off duty working hours of the Employee.
- (f) Evidence of satisfactorily completing the course(s) in conjunction with proof of total payment for such approved course is to be presented to the Human Resources in order to receive any tuition reimbursement from the Township.
- (g) Any stipend, grant, scholarship, etc. which contributes toward the tuition payment shall be deducted on a prorated basis from the Township's assistance payment.
- (h) Any employee shall be required to repay all money received under this Article in the event the employee separates from the Township within a three-year period subsequent to completion of the course, in accordance with the following chart:

<u>If the Employee Separates:</u>	<u>Amount to be Repaid:</u>
After less than 1 full year	Repaid in full
After 1 full year but less than 2	66-2/3% repaid
After 2 full years but less than 3	33-1/3% repaid
After 3 full years	No repayment

Repayment shall be in one lump sum to be deducted from the employee's final paycheck, a payroll deduction is hereby authorized, or reimbursement shall be made forthwith by the employee upon separation of employment in the event there is not sufficient funds in the employee's final paycheck.

- (i) The maximum tuition reimbursement per participant shall be \$1,800 per fiscal year.

ARTICLE 20 – LEAVES OF ABSENCE

Section 1. General Leaves of Absence. Any Employee desiring a leave of absence from his/her employment for other than Family and Medical Leave Act leaves, must secure written permission from the Director of Public Safety. The maximum leave of absence shall be for thirty (30) days and may be extended for another thirty (30) days. Permission for extension must be secured from the Director of Public Safety or his/her designated representative. Failure to comply with this provision shall result in the complete loss of seniority rights for the Employee involved.

Section 2. Illness or FMLA Leave. In accordance with the Family and Medical Leave Act (FMLA) of 1993, a FMLA leave will be granted for one or more of the following:

- (a) Because of the birth of a son or daughter of the Employee, and in order to care for such son or daughter;

- (b) Because of the placement of a son or daughter with the Employee for adoption or foster care;
- (c) To care for the Employee's spouse, son or daughter, or parent who has a serious health condition; or
- (d) The Employee is unable to perform the essential job functions because of a "Serious health condition" as provided in Article 9, Sections 12 and 13.

FMLA leaves denoted as (a) through (c) above, are only available to Employees who have been employed by the Township for at least twelve (12) months and have worked 1,250 hours during the previous twelve (12) month period.

FMLA leaves are counted against an Employee's annual FMLA leave entitlement. Under the FMLA, an Employee is eligible for a total of twelve (12) workweeks of leave in a twelve (12) month period. This twelve (12) month period is measured back from the date a requested leave is to begin. Continuation of medical and dental benefits and the right to job restoration under the FMLA ceases when an Employee has used twelve (12) workweeks of FMLA leave in the twelve (12) month period.

- (a) FMLA shall run concurrently with any other leaves allowed.
- (b) All leaves (self, family or intermittent) shall be treated consistently.
- (c) When taking FMLA, an employee must first use accrued sick banks (with the ability to retain up to seventy-two (72) hours in their accrued sick banks), then at the employees discretion may use accrued vacation banks, accrued compensatory banks or unpaid time for the remainder of the FMLA leave.

If either the Employee or employer designates paid leave as Family and Medical Leave after leave has begun (e.g., when an Employee requests an extension of a paid leave with unpaid Family and Medical Leave), the entire or some portion of the paid leave may be retroactively counted as Family and Medical Leave, to the extent that the leave period qualified as Family and Medical Leave. Inability to work because of proven sickness or injury shall not result in the loss of seniority rights.

Section 12. Prolonged Illness Leave. Granted by action of the Township Board, a prolonged illness leave is an UNPAID leave granted to an ill or injured Employee. This leave may be granted to an Employee who has otherwise used all accumulated vacation and sick leave, but who will hopefully return to work upon recovery from the illness or injury involved. The Township Board may grant a prolonged illness leave for up to six (6) months.

- (e) During this period the Employee shall retain the position and job classification attained prior to the leave.

- (f) Should an Employee not return to work in accordance with the approved leave schedule or apply for and be granted a prolonged illness leave extension, he/she will be considered a voluntary quit according to Article 4, Section 3(c).
- (g) If the Employee requests an extension of the prolonged illness leave beyond the initial leave granted, the Township Board may authorize a thirty (30) day extension. This extension will be at the discretion of the Township Board. The Employee must provide a physician's statement indicating the medical need for the additional time where circumstances require a longer than expected convalescence.
- (h) During the first six (6) months of a prolonged illness leave, hospitalization, life, and dental insurance will remain in effect with premiums paid by the employer. Any other benefits (where permitted by the carrier) may be continued at the expense of the Employee. During an extended prolonged illness leave, if granted in (c) above, all benefits may be continued (where permitted by carrier) at the expense of the Employee.

ARTICLE 21 – LIMITATIONS OF AUTHORITY AND LIABILITY

Section 1. Prohibition of Work Stoppage or Slowdown. Under no circumstances will the Association cause or authorize or permit any Employee to cause, nor will any Employee take part in or cause, any activity violative of Public Act 336 of 1947, as amended. Furthermore, the Association will not permit nor shall any Employee engage in any curtailment of police services by failure to report to work by either feigned or pretense of illness.

In the event of a work stoppage or other curtailment, the Association shall immediately instruct the involved Employee in writing that their conduct is violative of this Agreement, that they shall be disciplined for such conduct up to and including discharge, and that such Employees should immediately cease the conduct that is violative of this Agreement.

The Township shall have the right to discipline, up to and including discharge, any Employee who instigates, participates in or gives leadership to any work stoppage or curtailment herein prohibited.

The Township shall not lock out any Employee during the terms of this Agreement. If the Association causes or authorizes Employees to engage in any conduct violative of Public Act 336 of 1947 as amended, it shall be deemed to be in breach of this Agreement until such time as such conduct ceases, and no action subsequent to the Association's causing or authorizing the violative conduct shall be deemed to mitigate in any way the damages incurring against the Association for such breach.

Section 2. Violation of Arbitration and Grievance Procedure. Any individual Employee or group of Employees who willfully violate or disregard the arbitration and grievance procedures set forth in Article 8 of this Agreement may be discharged by the Township without liability on the part of the Township or the Association.

Section 3. Access to Administrative Offices. The Township agrees that it will allow proper accredited representatives of the Association access to the administrative offices of the Township at any reasonable time for the purposes of policing the terms and conditions of the Agreement.

Section 4. Examination of Time Sheets. The Association shall have the right upon reasonable notice to examine time sheets at the Township offices and any other records pertaining to the computation of compensation of any Employee whose pay is in dispute, or any other records of the Township Department pertaining to a specific grievance.

ARTICLE 22 – RETIREMENT POLICY

Effective January 1, 1999, Employees of this bargaining unit who meet all requirements for retirement under the Federal Social Security System (i.e., presently age sixty-two (62) or older, or by reason of disability qualifications), who have been employed or have served in a full time capacity for a period of ten (10) years or more, or who are fifty (50) years old with twenty-five (25) years of continuous service, and who are currently Employees of the Township, are eligible to retire from employment and/or service with the Township. Upon retirement, an Employee will have the following privileges. Probationary Sergeants/on a trial basis will receive the benefits provided in the Police Officers (Patrol) Collective Bargaining Agreement and are not eligible under the Lieutenants and Sergeants' contract.

Section 1. Pension Plan.

- (a) For employees hired prior to January 1, 2015, the retirement benefit will be a Municipal Employees Retirement System (MERS) defined benefit plan and employees will contribute 9.06% of their total compensation to this plan. Benefit levels are defined as B4 with riders, FAC3, F50 (25 years) and E2 (i.e., 2.5% of the base retirement pay at time of retirement, cumulative but not compounded, without a cap). For example, an Employee retiring with a base retirement pay of \$1,000 per month would receive a \$25 per month increase after one (1) year of retirement to \$1,025, an additional \$25 after two (2) years of retirement to \$1,050, etc. The Township will not add Employee administrative fees to the cost of this improved benefit.

For employees hired after January 1, 2015 and thereafter, the retirement benefit will be a Hybrid pension plan with the following features:

- Defined Benefit: 1.5% multiplier, FAC 3, Six year vesting and F55/25
 - Defined Contribution: 5% employee contribution of their total compensation
- (b) For any member who contributes 3% or greater to a qualified 457 Deferred Compensation Plan the employer will provide a 1% match.

Section 2. Health Care Insurance. An eligible employee who retires prior to age 65 and his/her then current spouse, will be provided with health insurance plan that mirrors the plan design of existing active employee health care benefits (i.e., retiree benefits change when active employee benefits change). The retiree will pay only that amount of premium above the “hard cap” amount as published by the State in regards to Public Act 152.

When the retiree becomes age 65, the retiree must apply for Medicare Coverage (Parts A and B) and pay the applicable premium. The retiree will then be enrolled in a Medicare supplemental plan. The Employer will pay the premium to provide said supplemental coverage for the employee and his/her spouse at the time of retirement.

The prescription drug benefit level for a retiree shall not exceed the prescription drug benefit level for active employees.

The parties expressly acknowledge that it has been, and will continue to be, the intent of the parties that all active employees, upon retirement, and all current retirees (including covered spouses and dependents) will receive the retirement health benefits (which includes the level of coverage and respective employer-employee/retiree premium share, if any) provided for in the collective bargaining agreement in effect on the date of retirement of the active employee or current retiree.

In the event active employees negotiate to eliminate active employee health insurance benefits, retirees will still be provided retiree health insurance at the level in place when active employee health insurance benefits were eliminated. It is the intent of the parties, as expressed herein, that the vested health benefit shall continue after the expiration of the collective bargaining agreement

Section 3. Voluntary Deferred Compensation Plan – Employees may voluntarily make tax deferred contributions to an IRS Code 457 Deferred Compensation Plan up to the maximum allowed by law.

Section 4. Probationary (trial basis) Sergeants. Probationary Sergeants will not be eligible for the improved benefits of B4, FAC3 and F50 (25 years), but shall continue to receive benefit level set forth in the Patrol Agreement. Upon successful completion of the probationary period, Sergeants shall have the improved benefit as defined above, and pay the same percentage of total compensation as set forth in Paragraph (a) above through payroll deduction.

Section 5. Retiree Employment. If a retired Employee of Pittsfield Township assumes a position with another employer, and health insurance coverage is available or provided by such employer, the Township is no longer liable for this coverage while the retiree has access to such other health insurance coverage. In the event such other health insurance ceases to be available to the retiree, the retiree shall so notify the Township in writing and coverage under the applicable provisions of the Township plan shall become effective at the beginning of the next billing period, or as soon thereafter as permitted by the Township health provider. A yearly certification of available coverage shall be submitted by the retiree.

Section 6. Terminal Benefits. Retiring Employees are eligible for any accumulated vacation, sick, and compensatory time in accordance with the rules for their use.

Section 7. Health Care Savings Plan. The Township shall terminate the participation for the Command Division in the MERS Health Care Savings Plan effective March 1, 2010. If an

employee terminates employment prior to the ten (10) year vesting period, the previously contributed Employer's contribution on behalf of the employee shall be forfeited and the forfeited funds shall be rolled over into the Township's retiree health funding vehicle.

Those employees that contributed 1% of their base salary to the program, shall remain with the MERS Health Care Savings Plan until the employee separates employment from Pittsfield Charter Township.

Section 8. Retirement Memento. Employees retiring in good standing will receive a shadow box from the Department that includes their uniform, badge and patches that they have as part of their current position.

ARTICLE 23 – BONDS AND LIABILITY INSURANCE

Section 1. Bonds. Should the Township require any Employee to give bond, cash bond shall not be compulsory and any premium shall be paid by the Township.

The primary obligation to procure the bonds shall be on the Township. If the Township cannot arrange for a bond within ninety (90) days, it must so notify the Employee in writing. Failure to give such notice shall relieve the Employee of the bonding requirement. If proper notice is given, the Employee shall be allowed thirty (30) days from the date of such notice to make his/her own bonding arrangement. Standard premiums only on said bond to be paid by the Township for bonds applicable to all other Employees.

If there is any excess premium to be paid, it shall be paid by the Employee.

Section 2. Liability Protection. The Township shall provide liability protection for all Township police personnel.

ARTICLE 24 – LOSS OR DAMAGE

Uniforms or department approved equipment damaged in the line of duty will be replaced by the Township, provided the damaged equipment is turned in to the Township and the Director of Public Safety determines both the equipment is not usable due to the damage incurred and that the damage was clearly not the result of negligence on the officer's part. Proof of damage having been in the line of duty must be presented to and approved by the Director of Public Safety.

ARTICLE 25 – EQUIPMENT, HEALTH AND WELFARE

Section 1. Unsafe Vehicles.

- (a) The Township shall not require Employees to take out on the streets or highways any unsafe vehicle. It shall not be in violation of this agreement where Employees refuse to operate such equipment unless such refusal is unjustified or “unreasonable under the circumstances,” in which case the Employee may be subject to discipline up to and

including discharge. Determination of justifiable cause shall be left to the discretion of the Director of Public Safety.

- (b) The Township shall not require an Employee to use, operate or carry any equipment that is unsafe. Determination of condition shall be left to the discretion of the Director of Public Safety.

ARTICLE 26 – WORKER'S COMPENSATION INSURANCE

The Township agrees to cooperate toward the prompt settlement of Employee on-the-job injury and sickness claims when such claims are due and owing. The Township shall provide Worker's Compensation protection for all Employees.

ARTICLE 27 – MILITARY SERVICE

Section 1. Reinstatement of Seniority Employees. Any Employee who enters into active service in the Armed Forces of the United States shall, within thirty (30) days after termination of such service, be offered reemployment in his/her previous position unless the circumstances have so changed as to make it unreasonable to do so.

Section 2. Probationary Employees. A probationary Employee who enters the Armed Forces and meets the foregoing requirements, must complete his/her probationary period.

Section 3. Leave of Absence for Veterans.

- (a) Employees who are reinstated in accordance with the Universal Military Training Act, as amended, and other applicable laws and regulations, may be granted leaves of absence for a period not to exceed a period equal to their seniority in order to attend school fulltime under applicable Federal laws in effect on the date of this Agreement. Employees shall not accrue seniority or benefits during such leaves of absence.
- (b) Employees who are in some branch of the Armed Forces Reserve or the National Guard will be paid the difference between their reserve pay and their regular pay with the Township when they are on full-time active duty in the Reserve and National Guard, provided proof of service and pay is submitted. A maximum of two (2) weeks per year is the normal limit, except the Township may extend this limit in proper cases.

ARTICLE 28 – ASSOCIATION RIGHTS

Section 1. Discussion of Association Business. Members shall be permitted to discuss Association business with other members during duty hours, provided such discussions shall not interfere with the performance of the member's duties.

Section 2. Bulletins and Orders. A copy of any order, general order, rule, regulation or training bulletin shall be made available to the President of the Association.

Section 3. Special Conferences. Special conferences on important matters will be arranged between the Association and the Township or their designated representative. Such meetings shall be between one or more representatives of the Township and representatives of the Association. Arrangements for such special conferences shall be made in advance, and an agenda of the matters to be taken up at the meeting shall be presented at the time the conference is requested. Matters taken up in special conferences shall be confined to those matters included in the agenda, unless both parties agree to include other items.

Conferences shall be held on a work day. It is recognized that such special conferences are for clarification of questions and not for resolutions of problems. Hence, this section shall not be deemed to expand in any way the duty of the Township to bargain with the Association.

Section 4. Equality of Treatment. It is agreed by the Township and the Association that the Township shall provide equality of opportunity, consideration and treatment of all members of the unit and to establish policies and regulations that will insure such equality of opportunity, consideration and treatment of all members employed by the Township in all phases of the employment process.

Section 5. Township Department Personnel Files. A member's personnel file shall be kept under the control of the Director of Human Resources. The Township shall not allow anyone other than officers of the Township to read, view, have a copy of, or in any way pursue in whole or in part, a member's personnel file or any confidential document which may become a part of his/her file, except as provided by statute.

Section 6. Resignation. The Township requires the resignation process to be an orderly procedure, and thus the following rules shall apply:

- (a) A written notice of resignation must be given to the Director of Public Safety at least two (2) weeks prior to the termination date, giving both the date and reason for leaving. Proper notice will allow the Township to secure a suitable replacement and will entitle the Employee to any earned terminal benefits.
- (b) Failure to give proper notice, without good cause, may result in cancellation of terminal benefits and will be recorded in the Employee's permanent personnel record.

ARTICLE 29 – GENERAL

Section 1. Discrimination. No members, nor applicants for employment in the Township Department shall be discriminated against because of race, religion, sex, creed, color, or national origin. Active efforts shall be made to encourage applicants for employment in the Department from all racial, religious and nationality groups. The Township shall take steps to assure that the Department assignments and promotions are given on an equal and nondiscriminatory basis. Membership in the Association shall be open to every Employee covered by this contract on a nondiscriminatory basis.

Section 2. Aid to Other Organizations. The Township will not aid, promote or finance any labor group or organization which purports to engage in collective bargaining, or make any agreement with any such group or organization, for the purpose of undermining the Association's representation of members of the Department.

Section 3. Provision of Legal Counsel. The Township shall provide to the Employee such legal assistance in conjunction with existing insurance coverage as shall be required or needed as a result of the acts occurring when and while said Employee is in the performance of his/her police duties and responsibilities; provided that there is no obvious and purposeful violation of the law by the Employee. This shall apply only to civil suits.

Section 4. Jury Duty. An Employee who serves on jury duty will be paid the difference between his/her pay for jury duty and his/her regular pay.

Section 5. Use of Auxiliary Officers. The Township agrees that it will not use auxiliary officers at any time to replace certified law enforcement officers for the purpose of filling allocated positions or for the purpose of avoiding payment of overtime to certified officers.

Section 6. Bulletin Boards. The Township will provide a bulletin board in the Department of Public Safety which may be used by the Association for posting of notices. The posting of anything which could be construed as derogatory in nature shall strictly be prohibited. The designated Association representative shall be responsible for policing of the bulletin board in compliance with this contractual agreement.

- (a) Notices of recreational and social events.
- (b) Notices of election.
- (c) Notices of results of elections.
- (d) Notices of meetings.
- (e) Miscellaneous items placed on the board by Employees, such as "for sale" notices.
- (f) Association activities.

ARTICLE 30 – SEPARABILITY AND SAVINGS CLAUSE

If any article or section of this contract, or of any riders thereto, should be held invalid by operation of law, or by a tribunal of competent jurisdiction, or if compliance with or enforcement of any article or section should be restrained by such tribunal pending a final determination as to its validity, the remainder of this contract and of any rider thereto, or the application of such article or section to persons or circumstances other than those as to which it has been held invalid or as to which compliance with or enforcement of has been restrained, shall not be affected thereby.

In the event that any article or section is held invalid or enforcement of or compliance with which has been restrained, as above set forth, the parties affected thereby shall enter into immediate collective bargaining negotiations upon the request of the Association or the Township for the purpose of arriving at a mutually satisfactory replacement for such article or section during the period of invalidity or restraint.

It is agreed that the provisions of this section shall not apply to inadvertent or good faith errors made by the Township or Association in applying the terms and conditions of this Agreement) if such error is corrected within ninety (90) days from the date of error.

ARTICLE 31 – TERMINATION AND MODIFICATION CLAUSE

This Agreement shall be in full force and effect from January 1, 2019, to and including December 31, 2021, unless written notice is given by either the Police Officers Labor Council or Pittsfield Charter Township at least one hundred twenty (120) days prior to December 3, 2016, of its desire to modify, amend) or terminate this Agreement. Negotiations shall commence no later than ninety (90) days prior to the expiration date of this Agreement. In the event that negotiations extent beyond the said expiration date of this agreement) the terms and provisions of this Agreement shall remain in full force and effect pending agreement upon a new contract.

ARTICLE 32 – INTERPRETATION

Nothing in this contract shall be held to conflict with the law of the United States and the State of Michigan relating to veteran’s preferences, wage and hour laws, worker’s compensation or other similar laws.

IN WITNESS HEREOF the parties hereto have hereunto set their hands and seals the day and year first written above.

PITTSFIELD CHARTER TOWNSHIP

PITTSFIELD TOWNSHIP LIEUTENANTS AND SERGEANTS ASSOCIATION

By: _____
Mandy Grewal, Township Supervisor

By: _____
Sean McCormick, POLC-C President

Date: _____

Date: _____

By: _____
Michelle Anzaldi, Township Clerk

By: _____
Henry Fusik, POLC-C Vice President

Date: _____

Date: _____

By: _____
Patricia Tupacz Scribner, Township Treasurer

By: _____
Duane Smith, Staff Representative, POLC

Date: _____

Date: _____

By: _____
Matthew Harshberger, Director of Public Safety

Date: _____

APPENDIX A – POLC COMMAND SENIORITY LISTING

Last Name	First Name	Rank	Hire Date	Date in Unit
McCormick	Sean	Lieutenant	02/17/1995	06/28/1999
Williams	Brandon	Lieutenant	10/01/1995	01/24/2000
Fusik	Henry	Sergeant	10/01/1995	09/04/2005
Hamilton	Pamela	Sergeant	08/03/1998	11/23/2009
Gray	Patrick	Sergeant	01/07/2002	09/01/2011
Reppert	Ryan	Sergeant	08/03/1998	09/01/2011
Hohner	Jason	Sergeant	08/28/2000	12/02/2013
Hornbeck	Matthew	Sergeant	02/25/2001	01/01/2014
Robinson	Michael	Sergeant	10/31/2001	05/01/2014

As of 01/01/2019