

AGREEMENT

between the

CITY OF AUBURN HILLS

and the

POLICE OFFICERS ASSOCIATION OF MICHIGAN

Auburn Hills, City of

Effective _____ through December 31, 1997



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1911
1912

INDEX

POAM

Article		Page
I.	Recognition	1
II.	Non-Discrimination	2
III.	Union Security	2
IV.	Dues & Service Fees	2
V.	Union Representation	3
VI.	Grievance Procedure	4
VII.	Discipline & Discharge	6
VIII.	Bulletin Board and File Cabinet	7
IX.	Seniority	8
X.	Layoff Defined	9
XI.	Sub-Contracting	9
XII.	Recall Procedure	9
XIII.	Transfers	10
XIV.	Maintenance of Conditions	10
XV.	Savings Clause	10
XVI.	Performance Evaluation Ratings	11
XVII.	Law Enforcement Professional Liability Insurance	11
XVIII.	Veterans Rights and New Job Classification	11
XIX.	No Strike - No lockout	11
XX.	Economic Matters	12
XXI.	Drug Testing Policy	12
Appendix "A" - Wages & Benefits		
	Section 1. Uniform Allowance	13
	Section 2. Life Insurance	13
	Section 3. Health/Optical/Dental Ins.	13
	Section 4. Holidays	14
	Section 5. Vacations	15
	Section 6. Longevity Pay	16
	Section 7. Duty Connected Injury Pay	16
	Section 8. Court Time	17
	Section 9. Overtime	17
	Section 10. Work Schedule	19
	Section 11. Staff Assignments	19
	Section 12. Jury Duty	19
	Section 13. Tuition Reimbursement	20
	Section 14. Sick Leave	20
	Section 15. Non-duty Connected Short Term Disability (STD) - Long Term Disability (LTD)	21
	Section 16. Fringe Benefit Continuation & Limitation	21

Section 17.	Funeral Leave	21
Section 18.	Personal or Free Days	22
Section 19.	Leave of Absence	22
Section 20.	Pension	22
Section 21.	Part-Time Officers	25
Section 22.	Time Off	26
Section 23.	Police Service Officers	26
Section 24.	Wages	27
Section 25.	Duration	30

Signature Page	31
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Appendix "B"

Appendix "C"

Appendix "D"

Letter of Understanding

January 31, 1995

This Agreement is made and entered into on the ____ day of _____, 1995 by and between the City of Auburn Hills hereinafter referred to as the "Employer", and the Police Officers Association of Michigan hereinafter referred to as the "Union". It is the desire of both parties to this Agreement to continue to work harmoniously and to promote and maintain high standards between the Employer and employees which will best serve the citizens of the City of Auburn Hills.

Article I - RECOGNITION

A. The Employer recognizes the Union as the exclusive representative of the employees of the Auburn Hills Police Department for the purposes of collective bargaining with respect to rates of pay, wages, hours of employment and other terms and conditions of employment, in the following bargaining unit for which they have been certified, and in which the Union is recognized as collective bargaining representative, subject to and in accordance with the provisions of Act 336 of the Public Acts of 1947, as amended.

All Police Officers and Police Service Officers. Excluding the Chief of Police, Command Officers, Detectives, Police Auxiliary, and all other employees of the City of Auburn Hills.

B. Management Rights - It is understood and agreed that the Employer has all the customary and usual rights, powers, functions and authority of management except as those rights, powers, functions and authority are specifically abridged or modified by this Agreement.

The Union recognizes the Employer's right to manage its affairs and direct its work force and within the existing framework of the Statutes of the State of Michigan to maintain the City of Auburn Hills in the County of Oakland as efficiently and at the lowest possible cost consistent with fair labor standards.

Nothing in this Agreement shall be construed to limit or impair the right of the City to exercise its rights in the following matters, when in its discretion it may determine it advisable to do any or all of the following:

- (1) to manage its business generally;
- (2) to decide the number and location of City buildings;
- (3) to decide all machines, tools and equipment to be used;
- (4) to move or remove any City facility;
- (5) to maintain order and efficiency;
- (6) to determine the qualifications of employees;
- (7) to determine the job content not in conflict with this Agreement;

(8) to determine the number of hours to be worked not in conflict with this Agreement;

(9) to make such reasonable rules and regulations, not in conflict with this Agreement as it may from time to time deem best for the purpose of maintaining order, safety and effective operation of the City, and after two weeks advance notice thereof to the Union and the employees to require compliance therewith by employees.

Article II - NON-DISCRIMINATION

The Employer and the Union reaffirm their commitments that there shall be no discrimination in hiring or in any term or conditions of employment because of race, religion, color, national origin, age, sex, height, weight, marital status, or handicap in accordance with applicable law.

Article III - UNION SECURITY

A. New employees who desire membership in the Union shall confirm their desire to join by initiating their Union application form and dues deduction authorization forms within thirty (30) calendar days after the effective date of their employment with the City.

B. Any person who is employed with the City and is covered by this Agreement who is not a member of the Union and who has not made application for membership within thirty (30) calendar days after the effective date of this Agreement shall, as a condition of employment, pay to the Union each month a service charge as a contribution toward the administration of this Agreement in an amount equal to the regular Union membership dues. Employees who fail to comply with this requirement shall be discharged by the Employer within thirty (30) calendar days after receipt of written notice to the Employer from the Union.

C. Any person who becomes an employee of the City after this Agreement is in effect and is covered by this Agreement who is not a member within thirty (30) calendar days from the date of employment shall, as a condition of employment pay to the Union each month a service charge as a contribution toward the administration of this Agreement in an amount equal to the regular monthly Union membership dues. Employees who fail to comply with this requirement shall be discharged by the Employer within thirty (30) calendar days after receipt of written notice to the Employer from the Union.

Article IV - DUES AND SERVICE FEES

A. The Employer agrees to deduct from the wages of bargaining unit employees, all Union membership dues, initiation fees, and assessments uniformly required, if any, as provided in a

written authorization in accordance with the standard form used by the Union, provided that the said form shall be executed by the employee.

B. The amount of dues and initiation fees shall be uniform for those authorizing dues deduction. Each bargaining unit employee and the Union hereby authorize the City to rely upon the Union regarding the amounts to be deducted and the legality of the adopting action specifying such amounts of the Union dues and initiation fees. The dues that are deducted from the members pay will be forwarded to the Auburn Hills POA Treasurer.

C. Service Fee Deduction

The Employer agrees to deduct from the wages of any bargaining unit employee who is not a member of the Union all Union service fees as provided in a written authorization in accordance with the standard form used by the Union provided that the said form shall be executed by the employee.

D. Dues Checkoff Card

See copy of form, attached hereto as Appendix E.

E. Indemnification

1. The Union agrees to indemnify and hold the Employer harmless with respect to any and all liabilities, damages, suits, demands, claims, and expenses of any and every character including recovery of actual defense costs, including actual attorney fees incurred by the Employer arising out of or resulting from the Union's demand that the Employer comply with Articles III and IV. It is expressly understood and agreed that the Articles III and IV of the Contract are for the benefit of the Union and not the Employer.

2. In addition to the above, in the event a claim, demand, or lawsuit of any kind or character is filed by an employee, his/her executors, assigns, heirs, or any other third party, on account of the Employer actions in administering Articles III and IV of the Contract, the Employer shall have the right to hire, retain, or consult legal representation of its own choosing and as herein above described, the Union shall be obligated to reimburse all expenses incurred by the Employer in defending such actions as indicated in Paragraph 1 above.

Article V - UNION REPRESENTATION

Section 1. The City agrees to recognize a Committee composed of not more than three (3) employees in the bargaining unit, one of whom shall be the President of the bargaining unit, plus a non-bargaining unit representative of the Union's choosing. The

Union shall furnish to the City a written list of the members of the Committee, and shall advise the City in writing of any changes in such membership and any alternate members of the Union Committee. No member or alternate shall function as such until the City has been so advised by the Union. The Committee shall represent the Union in meetings with the City for the purpose of collective bargaining and for the purpose of administration of this Agreement.

Section 2. Meetings. All meetings between the City and the Union Committee shall be at times mutually agreeable to the parties; and when any such meetings occur during a Committee member's scheduled working time, it is understood that the City shall not pay more than two (2) such Committee members, per bargaining session, for their actual working time lost.

Section 3. One Committee member will be permitted to leave his work, after obtaining approval of his supervisor and recording his time, for the purpose of adjusting grievances in accordance with the grievance procedure and for reporting to the grievant a change in status of his grievance. Permission for a Committee member to leave his work station will not be unreasonably withheld. The Committee member will report his time to his supervisor upon returning from a grievance discussion.

The privilege of a Committee member to leave his work during working hours, without loss of pay, is extended with the understanding that the time will be devoted to the prompt handling of grievances and will not be abused, and that he will continue to work at his assigned job at all times except when permitted to leave his work to handle grievances, subject to grievance procedure, Step 1. All other Union business shall be conducted after working hours.

Section 4. "Special Conferences" to discuss matters of mutual interest may be arranged by agreement of the parties and shall be scheduled at the discretion of the Chief of Police. An agenda of the matters to be discussed shall be presented at the time the "special conference" is requested. Generally, not more than three (3) representatives from the City and three (3) representatives from the Union shall attend although others may be invited by mutual agreement. Representatives of the Union shall not receive overtime, but shall not lose time or pay for time spent in the "special conference".

Article VI - GRIEVANCE PROCEDURE

Section 1. A grievance is defined as a complaint by an employee concerning the interpretation, application, or violation of any provisions of this Agreement. The procedure for adjusting a grievance shall be as follows:

Step 1: An employee having a grievance shall first discuss the matter with his supervisor with the object of resolving the matter informally. Employees may request Union representation during such discussion.

Step 2: Any grievance not settled in Step 1 shall be reduced to writing, signed by the aggrieved employee and presented by the Committee member to the Chief of Police within five (5) days of the occurrence, or, within five (5) days of when the grievant had knowledge of the event giving rise to the grievance. The Committee member and the Chief of Police shall, within five (5) days after receiving the grievance, meet to discuss the grievance, and the Chief of Police shall give his written response within five (5) days after the meeting.

Step 3: Any grievance not settled in Step 2 shall be submitted by the Union Committee member to the City Manager or his designee within five (5) days after receipt of the Step 2 answer. The City Manager or his designee may within five (5) days after receiving the grievance meet with the Committee President to discuss the grievance. The POAM Representative may be present at this meeting. The City Manager or his designee shall render a written response within five (5) days after the meeting or no later than ten (10) days after the grievance was appealed in Step 3.

Step 4: If the grievance remains unsettled, the Union may, within five (5) days after receipt of the Step 3 answer, request either mediation or arbitration by submitting written notice to the City Manager or his designee. If mediation is requested and if the City mutually agrees the grievance shall, within ten (10) days after receipt of the Step 3 answer, be submitted to the National Center for Dispute Settlement (NCDS) with a mutual request for submission to mediation pursuant to NCDS Grievance Mediation Rules.

Step 5: If the grievance remains unsettled after mediation, or if the parties did not mutually agree upon mediation pursuant to Step 4, then within twenty (20) days after the conclusion of mediation, or within twenty (20) days after the Step 3 answer, whichever is applicable, the Union may file a Demand for Arbitration with the Federal Mediation and Conciliation Service (FMCS) and the procedures of that agency shall apply. The parties shall have fifteen (15) days from receipt of the FMCS panel in which to mutually agree upon an arbitrator or else either party may request FMCS to appoint an arbitrator.

The power of the arbitrator stems from this Agreement and his function is to interpret and apply this Agreement and to rule upon alleged violations thereof. He shall have no power to add to, subtract from, or modify any of the terms of this Agreement. The fees and expenses of the arbitrator shall be equally shared by the parties. The decision of the arbitrator shall be final and binding

on both the Employer and the Union.

Section 2.

(a) Any grievance not appealed within the time limits from one step of the grievance procedure to the next will be considered settled based upon the previous decision.

(b) Any grievance not answered by management within the time limits shall be considered appealed to the next step.

(c) Any of the steps of the grievance procedure as well as the time limits may be waived by mutual agreement in writing.

Section 3.

(a) Saturdays, Sundays and holidays are excluded in the determination of the time limits specified in this article.

(b) Any and all grievances resolved at any step of the grievance procedure prior to arbitration shall be final and binding on the City, the Union, and any and all unit employees involved in the particular grievance.

Article VII - DISCIPLINE AND DISCHARGE

The City has the right to discipline and discharge employees for just cause. In any case where employee disciplinary action is necessary, the following disciplinary options are available to the Department.

- A. Oral Reprimand
- B. Written Reprimand
- C. Suspension
- D. Discharge

Section 1. Appeals Process - All cases of discipline may be processed as a grievance, beginning with Step 2 of the grievance procedure.

Section 2. The Employer agrees that upon imposing discipline B-D, the Union shall be notified in writing of the action taken only upon request of the employee. The Employee shall be given a copy of any written disciplinary action.

Section 3. Investigation interview. Whenever a member is under investigation and subjected to interview by his Supervisor and/or Chief of Police which could lead to disciplinary action, discharge, or criminal action or charges, such investigation interview shall be conducted under the following conditions:

- (a) The employee shall be informed that he has the right to

Union representation during such interview, provided however, that the interview shall not be unreasonably delayed.

Section 4. In the event disciplinary action B-D is imposed, the employee shall be entitled to Union representation. The employee shall be informed of his right to Union representation prior to the time such disciplinary action is imposed.

Section 5. If any employee is ordered to make an oral or written statement regarding the employee's alleged criminal conduct, he shall comply subject to the receipt of Miranda or Garrity warnings or both and shall be given a reasonable time to act in accordance with such rights. After an employee is ordered to make a written statement in response to such alleged criminal misconduct on his part, he shall have the opportunity to confer with his Union representative prior to complying with the order.

Section 6. Any claim for back wages as a result of reinstatement from a suspension or discharge shall be limited to the amount of base wages that the employee would have earned.

Section 7. Members are permitted to engage in political activity only when they are in an off-duty capacity and not in uniform.

Section 8. Disciplinary actions with the exception of suspensions shall be removed from an employee's personnel record as follows:

(a) Oral Reprimand - Removed two (2) years following the incident.

(b) Written Reprimand - Removed three (3) years following the incident.

Article VIII - BULLETIN BOARD AND FILE CABINET

A. The Employer shall assign a bulletin board which shall be used by the Union for posting notices bearing the written approval of the Union President, and which shall be restricted to:

- (a) Notices of Union recreational and social affairs;
- (b) Notices of Union elections;
- (c) Notices of Union appointments and results of Union elections;
- (d) Notices of Union meetings;
- (e) Other notices of bona fide Union affairs which are not political or libelous in nature.

The Union will assume full responsibility for all material placed on the bulletin board.

B. The City shall provide the Union with space for a file cabinet which shall be provided by the Union and shall be the Union's property.

Article IX - SENIORITY

Except as otherwise provided under Appendix A, Section 23 (d) and (e), an employee shall be regarded as on probation for the first twelve (12) months of continuous employment. Upon satisfactory completion of the probationary period, an employee shall acquire seniority which shall date back to the date of hire into the department. During the probationary period there shall be no responsibility for reemployment if an employee quits, is laid off, or is discharged for any reason. A probationary employee shall not have access to the grievance procedure concerning his/her layoff, discharge, or separation from the department.

When an employee acquires seniority, his name will be placed on the seniority list in order of seniority. The Employer will keep the seniority list up-to-date at all times and in the event of change, will provide the local Union with an up-to-date copy at least every six (6) months.

Section 1. Seniority Lists:

(a) Seniority shall not be affected by the race, sex, marital status or dependents of the employee.

(b) The seniority list on the date of this Agreement will show the names and job titles of all employees entitled to seniority.

Section 2. Loss of Seniority: An employee shall lose seniority for the following reasons only:

(a) He resigns.

(b) He is discharged and the discharge is not reversed through the grievance procedure set forth in this Agreement.

(c) He is absent for three (3) consecutive working days without notifying the Employer. In the event the employee is incapable or unable to advise the Employer for reasons or causes beyond the control of the employee, an exception shall be made, provided the employee has acceptable written reasons. After such absence, the Employer will send written notification to the employee at his last known address that he has lost his seniority, and his employment has been terminated. If the disposition made of any such case is not satisfactory, the matter may be referred to the grievance procedure.

(d) If he does not return to work when recalled from layoff as set forth in the recall procedure. In proper cases, exceptions shall be made.

(e) Return from sick leave and leaves of absence will be treated the same as (c) above.

(f) He retires.

Article X - LAYOFF DEFINED

A. The word "layoff" means a reduction in the working force.

B. If it becomes necessary for a layoff, the following procedure will be mandatory. Probationary employees will be laid off first. Seniority employees within a department classification will be laid off according to low seniority. Any seniority employee so removed from his classification may exercise his seniority over a lower seniority employee in any other department, where he can perform the job. Employees exercising bumping rights shall bump an equal or lower classification.

C. In proper cases, exceptions may be made. Disposition of those cases will be a proper matter for a special conference and if not resolved, it then shall be subject to the grievance procedure.

D. Employees to be laid off for an indefinite period of time shall have at least seven (7) calendar days notice of layoff. The local Union's secretary shall receive a list from the Employer of the employees being laid off on the same date the notices are issued to the employees.

Article XI - SUB-CONTRACTING:

1. The Employer agrees that in the event any work presently performed exclusively by the bargaining unit employees is moved outside the bargaining unit, the Employer will discuss the movement of work with the Union in order to provide for the protection of the seniority of the employees involved. In no event shall any seniority employee who customarily performs the work in question be laid off as a direct or indirect result of work being performed by any outside contractor. The foregoing shall not affect the right of the City to continue arrangements currently in effect; nor shall it limit the fulfillment of warranty work which a vendor must perform to prove out equipment.

Article XII - RECALL PROCEDURE

When the working force is increased after a layoff, the employees will be recalled according to seniority in reverse order

of layoff. Notices of recall shall be sent to the employee at his last known address by telegram or certified mail. If the employee fails to respond within five (5) working days or fails to report for work within ten (10) working days of the notice of recall he/she shall be considered a voluntary quit unless unusual circumstances are the cause.

Employees shall notify the Employer of any change of address or movement during a layoff period.

Article XIII - TRANSFERS

A. If an employee is transferred to a position within the Police Department not included in the bargaining unit and is thereafter transferred again to a position within the bargaining unit, he shall have accumulated seniority while working in the position to which he was transferred. Employees transferred under the above circumstances shall retain all rights accrued for the purpose of any benefits provided for in the Agreement.

Article XIV - MAINTENANCE OF CONDITIONS

Wages, hours, fringe benefits, terms and conditions of employment in effect at the execution of the Agreement shall, except as provided herein, be maintained during the term of this Agreement. No employee shall suffer a reduction in benefits as a consequence of execution of this Agreement unless specifically altered or reduced by the written terms of this Agreement.

Article XV - SAVINGS CLAUSE

If any article or section of this contract or any riders thereto should be held invalid by operation of law or by any 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 any rider thereto, or the application of such article or sections 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 Union or Employer, for the purpose of arriving at a mutually satisfactory replacement for such article or section during the period of invalidity or restraint. If the parties do not agree on a mutually satisfactory replacement, either party shall be permitted all legal or economic recourse in support of its demands notwithstanding any provision in this contract to the contrary.

Article XVI - PERFORMANCE EVALUATION RATINGS

Each employee shall be rated by his or her immediate Supervisor.

Upon completion of the rating, employees will be personally informed of their respective evaluations by the immediate Supervisor who prepared the evaluation. The original copy shall be placed in the employee's personnel file.

Any employee who wishes to review his performance evaluation with the Chief of Police must make a written request to the Chief of Police within two weeks of receiving his copy of the evaluation and must identify each area he wishes to review and cite a brief basis for reviewing that area. The matter will be discussed with the Chief of Police as expeditiously as circumstances permit. Upon request, the employee may have a Union representative at the meeting with the Chief of Police.

It is specifically agreed that no aspect of this Article shall be subject to the grievance procedure.

This Article shall remain in effect for the duration of the Agreement at which time it shall automatically terminate.

Article XVII - LAW ENFORCEMENT PROFESSIONAL LIABILITY INSURANCE

The City agrees to maintain the present liability insurance coverage in effect so long as it is reasonably available. A certificate of insurance will be provided annually to the Union.

Article XVIII - VETERANS' RIGHTS AND NEW JOB CLASSIFICATION

Section 1. The re-employment rights of the employees and probationary employees who are veterans will be limited by applicable laws and regulations.

Section 2. When any position not listed on the wage schedule is filled or established, the City may designate a job classification and rate structure for the position. In the event the Union does not agree that the rate is proper, the Union shall have the right to submit the issue as a grievance through the grievance procedure.

Article XIX - NO STRIKE - NO LOCKOUT

Under no circumstances will the Union cause or authorize or permit its members to cause, nor will any member of the bargaining unit take part in any strike, sitdown, stay-in or slowdown or any violation of any State Law. In the event of a work stoppage or other curtailment, the Union shall immediately instruct the involved employees in writing, that their conduct is in violation

of the contract and all such persons shall immediately cease the offending conduct.

Article XX - ECONOMIC MATTERS

The Agreement between the parties on economic matters are set forth in Appendix A attached hereto and are incorporated into this Collective Bargaining Agreement, subject to the terms and conditions hereof.

Article XXI - DRUG TESTING POLICY

The drug testing policy as contained in Appendix E will continue.

APPENDIX A
WAGES AND BENEFITS

Section 1. Uniform allowance.

(a) All uniformed Patrol Officers who have completed their probationary period will receive a monthly allowance in the amount of \$65.00 per month to be used for the purchase and cleaning of uniforms. Monthly credit will be earned when an employee is in pay status more than one half the "pay status days" in a month. Payments will be made to the employee following the end of each quarter.

(b) PSO's shall receive a monthly allowance in the amount of \$45.00 per month subject to the above restrictions.

(c) Patrol Officers and PSO's during their probationary period, shall receive an annual cleaning allowance of \$120.00 payable in quarterly installments

Section 2. Life Insurance.

The employer shall continue to pay the premium to maintain life insurance in the amount of one and one half (1/2) times annual salary for employees with less than five (5) years of service, and two (2) times annual salary for employees with five (5) or more years of service.

Section 3. Health/Optical/Dental Insurance.

(a) Effective the first of the month following thirty (30) days after final contract ratification, the City shall implement a Preferred Provider Organization (PPOM) for all employees and eligible dependents to be administered by American Community Mutual Insurance Company, as outlined in Appendix C. Said PPOM will replace the current health insurance plan, and shall include vision coverage.

(b) The employer shall continue the flexible benefit plan available for payment of the deductibles with pre-tax dollars.

(c) Qualifying employees or their eligible dependents shall be permitted to convert the present health plan to individual insurance policies pursuant to COBRA provisions in the event of termination or death. The administration fee shall not exceed 2% of monthly premium.

(d) The employer agrees that the Union shall be notified and involved in evaluating any new medical.

(e) The City will provide Health Maintenance Organization (HMO) for POAM employees who retire and who are at least 55 years of age at time of retirement (normal retirement age, as defined in the "Pension Plan"). This medical insurance coverage is available for the retiree and spouse only, and will not cover any children. Upon the death of the retiree, the City will continue to make available the medical insurance coverage to the surviving spouse. The City shall have sole discretion in selecting the HMO, however, the plan must provide for a minimum benefit as found in Appendix D.

(f) Should a retiring employee have another source of health care insurance available, an election must be made as to which health care policy the employees will be covered under. Should the retiring employee elect to continue the other policy, the city will not supply dual coverage.

(g) Should a retired employee move out of the area covered by the HMO the City will pay directly to the insurance company supplying HMO coverage in the area where the retiree resides. However, the City's obligation will be limited to the dollar amount of the HMO provided to retirees living in the area.

(h) The employer will continue a Dental Insurance Policy for all eligible employees and dependents to provide an 80/20 co-pay with a \$1,000 annual per person cap. An annual prophylaxis is required or co-pay reverts to 50/50.

Section 4. Holidays.

(a) The following ten (10) holidays shall be recognized and observed as paid holidays:

Good Friday	Day after Thanksgiving
Memorial Day	Day before Christmas
Fourth of July	Christmas Day
Labor Day	New Year's Eve Day
Thanksgiving Day	New Year's Day

For the above holidays worked or not worked, employees shall be paid for said holidays in one lump sum in the first pay day in December each year.

(b) In addition to the above ten (10) holidays, an employee shall be entitled to take three (3) additional floating holidays with pay on days selected by the employee, provided, however, that such floating holidays shall require 48 hours advance notice and shall not be used on a regular holiday listed in Subsection (a). Emergency requests of less than 48 hours may be granted at the discretion of the Chief of Police. Any of the three floating holidays not used by the employee shall be paid to the employee in December.

(c) Employees who work their regularly scheduled eight (8) hour shift on a holiday will be paid at the rate of time and one half.

Section 5. Vacations.

(a) Employees shall qualify for vacation upon their anniversary date of employment in accordance with the following schedule:

1 year but less than 3 years	-	10 Days	80
3 years " " " 4 "	-	13 Days	104
4 " " " " 5 "	-	14 Days	112
5 " " " " 6 "	-	15 Days	120
6 " " " " 7 "	-	16 Days	128
7 " " " " 8 "	-	17 Days	136
8 " " " " 9 "	-	18 Days	144
9 " " " " 10 "	-	19 Days	152
10 " " " " 11 "	-	20 Days	160
11 " " " " 12 "	-	21 Days	168
12 " " " " 13 "	-	22 Days	176
13 " " " " 14 "	-	23 Days	184
14 " " " " 15 "	-	24 Days	192
15 years or more	-	25 Days	200

This vacation schedule shall take effect upon ratification of this Agreement and shall not be retroactive. Thus, the amount of vacation to which an employee is entitled in his present anniversary year shall be determined on a pro-rata amount of the schedule set forth in the previous contract together with a pro-rata amount earned under this schedule. In the employee's anniversary year commencing subsequent to the ratification of this Agreement, the above schedule shall be followed.

(b) Employees are encouraged to take their vacations, but 40 hours of an employee's vacation may be carried forward from one anniversary year into the next, but such "carry-forward bank" shall never exceed 40 hours.

(c) For purposes of scheduling, vacations will be taken in 40 hour blocks with the exception that an employee having five (5) or more years of completed service may take up to 80 hours in 8 hour blocks (i.e.: one day at a time), and employees having less than five (5) years of completed service may take up to 40 hours in 8 hour blocks. Any remaining hours of less than 40 must be taken in a block.

(d) Vacation requests shall be submitted in writing to the Chief of Police prior to April 30th of each calendar year. All vacation requests after April 30 shall be granted on first request basis.

(e) Employee's first and second vacation picks shall be a minimum of forty (40) hours and a maximum of eighty (80) hours. On the first vacation pick all employees will be granted a vacation on the basis of seniority. Employees will then make a second vacation pick with each employee granted a vacation by seniority provided it does not interfere with any previously granted vacation.

(f) All vacations shall require prior approval and shall be at the discretion of the Chief of Police.

(g) Vacation time is earned in the preceding year. Any employee who ends employment with the City for any reason shall receive full compensation for any earned but unused vacation time.

Section 6. Longevity Pay.

Upon completion of the appropriate years of service employees shall receive longevity pay on their anniversary date or on December 1. Employees shall notify the Chief of Police in writing as to which date they wish to receive longevity pay.

The following schedule shall apply:

	Patrolman	PSO
3 years	\$400	\$264
6 years	\$800	\$504
9 years	\$1200	\$744

Longevity pay shall not be available to employees hired subsequent to January 1, 1985.

Section 7. Duty Connected Injury Pay.

(a) The employee shall immediately notify his supervisor of any duty connected injury and shall comply with other Department regulations concerning injury reports.

(b) Provisions of the Michigan Worker's Compensation Act shall apply to all duty connected accidents or injuries of the employees in the line of duty.

(c) The employee shall receive 80% of his gross pay exclusive of all deductions for duty connected injuries for up to one (1) year in conjunction with Worker's Compensation.

(d) No employee will be entitled to compensation insurance during periods of convalescence from injuries received in the regular performance of his duties in addition to his regular

compensation. Any compensation insurance due to an employee of the City under the provisions of the City compensation insurance policy during the convalescence period in which he is being paid his regular compensation shall be endorsed and paid to the City Treasurer by the employee.

(e) In the event an employee is unable to work because of a duty connected injury, the City will continue life insurance on the employee until date of return or normal retirement date, whichever occurs first. The City will also provide health and dental insurance for the employee and eligible dependents until date of return or normal retirement as follows:

1. During first year of disability, the employee will remain insured pursuant to the regular PPOM Program.

2. If disabled beyond one year, the employee and eligible dependents will be insured by a Health Maintenance Organization (HMO) Policy administered by American Community Mutual Insurance Company,. HMO benefits will be comparable to the PPOM Program including optical and prescription drug rider.

3. Upon recovery from disability, the employee must be able to meet standards of eligibility established by the insurance carrier in order to be reinstated to the PPOM Program. An employee not meeting standards of eligibility will remain covered by the HMO.

4. In the event the employee becomes eligible for Medicare coverage the employee would be switched to Medicare-supplemental coverage under the HMO plan. If there is a spouse and/or eligible dependent children, their coverage under the HMO would continue unaffected by the change.

Section 8. Court Time.

Employees who are required to be in court during non-working hours, shall be guaranteed a minimum of two (2) hours court time at time and one-half rates.

The City will compensate employees for travel time from the station to the court in a City vehicle on a schedule to be developed by the Department based upon distance and average travel time required. City vehicles are to be used only for court trips more than 12 miles one way. Prior approval of shift commander required.

Section 9. Overtime.

(a) Employees shall be eligible to receive one and one-half times their regular hourly rate in the following circumstances:

(1) Time worked in excess of eight (8) hours in any one day unless normally scheduled to work additional hours to make up the normal 6/2 work schedule.

(2) When members are scheduled for training or upon mutual agreement between the employer and employee(s).

(3) Employees called in for overtime will receive a minimum of two (2) hours at the time and one-half rate, provided however that employees who have arrived on the premises and are asked to start work early, or are already on the job and asked to stay over, shall receive pay at the time and one-half rate, but the two (2) hour minimum shall not apply.

(4) During the fourteen (14) day period between semi-annual shift changes, in which payment of overtime shall be made for all hours in excess of eighty (80) in that fourteen (14) day period.

(b) Holiday overtime.

Effective upon ratification, the City will pay double time to employees called in from leave days falling on the ten (10) regular holidays but not in the event of stayovers, with the exception that employees who are requested to stay over more than 2 hours beyond the regular eight hour shift shall receive double time for the eleventh and twelfth hour, and in the event the employee is requested to stayover more than 12 hours, he shall receive double time for all hours in excess of eight.

(c) Comp-Time Bank:

1. At the employees option, up to eighty (80) overtime hours per contract year may be credited to an overtime bank. Upon working the overtime the employees shall elect at that time to receive compensation or to apply the overtime hours to the Comp-Time Bank. Overtime hours not banked shall be paid in compensation. No more than eighty (80) comp-time hours per contract year may be banked or used.

2. Comp-time banks shall be paid off at the end of each calendar year, based upon hours accumulated in that year, and at the pay rate applicable when earned. Paychecks shall be issued the first pay day in January. The new year shall start a new bank.

3. Comp-time shall be in full hours only, partial hour requests will not be approved.

4. Employees may elect to take comp-time pay only in January of each year. Comp-time will be paid at the rate earned.

(d) Overtime will be offered on a seniority rotation system.

Section 10. Work Schedule:

(a) Work schedules showing the employees' shifts, work days and hours shall be posted in the Department at all times.

(b) The regular hours of work each day shall be consecutive except that they may be interrupted by a 30 minute lunch period and two 15 minute breaks.

(c) All Police Officers shall be assigned to a six work two consecutive rotating leave day schedule. Leave days shall rotate as follows:

<u>Week</u>	<u>Leave Groups</u>
#1	Monday/Tuesday
#2	Tuesday/Wednesday
#3	Wednesday/Thursday
#4	Thursday/Friday
#5	Friday/Saturday/Sunday
#6	Saturday/Sunday/Monday

Once an officer is assigned to a particular leave day group that officer may not be involuntarily bumped into another leave group except when the officer transfers from one shift to another. However, with the employers consent officers may voluntarily trade leave groups.

(d) Time Clocks: Police Officers and PSO's are not required to punch a time clock.

(e) PSO's will be assigned to a permanent leave day schedule.

Section 11. Staff Assignments.

(a) All Seniority Patrolmen and PSO's shall be permitted to pick their shifts within their classification on a six (6) month basis by seniority. Such employees may change shifts with other employees in their classification upon approval from the Chief of Police.

Section 12. Jury Duty.

An employee required to serve on a Jury will suffer no loss of pay or benefits. The employee's regular paycheck shall be issued and the employee shall endorse over to the City the amount he receives for jury service. Employees reporting for jury service shall automatically transfer to the day shift for the duration of such service. In the event jury service is performed on an employee's regular leave days, the City shall not pay compensation pursuant to this section for such leave days. Employees released

from jury service before noon are required to report for duty for the remainder of the day shift.

Section 13. Tuition Reimbursement.

The City shall reimburse the cost of tuition at an accredited educational institution in accordance with the following:

(a) The course(s) must be related to the job.

(b) Tuition reimbursement will not be made in advance. The employee will pay for the course and be reimbursed upon proof of completion of the course with a grade "C" or better, and the submission of a signed affidavit that the amount requested has not been requested or received from another source.

(c) City reimbursement will be for tuition only. Books, supplies and other expenses will be the employee's responsibility.

(d) Reimbursement will apply to active employees only and will require prior approval of the Chief of Police and City Manager. Reimbursement will be limited to \$400.00 per person per calendar year.

Section 14. Sick Leave.

(a) All employees covered by this Agreement earn and are credited with eight (8) hours sick leave for each month of service, not to exceed ninety-six (96) hours per year.

(b) Sick leave is provided to permit an employee to remain in a pay status while absent from work because of:

1. Personal illness or injury.
2. Pregnancy.
3. Illness or injury in own family (mother, father, wife, husband, children, step-children residing within the employee's residence). Exceptions to this will be made for emergency illness of natural children not residing within the employee's residence.

(c) Accumulation of sick leave may not exceed thirty (30) days at the end of any contract year. Employees will be paid for all accumulated sick days over thirty at the end of the contract year.

(d) An absence of more than three (3) consecutive days shall require support of a Doctor's signed statement upon returning to work. The City may require an additional City Doctor's statement at the City's expense.

(e) An employee upon termination by the City shall be

paid for all unused accumulated sick days at straight time rates, provided he has completed his or her probationary period. Upon

death or retirement, all unused sick leave shall be paid in full to the retiree or his beneficiary or estate.

(f) When an employee expects to be absent from work due to illness, he shall notify or cause to be notified, his immediate supervisor by the beginning of that work day. An employee calling in sick may be required to verify his illness and/or visit the City's physician upon request of the City if abuse of sick time is suspected. The employee shall, upon his first day back to work, fill out a sick leave form and present it to his immediate supervisor. If the employee fails to do so, sick leave will not be paid.

Section 15. Non-Duty Connected Short Term Disability (STD) and Non-Duty Connected Long Term Disability (LTD).

(a) The Employer agrees to pay the premium to provide the STD insurance policy presently in effect. The weekly benefit shall be $66 \frac{2}{3}$ of the employee's base weekly salary.

(b) The Employer agrees to pay the premium to provide the LTD insurance policy presently in effect. The monthly benefit shall be $66 \frac{2}{3}$ of the employee's base monthly salary.

Section 16. Fringe Benefit Continuation and Limitation.

(a) With the exception of Health, Dental and Life Insurance, all other fringe benefits including Holidays, Vacations, Sick Leave Days, Personal Leave Days, Uniform allowance and Longevity Pay shall accrue on a monthly basis in months in which the employee is in pay status one half of the calendar month. Unpaid days and days in which an employee receives STD, LTD or Worker's Compensation benefits shall not be considered pay status days.

(b) When an employee is on an authorized leave of absence due to illness or injury, said employee's Health, Dental and Life Insurance shall be continued for a six (6) month period provided, however, that in the event the absence is caused by a duty connected injury, Health, Dental and Life Insurance shall be continued as set forth in the Duty Connected Injury Section of this Agreement. Upon termination of the City's obligation to pay Health, Dental and Life Insurance Premiums, the employee may convert to an individual policy in accordance with COBRA provisions.

Section 17. Funeral Leave.

In the case of death occurring in the employee's immediate

family requiring his absence during a duty period, the employee (upon request) shall be granted a leave of absence with pay for such period not to exceed five (5) consecutive work days (as will be necessary in the particular circumstances), one day of which shall be the day of the funeral. "Immediate family" is defined as the employee's wife, husband, children, or step-children through the current spouse.

In the event of the death of other family members, a leave of absence not to exceed three (3) consecutive work days shall be granted in accordance with the above guidelines. "Other family members" are defined as brother, sister, parents, parents-in-law, grandparents, grandparents-in-law, and grandchildren.

Employees shall be allowed a one (1) day leave of absence with pay to attend the funeral of a brother-in-law, sister-in-law, aunt or uncle, provided that the day of the funeral occurs on the employees scheduled work day.

The City reserves the right to require proof of relationship and attendance at the funeral. Additional time off may be granted from an employee's accrued leave time due to the relationship to the deceased or distance involved in attending the funeral.

Section 18. Personal or Free Days.

(a) An employee shall accrue Personal Days at the rate of 3 1/3 hours per month which may be used in the following calendar year. Such Personal Days shall not accumulate from year to year and shall not be deducted from sick leave.

(b) Personal Days may be taken for emergencies at the discretion of the Chief of Police. Days may be split into 2 hour periods if this is the need of the employee. One (1) day's notice must be given the Employer, if possible. Authorization shall not be unreasonably denied.

(c) A probationary employee shall accrue Personal Business Days during the remainder of the calendar year in which he is hired which he shall be eligible to use only upon completion of his probationary period. Exceptions may be made at the discretion of the Chief of Police.

Section 19. Leave of Absence

An employee may take a leave of absence without pay for a period not to exceed thirty (30) days when he has completed five (5) years of service with the City, upon approval of the Chief of Police and the City Manager.

Section 20. Pension.

I. The existing "Pension Plan" shall continue to be provided for the employees covered by this Agreement. Details of the Plans shall be set forth in the Plan itself, which shall include the following elements.

A. For Sworn Police Patrol Officers.

1. Normal Retirement: Upon the effective date of the new Pension Plan the normal retirement date shall be 55 years of age and 15 years minimum service.

2. Vesting: Shall be 50% at 5 years and 10% per year thereafter. 100% vested at 10 years.

3. Monthly Retirement Benefit: The multiplier for pension calculation shall be 2.5% percent, provided however, that the monthly benefit shall not exceed 80 percent of the employee's highest consecutive 5 year income average of credited compensation times the total years of Police Department Service not to exceed 34 years of service or age 55, whichever comes first. Credited compensation shall include base pay plus overtime and longevity pay only, and shall not include holiday bonus days, sick bank payoff or other payments of any kind.

4. Employee Contribution:

1994 -	5% of credited compensation.
1995 -	4% of credited compensation.
1996 -	3% of credited compensation.
1997 -	2% of credited compensation.

5. Disability & Death Benefit as defined in the Pension Policy.

6. Early Retirement as defined in the Pension Policy.

7. Cost of Living

Effective January 1, 1995, and annually thereafter as of January 1, the amount of pension payable to each retiree whose service to the city has terminated and has reached fifty-five (55) years of age, shall be increased by 5% of the amount of the pension benefit which the participant is entitled to receive, when such benefit first becomes payable. Each January 1 thereafter the pension benefit shall be increased by the same dollar amount.

B. For Public Service Officers (PSO's).

1. Normal Retirement: Shall be 55 years of age and 15 minimum service.

2. Vesting: Shall be 50% at 5 years and 10% per year thereafter. 100% vested at 10 years.

3. Monthly Retirement Benefit: 1.5% of the highest consecutive 5 year income average of credited compensation times the total years of Police Department service, not to exceed 34 years of service or age 55, whichever comes first. Credited compensation shall include base pay plus overtime and longevity pay only, and shall not include holiday bonus days, sick bank payoff or other payments of any kind.

4. Employee Contribution: 5 % of credited compensation.

5. Disability & Death Benefit as defined in the Pension Policy.

6. Early Retirement as defined in the Pension Policy.

7. Cost of Living

Effective January 1, 1995, and annually thereafter as of January 1, the amount of pension payable to each retiree whose service to the city has terminated and has reached fifty-five (55) years of age, shall be increased by 5% of the amount of the pension benefit which the participant is entitled to receive, when such benefit first becomes payable. Each January 1 thereafter the pension benefit shall be increased by the same dollar amount.

II. Deferred Compensation Plan. In addition to the present Pension Plan, the City will implement a 401(K) compensation plan to be jointly funded by the employer and employee contributions. For each 3/4% of annual salary contributed by the employee, the City will contribute 1% up to a maximum 4% City contribution.

A. All employees shall be required to contribute at the 3% percent level in order to receive the City's maximum contribution.

B. The City's contribution shall vest to the employee at the rate of 20% per year based upon years of service with the Employer in a full time position. Employees having 5 or more years of service shall be fully vested.

C. Permanent and total disability will result in immediate full vesting.

D. In addition to the base contribution, employees may contribute up to 25% of their gross annual wages plus all or any portion of their longevity pay, not to exceed the maximum allowed by law.

E. Further guidelines are set forth in Section 401(K) of the Internal Revenue Code and in the Plan as administered by Unified Employee Benefit Services.

Section 21. Part-Time Officers.

I. Hiring.

(a) All part-time officer candidates must meet the requirements which are set forth for the employment of full-time officers.

(b) Part-time officers must complete the following employment process:

1. Oral board review;
2. Psychological testing;
3. Physical examination;
4. Extensive personal background investigation.

II. Rate of Pay/Benefits.

(a) The rate of pay for a part-time officer shall not exceed that of a probationary full-time officer.

(b) Part-time officers will receive no fringe benefits.

1. Should a part-time officer be injured in the course of employment, medical expenses will be determined by management and current law.

(c) Part-time officers are not eligible for AHPOA membership or agency fees.

III. Miscellaneous.

(a) Part-time officers will be limited to performing work related to activities at the Palace of Auburn Hills, the Pontiac Silverdome, and educational institutions in the City, except by special agreement between the Association and the City.

(b) Full-time officers will have a fourteen (14) day first choice period and PSO's will have first choice of all available overtime for which they are qualified except that part-time officers may be scheduled if:

1. Available officers have worked four (4) events in one pay period with no more than two events occurring on consecutive scheduled work days within a single pay period.

2. Insufficient patrolmen accept the overtime offered to them.

3. Employees have received a disciplinary suspension for sick time abuse in the past six (6) months.

4. Officers ordered to work events at the Palace, Silverdome, and educational institutions in the city will be ordered on a rotating reverse seniority basis with officers working the fewest number of events be ordered first. No officer will be ordered twice until all available employees have been ordered once.

5. Officers assigned to the afternoon shift who work one event per month will not be ordered to work Palace events unless an emergency exists.

6. Change in the posted schedules are to be made only in an emergency with the approval of the Chief of Police or his designee. It will be the posted officers responsibility to find an eligible replacement prior to approval.

7. Officers will not be ordered to work Palace/Silverdome events on an approved day off.

(c) Except with the permission of the Chief of Police, full-time officers are limited to working on overtime up to four (4) scheduled events per pay period at the Palace of Auburn Hills, the Pontiac Silverdome, City educational institutions, or other scheduled overtime. This restriction excludes incidental overtime for court, training, hold-overs, minimum manpower situations, or public safety emergencies.

(d) Part-time officers will be assigned from a pool of fifteen (15) officers. For each additional full-time officer hired after January 1, 1992, the City may add one part-time officer to supplement the original pool of fifteen (15).

(e) This Agreement will become effective immediately and continue through the duration of the contract at which time it will be renegotiated.

Section 22. Time Off

Once an employee has requested time off and received approval, this time cannot be cancelled unless approved by the Chief of Police.

Section 23. Police Service Officers (PSO's).

I. Seniority.

(a) Seniority will be based on original date of hire.

II. Vacation.

(a) Senior PSO's on each shift will have first choice of vacation dates using the Police Officer process as outlined in Section 5.

III. Shift selection.

(a) Shift selection will be by seniority for a period of six (6) months.

(b) There will be two (2) designated "cover" shifts - one day shift cover and one afternoon shift cover. In case of a vacancy on the midnight shift of five (5) consecutive days or more, one of the two cover shifts will be used to fill the vacancy. Any less than five (5) consecutive days will be filled with posted overtime.

IV. Road/Desk Duty.

(a) The administration will assign road or desk duty, on a rotating basis. The Union's proposed schedule will be considered.

Section 24. Wages.

(a) Patrol Officers - Upon ratification of the contract Patrol Officers shall be paid retroactive wage increases based upon the following four year increment schedule:

January 1, 1994 - 3 1/2% Increase

Start	27,908.000	13.4173
1 year	31,059.00	14.9322
2 years	34,219.00	16.4514
3 years	37,774.00	18.1606
4 years	41,331.00	19.8707

January 1, 1995 - 3% Increase

Start	28,745.00	13.8197
1 year	31,991.00	15.3803
2 years	35,246.00	16.9452
3 years	38,907.00	18.7053
4 years	42,571.00	20.4668

January 1, 1996 - 3% Increase

Start	29,607.00
1 year	32,951.00
2 years	36,303.00
3 years	40,074.00
4 years	43,848.00

January 1, 1997 - 3% Increase

Start	30,495.00
1 year	33,940.00
2 years	37,392.00
3 years	41,276.00
4 years	45,163.00

The fifth year wage schedule shall be applicable only to those Patrol Officers hired after January 1, 1985 (who are not eligible to receive Longevity Pay). The fifth year increment schedule shall be as follows:

January 1, 1994

5 years	41,745.00	20.0697
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January 1, 1995

5 years	42,997.00	20.6716
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January 1, 1996

5 years	44,287.00
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January 1, 1997

5 years	45,616.00
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(b) Police Service Officers (PSO's) - Upon ratification of

the contract, employees immediately preceding ratification shall receive retroactive wage increases based upon the following salary schedule.

January 1, 1994 - 3 1/2% Increase

Start	19,838.00	9.5375
06 months	21,581.00	10.3755
12 months	23,463.00	11.2803
18 months	25,499.00	12.2591
24 months	27,773.00	13.3524

January 1, 1995 - 3% Increase

Start	20,433.00	
06 months	22,228.00	
12 months	24,167.00	
18 months	26,264.00	
24 months	28,606.00	13.7529

January 1, 1996 - 3% Increase

Start	21,046.00	
06 months	22,895.00	
12 months	24,892.00	
18 months	27,052.00	
24 months	29,464.00	

January 1, 1997 - 3% Increase

Start	21,677.00	
06 months	23,582.00	
12 months	25,639.00	
18 months	27,864.00	

24 months

30,348.00

The fifth year wage schedule shall be applicable only to those PSO's hired after January 1, 1985, (who are not eligible to receive Longevity Pay). The fifth year wage schedule shall be as follows:

January 1, 1994

5 years 28,052.00 13.4865

January 1, 1995

5 years 28,894.00 13.8913

January 1, 1996

5 years 29,761.00

January 1, 1997

5 years 30,652.00

(c) Probationary period for newly hired PSO's shall be one (1) year.

(d) Probationary period for newly hired or promoted Patrol Officers shall be one (1) year from first work day after completion of MLEOTC certification, or first day of full-time employment, whichever is greater.

(e) Newly hired officers with prior experience may be started at the base rate or an advanced salary step at the discretion of the Department, and upon completion of the probationary period may be increased on the salary schedule at the discretion of the Department.

(f) For all hours when no command officer is on duty, the senior officer on duty shall receive \$1.00 Dollar per hour in addition to his regular rate of pay. Partial hours shall not be compensated under this provision. Requests for such pay shall be submitted to the Chief of Police during the week in which the work occurs. Such hours shall be paid quarterly.

Section 25. Duration

This Agreement shall remain in full force and effect from the date ratified by both parties to Midnight, December 31, 1997. It

shall be automatically renewed from year to year thereafter unless either party shall notify the other, in writing, ninety (90) days prior to the anniversary date, that it desires to modify this Agreement. In the event that such notice is given, negotiations shall begin not later than ninety (90) days prior to the anniversary date. This Agreement shall remain in full force and be effective during the period of negotiations and until notice of termination of this Agreement is provided to the other party in the manner set forth in the following paragraph.

In the event that either party desires to terminate this Agreement, written notice must be given to the other party no less than ten (10) days prior to the desired termination date which shall not be before the anniversary date set forth in the preceding paragraph.

It is agreed and understood that the provisions contained herein shall remain in full force and effect so long as they are not in violation of applicable statutes and ordinances and remain within the jurisdiction of the City.

POLICE OFFICERS ASSOCIATION
OF MICHIGAN

CITY OF AUBURN HILLS

Richard Ringer
POAM Business Agent

James D. McDonald
Mayor

James Manning
Local President

Helen Venos
City Clerk

Casimir Miarka
Committee Member

David Amon
Committee Member

Dated: _____

Dated: _____

APPENDIX E
DRUG TEST POLICY

I. PURPOSE

The City of Auburn Hills and the Police Officers Association of Michigan (POAM) have established a drug program covering sworn members of the Police Department. The main focus of this program is to have employees with drug addiction volunteer for treatment and rehabilitation and provide all sworn Officers with notice of the provisions of the Department drug testing program.

II. POLICY

It is the policy of this Department that the critical mission of law enforcement justifies maintenance of a drug free work environment through the use of a reasonable employee drug testing program.

The law enforcement profession has several uniquely compelling interests that justify the use of employee drug testing. The public has a right to expect that those who are sworn to protect them are at all times both physically and mentally prepared to assume these duties. There is sufficient evidence to conclude that the use of controlled substances and other forms of drug abuse will seriously impair an Officer's physical and mental health and, thus, job performance.

Where law enforcement Officers participate in illegal drug use and activity, the integrity of the law enforcement profession and public confidence in that integrity are destroyed. This confidence is further eroded by the potential for corruption created by drug use.

Therefore, in order to ensure the integrity of the Department and to preserve public trust and confidence in a fit and drug free law enforcement profession, this Department will implement a drug testing program.

III. DEFINITIONS

A. Officer -- Those Officers who have been formally vested with full law enforcement powers and authority and all Police Service Officers.

B. Supervisor -- Those sworn Officers assigned to a position having day-to-day responsibility for supervising subordinates, or who are responsible for commanding a work element.

C. Drug Test -- The compulsory or voluntary production and

submission of urine by an Officer in accordance with Departmental procedures, for chemical analysis to detect prohibited drug usage.

D. Reasonable Suspicion -- That quantity of proof or evidence that is more than a hunch, but less than probable cause. Reasonable suspicion must be based on specific, objective facts and any rationally derived inferences from those facts about the conduct of an individual that would lead the reasonable person to suspect that the individual is or has been using drugs while on or off duty.

E. Probable Cause -- That amount of facts and circumstances within the knowledge of a supervisor or the administration which are sufficient to warrant a prudent man to believe it is more probable than not that an Officer had committed or was committing an offense contrary to this drug policy.

F. Probationary Officer -- For the purpose of this policy only, a probationary Officer shall be considered to be any person who is conditionally employed with the Department as a recently hired law enforcement Officer.

G. MRO - Medical Review Officer -- The medical review Officer is a physician knowledgeable in the medical use of prescription drugs and the pharmacology and toxicology of illicit drugs. The MRO will be a licensed physician with knowledge of substance abuse disorders. The MRO shall have appropriate medical training to interpret and evaluate an individual's test results with his or her medical history and any other relevant biomedical information.

IV. PROCEDURES/RULES

A. Prohibited Activity

The following rules shall apply to all applicants, probationary and sworn Officers, while on and off duty:

1. No Officer shall illegally possess any controlled substance.

2. No Officer shall ingest any controlled or prescribed substance, except under the direction of a licensed medical practitioner.

3. Any Officer who unintentionally ingests, or is made to ingest, a controlled substance shall immediately report the incident to his/her supervisor so that appropriate medical steps may be taken to ensure the Officer's health and safety.

4. Discipline of Officers for any violation of this drug testing policy shall be in accordance with the due process

rights provided in the Department's rules and regulations, policies and procedures and the current collective bargaining agreement. When there is a refusal to participate, probable cause, or the Medical Review Officer determines that an Officer's drug test was positive; the Officer may be immediately relieved of duty, with pay, pending a Department investigation by Chief of Police or his designee. An expeditious investigation will be conducted.

B. Applicant Drug Testing

1. Applicants for the position of sworn law enforcement Officer and Police Service Officer shall be required to take a drug test as a condition of employment during a pre-employment medical examination.

2. Applicants shall be disqualified from further consideration for employment under the following circumstances:

- a. Refusal to submit to a required drug test; or
- b. A confirmed positive drug test indicating drug use prohibited by this policy.

C. Probationary Officer Drug Testing

All probationary recruit Officers shall be required as a condition of employment to participate in any unannounced drug tests scheduled for the probationary period. The frequency and timing of such tests shall be determined by the Chief of Police or his designee. They may be tested prior to completion of the probationary period.

D. Officer Drug Testing

1. Officers will be required to take drug tests as a condition of the continued employment in order to ascertain prohibited drug use, as provided below.

2. The City and Union have agreed to a policy under which each employee of the Police Department may be required to undergo a drug screen on a random basis once every month, or whenever the City has probable cause or reasonable suspicion.

3. The names of all Officers shall be placed in a sealed container and shall be drawn out by a representative of the Union and the Chief of Police or his designee. Two names will be drawn each month and these employees will be notified to promptly submit to a drug screen as prescribed herein. The Union Representative and the Chief of Police or his designee, shall not reveal the names of those employees drawn until after the employee has been appropriately contacted by the Department.

regard to marijuana use, this program will require the individual to participate in a City approved/supervised drug education program as directed by the City, followed by unannounced periodic testing for drugs.

With regard to drugs or controlled substances other than marijuana, this program will require the individual's enrollment in a City approved/supervised in-patient treatment facility, followed by participation in a City approved/supervised out-patient treatment program as directed by the City. Participants in both the rehabilitation/treatment program and the education program will be subject to unannounced periodic testing for drugs for a period of two (2) years. Any further use of any controlled substance under any circumstances may thereafter result in the employee's suspension and dismissal from the City. Furthermore, the failure to fully participate in and/or successfully complete the prescribed education or rehabilitation and follow-up program may constitute grounds for dismissal.

2. The drug education program and in-patient treatment referred to in this Section shall be paid for by the employee, subject to the City provided insurance program including out-patient treatment.

3. Employees will be allowed to use accrued sick leave benefits until such time as the City, based upon medical evidence, determines that they are capable of returning to active duty. Time spent on out-patient treatment after an employee is reinstated shall be on the employee's own time. Successful completion of the prescribed treatment program and certification by a physician, designated by the City, are required prior to returning to active duty. Participation in the rehabilitation program requires the employee to sign an authorization for release of medical records.

G. Drug Testing Procedures

1. The testing procedures and safeguards provided in this policy, to ensure the integrity of Department drug testing, shall be adhered to by any laboratory personnel administering drug testing.

2. Laboratory personnel authorized to administer drug tests shall require positive identification from each Officer to be tested before they enter the testing area.

3. In order to prevent a false positive test result, a pre-test interview shall be conducted by testing personnel with each Officer to ascertain and document the recent use of any prescription or non-prescription drugs, or any indirect exposure to drugs; however, medical information may be given to the laboratory testing personnel on a voluntary basis. If the test results are positive, it will be mandatory that the Officer divulge the

necessary medical information to the Medical Review Officer that may have lead to a false positive test.

4. The bathroom facility of the testing area shall be private and secure.

a. Authorized testing personnel shall search the facility before an Officer enters it to produce a urine sample, and document that it is free of any foreign substance.

5. Where the Officer appears unable or unwilling to give a specimen at the time of the test, testing personnel shall document the circumstances on the drug-test report form. The Officer shall be permitted to no more than eight hours to give a sample, during which time he shall remain in the testing area, under observation, however, the Officer may allow a blood sample to be drawn. Reasonable amounts of water may be given to the employee to encourage urination. Failure to submit a sample shall be considered a refusal to submit to a drug test except for good cause as determined by the MRO.

6. The urine/blood sample will be split and stored in case of legal disputes. The samples must be provided at the same time, and marked and placed in identical specimen containers by authorized testing personnel. One sample shall be submitted for immediate drug testing. The other sample shall remain at the facility in frozen storage. This sample shall be made available to the employee or his Union, prior to disciplinary action, should the original sample result in a legal dispute. The Officer must request same within 72 hours of being notified of a positive and confirmatory test by the Medical Review Officer. All groups of negative samples may be destroyed after seven (7) days.

7. All specimen samples shall be sealed, labeled, initialled by the Officer and laboratory technician, and checked against the identify of the employee to ensure the results match the tested specimen. Samples shall be stored in a secured and refrigerated atmosphere until testing or delivery to the testing lab representative.

8. Whenever there is a reason to believe that the employee may have altered or substituted the specimen to be provided, a second specimen shall be obtained within a reasonable period of time.

The laboratory personnel will take the appropriate necessary steps to assure the integrity of the second specimen.

H. Drug Testing Methodology

1. The testing or processing phase shall consist of a two-step procedure:

- a. initial screening test
- b. confirmation test (if initial screening test is positive)

2. The urine sample is first tested using the initial drug screening procedure. An initial positive test result will not be considered conclusive; rather, it will be classified as "confirmation pending." Notification of test results to the supervisor or other departmental designee shall be held until confirmation test results are obtained and verified by the MRO.

3. A specimen testing positive will undergo an additional confirmatory test. The confirmation procedure shall be technologically different and more sensitive than the initial screening test.

4. The drug screening tests selected shall be capable of identifying marijuana, cocaine and every major drug of abuse listed herein or as modified by the Michigan Law Enforcement Officers Training Council. Personnel utilized for testing will be certified as qualified to collect urine samples or adequately trained in collective procedures.

5. Concentrations of a drug at or about the following levels shall be considered a positive test result when using the initial immunoassay drug screening test:

Initial Test Level	(ng/ml)
Marijuana metabolite.....	100
Cocaine metabolite.....	300
Opiate metabolite.....	300*
Phencyclidine.....	25
Amphetamines.....	1000
Barbiturates.....	300

*25ng/ml if immunoassay-specific for free morphine.

Concentrations of a drug at or above the following levels shall be considered a positive test result when performing a confirmatory CG/MS test on a urine specimen that tested positive using a technologically different test than the initial screening method:

Confirmatory Test Level	
Marijuana metabolite.....	15*
Cocaine metabolite.....	150**
Opiates:	
Morphine.....	300+

Codeine.....	300+
Phencyclidine.....	25
Amphetamines:	
Amphetamine.....	500
Methamphetamine.....	500
* Delta-9-tetrahydrocannabinol-9-carboxylic acid	
** Benzoyllecgonine	
+ 25ng/ml if immunoassay-specific for free morphine	
Barbiturates.....	300

6. The laboratory selected to conduct the analysis shall be experienced and capable of quality control, documentation, chain-of-custody, technical expertise and demonstrated proficiency in urinalysis.

7. Officer having negative drug test results shall receive a memorandum stating that no illegal drugs were found. A copy of the letter will be placed in the Officer's personnel file upon the Officer's Request.

8. Any Officer who interferes with the testing process or breaches the confidentiality of test results shall be subject to discipline.

I. Chain of Evidence - Storage

1. Each step in the collecting and processing of the urine specimens shall be documented to establish procedural integrity and the chain of custody.

2. Where a positive result is confirmed, urine specimens shall be maintained in a secured, refrigerated storage area. If a dispute arises the specimens will be stored until all legal disputes are settled.

J. Drug Test Results

1. All records pertaining to Department-required drug tests shall remain confidential, and shall not be provided to other employers or agencies without the written permission of the person whose records are sought. However, medical, administrative, and immediate supervisory personnel may have access to relevant portions of the records as necessary to insure the acceptable performance of the Officer's job duties.

K. Use of Marijuana

In accordance with Department policy on use of marijuana, an employee undergoing a scheduled drug screen which tests positive for marijuana may be suspended without pay for a period of thirty

(30) days, required to satisfactorily participate in drug education program, and undergo periodic unannounced testing for a period of two (2) years. Any further use of any controlled substance, including marijuana, will thereafter result in dismissal.

Further, the employee's failure to satisfactorily participate in the drug education program shall constitute grounds for discharge. This policy in no way limits the Department's prerogative to appropriately discipline its members for conduct related to the use of marijuana.

L. Procedures for Implementation of the Last Chance Agreement

1. An Officer whose drug test has been confirmed positive by the Medical Review Officer during random or reasonable suspicion testing shall, if found guilty during Department disciplinary proceedings, be offered a Last Chance Agreement.

2. At the discretion of the Chief of Police, that Last Chance Agreement may also be offered to any Officer whose drug test has been confirmed positive by the Medical Review Officer.

3. Standard letter of conditions for continued employment (Last Chance Agreement) must be signed by Department and employee.

4. Officer must attend the Employee Assistance Program and/or an authorized rehabilitation source.

5. Officer must sign a form releasing any and all information to management as may be requested.

6. Officer must complete a rehabilitation program as prescribed by the Employee Assistance Program and/or an authorized rehabilitation source.

7. Officer must pass a medical examination administered by a medical facility designated by the Chief of Police prior to being allowed to return to duty. Examination shall only screen for drug use and the physical impact of the prior drug usage.

8. Officer may be allowed to use sick time and apply for a medical leave of absence if required, while undergoing rehabilitation.

9. Once authorized to return to duty, the Officer must submit to periodic urinalysis on a timetable as may be determined by the Chief of Police.

10. The Officer shall be subject to the terms of this program for three (3) years after their return to work.

11. The Officer must agree in writing that the Officer will be automatically terminated forthwith if a violation of any portion of this program occurs at any time during its enforcement term.

12. Officer must be advised that the Officer is not obligated to sign the Agreement and be advised he has the right to seek the council of his legal and/or labor representative.

13. Employees are eligible only once for Last Chance Agreement during course of their employment with the City of Auburn Hills.

LAST CHANCE AGREEMENT

RE: _____

Whereas, the above referenced individual was found guilty of violating the departmental drug policy on _____, and;

Whereas, the Auburn Hills Police Department will conditionally reinstate _____ to the position of _____, provided the Officer is found by medical examination to be capable of performing all the duties of the classification as determined by the Auburn Hills Police Department and subject to the following terms and conditions being met and maintained:

Now, therefore, it is agreed that:

1. Officer must sign a form releasing any and all information to management as may be requested.
2. Officer must complete a rehabilitation program as prescribed by the employee assistance program and/or a City authorized rehabilitation source.
3. Officer must pass a medical examination administered by a medical facility designated by the Chief of Police prior to being allowed to return to duty. Examination shall only screen for drug use and the physical impact of the prior drug usage.
4. Officer may be allowed to use sick time and apply for a medical leave of absence if required, while undergoing rehabilitation.
5. Once authorized to return to duty, the Officer must submit to a periodic urinalysis on a timetable as may be determined by the Chief of Police.
6. Upon clearance by the medical facility designated by the Chief of Police, _____ shall be returned to the Police Department as a _____.
7. Once returned to duty, Officer _____ will present himself to the Department's employee assistance program for evaluation, and agree to, as well as follow any and all

directives given to him by the employee assistance program or rehabilitation program for a period of three (3) years.

Officer _____ agrees to sign appropriate forms releasing any and all information to the Police Department as may be requested. Failure to follow the employees assistance program directives are grounds for discharge, subject to review pursuant to the Collective Bargaining Agreement of only the discharge for failure to follow E.A.P. directives.

8. Officer _____ shall submit to controlled substance testing at the discretion of the Chief of Police. If any such test shows a positive result for the presence of a controlled substance, Officer _____ will be discharged from employment with the City of Auburn Hills, subject to review pursuant to the Collective Bargaining Agreement of only the discharge for a positive test result hereunder.

9. Officer _____ will be credited with seniority, for promotional purposes, for time separated from the Police Department between _____ and the date of return to duty. No other wage is due or owing and Officer _____ waives any claim thereto.

10. The Union shall withdraw with prejudice the Grievance # _____ and shall release and discharge Employer from any and all claims relating thereto. The Employer shall release and discharge the Union and _____ from any and all claims relating thereto. Officer _____ shall release and discharge the Union and Employer for any and all claims relating to Grievance # _____, including but not limited to the processing and arbitration of this grievance. Further, Officer _____ releases the City of Auburn Hills and Union from all liability and claims he may have had or now has with respect to this employment with the City of Auburn Hills whether such claims or liability arise under Federal or State statute, constitutional provisions, principles of common law, or under the Collective Bargaining Agreement of the City of Auburn Hills and the Police Officers Association of Michigan.

11. All parties have had the opportunity to consult legal counsel and have carefully and completely read and understood all the terms of this settlement agreement. This settlement agreement is freely and voluntarily entered into by all parties without any duress or coercion.

12. The parties agree that this Agreement is entered into as a full and final settlement of the above referenced matter, and is to have no presidential value. Furthermore, the actions taken by the parties in settling this matter are not meant to establish a practice or right to be utilized in any other grievance, claim or litigation.

13. In the event the Officer grieves and attempts to process to arbitration any discipline imposed as a condition of this Last Chance Agreement, said grievance shall be barred by release and waiver, and an arbitrator shall have no authority to modify the penalty imposed by the Police Department.

DATED THIS _____ DAY OF _____ 199_____

OFFICER

DIVISIONAL INSPECTOR

POAM REPRESENTATIVE

CHIEF OF POLICE

APPENDIX C

Health and Optical Coverage
American Community

OUTPATIENT SERVICES-Physician Fees

Physician Office Visits	\$10 Co-pay
Preventative Care/Immunizations	(1)\$10 Co-pay
Allergy testing, Serums, Injections	\$10 Co-Pay
Outpatient X-Ray & Lab	Covered in full
Surgical	Covered in full
Physical Therapy	Covered in full
Sterilization	Covered in full
Maternity (Pre, Post Natal)	Covered in full

INPATIENT HOSPITAL
SERVICES -Physicians Fees

Physician Consultations	Covered in full
Surgery/Related Services	Covered in full
Anesthesia	Covered in full
Diagnostic/Therapeutic X-ray	Covered in full
Laboratory Tests	Covered in full
Physical Therapy	Covered in full

MENTAL/NERVOUS BENEFITS

Mental health	- Outpatient	Subject to deductible and benefit percentage per person
	- Inpatient	Subject to deductible and benefit percentage per person
Substance Abuse	- Outpatient	Subject to deductible and benefit percentage per person to state limit.
	- Inpatient	Subject to deductible and benefit percentage.
Mental Nervous Maximums		\$25,000 Lifetime

EMERGENCY BENEFITS (Hospital)

Defined Emergency "Out of Network" (Inpatient)	Covered as "In-Network" Deductible and Co-Insurance
Accidental	Covered in full to \$300/accident then Deductible and Co-Insurance
Non-Emergency	Deductible & 50% Co-Insurance

IN-NETWORK "OUT-OF-POCKET"

(when applicable)	\$250 (\$500)
Deductible (family)	90/10% - \$3,500 (\$7,000);
Co-Insurance (family)	then 100%
Stop-Loss (family)	\$600 (\$1,200)

NON-NETWORK COVERAGES

Deductible (family)	\$250 (\$500)
Co-Insurance (family)	70/30 -\$3,500 (\$7,000) then 100%
Stop-Loss (family)	\$1,300 (\$2,600)

PRESCRIPTIONS

Drug Card	\$ 5 Co-Pay Generic \$10 Co-Pay Name Brand
Mail-Order	Covered at 100% for 90 days

VISION BENEFITS

		<u>Frequency</u>
Exam	\$10 Co-Pay	Every 12 months
Lenses	Covered in full	Every 12 months
Frames	Covered in full	Every 12 months
Contact Lenses	Covered in full	Every 12 months
Medically necessary	Covered in full	Every 12 months
Cosmetic	\$100	Every 12 months
Frame Allowance	\$35 Wholesale (Approx. \$85 Retail)	

1 Preventative Care with American /PPOM includes Annual GYN, Pap Smear and immunizations to age 2. This option will also include annual physicals. All Preventative Care is provided in-network only and contains a \$200/person per year maximum.

APPENDIX D
 RETIREE HMO COVERAGE

NETWORK SERVICES

OUTPATIENT SERVICES

Physician Office Visits
 Preventative Care/Immunizations
 Allergy Testing, Serums, Injections
 Outpatient X-ray & Lab
 Outpatient Surgery
 Physical Therapy

Sterilization
 Maternity (Pre, Post Natal)

Mental Health

Substance Abuse

INPATIENT HOSPITAL SERVICES

Semi Private Room
 Physician Consultations
 Surgery/Related Services
 Anesthesia
 Diagnostic/Therapeutic X-ray
 Laboratory Tests
 Physical Therapy
 Mental Health

Substance Abuse

EMERGENCY CARE

PRESCRIPTION DRUG
 Card

NON-NETWORK SERVICES

GROUP RETIREE HMO PLAN

\$10 Co-Pay, then 100%
 \$10 Co-Pay, then 100%
 Covered at 50%
 Covered in full
 Covered in full
 Covered in full

Covered at 50%
 \$10 Co-Pay

50% Co-Pay/
 20 visits per year

50% Co-Pay
 20 visits per year

Covered in full
 Covered in full
 Covered in full
 Covered in full
 Covered in full
 Covered in full
 Covered in full
 Covered in full
 Covered in full
 to 30 days maximum

50% Co-Pay or \$500 adm.;
 for one program

\$25 Co-pay for qualified
 emergencies; otherwise no
 benefit

\$5 Co-pay (Michigan)

No coverages except
 for true emergencies

10/1/00