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12/31/97

AGREEMENT

between

THE OFFICE OF THE SHERIFF OF LENAWEЕ COUNTY AND  
THE LENAWEЕ COUNTY BOARD OF COMMISSIONERS

and

POLICE OFFICERS LABOR COUNCIL  
(Supervisory Unit)

Effective: January 1, 1995 - December 31, 1997

*LenaWee County*



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PURPOSE AND INTENT

The Lenawee County Board of Commissioners, the Sheriff of Lenawee County, and the Police Officers Labor Council (Supervisory Unit) recognize their moral and legal responsibilities under Federal, State, and local laws.

The Employers and the Union recognize the moral principles involved in the area of civil rights, fair employment practices, and affirmative action and have reaffirmed in their collective bargaining Agreement their commitment not to discriminate because of race, creed, color, sex, age, or national origin.





## AGREEMENT

THIS AGREEMENT is made and entered into this \_\_\_\_ day of \_\_\_\_\_, 1995, by and between the OFFICE OF THE SHERIFF OF LENA WEE COUNTY and the LENA WEE COUNTY BOARD OF COMMISSIONERS, together hereinafter referred to as the "Employer," and the POLICE OFFICERS LABOR COUNCIL (Supervisory Unit), hereinafter referred to as the "Union."

### RECOGNITION

Section 1.0. Collective Bargaining Unit. The Employer hereby recognizes the Union as the exclusive representative for purposes of collective bargaining with respect to the rates of pay, wages, hours of employment, and other conditions of employment for all employees employed in the following collective bargaining unit:

All full time Sergeants, Lieutenants, and Captains of the Office of the Sheriff of Lenawee County, BUT EXCLUDING the Sheriff; the Undersheriff; Cooks; Account Clerks; confidential, part-time, temporary, and seasonal employees; and all other employees of the Employer.

Section 1.1. Extra Contract Agreements. The Employer agrees not to enter into any Agreement with another labor organization during the life of this Agreement with respect to the employees covered by this Agreement or any Agreement or contract with the said employees, individually or collectively, which in any way conflicts with the terms or provisions of this Agreement.

Section 1.2. Supervisors' Responsibilities. The Union recognizes and agrees that the employees covered by this Agreement are supervisors. As such, they possess managerial responsibilities both with respect to other individuals within the bargaining unit set forth in Section 1.0 and with respect to other employees of the Office of the Sheriff of Lenawee County. Accordingly, the parties agree that these supervisory responsibilities shall, at all times, be carried out without regard to the fact that any of the employees of the Employer may be represented by the same labor organization. It is expressly understood and agreed by the parties that supervisors will not represent employees from other bargaining units in the presentation or investigation of grievances or in collective bargaining negotiations with the Employer.

### REPRESENTATION

Section 2.0. Steward.

(a) The Employer recognizes the right of the Union to elect one nonprobationary Steward and one nonprobationary alternate Steward from the Employer's seniority list. The Steward shall serve as a representative of the Union for purposes of contract administration and the transmission and receipt of information between the Employer

and the Union and in the investigation and presentation of grievances under the Grievance Procedure established in this Agreement. The Union agrees that the Steward will continue to fulfill his regularly assigned duties and that his responsibilities as a Steward shall not be used to avoid those duties. The Steward shall act in a manner that will not disrupt nor interfere with the normal functions of the Employer. If it is necessary for the Steward to temporarily leave his assignment to process a grievance, he shall first obtain permission from his immediate supervisor. If the Steward is on road patrol, he shall schedule his duties as a Steward so that it will not require him to return to the Employer's facilities for the sole purpose of those representative duties, except in instances of discharge or disciplinary suspensions, provided, however, in no case shall his return to the Employer's facilities be permitted during emergency or critical situations.

(b) The alternate Steward shall act only in the absence of the Steward.

(c) The Employer agrees to compensate the Steward or his alternate at their straight time regular hourly rate for all reasonable time lost from their regularly scheduled working hours while processing a grievance in accordance with the Grievance Procedure. If the Steward or his alternate abuses the privileges extended herein, the Employer will inform the Steward or the alternate involved of that fact and, if the abuse is not corrected, the privileges will be withdrawn.

Section 2.1. Visitation. Authorized representatives of the Union shall be permitted to visit the operation of the Employer during working hours to talk with the Steward or his alternate and/or representatives of the Employer concerning matters covered by this Agreement, provided such representatives shall have notified the Employer prior to such visit and provided such visit does not interfere with or disrupt normal operations of the Employer.

Section 2.2. Identification of Union Representatives. The Union will furnish the Employer in writing with the names of its Steward, alternate Steward, and all officials of the Union responsible for administering this Agreement and whatever changes that may occur from time-to-time in such personnel so that the Employer will at all times be advised as to the authority of the individual representatives of the Union with whom it may be dealing. This identification shall be made in advance of the Employer's recognition of the authority of such individuals to act under this Agreement.

## UNION SECURITY

Section 3.0. Union Membership. Membership in the Union is not compulsory and is a matter separate, distinct, and apart from an employee's obligation to share equally the cost of administering and negotiating this Agreement. All employees have the right to join or not join the Union as they see fit. The Union recognizes, however, that it is required under this Agreement to represent all

employees included within the bargaining unit without regard to whether or not the employee is a member of the Union.

Section 3.1. Agency Shop. As a condition of continued employment, all employees included in the collective bargaining unit set forth in Section 1.0, thirty-one days after the start of their employment or the effective date of this Agreement, whichever is later, shall either become members of the Union and pay to the Union the dues uniformly required of all Union members, or the employee shall sign a service fee checkoff authorization and pay to the Union a service fee equivalent to the periodic monthly dues uniformly required of Union members if the employee so desires not to become a member of the Union.

Section 3.2. Payroll Deduction for Union Dues.

- (a) During the life of this Agreement, the Employer agrees to deduct Union membership dues or a service fee equivalent to the periodic dues uniformly levied in accordance with the Constitution and the Bylaws of the Union from each employee covered by this Agreement who executes and files with the Employer a proper checkoff authorization form.
- (b) Individual authorization forms shall be furnished by the Union and, when executed, filed by it with the County Clerk's office.
- (c) Deductions shall be made only in accordance with the provisions of the written checkoff authorization form, together with the provisions of this Section.
- (d) A properly executed copy of the written checkoff authorization form for each employee for whom Union membership dues or the service fee equivalent are to be deducted hereunder shall be delivered to the Employer before any payroll deductions are made. Deductions shall be made thereafter only under the written checkoff authorization forms which have been properly executed and are in effect. Any authorization form which lacks the employee's signature will be returned to the Union by the Employer.
- (e) All authorizations filed with the County Clerk's office prior to the fifteenth of the month shall become effective the following month, provided the employee has sufficient net earnings to cover the dues and/or service fee equivalent to periodic monthly dues, whichever is applicable. An authorization filed thereafter shall become effective with the first pay check following the filing of the authorization. Deductions for any calendar month shall be remitted to the Director of the Union not later than the fifteenth day of each month.

(f) In cases in which a deduction is made which duplicates a payment already made to the Union or where a deduction is not in conformity with the Union's Constitution and Bylaws, refunds to the employee will be made by the Union.

(g) The Union shall notify the County Clerk in writing of the proper amount of Union membership dues and the service fee equivalent to periodic monthly dues and any subsequent changes in the amounts. The County agrees to furnish the Director of the Union a monthly record of those employees for whom deductions have been made, together with the amount deducted.

(h) If a dispute arises as to whether or not an employee has properly executed or properly revoked a written checkoff authorization form, no further deductions will be made until the matter is resolved.

(i) The Employer shall not be responsible for dues or the service fee equivalent to periodic monthly dues while an employee is on leave of absence, layoff status, or after an employee's employment relationship with the Employer has been terminated.

(j) The Employer shall not be liable to the Union, its members, or the employees it represents once such sums have been remitted to the Union and, further, shall not be liable if such sums are lost when remitted by United States Postal Service.

(k) The Employer's sole obligation under this Section is limited to the deduction of dues and, where applicable, service fees. If the Employer fails to deduct such amounts as required by this Section, its failure to do so will not result in any financial obligation whatsoever.

(l) The Union shall indemnify and save the Employer harmless against any and all claims, demands, suits, or other forms of liability that may arise out of or by reason of action taken or not taken by the Employer for the purpose of complying with any of the provisions of this Section or by reason of action taken by the Employer pursuant to Section 3.1.

#### MANAGEMENT RESPONSIBILITY

Section 4.0. Employer's Rights. It is hereby agreed that the customary and usual rights, powers, functions, and authority of management are vested in the Office of the Sheriff of Lenawee County and the Lenawee County Board of Commissioners. These rights include, but are not limited to, those provided by statute or law along with the right to adopt, modify, or alter its budget; to direct, hire, promote, layoff, transfer, assign, and retain employees in positions within Lenawee County; and also to suspend, investigate, demote, discharge for just cause, or take such other disciplinary action for just cause which is necessary to maintain the efficient administration of the County. It is also agreed



that the Sheriff has the right to determine the method, means, and personnel, employees or otherwise, by which the business of the Office of the Sheriff of Lenawee County shall be conducted and to take whatever action is necessary to carry out the duties and obligations of the County to the taxpayers thereof. The Sheriff shall also have the power to make and enforce reasonable rules and regulations relating to personnel policies, procedures, and working conditions not inconsistent with the express terms of this Agreement.

## GRIEVANCE AND ARBITRATION PROCEDURES

Section 5.0. Purpose of Procedure. The Employer and the Union support and subscribe to an orderly method of adjusting grievances. To this end, the Employer and the Union agree that the procedure set forth herein shall serve as the means for the peaceful settlement of all disputes that may arise between them concerning the interpretation or application of this Agreement, without any interruption or disturbances of any sort whatsoever in the normal operations of the Employer. A grievance shall be deemed to exist whenever there develops a disagreement between the Employer and one or more of the employees represented by the Union as to the interpretation or application of the provisions of this Agreement. An earnest effort shall be made to settle the grievances promptly in accordance with the following procedures, and these procedures shall not bar discussion of disagreements between the Sheriff and employees of the bargaining unit prior to these procedures.

### Section 5.1. Grievance Procedure.

- (a) Step 1. An employee who believes that he has a grievance shall discuss the matter with his immediate supervisor within five days following the events that caused the grievance. If requested by the employee, his Steward may be present.
  
- (b) Step 2. If the grievance is not settled at Step 1, it may be appealed by reducing the grievance to writing on the appropriate form and delivering the same to the Sheriff or his designee within five days after the discussion with his immediate supervisor in Step 1. A meeting shall be held within ten days thereafter. The meeting shall be attended by the Steward writing the grievance, the staff representative of the Union, together with the Employer representatives. The grievant may be allowed to attend the meeting if requested by either party. Any employee who may come within the provisions of a legislative enactment entitling him to a preference in employment or which establishes a procedure whereby he may challenge the Employer's determinations regarding his employment status must elect, in writing, at this Step either the Grievance Procedure or his statutory remedy as the single means of contesting the Employer's employment determination. If such an employee fails to make an election, his grievance shall be considered withdrawn by the Union and shall not, thereafter, be the subject of any arbitration proceeding. The Sheriff shall give his written answer to the Steward within seven days following the meeting.

(c) Step 3. If the grievance is not satisfactorily resolved at Step 2, the Union may appeal the Sheriff's decision to arbitration by notifying the Sheriff in writing of its intent to arbitrate within ten days following receipt of the Sheriff's answer in Step 2. If the Sheriff fails to answer a grievance within the time limits set forth in Step 2, the Union, if it desires to seek arbitration, must notify the Sheriff in writing no later than 20 days following the date the Sheriff's Step 2 answer was due. The Union shall request a panel of arbitrators pursuant to Section 5.3 no later than 15 days following its notification to the Sheriff that it intends to arbitrate the matter. If arbitration is not sought within the time limits set forth in this Section, the matter shall be considered withdrawn by the Union.

Section 5.2. Time Limitations. Time limits established in the Grievance Procedure shall be followed by the parties. If the time procedure is not followed by an employee or the Union, the grievance shall be considered settled. If the time procedure is not followed by the Employer, the grievance shall remain active and automatically advance to the next Step, provided, however, arbitration shall not occur unless the Union submits written notice of its desire to arbitrate and timely requests a panel of arbitrators. The time limits established herein may be extended by mutual agreement in writing. In computing working days under the Grievance and Arbitration Procedures, Saturdays, Sundays, and recognized holidays shall be excluded.

Section 5.3. Selection of Arbitrator. If a timely request for arbitration is filed by the Union on a grievance, the parties shall promptly select by mutual agreement one arbitrator who shall decide the matter. If no agreement is reached, the arbitrator shall be selected from a panel of seven arbitrators obtained from the Federal Mediation and Conciliation Service. The fees and expenses of the arbitrator shall be shared equally by the Union and the Employer, but each party shall bear the cost of its own expenses and witnesses, representatives, and legal counsel.

Section 5.4. Arbitrator's Powers.

(a) The arbitrator's powers shall be limited to the application and interpretation of this Agreement as written. He shall at all times be governed wholly by the terms of this Agreement. The arbitrator shall have no power or authority to amend, alter, or modify this Agreement either directly or indirectly. If the issue of arbitrability is raised, the arbitrator shall only decide the merits of the grievance if arbitrability is affirmatively decided. It is the intent of the parties that arbitration shall only be used during the life of this Agreement to resolve disputes which arise concerning the express provisions of this Agreement. The arbitration award shall not be retroactive earlier than eight days prior to when the grievance was first submitted in writing. Further, no claim for back wages under this Agreement shall exceed the amount of earnings that the employee would have otherwise earned by working for the Employer, less any and all compensation, including unemployment compensation, the employee received from any interim employment.

(b) Absent fraud, undue influence, corruption, conflict of interest, or the exercise of jurisdiction in excess of the jurisdiction conferred upon the arbitrator by this Agreement, the arbitrator's decision shall be final and binding upon the Employer, the Union, and employees in the bargaining unit. Any legal action by the Union to compel arbitration of a grievance or to set aside or confirm an arbitration award must be commenced in a court of competent jurisdiction no later than six months following the date of the Employer's refusal to engage in arbitration of the grievance or no later than six months following the date when the arbitration award was issued, whichever is applicable. Any legal action brought by the Employer to enjoin arbitration or to set aside or confirm an arbitration award must be commenced in a court of competent jurisdiction no later than six months following the date of Union's written notice to the Employer under Section 5.1(c) that it intends to seek arbitration of a grievance or no later than six months following the date when the arbitration award was issued, whichever is applicable.

### DISCIPLINE

Section 6.0. Just Cause. The Sheriff shall not discharge or discipline a nonprobationary employee without just cause. Should a nonprobationary employee who has been discharged or given a disciplinary suspension consider such discipline to be improper, a written grievance shall, within five working days after the notice of the discharge or disciplinary action is given to the affected employee, be filed at Step 2 of the Grievance Procedure. All grievances relating to the discharge or disciplinary suspension of a nonprobationary employee must be filed within the time limits contained in this Section. Any such grievance which is not presented within these time limits shall be considered abandoned and no appeal shall be allowed. All other disciplinary grievances shall follow the normal Grievance Procedure.

### NO STRIKE - NO LOCKOUT

Section 7.0. No Strike Pledge. The parties to this Agreement mutually recognize that the services performed by the employees covered by this Agreement are essential to the public health, safety, and welfare. Therefore, the Union agrees that during the term of this Agreement neither it nor its officers, representatives, members, or employees it represents shall, for any reason whatsoever call, sanction, counsel, encourage, or engage in any strike, walk-out, sympathy strike, picketing of the Employer's buildings, offices, or premises, slowdown, sit-in, or stay-away; nor shall there be any concerted failure by them to report for duty; nor shall they absent themselves from work, abstain in whole or in part, from the full, faithful, and proper performance of their duties, or any other acts that interfere in any manner or to any degree with the services of the Employer. No employee covered by this Agreement shall refuse to cross any picket line, whether established at the Employer's buildings or premises or elsewhere.

Section 7.1. No Lockout. The Employer will not lockout any employees covered by this Agreement during the life of this Agreement.

Section 7.2. Penalty. The Union acknowledges that discharge is an appropriate penalty for any employee who violates Section 7.0 subject to the Grievance Procedure. Any appeal to the Grievance and Arbitration Procedures shall be limited to the question of whether the employee or employees did, in fact, engage in any activity prohibited by Section 7.0.

## SENIORITY

Section 8.0. Seniority Definition. Seniority is defined as continuous length of service with the Office of the Sheriff of Lenawee County within the bargaining unit covered by this Agreement commencing after an employee has completed his probationary period and dating from his last date of hire. An employee's "last date of hire" shall be the most recent date upon which he first commenced work. Seniority shall be used as a preference only as specified in this Agreement.

Section 8.1. Probationary Period. All new employees shall be probationary employees until they have accumulated 12 consecutive months of service with the Office of the Sheriff of Lenawee County, and during such probationary period may be transferred, laid off, discharged, or disciplined without regard to the provisions of this Agreement and there shall be no recourse to the Grievance Procedure. Upon successful completion of his probationary period, the employee's name shall be placed on the seniority list as of his last date of hire. Employees covered by this Agreement shall be notified, in writing, by the Employer when they have completed their probationary period.

Section 8.2. Seniority List. An up-to-date seniority list shall be furnished to the Union Steward every six months. Employees who commence work on the same date shall be listed on the seniority list in alphabetical order of surnames.

Section 8.3. Super-Seniority. For the period during which he holds such office, the Steward shall be granted super-seniority for purposes of layoffs and recall only, providing he has the ability and the qualifications to perform the remaining required work.

Section 8.4. Promotions Into Bargaining Unit. Commencing the first pay period following promotion into the bargaining unit covered by this Agreement, an individual promoted from another position within the Office of the Sheriff of Lenawee County shall be paid at the first Step in the pay range for the new classification. All such employees shall be given a demonstration period of six months immediately following promotion. During such demonstration period, the Sheriff may demote the employee to his former classification or the employee may, on his own volition, request in writing to be relieved of his new classification and be returned to his former classification.

Section 8.5. Loss of Seniority. An employee shall lose his seniority and the employment relationship shall end for any of the following reasons:



- (a) If he quits;
- (b) If he retires or is retired;
- (c) If he is discharged and not reinstated;
- (d) If he fails to report for work at the start of his shift on the third consecutive day of absence, unless otherwise excused by the Employer;
- (e) If he fails to return to work within six working days after receipt of certified mail notice of recall from a layoff, unless otherwise excused;
- (f) If he fails to return to work at the expiration of a leave of absence, unless otherwise excused;
- (g) If he fails to return to work at the specified time upon expiration of a vacation or disciplinary suspension, unless otherwise excused by the Employer;
- (h) It is the intention of subsections (d), (e), (f) and (g) that should some unforeseen circumstances beyond the employee's control or a disaster occur which would prevent notification or return to work, this may be considered as excusable;
- (i) If he knowingly makes a false statement on his application for employment, on an application for leave of absence, or on any other official document, provided, however, that after two years from the date of said application for employment this provision shall be void as to said application for employment only;
- (j) If he is laid off for more than 12 months;
- (k) If he has been on sick leave of absence status for a period of time equal to his seniority at the time his sick leave commenced or 24 months, whichever is less.

Section 8.6. Temporary Assignment. The Employer may temporarily assign an employee to perform other than his regular duties. If the employee is performing duties which are normally performed by a member of the Office of the Sheriff of Lenawee County at a higher starting rate of pay than the employee's current rate of pay, the employee shall receive such higher wage rate for as long as he performs such other work, or his current rate of pay, whichever is higher, provided the employee performs such other work for at least one full uninterrupted shift.

Section 8.7. Seniority and Benefit Accumulation. An employee shall retain and continue to accumulate seniority while on all approved leaves of absence unless otherwise specifically provided in one of the Leaves of Absence Sections of this Agreement. Benefits such as insurance, vacation,

and paid leave shall not accrue, continue, or be paid during any layoff or leave of absence in excess of 30 calendar days unless otherwise specifically provided for in this Agreement.

### LAYOFF AND RECALL

Section 9.0. Layoffs. When the work force is reduced, the first employees to be laid off from the bargaining unit covered by this Agreement within the classifications affected shall be probationary employees. Thereafter, the first employees to be laid off in the affected classification shall be those employees with the least amount of seniority in such classification, provided, however, the senior employees retained have the present qualifications and abilities to efficiently perform the remaining required work. A nonprobationary employee laid off from his classification may exercise his seniority with the Office of the Sheriff of Lenawee County to displace an employee with less seniority in a lower-rated classification within the bargaining unit covered by this Agreement provided the employee exercising this right has the present qualifications and ability to efficiently perform the work required and, provided further, the senior employee exercising this displacement right will be paid the salary of the lower-rated classification at the same progression Step he currently holds.

Section 9.1. Recall. In the event the work force is increased, recall to work shall be in the reverse order of layoff from the classifications affected.

Section 9.2. Notification of Layoff. The Employer will attempt to give at least two weeks advance notice of layoffs to affected employees, except in circumstances where such two weeks notice is not reasonably possible.

### PROMOTIONAL PROCEDURE

Section 10.0. Procedure. Seniority may be a consideration in cases of promotion. However, all the factors listed below shall also be considered together with seniority and, when the following factors are relatively equal in the opinion of the Sheriff, seniority shall govern:

- (a) Ability to perform work;
- (b) Physical fitness;
- (c) Prior satisfactory experience in police work.

Section 10.1. Promotions Within Bargaining Unit. Commencing the first pay period following a promotion within the bargaining unit covered by this Agreement, the promoted employee shall be paid at the first Step in the salary range for the new classification which would entitle him to an increase in pay and shall thereafter advance from Step-to-Step on the pay scale in accordance with

his length of service in the new classification. All employees promoted within the bargaining unit shall be on probation for a period of six months immediately following their promotion. During this probationary period, the Sheriff may demote the employee to his former classification or the employee, on his own volition, may request to be relieved of his new classification and to be returned to his former classification. If an employee is so returned to his former classification within the six month probationary period, all secondary transfers and promotions shall be returned to their former classifications.

## LEAVES OF ABSENCE

Section 11.0. Procedure for Requesting Leaves. Unless otherwise provided by this Agreement, requests for a leave of absence must be submitted by the employee to his immediate supervisor at least 30 days in advance of the date the leave is to commence. The request for the leave of absence shall state the reason for the leave and the exact dates on which the leave is to begin and end. Authorization or denial of a leave of absence shall be furnished to the employee in writing by the Employer. Unless extended or otherwise provided by this Agreement, the maximum length of a leave of absence shall be for 30 calendar days. Any request for an extension of a leave of absence must be submitted in writing to the Employer at least ten days in advance of the expiration date of the original leave, stating the reasons for the extension request and the exact revised date the employee is expected to return to work. Authorization or denial of the extension request shall be furnished in writing to the employee by the Employer.

Section 11.1. Purpose of Leaves. It is understood by the parties that leaves of absence are to be used for the purpose intended, and employees shall make their intent known when applying for such leaves. There shall be no duplication or pyramiding of leave benefits or types of absence. Employees shall not accept employment while on leaves of absence unless agreed to by the Employer. Acceptance of employment or working for another employer without prior approval while on a leave of absence may result in immediate termination of employment with the Employer. Falsely setting forth the reasons for any leave or leave extension may result in disciplinary action, including discharge. All leaves of absence shall be without pay unless specifically provided to the contrary by the provisions of the Leave Section involved. Employees shall be required to first use their "banked" sick leave days, if any, and accrued paid leave before any unpaid leave of absence mandated by law or granted pursuant to this Agreement will be provided. If such paid time off is available, the Employer will provide only enough unpaid leave to total the leave mandated by law or granted pursuant to this Agreement.

Section 11.2. Early Returns from Leave. There shall be no obligation on the part of the Employer to provide work prior to the expiration of any leave of absence granted under this Agreement, unless the employee gives a written notice to the Employer of his desire to return to work prior to the expiration of his leave. If such notice is given, the employee will be assigned to his position no later than one week following receipt by the Employer of such notice, seniority permitting.

Section 11.3. Bereavement Leave. When a death occurs in a seniority employee's immediate family, the employee, will, upon request, be excused for the first 3 normally scheduled working days immediately following the date of death, provided he attends the funeral. "Immediate family" shall be defined as the employee's spouse, parent, stepparent, parent of current spouse, child, brother, sister, grandparent or grandchildren. The employee will be given one day off to attend the funeral of a brother-in-law, sister-in-law, son-in-law, or daughter-in-law. An employee excused from work under this Section shall, after making written application, receive the amount of wages he would have earned by working his straight time hours on such scheduled days of work for which he is excused, provided he attends the funeral. Payment shall be made at the employee's rate of pay, not including premiums, as of his last day of work. Time thus paid will not be counted as hours worked for purposes of overtime.

Section 11.4. Extended Sick Leave. Extended sick leave for a fixed period of time shall be granted automatically upon application from the employee for illness or injury, subject to the Employer's right to require proof of disability or injury. Extensions of sick leave may be granted by the Sheriff, provided, however, the obligation is on the employee to report any change of conditions or request a continuation of sick leave.

Section 11.5. Medical Certificates and Examinations. Employees requesting a leave for sickness or injury or a continuation of sick leave may be required to present a certificate of a physician showing the nature of such sickness or injury and the anticipated time off the job. In situations where an employee's physical or mental condition reasonably raise a question as to the employee's capability to perform his job, the Employer may require a medical examination, at its expense, and, if cause is found, require the employee to take or remain on sick leave of absence. The Employer may require as a condition of any sick leave, regardless of duration, a medical certificate setting forth the reasons for the sick leave when there is reason to believe the health or safety of personnel may be affected or that the employee is abusing sick leave. Falsification of the medical certificate or falsely setting forth the reasons for the absence shall constitute just cause for discipline, up to and including dismissal. Employees required to take a sick leave of absence or to remain on sick leave following an examination by the Employer's physician may, at their own expense, have an examination conducted by a physician of their own choice. If the medical conclusions of the two physicians are dissimilar concerning the ability of the employee to perform his duties, the two physicians shall select a third physician to examine the employee, whose medical conclusions shall be binding. The two immediately preceding sentences shall not apply in situations where a claim for benefits for such illness or disability may be made by the employee affected pursuant to a contract of insurance carried by the Employer.

Section 11.6. Jury Duty. Nonprobationary employees summoned by the Court to serve as jurors shall be given a leave of absence for the period of their jury duty. For each day that an employee serves as a juror when he would otherwise have worked, he shall receive the difference between his straight time regular rate of pay, exclusive of all premiums, for eight hours and the amount he receives from the Court, exclusive of those sums allocated by the Court for mileage, for a maximum of 30 workdays in any one calendar year. In order to receive jury duty pay, an employee must: (1) give



advance notice to the Sheriff of the time he is to report for jury duty; (2) give satisfactory evidence that he served as a juror at the summons of the Court on the day he claims such pay; and (3) return to work promptly if, after having been summoned by the Court, he is excused from service.

Section 11.7. Military Leave. The Employer and the Union agree that employees called into military service shall be given all the benefits accorded them by applicable Federal law, provided they satisfy the eligibility requirements set forth in this Agreement.

Section 11.8. Paid Leave Policy. All regular full time employees shall be eligible for paid leave under the following conditions:

<u>Seniority Required</u>	<u>Accrual Rate</u>	<u>Maximum Hours Pay</u>	<u>Maximum Work Days Allowed to Accrue</u>
Less than one year	.6 days for each two week period during which compensation has been paid by the Employer	128	16
One year through five years	.8 days for each two week period during which compensation has been paid by the Employer	168	21
Six years through ten years	.95 days for each two week period during which compensation has been paid by the Employer	192	24
11 years and up	1.05 days for each two week period during which compensation has been paid by the Employer	216	27

Each one "day" of paid leave under this Section shall equal eight hours of pay at an employee's straight time regular rate of pay, exclusive of all premium pay, at the time he takes such leave. Paid leave which, at any point, exceeds the maximum allowable accrual under this Section shall be forfeited. Upon termination of employment, an employee shall be paid for all allowable accumulated and unused paid leave time.

Section 11.9. Paid Leave Administration. Paid leave under Section 11.8 may be used for vacation, sickness, personal days, or for other reasons subject to the following rules:

- (a) In order that a sufficient number of officers may be on duty to meet all ordinary operational requirements, employees shall select and take their vacations in accordance with a plan as established by the Sheriff. In establishing such a plan, the Sheriff shall give preference to employees on the basis of their seniority. The Sheriff will attempt to arrange the vacation schedule in such a manner that each employee may take the amount of vacation which he has earned in periods of at least one workweek. Requests to utilize vacation days on an individual basis must be

submitted to the Sheriff or his designated representative at least five days prior to the period requested. Such time off on an individual day-to-day basis will not be granted if another employee is utilizing the period requested by taking vacation time off in a "block" of one workweek or if the day or days requested have previously been scheduled for use by a more senior employee on a day-by-day basis.

(b) If paid leave is to be used for medical, optical, or dental appointments, the employee shall, whenever possible, receive prior approval of the Employer.

(c) If the paid leave is to be used for sick days, requests for such a sick day should normally be made before an employee is regularly scheduled to report for duty. The employee shall inform his immediate supervisor of that fact and the reason therefor as soon as possible, and failure to do so within a reasonable period of time may be cause for denial of paid leave for the period of absence.

(d) If the paid leave is to be sick leave, the Employer has the right to verify the reported sickness of an employee and may require a doctor's certificate for absence due to sickness. The certificate must state the nature of the sickness or injury and whether the employee has been incapacitated for work for said period of absence.

(e) If paid leave is used as a personal day, the employee, whenever possible, will give the Employer at least one day's notice.

(f) All employees must take off at least ten working days per year of paid leave. Of this minimum of ten working days, there must be at least one block of five consecutive days off with pay.

(g) Paid leave may also be utilized by eligible employees to supplement benefits received under the Workers' Compensation law of the State of Michigan or to supplement any Sickness and Accident Insurance benefits received pursuant to Section 16.5. In no instance, however, will an employee be permitted to receive more than an amount sufficient, when added to his statutory or insurance benefit, to bring the total benefit up to 100% of his normal net weekly or bi-weekly pay. Supplemental payments paid by the Employer pursuant to this Section shall be deducted from an employee's allowable accrued paid leave hours under Section 11.8. In computing the number of hours to be deducted, the amount of money paid by the Employer to the employee shall be divided by the employee's straight time hourly rate of pay at the time the employee commenced his leave; this calculation shall be carried out to two decimal points without any subsequent "rounding off" of the resulting figure, either upward or downward.

Section 11.10. Bank for Previous Sick Days. Subject to the following terms and conditions, employees covered by this Agreement on the date of its execution shall be permitted to retain and

utilize the sick leave days which had been accumulated by them as of the date immediately prior to the implementation of the Paid Leave Policy set forth in Section 11.8.

(a) To implement to the provisions of this Section, the Employer shall establish a "bank" of previously accumulated sick leave hours for each employee covered by this Agreement as of the date immediately prior to the implementation of the Paid Leave Policy set forth in Section 11.8. The "bank" shall consist of the total number of accumulated and unused sick leave "days" credited to an employee as of the date immediately prior to the implementation of the Paid Leave Policy set forth in Section 11.8. Each "day" shall then be multiplied by the number of hours applicable to the employee's normal workday schedule as of the date immediately prior to the implementation of the Paid Leave Policy set forth in Section 11.8 to determine the total number of accumulated and unused sick leave hour credits which may be retained and utilized by the employee involved.

(b) When an employee covered by this Agreement takes sick leave because he has sustained an occupational injury or illness compensable under the Workers' Compensation Law of the State of Michigan, he may supplement any statutory benefits received during such leave by deducting from the "bank" created by this Section an amount sufficient, when added to his statutory benefit, to bring his total benefit up to a maximum of 100% of his normal net weekly or bi-weekly pay. To arrive at the number of hours to be deducted from an employee's "bank" under this subsection, the amount of money paid by the Employer as a supplemental compensation payment shall be divided by the employee's straight time hourly rate of pay at the time his leave commenced; this calculation shall be carried out to two decimal points without any subsequent "rounding off" of the resulting figure, either upward or downward.

(c) During each separate contract year under this Agreement, employees may cause a deduction to be made from their accumulated and unused sick leave hour "bank" for the purpose of receiving compensation for periods of nonwork related illness or injury not covered by the terms of the Sickness and Accident Insurance program set forth in Section 16.5 and for the purpose of supplementing any Sickness and Accident Insurance benefits received pursuant to Section 16.5. A maximum of 48 hours of such deductions will be permitted in any one contract year under this subsection. Further, employees who desire to supplement the benefits they receive from the Sickness and Accident Insurance program established by Section 16.5 will be limited to an amount sufficient, when added to their insurance benefit, to bring their total benefit up to 100% of their normal net weekly or bi-weekly pay. To arrive at the number of hours to be deducted from an employee's "bank" under this subsection, the amount of money paid by the Employer to the employee shall be divided by the employee's straight time hourly rate of pay at the time his sick leave

commenced; this calculation shall be carried out to two decimal points without any subsequent "rounding off" of the resulting figure, either upward or downward.

(d) Employees who, in any contract year, have exhausted the maximum amount of hourly deductions permitted by subsection (c) of this Section may continue to draw against their accumulated and unused sick leave "bank" for the same purposes as set forth in sub section (c) and subject to the same limitations. However, in arriving at the number of hours to be deducted from an employee's "bank" in such circumstances, the Employer shall first divide the amount of money paid to the employee by the employee's straight time hourly rate of pay and shall then multiply that figure by 2; this calculation shall be carried out to two decimal points without any subsequent "rounding off" of the resulting figure, either upward or downward.

(e) Subject to subsection (f) below, employees whose employment status is severed forfeit all accumulated and unpaid sick leave hours remaining in their "bank" at the time of their separation.

(f) Upon death, retirement, or termination of an employee after ten years of service for other than cause, all accumulated and unused sick leave hours remaining in an employee's "bank" will be multiplied by the straight time hourly rate the employee was earning as of the date immediately prior to the implementation of the Paid Leave Policy set forth in Section 11.8 and the monetary sum arrived at by such multiplication paid to the employee or his estate, whichever is appropriate.

(g) An employee may not duplicate or pyramid the benefits provided for by this Section by utilizing at the same time the benefits set forth in Section 11.9(g).

Section 11.11. Personal Leave. An employee desiring a personal leave of absence from his employment shall secure written permission from the Employer.

Section 11.12. Union Leave. The Employer agrees to grant time off not to exceed three days in any one calendar year, without discrimination or loss of seniority rights and without pay, to not more than one employee at any one time designated by the Union to attend a labor convention or to serve in any capacity on other official Union business, provided seven working days written notice is given to the Employer by the Union, specifying the length of time off needed for Union activities. Time off pursuant to this Section shall not cause any disruption of the Employer's operations due to lack of available employees nor shall it create a condition which would necessitate overtime pay for an employee filling the vacant position created by such time off.



## HOURS OF WORK AND OVERTIME

### Section 12.0. Workday - Workweek.

- (a) Workday: A workday shall consist of 24 consecutive hours within a workweek.
- (b) Workweek: A workweek shall consist of seven consecutive days from 12:01 a.m. Monday through Sunday.
- (c) Scheduled Days Off: An employee shall be scheduled for two consecutive days off each workweek.

### Section 12.1. Overtime.

- (a) Time and one-half (1½) an employee's hourly rate shall be paid for all scheduled hours actually worked in excess of eight hours in a workday.
- (b) Time and one-half (1½) an employee's hourly rate shall be paid for all hours actually worked in excess of 40 hours per week.
- (c) For purposes of premium pay, the definition of workweek or workday shall not apply where an employee's shift is changed at his request and will not apply where the employee's regular shift has variable starting times or is scheduled on a rotation basis, provided, however, at least eight hours of off-duty time is scheduled between the end of one shift and the beginning of another.

Section 12.2. Incidental Overtime. All command officers will be paid each two week pay period four hours of their regular pay at time and one and one-half (1½) their regular rate of pay for incidental time before and after shift hours.

### Section 12.3. Compensatory Time Off.

- (a) Each employee shall be paid his overtime earnings each pay period unless he notifies the Employer at least seven days in advance of his pay period that he desires compensatory time off in lieu of pay for those hours actually worked by him in excess of 40 hours in any one workweek. Compensatory time off work shall be granted at the rate of time and one-half (1½) for all hours actually worked in excess of 40 hours in any one workweek. For purposes of this Section, all compensatory time off hours shall be converted to their straight time equivalent. In no case shall an employee be permitted to accrue more than 45 hours straight time hours of compensatory time off work. Employees who have accrued 45 straight time hours of compensatory time off, shall, for additional hours actually worked in excess of 40 hours in any one workweek, be paid for such additional worked time at the rate of time and one-half (1½) their regular rate of pay. Upon termination of employment,

an employee shall be paid for all accrued but unused compensatory time earned pursuant to this Section at a rate of compensation not less than the average regular rate received by such employee during the last three years of employment or the final regular rate of pay received by such employee, whichever is greater.

(b) The scheduling of compensatory time off work must be worked out in advance between the employee and his immediate supervisor. An employee who requests the use of compensatory time off shall be permitted to use such time within a reasonable period after making the request, provided that the use of compensatory time off does not unduly disrupt the operations of the Employer. Generally, no more than three days may be taken at any one time in this manner unless expressly agreed to by the Sheriff and the employee.

Section 12.4. Work Schedule. The work schedule and starting and quitting times for any and all shifts shall be established by the Sheriff and posted 15 days in advance whenever possible.

Section 12.5. Pyramiding of Overtime. The payment of overtime or premium pay pursuant to this Agreement for any hour shall exclude that hour from consideration for overtime or premium pay on any other basis, thus eliminating any duplication of overtime or premium pay.

Section 12.6. Call-In Pay. An employee covered by this Agreement who is called in to work during his scheduled time off, but not including periods when an employee is on layoff status, including coming to Court to give testimony, shall receive a minimum of two hours pay at time and one-half (1½) for such time worked.

Section 12.7. Training. The Employer recognizes the advantages of training for employees. Employees who are assigned for schooling or training outside of the Employer's facilities by the Sheriff or required to participate in training at the Employer's facilities shall be compensated for such time in accordance with the provisions of this Agreement. Training conducted by the Office of the Sheriff of Lenawee County, including firearms training, may be scheduled by the Sheriff within the Employer's facilities or at a nearby facility either before, after, or during an employee's regular working hours.

#### HOLIDAYS

Section 13.0. Holidays. Employees shall be paid at their current straight time rate for the following holidays:

January 1	New Year's Day
Third Monday of February	President's Day

The last Monday of May	Good Friday (four hours pay)
July 4	Memorial Day
The first Monday of September	Independence Day
The first Tuesday after the first Monday in November of every even numbered year	Labor Day
November 11	Any general Election Day
The fourth Thursday of November	Veteran's Day
The fourth Friday of November	Thanksgiving Day
December 24	Day after Thanksgiving
December 25	Day before Christmas
December 31	Christmas Day
	New Year Eve's Day

Section 13.1. Holiday Eligibility. In order for an employee to be paid for a holiday, he must have worked the last scheduled workday prior to and the next scheduled workday after each holiday. An employee who is on layoff or is otherwise absent from work, unless otherwise excused by the Employer, will not be paid for that holiday, provided, however, if any of the above-enumerated holidays occur within an eligible employee's approved vacation period and he is absent from work because of such vacation, he shall be paid for such holiday.

Section 13.2. Holiday Celebration. If a recognized holiday falls on a Sunday, the following Monday will be considered the recognized holiday for eligible employees. When a recognized holiday falls on a Saturday, the preceding Friday will be recognized as the holiday. The preceding two sentences shall apply only to those eligible employees whose normal workweek consists of 40 hours of work performed Monday through Friday; for all other employees, the actual date of the recognized holiday will be observed.

Section 13.3. Worked Holidays. In the event an employee covered by this Agreement is required to work on any holiday, he shall be paid at the rate of time and one-half (1½) his straight time rate of pay, exclusive of all premiums, in addition to his holiday pay if applicable. No employee shall be deemed to have been "required to work" on a holiday within the meaning of this Section if he is absent from work for any reason, including illness, on such holiday.

Section 13.4. Overtime Due to Holidays. Time paid for under this heading shall not be considered as hours worked in determining overtime compensation.

## LONGEVITY

Section 14.0. Longevity Pay. Upon completion of the required years of continuous service, an employee shall receive longevity pay as hereinafter set forth. Such longevity pay shall be paid in a lump sum on the employee's first pay day in November of each year in which the employee is eligible for longevity pay.

After four years of continuous service	\$200.00
After eight years of continuous service	\$400.00
After 12 years of continuous service	\$600.00

## RETIREMENT

### Section 15.0. Retirement Plan.

- (a) During the term of this Agreement, the Employer shall continue its present program of retirement benefits for employees covered by this Agreement, including the requirement that all employees contribute 7% of their salary to the Retirement Plan and the 30 year limitation on the maximum years of service that may be credited under the Plan, provided, however, that the amendments listed below will be placed into effect for all eligible employees retiring during the calendar year when such change becomes effective.
- (b) Effective as soon as can be administratively arranged following ratification of this Agreement by both parties, a pre-retirement death benefit payable to the employee's spouse or, if the employee is not married, to the employee's surviving children will be added to the current retirement plan; the benefit will be the same as that currently provided to employee groups 3, 4, 5, 6, and 8 under the Lenawee County Board of Commissioners Retirement Income Plan.
- (c) Effective January 1, 1997, the formula for determining retirement benefits shall be improved from 2.0 % to 2.5%.
- (d) Effective January 1, 1997, retirement benefits will be determined by using the average of an employee's highest consecutive 48 months.

## INSURANCE

### Section 16.0. Hospitalization Insurance.

(a) During the term of this Agreement, the Employer agrees to pay the required premiums under its Blue Cross-Blue Shield MVF-1 program for each full time, insurable employee, including dependent coverage, covered by this Agreement who has completed 60 days of employment. Each employee covered by this Agreement shall contribute \$7 per pay period toward the cost of such insurance premiums. The Employer also agrees to provide eligible employees with the following riders and to pay the required premiums for such riders: \$3 co-pay prescription drugs and Master Medical Option 4.

(b) Notwithstanding subsection (a) of this Section, effective as soon as can be administratively arranged following execution of this Agreement, the Employer shall have no obligation to pay an additional premium on an employee's behalf if the employee may be covered by an addition to coverage already afforded to the employee's spouse or other immediate family member by the Employer. Subject to the other provisions of this Agreement, if the principal subscriber's insurance coverage is discontinued, the insurance coverage provided for by this Section shall revert to the other employee.

Section 16.1. Term Life Insurance. During the term of this Agreement, the Employer agrees to maintain for eligible full time employees a term life insurance policy in the amount of \$10,000 and a \$10,000 accidental death and dismemberment policy for each insurable employee.

Section 16.2. Comprehensive Liability Insurance. The Employer shall pay the cost for comprehensive liability insurance covering individuals within the bargaining unit set forth in Section 1.0, provided such insurance remains available to the Employer during the term of this Agreement.

Section 16.3. Workers' Compensation. All employees covered by this Agreement shall be covered by applicable Workers' Compensation Laws.

Section 16.4. Dental Insurance Coverage. During the term of this Agreement, the Employer will pay the required dental insurance premiums for each eligible full time employee occupying a job classification covered by this Agreement. Both Class I and Class II Delta Dental benefits will be made available by such insurance, provided, however, such benefits will be on a 50% co-pay basis with a maximum dental benefit of \$600 in any one calendar year.

### Section 16.5. Sickness and Accident Insurance.

(a) The Employer shall provide and pay the cost for a sickness and accident insurance program covering eligible employees occupying a classification covered by this Agreement. This insurance program shall provide both weekly indemnity payments and long-term disability benefits.



(b) Weekly Indemnity Payments. Employees who become totally disabled and prevented from working for remuneration or profit and who are otherwise eligible shall receive from the Employer's insurance carrier weekly indemnity benefits consisting of 65% of the employee's gross regular weekly wage rate up to a maximum of \$400. This benefit shall be payable from the first day of disability due to an accidental bodily injury or hospitalization, or from the eighth day of disability due to sickness, for a period not exceeding 26 weeks for any one period of disability.

(c) Long-Term Disability Benefits. To be eligible for long-term disability benefits, an employee must first have been totally disabled for a period of 26 weeks due to illness or accidental bodily injury. Employees who qualify for long-term disability benefits shall receive from the Employer's insurance carrier benefits equal to 65% of their gross regular weekly wage rate up to a maximum of \$400. These benefits will continue for a period up to five years or until such time as the employee has established his eligibility for a permanent and total disability pension under the Social Security Act or the Employer's pension plan, whichever event is the earliest. Employees are not eligible for long-term disability benefits if they are entitled to indemnity or compensation under any State Workers' Compensation Act.

#### Section 16.6. Continuation of Insurance Benefits.

(a) Unless otherwise required by law, there shall be no liability on the part of the Employer for any insurance premium payment of any nature whatsoever for an employee or employees who are on a leave of absence, layoff, retire, or are otherwise terminated beyond the month in which such termination, layoff, leave of absence, or retirement commenced or occurred. Subject to any limitations imposed by the insurance carrier involved, seniority employees covered by this Agreement may continue to participate in the various insurance programs set forth in this Agreement while on layoff or leave of absence status by submitting, in advance, the full amount of the required monthly payments to the Employer each month. Employees desiring to avail themselves this option should contact the County Administrator's Office for details regarding the amount of premiums due and the payment dates involved.

(b) Employees should also be aware that the Federal Comprehensive Omnibus Budget Reconciliation Act and the Federal Medical and Family Leave Act may entitle them to continue certain insurance coverage in situations not covered by this Agreement and for periods of time and on terms and conditions not identical to those set forth in this Section. Inquiries regarding this subject should be addressed to the County Administrator's Office.

Section 16.7. Provisions of Insurance and Retirement Plans. No matter respecting the provisions of any insurance plan or retirement plan shall be subject to the Grievance or Arbitration Procedures established in this Agreement.

Section 16.8. Selection of Insurance Carriers. The Employer reserves the right to select or change any or all of the insurance carriers providing the benefits stated in Section 16.0 through Section 16.5 or to be a self-insurer with respect to any and all such benefits and to choose or change any administrator of such plans, provided the level of such benefits remains substantially the same and equivalent. The Employer agrees, whenever possible, to give the Union 30 days' advance notification of a change in the insurance carriers providing the benefits set forth in this Agreement. A copy of the new insurance contract shall be given to the Steward as soon as it is available.

### WAGES

Section 17.0. Hourly Rates and Classifications. During the term of this Agreement, the following hourly rates will be in effect for each of the classifications listed below.

Classification	Start	After 6 Months	After 1 Year
<u>Captain</u>			
Hourly	17.4193	17.7709	18.4799
Approximate Annual	36,233	36,963	38,438
<u>Lieutenant</u>			
Hourly	16.6595	16.9749	17.6966
Approximate Annual	34,651	35,307	36,809
<u>Sergeant</u>			
Hourly	15.8795	16.2178	16.9175
Approximate Annual	33,029	33,735	35,189

### UNIFORMS, SAFETY AND EQUIPMENT

Section 18.0. Procedure. The Employer, the Union, and all employees covered by this Agreement recognize that the Employer's primary duty and responsibility is to provide law enforcement assistance to the citizens of Lenawee County. Bearing this in mind, the Employer shall always consider the personal safety of the employees in establishing operational procedures.

Section 18.1. Pay for Injury. An employee who is injured while on the job and is required to leave the job because of such injury and is required to remain off the job by medical authority will be paid for the whole shift.

Section 18.2. On-Duty Accidents. Any employee involved in any accident on duty shall immediately report said accident and any physical injury sustained. An employee shall make out an accident report in writing on forms furnished by the Employer and shall turn in all available names and addresses of witnesses to any accident. It is also the duty of the employee to immediately, or at the end of his shift, report all defects in equipment. Failure to comply with this provision shall subject such employee to disciplinary action by the Employer.

Section 18.3. Equipment Losses. Employees shall not be charged for loss or damage of the Employer's property, tools, equipment, mobile or otherwise, or articles rented or leased by the Employer unless such loss or damage is due to the employee's negligence.

Section 18.4. Uniforms and Equipment. The County shall provide such uniforms and equipment as the Sheriff and the County shall determine are necessary, subject to reasonable rules for the preservation, use, and care of such uniforms and equipment as may be established by the Sheriff from time-to-time. An annual list of the type of equipment furnished to employees in the affected classifications shall be furnished to the Union by the Employer. Detectives required to wear civilian clothing will be given an allowance of \$275 as soon as practical following January 1 of each year to purchase civilian clothing. Employees who quit, retire, are discharged, or otherwise have their employment relationship with the Employer severed on or before December 31 of any year shall be required to repay the Employer a prorated portion of the uniform maintenance allowance previously paid to them. The Employer shall assume the cost of the necessary cleaning of such uniforms and the civilian clothing used by Detectives in the performance of their official duties under such rules as the Sheriff may determine.

Section 18.5. Tuition Reimbursement.

(a) The Employer will reimburse regular full time employees attending study courses on their own time as detailed under subsection (b), provided:

(1) The desired study course has been approved by the Sheriff and the County Administrator as a course designed to assist the employee in developing skills required in the pursuit of his employment with the Office of the Sheriff of Lenawee County;

(2) The appropriate Committee of the County Board of Commissioners approves the request for reimbursement prior to commencing the course;

(3) The employee will not receive reimbursement for time and expense from another source.

(b) Reimbursement Provisions:

(1) Employees may be reimbursed for up to 50% of the cost of tuition on successful completion of an approved study course.

(2) Employees who wish to retain the textbooks purchased for the study course may be reimbursed up to 50% of the cost upon successful completion of an approved study course, provided the textbooks were not available from the County Library.



(3) Employees may be reimbursed for up to 100% of the cost of required textbooks on successful completion of the study courses provided the text books are requested by the County Library. Such County Library textbooks will be made available to employees for home study when not in use by an employee enrolled in a study course.

(4) Reimbursement for purchases of textbooks available from the County Library will not be made.

(5) Employees shall be reimbursed for 100% of their cost in attending study courses or training sessions mandated by the Employer without recourse to the provisions contained in subsection (c) below.

(c) Employees who apply for and who receive reimbursement for training and/or educational expenses shall receive same in the form of a loan to be excused by the Employer as follows:

(1) The obligation to repay the loan shall be excused at the rate of 20% per year for each year of employment with the Employer by the employee following the date of reimbursement;

(2) If the employee terminates his employment before working five years from the date of the loan, the amount outstanding will become immediately due and payable. The Employer is expressly authorized by this Agreement to deduct such sums from any outstanding wages due to the employee involved.

(d) At the discretion of the Sheriff and the appropriate County Committee or the Board of Commissioners, the employee may be paid for time lost during regular business hours.

#### MISCELLANEOUS

Section 19.0. Address Changes. An employee shall notify the Sheriff in writing of any change in name or address promptly and, in any event, within five days after such change has been made. The Employer shall be entitled to rely upon an employee's last name and address shown on his records for all purposes involving his employment.

Section 19.1. Pay Periods. The Employer shall provide for bi-weekly or weekly pay periods. Each employee shall be provided with an itemized statement of his earnings, hours, overtime, and all deductions made for any purpose.

Section 19.2. Bonds. All employees shall be bonded and the cost of said bonds shall be borne by the Employer.

Section 19.3. Lockers. The Employer will provide washrooms and lockers for the changing and sorting of clothing and equipment. Advance notice of an inspection of an employee's locker will be given to the employee, provided that in the opinion of the Employer such advance notice would not frustrate the purpose of the inspection and provided that the employee is available to be given notice.

Section 19.4. Information. The Union shall have the right to examine time sheets and other records pertaining to the computation of compensation of any employee whose pay is in dispute or any other records of the employee pertaining to a specific grievance at reasonable times with the employee's consent and with a representative of the Employer present.

Section 19.5. Separability. If any provision of this Agreement is held by a Court of competent jurisdiction to be in conflict with any existing or future State or Federal law, such provision shall become inoperative, but the validity of the remainder of this Agreement shall not thereby be impaired and shall remain in full force and effect. In the event that any provision of this Agreement is held invalid as set forth above, the parties shall enter into negotiations for the purpose of arriving at a mutually satisfactory replacement for the provision held invalid.

#### SCOPE OF AGREEMENT

Section 20.0. Waiver. It is the intent of the parties hereto that the provisions of this Agreement, which supersedes all prior agreements and understandings, individual or collective in nature, oral or written, express or implied, between such parties, shall govern their entire relationship and shall be the sole source of any and all rights or claims which may be asserted in arbitration hereunder, or otherwise. The provisions of this Agreement can be amended, supplemented, rescinded, or otherwise altered only by mutual agreement in writing hereafter signed by the parties hereto.

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

#### TERMINATION

Section 21.0. Duration. This Agreement shall continue in full force and effect from January 1, 1995, to and including December 31, 1997, and for successive yearly periods thereafter until notice is

given in writing by either the Union or the Employer to the other at least 60 days prior to December 31, 1997, or any anniversary date thereafter, of its desire to modify, amend, or terminate this Agreement. This Agreement shall remain in full force and effect during the period of negotiations until terminated as provided hereinafter.

If notice of intention to modify or amend has been given at least 60 days prior to December 31, 1997, or any anniversary date thereafter in accordance with the above provisions, by either party, this Agreement may be terminated by either party on 15 days' written notice of termination given to the other party on or after December 31, 1997, following said notice of intention to modify or amend.

THE OFFICE OF THE SHERIFF OF  
LENAWEE COUNTY

Richard L. Bernard

THE LENAWEЕ COUNTY BOARD OF  
COMMISSIONERS

Lowell Eisenman

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\_\_\_\_\_

\_\_\_\_\_

POLICE OFFICERS LABOR  
COUNCIL  
(Supervisory Unit)

James Johnson

Jack Welsh

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