

3484

12/31/2000

AGREEMENT

BETWEEN THE

MUSKEGON COUNTY BOARD OF COMMISSIONERS

AND THE

MUSKEGON COUNTY SHERIFF

AND

TEAMSTERS LOCAL UNION NO. 214
AFFILIATED WITH THE INTERNATIONAL
BROTHERHOOD OF TEAMSTERS, CHAUFFEURS,
WAREHOUSEMEN AND HELPERS OF AMERICA

(SHERIFF COMMAND UNIT)

EFFECTIVE: MARCH 10, 1998, THROUGH DECEMBER 31, 2000

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Muskegon County

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AGREEMENT

THIS AGREEMENT, made and entered into this 10th day of March, 1998, by and between the Muskegon County Board of Commissioners and the Muskegon County Sheriff, party of the first part, hereinafter termed the Employer, and Teamsters Local Union No. 214, affiliated with the International Brotherhood of Teamsters, Chauffeurs, Warehousemen, and Helpers of America, party of the second part, hereinafter called the Union, shall be in full force and effect up to and including December 31, 2000.

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 County and the Union, for the life of this Agreement each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated, to bargain collectively with respect to any subject or matter not specifically referred to or covered in this Agreement, even though such subjects or matters may not have been within the knowledge and contemplation of either or both of the parties at the time they negotiated or signed this Agreement.

This Agreement supersedes and cancels all previous agreements, verbal or written or based on alleged practices, between the Employer and the Union and constitutes the entire agreement between the parties. Any amendments or agreement supplemental hereto shall not be binding upon either party unless executed in writing by the parties hereto.

RECOGNITION

Section 1.1 Collective Bargaining Unit

The Employer hereby recognizes the Union as the exclusive representative for purposes of collective bargaining with the Employer for the law enforcement classifications of Sergeant and Lieutenant at the Muskegon County Sheriff's Department, but excluding all other ranks, and excluding all temporary, part-time, and seasonal employees.

Section 1.2 Union Security

The Employer agrees that during the term of this Agreement it shall be a condition of employment that all present and future employees (after completion of their thirty (30) days probationary period)

shall either become members of the Union or pay a reasonable service charge for representation by the Union. Such employees may pay the service charge by means of a check-off as herein below provided.

Section 1.3

Dues Deduction

- A. The Employer agrees to deduct periodically from the pay of each seniority employee all dues, or a service charge in lieu of Union dues, and/or initiation fees of Teamsters Local Union No. 214 and pay such amount to said Teamsters Local Union No. 214 for each and every employee provided, however, that the Union presents to the Employer authorizations signed by such employee allowing such deductions and payment to the Local Union.

- B. It is agreed that all employees who come within the provisions of this Agreement will be requested to sign a card or form as provided by the Union authorizing the deduction from the employee's wages of all Union dues, or a service charge in lieu of Union dues, and/or initiation fees and special assessments as may be established by the Union and become due to it during the life of this Agreement. The Employer agrees to comply with such written authority and to transmit such sums to the Union within two (2) weeks following the dues deduction.

Section 1.4

Extra Contract Agreements

The Employer agrees that it will not enter into any agreement with another labor organization during the term of this Agreement with respect to employees within the bargaining unit nor will the Employer enter into any agreement with individual collective bargaining employees which conflicts with the terms of this Agreement.

Section 1.5

Save Harmless

The Union shall indemnify and save harmless the Employer against any and all claims, demands, suits, or other forms of liability that may arise by reason of compliance with the terms of Sections 1.2 and 1.3.

EMPLOYER'S RIGHTS

Section 2.1

Reserved Rights

It is understood and hereby agreed that the Employer reserves and retains, solely and exclusively, all of its inherent and customary rights, powers, functions, and authority of management to manage the Employer's operations, not inconsistent with the express terms of this Agreement. These rights vested in the Employer include, but are not limited to, those provided by statute or law along with the right to direct, hire, promote, transfer, assign and retain employees in positions within the County consistent with the employee's ability to perform the assigned work. Further, to suspend, demote, discharge for just cause, or take such other disciplinary action which is necessary to maintain the efficient administration of the Employer. It is also agreed that the Employer has the right to determine the method and means of work and the number of personnel, by which the business of the Employer shall be conducted and to take whatever action is necessary to carry out the duty and obligation of the Employer to the taxpayers thereof. The Employer shall also have the power to make rules and regulations relating to personnel policies, procedures and working conditions not inconsistent with the express terms of this Agreement, said rules and regulations shall be reasonable.

PROHIBITIONS

Section 3.1

No Strike

No employee, union member, or agent of the Union shall call, cause, or engage in any strike, work stoppage, sympathy strike, refusal to cross a picket line of any employer, or cessation of employment of any kind whatsoever.

Section 3.2

Penalties

Any individual employee or group of employees who willfully violate or disregard the provisions of this Article or the arbitration and grievance procedure set forth in this Agreement may be summarily discharged by the Sheriff without liability on the part of the Sheriff, the Employer or the Union.

REPRESENTATION

Section 4.1 Grievance Committee

The Union shall be entitled to form a Grievance and Negotiation Committee consisting of two (2) members, the Business Agent, and any other Teamster Local Official.

Section 4.2 Grievance Committee Meetings

Meetings of the Grievance Committee may be called at reasonable intervals by the Committee members and may be called at any time by the Personnel Director or his designate.

Section 4.3 Lost Time

The members of the Grievance and Negotiation Committee shall be compensated at their normal rate of pay for all regularly scheduled working time expended in adjusting grievances or in contract negotiations.

SENIORITY

Section 5.1 Definition of Seniority

Bargaining unit seniority shall be defined as the length of continuous service since the most recent date of hire with the County within the bargaining unit.

Section 5.2 Application of Seniority

Seniority shall begin on the first day of employment but shall not apply until the probationary period has been completed. Each new hire shall serve a six (6) month probationary period. Probationary employees shall not have access to the grievance procedure regarding evaluations or termination, but shall be otherwise represented. Employees promoted from other County employment shall serve a six (6) month trial period.

Section 5.3 Termination of Seniority

Seniority shall be defined as in Section 5.1, but an employee shall cease to have seniority and is no longer employed if:

- A. He/she quits.

- B. He/she retires under the County retirement system.
- C. He/she is discharged for just cause.
- D. He/she is absent from work for a period of three (3) consecutive work days without notifying the Employer.
- E. If he/she fails to return from a leave without pay as described in Section 13.4.
- F. He/she fails to return after being recalled from layoff within the time limits allowed.
- G. An employee is laid off for a continuous period of two (2) years on the length of his/her seniority, whichever is less.
- H. An employee promoted or transferred to a position outside of the bargaining unit shall cease to have seniority.
- I. An employee promoted to a Sheriff Department rank excluded from this bargaining unit shall cease to have seniority six (6) months after the date of such promotion.

Section 5.4 **Benefit Anniversary Date**

For all other fringe benefits except retirement, length of service shall be determined by the employee's "Benefit Anniversary Date," in accordance with this Agreement.

GRIEVANCE AND ARBITRATION PROCEDURE

Section 6.1 **Definition of Grievance**

A "grievance" as used in this Agreement is limited to a complaint which involves the interpretation, application of, or compliance with, the provisions of this Agreement.

Section 6.2 **Grievance Procedure**

Any alleged violation of this Agreement or any disagreement as to the interpretation or application of this Agreement shall be considered matters subject to review through the grievance procedure.

Step 1 An attempt shall be made to adjust grievances on an informal basis between the employee and, if he/she desires, his/her designated representative, and the immediate supervisor within seven (7) working days of the incident causing the grievance.

Step 2 If the grievance is not settled at Step 1, then within three (3) working days of the discussion with the supervisor in Step 1, the employee shall submit the signed, written grievance to the Sheriff. Within seven (7) working days of the receipt of the written grievance, the Sheriff shall meet with the employee and/or his/her designated representative to discuss the grievance. The Sheriff will provide his written response to the employee within five (5) working days following the meeting.

Step 3 If the grievance is not resolved at Step 2, the employee and/or his/her designated representative shall forward the grievance to the Director of Personnel within three (3) working days of the receipt of the Sheriff's written response. The Director of Personnel shall respond in writing within ten (10) working days after receipt of the written grievance.

Section 6.3 Notice of Arbitration

If the grievance is not settled at Step 3 of the grievance procedure, it may be submitted by the Union to final and binding arbitration. Within sixty (60) calendar days of the receipt of the written reply from Step 3, the Union shall proceed with the selection of an arbitrator as indicated in Section 6.4.

If the grievance is concerning a discharge from employment, within ten (10) days of the date of the receipt of the written reply from Step 3, the Union shall proceed with the selection of an arbitrator as indicated in Section 6.4.

Section 6.4 Selection of Arbitrator

Within the time frames indicated in Section 6.3, the Union shall request from the Federal Mediation and Conciliation Service (FMCS) a list of arbitrators in accordance with the rules of Service. A copy of the Union's request for arbitration shall be forwarded to the Personnel Director. The arbitrator shall be selected by each party alternately striking a name from the list, the remaining name shall serve as arbitrator. The fees and services 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.

As an option to requesting a list of arbitrators from FMCS as indicated above, the Union and Employer may agree to utilize the following panel of arbitrators: Joseph Girolamo, David Grissom, Daniel Kruger, and Patrick McDonald. An arbitrator will be selected from this list by the parties by lot. This alternative arbitrator selection procedure shall be considered as a test procedure, will only be utilized with the mutual consent of the parties, and expires on the termination date of this labor Agreement.

Section 6.5

Arbitrator's Powers

The Arbitrator's powers shall be limited to the application and interpretation of this Agreement as written. He/she 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 affirmatively decided. The arbitration award shall not be retroactive earlier than seven (7) calendar days prior to the date that the grievance was first submitted in Step 1. The arbitration award shall be final and binding on the Employer, Union and employees. However, each party reserves all of its legal rights to challenge the arbitration process or awards thereunder, if the arbitrator has or will exceed his jurisdiction.

Section 6.6

Time Computation

The 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, that arbitration shall not occur unless the Union submits written notice of its desire to arbitrate. The time limits established herein may be extended by mutual agreement in writing. In computing dates under the grievance and arbitration procedures, Saturday, Sunday, and holidays shall be excluded.

DISCIPLINARY ACTION

Section 7.1 Union Representation During Disciplinary Action

At any stage of a disciplinary procedure, an employee may be represented by a Steward, a Union officer, or an attorney retained by and for the Union.

Section 7.2

Notice of Disciplinary Action

When any disciplinary action is taken against an employee, the employee shall be given an opportunity for Union representation and then to state his/her position and offer any immediately available evidence to his superior officer rendering such discipline. Notice of any disciplinary action shall be given to the Union by the Employer within forty-eight (48) hours excluding Saturday, Sunday, and holidays of the invocation of the disciplinary action except as specifically excepted herein. The notice will normally be delivered to the Steward or alternate. If neither is at work, a

telegram to the Union headquarters shall be sufficient notice. The written disciplinary action shall cite, where appropriate, the specific sections of the rules and regulations and/or appropriate law or ordinance which the employee is alleged to have violated.

Section 7.3 **Written Incident Reports**

An employee may be required to prepare and file a written incident report regarding any incident related to his/her employment with the Department. In the event the incident may constitute a criminal offense, the employee shall be advised, and he/she shall have the right to consult Counsel before filing said report. However, after being given such an opportunity, the employee shall be required to file a report concerning the incident for administrative and disciplinary purposes, but such report shall not be offered as evidence in a criminal proceeding.

Section 7.4 **Appeal of Disciplinary Action**

If an employee disagrees with a disciplinary action taken against him/her, he/she may, within five (5) days of the imposition of the disciplinary action, file a grievance which shall be taken up at Step 2 of the grievance procedure.

Section 7.5 **Discipline for Just Cause**

The Employer and Union subscribe to the doctrine of progressive discipline. The Employer shall not discipline, discharge nor suspend without pay any employee except for just cause. Discharge must be by proper written notice to the employee and the Union citing specific charges.

In imposing any discipline the Employer will not base its decision upon any written reprimand imposed more than one (1) year previously nor on any disciplinary suspension imposed more than two (2) years previously.

The warning notice, other than as provided above, shall not remain in effect for a period of more than six (6) months from the date of said warning notice. Discharge must be by proper written notice to the employee and the Union citing specific charges.

Section 7.6 **Verbal Reprimand**

The procedure as outlined above shall be applicable in all disciplinary procedures except for verbal reprimands which are exempt from the provisions of this Agreement. Verbal reprimands may be used but shall not be considered disciplinary actions for the purposes of this Agreement.

Section 7.7

Re-Assignment

The department, may at its discretion, reassign an employee while an investigation of possible wrongful behavior is completed. Such assignment shall be without prejudice.

Section 7.8

Inactivation

If any member shoots, while in the line of duty, another person, that member may be inactivated, receiving full pay and benefits for a period of up to three (3) days except during periods of emergency, unless such action is cause for disciplinary action. During the three (3) days, the employee must make himself/herself available for investigative purposes.

JOB ASSIGNMENTS

Section 8.1

Job Assignments

The Sheriff reserves the right to assign all personnel to the assignment he feels the officer is most qualified to perform.

HOURS OF WORK

Section 9.1

Work Schedule

- A. The Sheriff reserves the right to maintain and make the most effective use of personnel within the Command Officers Unit.
- B. The Sheriff reserves the right to adjust these schedules if necessary to maintain efficiency of the Department or in cases of emergency. In emergency cases, the Sheriff may change such schedules but only for and during the emergency period. Immediately afterwards, the present schedule shall be used. Such changes, however, shall not be arbitrary or capricious nor will it be for the purpose of reprimand.
- C. Guidelines for work schedules are shown below:
 - 1. Administration, Investigation and Court Services Units
 - a. Five (5) consecutive work days
 - b. Weekends off
 - c. Command personnel assigned to the Investigation Unit generally work on the above schedule; however, this schedule frequently varies with particular case assignments.

2. Patrol and Jail Units
 - a. Rotating days off

D. General Principles.

The Sheriff will endeavor to schedule Command Officers on rotating days off to have every other weekend off; however, it is understood that such scheduling which results in consecutive work days in excess of five (5) within a work week shall not be subject to the overtime provisions of this contract.

Section 9.2 **Working in a Higher Classification**

If a Command Officer is required to work in a higher classification in excess of thirty (30) days, he/she shall receive the higher rate of pay.

Section 9.3 **Rest Periods**

Employees shall normally be granted a minimum of eight (8) hours before having to report back to duty in situations of manpower shortage or emergencies.

Employees reporting back other than the regular shift time will be subject to all overtime provisions of this Agreement.

Section 9.4 **Court Time/Call Back Time**

All employees who are required to report for work other than their regular shift will receive a minimum of two (2) hours guarantee at the premium rate called for under the terms of this Agreement.

Section 9.5 **Supplementary Employment**

No employee may engage in other employment which in any way causes a conflict of interest or materially diminishes the performance of County duties. All supplementary employment shall be approved in writing in advance by the Sheriff. Requests for approval of supplementary employment shall be answered by the Sheriff within seven (7) calendar days from the date such request was made in writing. The Sheriff agrees to enforce this supplementary employment policy in a fair and consistent manner. Employment by any other police agency shall be prohibited unless specifically authorized in writing by the Sheriff.

OVERTIME

Section 10.1 Premium Pay for Overtime Work

- A. For employees on a five (5) consecutive workdays schedule, work extending beyond eight (8) hours in any one (1) day, or over eighty (80) hours in a regular two (2) week pay period, shall be compensated for at one and one-half (1-1/2) times the employees' regular hourly rate for base pay.
- B. For employees on a rotating days schedule, the employees shall receive overtime pay when they work over eight and one-half (8-1/2) hours in any one (1) day or at any time they are required or requested to work any hours outside of their regular schedule.
- C. If such employee works at least one-half (1/2) hour after the end of his regular shift, he shall be paid at least one (1) hour additional pay and any work in excess of one (1) hour in overtime shall be paid on a proportionate basis to the last quarter (1/4) hour of work.
- D. Notwithstanding any provision to the contrary, a premium pay shall not be paid as a result of employees trading scheduled work days.

Section 10.2 Overtime Authorization

All overtime work in accordance with the above provisions must be authorized by the employee's immediate superior or the Sheriff.

Section 10.3 Premium Rate Exception

Overtime rates shall not be paid when more than eight (8) hours in a twenty-four (24) hour period are worked as a result of regular shift changes or as a result of employees trading shifts for their own convenience.

LAYOFF AND RECALL

Section 11.1 Layoff

- A. In case of layoff or reduction of the number of personnel in the classification of Lieutenant, the Lieutenant with the least amount of service time as a Lieutenant shall be privileged to bump the Sergeant with the least amount of bargaining unit seniority. The Lieutenant who exercised that bump to Sergeant shall not be further bumped by other bargaining unit members for a period of one year after the effective date of the bump. If two or more Lieutenants have

the same amount of service time as Lieutenants, seniority as defined in Section 5.1 shall determine the least senior for purposes of this paragraph.

- B. In case of layoff, bump or reduction of the number of personnel in the class of Sergeant, the Sergeant with the least amount of service time as a Sergeant shall be privileged to bump into either the Sheriff Deputy Unit, if so qualified, or the Corrections Officer Unit, if so qualified, in accordance with the terms and conditions contained within those respective collective bargaining agreements. If two or more Sergeants have the same amount of service time as Sergeants, departmental seniority as defined as the length of service since the most recent date of hire with the County within the Sheriff Deputy and Sheriff Command units, shall determine the least senior for purposes of this paragraph.
- C. In the event it becomes necessary to reduce the number of Command Officers in this department, such reduction shall not be accomplished without first discussing its effects with employee representatives. While it is the Employer's intent to keep all command positions filled during the life of this Agreement, the Sheriff retains the specific prerogative to fill or not to fill a position that becomes vacant.

Section 11.2

Layoff Pay

In the event of a layoff, any such laid off employee shall receive layoff pay consisting of his regular rate of base pay for eighty (80) hours. Such payment shall be made at the effective date of layoff. Accumulated vacation pay and pay for his accumulated sick leave shall be paid to a laid off employee sixty (60) days after layoff.

Section 11.3

Recall

When the work force is to be increased after a layoff, employees will be recalled in reverse order of layoff, provided the employees recalled are able to perform the available work and are still on layoff and have not returned to work in another classification.

- A. Notice of recall may be by telephone call, confirmed by certified mail to the employee's last known address.
- B. Employees will be granted up to one (1) week to return to work upon request.
- C. Employees shall be carried on the seniority list for two (2) years or length of seniority, whichever is less.

- D. Employees shall notify the Employer of his/her intent to return to work within three (3) days of his/her receipt of notice to return.

FAMILY AND MEDICAL LEAVE ACT APPLICATION

Section 12.1 Family and Medical Leave Act Application

- A. The Employer shall abide by the provisions of the Federal Family and Medical Leave Act of 1993 for eligible employees as defined in the Act.
- B. To the extent that the Act allows either the Employer or the Employee to substitute any accrued paid annual leave, and accrued paid sick leave for any of the leave provisions under the Act, nothing in this Agreement shall be construed to preclude such right of substitution.
- C. To the extent that the leave provisions under Article 16, Vacations (annual leave); Article 15, Sick Leave; and Article 13, Leaves of Absence Without Pay provide for leave time for purposes also provided by the Act, such leave time up to twelve work weeks in any twelve-month period shall be credited toward the leave time allowed by the Act.
- D. For purposes of any leave provided for by the Act which is also provided for in this Agreement, those provisions of the Act relating to notice, medical certification and restoration of work will apply to the leave.
- E. A claimed violation of the Act or this section shall be subject to the grievance procedure up to, but not including arbitration, the intent being that any such claim shall be settled through procedures in the Act unless mutually agreed otherwise.

LEAVES OF ABSENCE WITHOUT PAY

Section 13.1 Leave of Absence Definition

For the purpose of this Agreement, a Leave of Absence Without Pay shall be defined as all time for which a County employee is to be continued as an employee but not paid whether it be one (1) day or the maximum time allowable under the reason for the Leave.

When an employee is granted a Leave of Absence Without Pay, the Department Head commits himself to allowing the employee to return to work at the end of the leave to the same duties and the same salary that the employee was performing and earning when he/she

went on leave. Any substitutes hired to fill in for employees on Leaves of Absence Without Pay, should be hired accordingly.

When granted a Leave of Absence Without Pay, the employee commits himself/herself to returning to work at the end of the Leave.

Section 13.2 **Effect of Leave Without Pay**

During a Leave of Absence Without Pay, the employee:

- A. Does not receive pay from the County.
- B. Does not earn Annual Leave.
- C. Does not earn Sick Leave.
- D. Does not get paid for Legal Holidays occurring during the Leave.
- E. Has no time deducted from his Annual Leave or Sick Leave to cover the time off on the Leave of Absence Without Pay.
- F. Remains a member of the Michigan Municipal Employees' Retirement System but cannot withdraw retirement contributions while on Leave of Absence, only on separation; and cannot pay retirement contributions.
- G. The employee does not earn any additional credit for seniority but retains the length of seniority credited at beginning of the Leave except for uses listed in (B) of Section 13.3.
- H. The employee does not earn credit toward the Longevity Plan or credit toward the rate of Annual Leave or Sick Leave accumulation for the period covered by the Leave.
- I. Must pay any group hospitalization premiums falling due during any month in which the employee has not worked at least one (1) week. (Such premiums are normally paid by the County for eligible employees.) Employees on such Leaves should contact payroll.
- J. Will retain full coverage under the Employees' Group Life Insurance Plan for up to six (6) months. For all Leaves up to six (6) months the County will continue to pay the premium for the employee's Group Life Insurance. If the employee fails to return to active County employment by the end of this approved Leave of Absence Without Pay, his group life insurance coverage is terminated.

Section 13.3

Types of Leave Without Pay

- A. To cover time off because of personal illness beyond that covered by earned Sick Leave with pay.
 - 1. To be used when the employee has exhausted his/her accumulations of earned Sick Leave with pay and earned Annual Leave.
 - 2. To be granted only on the written recommendation of the employee's physician.
- B. To cover time off because of a compensable injury beyond that covered by sick leave with pay and annual leave with pay.
- C. To cover time off while running for County Elected Office filled by partisan election. If such a Leave is requested, it must be granted, except no more than two (2) Leaves may be granted for the purpose of running for elected office in any one (1) calendar year and each leave must be no less than fifteen (15) calendar days nor more than thirty (30) calendar days.
- D. To cover disciplinary leaves (suspension without pay).
- E. To cover time off because of personal reasons. Such a leave requires the approval of the employee's department head and the Personnel Director and may not exceed twelve (12) months.
- F. To cover time off if an employee is elected or appointed to a full-time Union position for a period of up to twelve (12) calendar months, provided however, that approval to fill such position is obtained from the County Board of Commissioners. Any renewal of such leave shall be at the Sheriff's discretion.

Section 13.4

Return From a Leave Without Pay

If an employee fails to return to County employment at the end of a Leave of Absence Without Pay, and no extensions of the Leave are granted, the employee must submit a resignation from the County Service. Failure to contact the Department Head or the Personnel Department at the end of the Leave shall be grounds for labeling the separation from the County Service a voluntary quit.

SPECIAL LEAVES

Section 14.1

Bereavement Leave

Employees will be granted up to three (3) days leave with no loss of compensation because of the death of the employee's spouse, child, parent, step-parent, step-child, sister, brother, mother-in-

law, father-in-law, brother-in-law, sister-in-law, grandchild, grandparents, or anyone who raised the employee from childhood. One (1) day with pay may be granted for a military funeral in which an employee is an official participant. In the event of lengthy travel, Sick Leave up to a maximum of three (3) days may be used, in addition to the above.

Written proof of relationship, death, and/or funeral location may be required by the Employer prior to final approval of such leave.

Section 14.2

Maternity Leave

Employees who become disabled due to pregnancy shall be entitled to use the benefits of the sick leave procedure subject to the following:

- A. The Employer shall be notified by a doctor's statement as soon as possible after such medical confirmation of the pregnancy is received; such notice to include estimated date of delivery, estimated last day of work, and confirmation of the employee's continued ability to work. It is the employee's obligation to advise the Employer by a doctor's statement at any such time as the employee becomes unable to work due to the pregnancy prior to the estimated date of delivery.
- B. An employee will not be allowed to return to work after delivery until she has supplied her Department Head with a statement from her physician that she is physically and medically able to return to her duties as a County employee. A copy of this statement shall be forwarded to the Personnel Department.
- C. In any case, if an employee has not returned to work within one (1) month after delivery, she shall provide a doctor's statement substantiating her continued disability and expected date of recovery. Employees failing to comply with this section or failing to return to work when found able by their physician will be separated from County employment.
- D. Leaves of absence without pay, not to exceed twelve (12) months as provided under Sick Leave, Section 15.2 may be requested by employees under this section.

Section 14.3

Jury Duty Leave

Employees on jury duty or subpoenaed as witness, except where such subpoena is the result of secondary employment, shall be paid by the Employer an amount equal to the difference between the amount of wages the employee would have earned by working during straight time hours for the Employer on that day and the daily jury duty fee paid by the courts, not including traveling allowances or reimbursement of expenses, for each day on which the employee

reports for or performs jury duty and on which the employee otherwise would have been scheduled for work for the Employer. Such time will not be charged against the employee's annual leave or sick leave. An employee on a jury panel or appearing as a witness shall return to work for the balance of the day when he/she is excused by the court from further attendance.

SICK LEAVE

Section 15.1 **Sick Leave Benefits**

Eligible employees shall accumulate Sick Leave as follows:

Years of Service	Days Sick Leave Earned Per Pay Period	In 12 Months	Maximum Sick Leave Accumulation
0 - 10	.4615	12	Unlimited
10 -	.6923	18	Unlimited

- A. Upon termination and after completing at least one (1) continuous full year of employment, accumulated sick leave shall be compensated for on the basis of one-half (1/2) of accumulated unused sick leave and paid at the employee's current rate of pay not to exceed one hundred eighty (180) days.
- B. Upon retirement, as defined by the State of Michigan Municipal Employee Retirement System (MERS), accumulated sick leave shall be compensated for on the basis of three-quarters (3/4) of the accumulated unused sick leave and paid at the employee's current rate of pay, not to exceed one hundred eighty (180) days.
- C. A day of sick leave shall be cancelled for each day an employee is off sick during a normal work week.

Section 15.2 **Use of Sick Leave**

Sick leave may be taken after six (6) months of employment for the following reasons:

- A. Any illness an employee may contract, or any exposure to contagious disease he may experience in which the health of others may be endangered by his/her attendance at duty, or a critical illness to spouse or child.

- B. For compensable injury or illness, to supplement the Worker's Compensation Benefits, to equal such employee's regular rate of pay, charged against sick leave bank.
- C. Any non-duty connected disability an employee may sustain, except for an injury that may be sustained while being in the employ of another during his off-duty time which is covered by Worker's Compensation, furnished by the other employer.

Section 15.3

Pay for Day of Injury

If an employee becomes injured during his tour of duty, he/she shall be paid for that day and it shall not be deducted from his/her Sick Leave credits.

Section 15.4

Medical Leave

- A. Physician's Verification. A doctor's written verification may be required as evidence of an employee or family illness as outlined in Section 14.2 or any injury that prevented his attendance at work for a period in excess of three (3) continuous days. Falsification of such evidence will be sufficient cause for disciplinary action. The employee will sign a medical release if additional medical evidence is required by the Sheriff.

In addition, proof of disabling illness may be required for any sick usage when an employee's sick leave accumulation falls below 50% of possible accumulation during the first two (2) years of employment. After two (2) years of employment, an employee with a history of short-term leave usage may be required to provide a medical statement of disabling illness if their sick leave accumulations are less than one-half (1/2) of possible accumulations based on the employee's years of service. Falsification of such evidence will be sufficient cause for disciplinary action.

- B. Sick Leave During Vacation. If an employee becomes ill while on vacation, the use of sick leave shall be granted only if a doctor's written verification is submitted describing the illness, the length of incapacity and further evidenced by a receipted bill for services of the attending physician. The employee shall return to work on the originally scheduled return date unless that date is changed by his/her Department Head.
- C. Medical Examination. Employees suffering from a chronic or recurring illness necessitating absences in excess of the absences for which sick pay is payable, may, at the Employer's option, be required to submit to an examination by a physician chosen by the Employer. If corrective surgery or other therapy is recommended to remedy or alleviate such illness and

the employee does not submit to such surgery or therapy within a reasonable time, he or she may be discharged due to such physical disability.

Section 15.5 **Special Consideration**

In the event an employee has a serious illness and has used up all his/her accumulated sick leave and vacation leave, the employee may request the Board of Commissioners to extend the sick leave with pay. The Board of Commissioners may, in its discretion, for exceptional circumstances, grant an extension of sick leave at such rate of pay and for such time as it deems appropriate, but its exercise of discretion will not be subject to the grievance procedure.

VACATIONS

Section 16.1 **Vacation Benefits**

Permanent employees shall accumulate vacation days in accordance with the following schedule:

<u>Years of Service</u>	<u>Annual Accumulation</u>	<u>Days Per Pay</u>	<u>Maximum Accumulation</u>
1 - 5	13 days	.500	26
6 - 10	16 days	.615	32
11 - 15	19 days	.731	38
16	20 days	.769	40
17	21 days	.808	42
18	22 days	.846	44
19	23 days	.885	46
20	24 days	.923	48

Section 16.2 **Vacation Scheduling**

Employees may elect to take either a split or complete vacation. Vacations are subject to departmental personnel complement required to effectively staff the department. In all cases, approval of the Sheriff is necessary in scheduling vacations. Annual leave shall be taken in minimum increments of not less than four (4) hours.

In December, the department will post a notice on which each employee will indicate when he/she desires to take his/her vacation for the following calendar year. Should two (2) or more employees of the same classification select the same vacation period, the

for his/her check two (2) weeks before the pay day he/she expects to receive the check, if he/she desires to receive it in advance.

HOLIDAYS

Section 17.1 Recognized Holidays

For the purpose of computing holiday pay, the following days shall be designated as paid holidays:

New Year's Day	Veterans Day
Lincoln's Birthday	Thanksgiving Day
Washington's Birthday	Friday following Thanksgiving
Memorial Day	Christmas Eve
Fourth of July	Christmas Day
Labor Day	New Year's Eve
	Employee's Birthday

Section 17.2 Pay for Holiday Work

Holiday pay is defined as the regular scheduled work day at the employee's regular hourly rate. Employees required to work the holiday shall be paid in addition to holiday pay, time and one-half (1-1/2) for working a regular shift on the holiday. Employees required to work in excess of a regular shift on the holiday shall be paid two and one-half (2-1/2) times their regular hourly rate for those hours worked in excess of the regular shift.

Section 17.3 Holiday Eligibility

Employees not working on such holidays shall be paid eight (8) hours base pay for the above designated holidays, providing they meet all of the following eligibility rules and qualifications:

- A. The employee has seniority as of the date of the holiday.
- B. The employee must have worked his last day scheduled before the holiday and his/her first day scheduled after the holiday, unless excused by the Sheriff, or:
 - 1. He/she is off work on an authorized sick leave and has accumulated sick leave time due, or;
 - 2. He/she is off work due to an occupational injury, or;
 - 3. He/she is on his/her annual vacation and has accumulated annual leave time due, or;
 - 4. He/she is on one of his/her regularly scheduled days off.

Section 17.4

Birthday Holiday

The Sheriff reserves the right to substitute another day for the employee's birthday if due to the number of birthdays occurring on the same day, the complement of the Department is adversely affected. In such case, Section 17.2 shall not apply.

COMPENSATION

Section 18.1

Classification and Wage Rates

The wages for employees covered in this Agreement are set forth in Appendix A and made a part hereof.

Section 18.2

College Degree Pay

Any Command Officer who has received a four (4) year B.A. Degree in Police Science or Criminal Justice from an accredited college or university shall receive an additional pay adjustment of five percent (5%) above and beyond the normal pay as shown in Appendix A. Any Command Officer who has received a two (2) year A.A. Degree from an accredited college, including the successful completion of a minimum of thirty (30) credit hours in Police Science or Criminal Justice course work, shall receive an additional pay adjustment of two percent (2%) above and beyond the normal pay as shown in Appendix A.

Section 18.3

Longevity

A. Compensation for continuous service with the County shall be provided on the basis of the following schedule:

Years of Continuous Service as of <u>July 1 each Year</u>	Amount of Payment		
	<u>July</u>	<u>December</u>	<u>Total</u>
5 - 9	\$ 60.00	\$ 60.00	\$120.00
10 - 14	120.00	120.00	240.00
15 - 19	180.00	180.00	360.00
20 - 24	240.00	240.00	480.00
25	300.00	300.00	600.00

Longevity payments shall be paid where applicable in July and December. Employees must be in pay status as of July 1 and December 1 in order to be eligible for longevity payments.

B. Effective 1998, compensation for continuous service with the County shall be provided on the basis of the following schedule:

<u>Years of Continuous Service as of December 1 of each Year</u>	<u>Amount of Payment</u>
5 years	\$250.00
For each completed year after 5 years	\$ 50.00 Additional

Longevity payment shall be paid where applicable in December. Employees must be in pay status as of December 1 in order to be eligible for longevity payments.

- C. If an employee is not in pay status at the required dates, he/she will be paid a pro rata payment based on hours worked during the period. An employee on leave of absence without pay during the period or who retires under MERS during the period, will be paid a pro rata payment based on hours worked during the period. An employee who separates from County service during the period for any other reason, shall receive no payment.

Section 18.4 **Merit Increases**

Merit increases will be granted or denied in accordance with the outcome of evaluation interviews and ratings. When the results of such evaluation is objected to, such evaluation may be subject to the grievance procedure.

INSURANCE

Section 19.1 **Health Insurance**

During the term of this Agreement, the Employer shall provide each permanent employee and his/her dependents hospitalization and surgical insurance coverage equivalent to the Michigan Blue Cross and Blue Shield plan identified as semi-private hospital, 365 days' coverage, Blue Shield MF-1 and ML Rider, including five dollars (\$5.00) co-pay prescription rider.

The Employer agrees to provide as an option, when available in Muskegon County, H.M.O. coverage which will not exceed the cost of the group hospitalization and medical insurance as provided above.

Each employee enrolled in an Employer provided Medical Insurance plan shall pay a ten dollar (\$10.00) per month premium co-payment through regular payroll deduction, which deduction is hereby authorized by this Agreement.

Section 19.2

Life Insurance

The County agrees to provide straight term life insurance coverage for each permanent employee in the amount of not less than ten thousand dollars (\$10,000.00), but equal to the employees salary rounded to the next higher thousand.

Section 19.3

Retiree's Insurance

The Employer shall provide health insurance benefits for individual retirees hired prior to January 1, 1994. In addition, active retirees' dependents will be allowed to participate in the County's group health insurance program, but cost for coverage for any retiree's dependents shall be paid by the retiree. During the term of the Agreement, the Employer shall provide hospitalization and medical insurance for individual retirees who go from County employment immediately into retirement under the MERS Plan.

The County will pay for individual retiree's coverage based on the following schedule for all bargaining unit employees hired on or after January 1, 1994.

<u>Years of Continuous Service at Date of Retirement</u>	<u>Percentage of Individual Retirees Coverage Paid by County</u>
10	40
11	44
12	48
13	52
14	56
15	60
16	64
17	68
18	72
19	76
20	80
21	84
22	88
23	92
24	96
25	100

The cost of individual retiree coverage above the percentage shown on the schedule shall be paid by the retiree.

Section 19.4

Dental Insurance

During the term of this Agreement, the Employer agrees to provide Delta Dental Insurance Plan at a cost to the Employer not to exceed thirty-five dollars (\$35.00) per month per subscriber. Any premium

in excess of thirty-five dollars (\$35.00) per month per subscriber will be paid by the employee through payroll deduction.

Section 19.5 **Bonds and Liability Insurance**

All employees hired must be bondable as a condition of employment or continued employment. The Employer shall provide Police Professional Liability Insurance with limits of \$500,000 per person and \$500,000 per incident to cover all Command Officers.

The Employer shall provide to each employee of the bargaining unit such legal assistance as provided by existing insurance coverage as shall be required or needed as a result of the acts occurring when and while said employee is in the performance of police duties and responsibilities. This shall apply to all Civil Suits and criminal prosecutions. Unless there is a conflict of interest, the Corporation Counsel's office shall be used.

Section 19.6 **Additional Premiums**

Any additional premiums for insurance coverage above and beyond that described above shall be paid for by the individual employee through regular payroll deduction, which is hereby authorized by this Agreement. Each employee shall complete and submit all papers and forms required by the insurer.

Section 19.7 **General Insurance Provisions**

While for the sake of simplicity reference is made in some instances to the specific plan of a named insurance carrier, the Employer has retained the right to contract with any other insurance carrier or to self-fund any or all insurance plans as long as the current benefit level remains substantially equal. Although a general description of the current plan is provided above, employees should refer to the Certificate of Coverage as provided by the insurer and to the benefit summary and application/eligibility requirements as provided by the insurer. Each employee shall complete and submit all required papers and forms. The County shall be reimbursed for any premium which was paid to an insurance company for dependent coverage for which the employee was not eligible. If the employee fails to notify the County in writing of the ineligibility within thirty (30) calendar days of such ineligibility, the employee will reimburse the County via payroll deduction, which is hereby authorized by this Agreement.

The Employer's liability with respect to any insurance benefits shall be limited to the payment of its portion of the applicable premium or to the benefit provisions of any self-funded plan for the insurance coverage specified, and upon such payment all

obligations of the Employer under this Section shall be fully satisfied.

Section 19.8 **Insurance Coverage Limitation**

Medical, dental and life insurance coverages will become available and effective for new employees six (6) calendar months after date of hire into a permanent position and upon successful completion of the probationary period.

PROMOTIONS

Section 20.1 **Vacancy Posting**

The Sheriff will post all promotional vacancies within the unit within seven (7) days of such opening. Employees must have permanent status in the classification of Sergeant to be considered for promotion to the classification of Lieutenant.

- A. Award of Position. Promotions shall be based upon demonstrated capacity and quality and length of service and also based on a systematic consideration of qualifications:
 - 1. Amount and quality of education and training.
 - 2. Ability to perform at an advanced level.
 - 3. Quality of previous work performance.
 - 4. Length of service.
- B. Trial Period. Employees selected will be on trial for a period not to exceed six (6) months.
- C. The Promotional Process of the Muskegon County Sheriff's Department is vested exclusively in the Sheriff except as abridged in this Section. The Sheriff has the sole responsibility for the actions of each command officer, accordingly, he shall have the ultimate choice for the personnel who will carry out his demand.

MISCELLANEOUS

Section 21.1 **Worker's Compensation**

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

compensable injury may use sick leave as specified in Section 14.2 or annual leave to make up the difference between worker's compensation benefits and the employees regular wage, less deductions. Employees on compensable injury placed on a leave of absence shall continue to accumulate seniority in keeping with Section 13.2 (G).

Section 21.2 **Unemployment Compensation**

The County will provide for all employees of the bargaining unit Unemployment Compensation as prescribed by law. Such Unemployment Compensation shall provide the maximum coverage by law for each employee of the bargaining unit.

Section 21.3 **Unsafe Equipment**

- A. The Employer shall not require employees to take out on the streets or highways any vehicle that is not in safe operating condition or equipped with the safety appliances prescribed by law. If an employee refuses to operate said equipment without justifications, said employee may be subject to disciplinary action, including discharge. "Justification" shall mean a determination made by the departmental mechanic, or, in the event of dispute, by an outside mechanic from an established garage or dealership.
- B. The Employer shall not require a member of this bargaining unit to use, operate or carry any equipment that is in disrepair, that malfunctions, or is unsafe where such disrepair, malfunction or unsafe status would impair or endanger the assigned activity.

Section 21.4 **Loss or Damage by Employee**

Employees shall not be charged for loss or damage to County equipment and/or property unless clear proof of negligence is shown.

Section 21.5 **Accidents**

Any employee involved in any accident shall immediately report said accident and any physical injury sustained to his/her immediate supervisor. When required by his/her Employer, the employee, before starting his/her next shift, 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 accidents. Failure to comply with this provision shall subject such employee to disciplinary action by the Employer.

Section 21.6

Equipment Reports

- A. Employees shall immediately, or at the end of their shift, report all defects of equipment. Such report shall be made on a suitable form furnished by the Employer and shall be made in multiple copies; one copy to be retained by the employee. No employee shall be required to take out equipment that has been determined by the garage mechanic as being in an unsafe operating condition for the assigned activity.

- B. When the occasion arises where an employee gives written report on forms in use by the Employer of a vehicle being in an unsafe operating condition for the assigned activity, and receives no consideration from the Employer, he/she shall take the matter up with the Officers of the Union who will take the matter up with the Sheriff.

Section 21.7

Uniform Allowance

- A. Uniform Complement. The Employer will provide each uniformed Command Officer who is required to wear and continuously maintain prescribed items of uniform clothing and personal equipment, the following items of clothing and equipment issued as required per officer's assignment:

One winter hat	Four keepers
Two summer hats	One pair of overshoes
One pair of handcuffs	One Sam Browne belt
One winter car coat	One handcuff holder
Three winter shirts	One holster
Three summer shirts	One double cartridge holder
Two neckties	One nightstick and holder
Three winter trousers (or slacks)	One key holder
Three summer trousers (if available)	One pair gloves
One waist belt	One tie clasp
Two name bars	One hat badge
Two badges	Rain coat
One standard service weapon	One light weight spring
I.D. card & leather holder	jacket (when applicable)

- B. Clothing Allowance. In each year of the Agreement, each employee required to wear a uniform will receive a uniform maintenance allowance of \$400.00 per year. Employees assigned to plainclothes will receive \$650.00 per year.

Employees who terminate within the year subsequent to receipt of the uniform maintenance allowance payment will reimburse the Employer for that portion of uniform maintenance allowance payment attributed to the time subsequent to the termination, which such reimbursement being made as a deduction from the employee's final paycheck.

- C. Clothing Replacement. Articles of uniform clothing and personal equipment rendered unserviceable by virtue of normal wear and damage in the line of duty will be replaced as needed by the Employer. The Sheriff of Muskegon County shall determine when replacement is necessary. Worn or damaged articles shall be surrendered to the Sheriff upon replacement of same.

All present uniform clothing and equipment (not to exceed the basic uniform listed above) and future procurement and replacement of uniform clothing and equipment shall become and shall remain the property of the Employer.

- D. Surrender of Uniform. Upon termination of employment with the Muskegon County Sheriff's Department, all uniform clothing and personal equipment shall be surrendered to the Muskegon County Sheriff prior to the issuance of the final pay check. Serviceable equipment so surrendered may be re-issued to a new officer of the same or approximately the same measurements.
- E. Cleaning and Laundry. All employees covered by this Agreement shall be personally responsible for proper cleaning, altering and laundry of the items provided. If a Command Officer is temporarily assigned to plain clothes duty, he/she shall be compensated for the use of his/her personal clothing. The amount of that payment shall be equal to one twelfth (1/12) of the annual dollar amount paid to permanently assigned personnel for each full month (or major portion thereof) of such assignment.
- F. Life Protection Vests. At the option of the employee, the Employer will provide each Command Officer a life protection vest, paying \$350.00 toward the purchase of the vest with the remainder of the cost deducted from the clothing allowance payment in 21.7 (B) for the involved employee.

Section 21.8 Sheriff's Department Personnel File

- A. An employee's Personnel file shall be kept under the direct control of the office of the Sheriff or Undersheriff.
- B. The Employer shall not allow anyone other than Sheriff's Department personnel, or its legal counsel, to read, review, have a copy of or in any way review in whole or part, employee's personnel file or any document which may become part of his/her file not including, however, job application, sick and vacation records, discipline action forms, pay records, fringe benefits or any matter which is customarily kept by the County unless legally subpoenaed.
- C. A member may by right review his own personnel file as to its total content except the background investigation report upon request to the Sheriff so long as it is reasonably exercised.

D. All personnel files shall be kept and maintained in the confines of the Sheriff's Department so as to secure their privacy.

Section 21.9

Retirement Plan

During the term of this Agreement, the Employer shall provide to all permanent employees and at no cost to the employees, the State of Michigan Municipal Employees Retirement System Plan known as Benefit Program B-3 with Benefit Program identified as F55(25) as described in the Michigan Municipal Employees Retirement Act.

Effective the first of the month following the execution date and actual signing date of the contract, the retirement plan shall be changed to Benefit Program B-4 with Benefit Program identified as F55(25) with a 2.68% employee contribution with such contribution deducted from the employee's wage through payroll deduction, such deduction being hereby authorized by this Agreement.

An employee shall be eligible to earn credit for retirement benefits effective with their date of hire provided that they are in a position scheduled to work at least ten (10) six hour days per month.

Section 21.10

Personal Belongings

The cost of personal items damaged in the line of duty, will be reimbursed by the County up to one hundred twenty-five dollars (\$125.00) per item. The County has the right to adjust the reimbursement based on reasonable depreciation of the item.

Section 21.11

Separability and Savings Clause

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

In the event that any 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 collective bargaining negotiations upon the request of the Union for such sections during the period of invalidity or restraint for the purpose of arriving at mutually satisfactory replacement.

There are no agreements which are binding on either of the parties

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. Each voluntarily and unqualifiedly waives 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 by 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 parties at the time they negotiated or signed this Agreement.

DURATION

Section 22.1

Term of Agreement

This Agreement shall be in full force and effect from the date hereof to and including December 31, 2000. It is further provided that where no such cancellation or termination notice is served and the parties desire to continue said Agreement but also desire to negotiate changes or revisions in this Agreement, either party may serve upon the other a notice at least sixty (60) days prior to the expiration of any subsequent contract year advising that such party desires to continue this Agreement but also desires to revise or change terms or conditions of such Agreement.

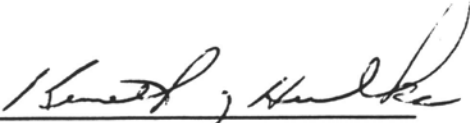
In the event of war, declaration of emergency, or imposition of civilian controls during the life of this Agreement, either party may reopen the same upon sixty (60) days written notice and request renegotiation of matters dealing with wages and hours. If governmental approval of revision should become necessary, all parties will cooperate to the utmost to attain such approval.

The parties agree that notice provided herein shall be accepted by all parties as compliance with the notice requirements of applicable law.


IN WITNESS THEREOF, the parties hereto have hereunder set their hands and seals this 10th day of March, 1998.

COUNTY OF MUSKEGON

TEAMSTERS LOCAL NO. 214
LAW ENFORCEMENT DIVISION


Kenneth J. Hulka, Chairman
County Board of Commissioners


Frederick W. Bennett
Business Representative


Dale Hartman
County Clerk


Lt. Ronald Kubicek
Chief Steward

SHERIFF OF MUSKEGON COUNTY


Robert Carter, Sheriff

APPENDIX A

Classification and Wage Rates

- A. Effective the first full pay period following January 1, 1997
- increase the hourly rate for each step by 3%, as shown below:

		<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>
SERGEANT	Hourly	19.24	19.98	20.75	21.63
LIEUTENANT	Hourly	22.72	23.79		

- B. Effective the first full pay period following January 1, 1998
- increase the hourly rate for each step by 2.75%, as shown below:

		<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>
SERGEANT	Hourly	19.77	20.53	21.32	22.22
LIEUTENANT	Hourly	23.34	24.44		

- C. Effective the first full pay period following January 1, 1999
- the hourly rate for each step will be increased based upon the change in the September, 1998, index as compared to the September, 1997, index from the official Consumer Price Index for Urban Wage Earners and Clerical Workers - United States City Average - "all items," published by the Bureau of Labor Statistics, U.S. Department of Labor (1982=100), such increase shall not be less than 2.5% nor more than 4.0%.

- D. Effective the first full pay period following January 1, 2000
- the hourly rate for each step will be increased based upon the change in the September, 1999, index as compared to the September, 1998, index from the official Consumer Price Index for Urban Wage Earners and Clerical Workers - United States City Average - "all items," published by the Bureau of Labor Statistics, U.S. Department of Labor (1982=100), such increase shall not be less than 2.5% nor more than 4.0%.

