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AGREEMENT

Between

CHEBOYGAN COUNTY BOARD OF COMMISSIONERS

and

SHERIFF OF CHEBOYGAN COUNTY

and

POLICE OFFICERS LABOR COUNCIL

(Non-Supervisory Unit)

Cheboygan County

Effective: January 1, 1998 - December 31, 2000

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AGREEMENT

THIS AGREEMENT, effective the 1st day of January, 1998 by and between the CHEBOYGAN COUNTY BOARD OF COMMISSIONERS and the SHERIFF OF CHEBOYGAN COUNTY, together hereinafter referred to as the "Employer" and the POLICE OFFICERS LABOR COUNCIL, hereinafter referred to as the "Union".

ARTICLE I

PURPOSE AND INTENT

Section 1. The general purpose of this Agreement is to set forth terms and conditions of employment and to promote orderly and peaceful labor relations for the mutual interest of the Employer, the employees and the Union.

Section 2. The parties recognize that the interest of the Employer and the job security of the employees depend upon the Employer's success in establishing a proper service to the County.

Section 3. The Employer and the Union encourage to the fullest degree friendly and cooperative relations between the respective representatives at all levels among all employees.

Section 4. The headings used in this Agreement and the documents appended hereto, neither add to nor subtract from the meaning thereof, but are for reference purposes only.

ARTICLE II

RECOGNITION

Section 1. Recognition. The Employer does hereby recognize the Union as the exclusive representative, for the purpose of collective bargaining with respect to rates of pay, wages, hours of employment and other conditions of employment, for the term of this Agreement, of all employees of the Employer included in the following bargaining unit:

All permanent, full time employees employed in the Sheriff's Department of Cheboygan County classified and occupying the position of road patrol deputy, correctional/communication officer, correctional/communication corporals, cook, secretary, correctional officer/secretary, correctional officer/transcriptionist, marine deputy and dispatcher but excluding the

Sheriff, Undersheriff, Corrections Sergeant, part-time employees, seasonal employees and supervisors as defined in the act.

Section 2. Agency Shop. As a condition of continued employment, all employees included in the collective bargaining unit set forth herein, thirty-one (31) days after the start of their employment with the County shall either become members of the Union and pay to the Union the dues uniformly required of all Union members or pay to the Union a service fee equivalent to the periodic dues uniformly required of Union members. No employee shall be discharged for failure to pay such dues or service fees without at least thirty (30) days prior written notice of delinquency to the employee and to the Employer and a failure of the employee to make arrangements to pay his arrearages during that time.

Section 3. 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 costs of administering and negotiating this Agreement. All employees have the right to join, not join, maintain or drop their membership in the Union as they see fit. The Union recognizes, however, that it is required under this Agreement to represent all employees included within the collective bargaining unit without regard to whether or not the employee is a member of the Union.

Section 4. Checkoff.

(a) During the life of this Agreement, the Employer agrees to deduct Union membership dues and initiation fees or service fees allowable under law from the pay of each employee who executes and files with the Employer proper checkoff authorization in a form which shall be used exclusively and shall be supplied by the Union.

(b) A properly executed copy of the written checkoff authorization form for each employee for whom dues, initiation and service fees are to be deducted hereunder shall be delivered to the Employer before any payroll deductions are made. Any written authorization which lacks the employee's signature will be returned to the Union by the Employer.

(c) Deductions for dues for any calendar month shall be made from the first (1st) pay period of that month, provided the employee has sufficient net earnings to cover the dues and/or initiation fees. In the event an employee is absent from work during the first (1st) pay period such deductions shall be made from the first period of the following month together with that deduction for the current month. Deductions for any calendar month shall be remitted to the designated representative of the Union not later than the fifteenth (15th) day of each month.

(d) In cases where a deduction is made which duplicates a payment already made to the Union by an employee, or where a deduction is not in conformity with the

provisions of the Union Constitution and By-Laws, refunds to the employee will be made by the Union.

(e) The Union shall notify the Employer in writing of the proper amount of dues and any subsequent changes in such amounts.

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

(g) The Employer shall not be liable to the Union by reason of the requirements of this Section of the Agreement for the remittance or payment of any sum other than that constituting actual deductions made from employee wages and the Union agrees to indemnify and save the Employer harmless against any and all claims, demands, suits, liability and any other action arising from this Article or compliance therewith by the Employer.

ARTICLE III

REPRESENTATION

Section 1. Bargaining Committee. The employees covered by this Agreement shall be represented by a bargaining committee consisting of four (4) employees elected or selected by the Union from employees employed in the Sheriff's Department bargaining unit covered by this Agreement who have seniority. One (1) member of the bargaining committee shall be the Chief Steward of the Union's Local Association. It is expressly understood and agreed that bargaining committee members have a regular job to perform and, therefore, except for time spent on legitimate Union business in the performance of their proper functions as set forth in this Section, bargaining committee members shall perform their regularly assigned work.

Section 2. Stewards. In addition to the bargaining committee, the employees covered by this Agreement shall also be represented by one (1) steward for each division who shall be elected or selected by the Union, who have seniority. It shall be the sole responsibility of the steward to represent in a steward capacity employees working in the steward's designated division in accordance with the proper step of the grievance procedure as may be established in this Agreement. Stewards shall have no responsibility outside of their designated division. The steward, during working hours, without loss of time or pay, may use a reasonable amount of time in presenting and processing grievances to supervision. It is expressly understood and agreed that stewards have a regular job to perform and, therefore, except for time spent on legitimate Union business in the performance of their proper functions as set forth in this Section, stewards shall perform their regularly assigned work.

Section 3. Notification. The Cheboygan County Sheriff and the Cheboygan County Controller shall be informed in writing of the names of the stewards and the members of the bargaining committee, non-employee representatives and officers of the Union, and employee representatives and officers of the Union before recognition is granted by the Employer.

Section 4. Alternate Stewards and Bargaining Committee Members. Alternate stewards and members of the bargaining committee may be elected or selected by the Union from employees employed in the Sheriff Department bargaining unit covered by this Agreement who have seniority. Alternate stewards and alternate members of the bargaining committee shall serve temporarily in the absence of the regular elected or selected stewards or members of the bargaining committee and such alternate stewards or members shall have the same rights, duties, limitations and obligations as the regular elected or selected stewards or members of the bargaining committee during the period of replacement. The Union shall notify the Cheboygan County Sheriff and the Cheboygan County Controller in writing of any election before recognition is granted by the Employer.

Section 5. Reporting and Lost Time. When it is necessary for a steward or member of the bargaining committee to leave assigned duties to attend to legitimate Union business in the performance of their proper functions as may be established in this Agreement, such representative shall request to be released from assigned duties by the appropriate supervisor and such request may be granted after proper arrangements have been made and only if such request can be granted in accordance with personnel requirements and efficient operation of the Sheriff's Department. If such request is granted, the steward or bargaining committee member shall return to assigned duties as promptly as possible and upon return shall immediately report to the appropriate supervisor. An employee shall be paid for all reasonable working time lost by an employee during an employee's regularly scheduled shift at the employee's straight time regular rate of pay while performing proper functions as may be established in this Agreement, provided, however, the Employer reserves the right to revoke this privilege of pay for lost working time if this privilege is being abused.

Section 6. Right to be Represented. Any time that a member is called before a supervisory officer, he has the right to be represented by the Union, upon request of the employee. It is agreed by all parties that no member will suffer loss of his/her job without just cause.

ARTICLE IV

GRIEVANCE PROCEDURE

Section 1. Grievances. A grievance under this Agreement is a written dispute, claim or complaint arising under and during the term of this Agreement and filed by an employee in the bargaining unit. Grievances are limited to matters of interpretation or application of express provisions of this Agreement. The parties, recognizing that an orderly grievance procedure is necessary, agree that each step must be adhered to as set forth herein or the grievance is forfeited.

All grievances must be filed within five (5) working days after occurrence of the circumstances giving rise to the grievance or five (5) days from when the grievant should reasonably have known of the occurrence, otherwise the right to file a grievance is forfeited and no grievance shall be deemed to exist.

Any employee having a complaint shall first take up the matter with the employee's immediate supervisor.

If no satisfactory answer or disposition is received within one (1) working day, the complaint shall be processed as follows:

- (a) Step 1. The employee and/or his steward shall within three (3) working days after the discussion with the immediate supervisor, reduce the matter to written form stating all facts in detail and submit the same to the Undersheriff. The Undersheriff shall, within seven (7) working days, record his disposition on all copies of the grievance form, returning two (2) copies to the steward.
- (b) Step 2. Failing to resolve the grievance in the first step, the steward shall, within two (2) working days of receipt of the Undersheriff's disposition, take up the matter with the Sheriff or his designated representative. The Sheriff, or his designated representative, shall within seven (7) working days of receipt of the grievance, record his disposition on all copies of the grievance, and return two (2) copies to the steward. If the matter is not satisfactorily settled or adjusted in this step, the steward shall then forward the matter to the Union who may then process the grievance to the next step.
- (c) Step 3. Failing to resolve the issue in the second step, the Union shall, within five (5) working days of the Sheriff's disposition, contact the County Controller to discuss said grievance. This meeting shall be scheduled at a mutually agreeable time, which time shall not exceed, however, five (5) working days from the time the Union contacts the Employer unless a longer time is mutually agreed upon. If the parties in this step are unable

to resolve the grievance, the matter may be submitted to arbitration as hereinafter provided for in this Agreement.

- (d) Any and all grievances resolved at any step of the grievance procedure as contained in this Agreement shall be final and binding on the Employer, the Union and any and all unit employees, provided that resolution by the immediate supervisor must be approved by the Undersheriff, the Sheriff or the Sheriff's designated representative before becoming final. Such grievance settlements shall be reduced to writing and signed by both parties.
- (e) Grievances shall be processed from one step to the next within the time limit prescribed in each of the steps unless a time limit is mutually extended. Any grievance upon which a disposition is not made by the Employer within the time limits prescribed, or any extension which may be agreed to, may be referred to the next step in the grievance procedure, the time limit to run from the date when time for disposition expired. Any grievance not carried to the next step by the Union within the prescribed time limits or such extension which may be agreed to, shall be automatically considered settled and closed upon the basis of the Employer's last disposition.
- (f) The Employer shall not be required to pay back wages for periods prior to the filing of the grievance provided, that in the case of a pay shortage, of which the employee had not been aware before receiving his pay, any adjustments made shall be retroactive to the beginning of that pay period, providing the employee files his grievance within three (3) days after receipt of such pay. All claims for back wages shall be limited to the amount of wages that the employee would otherwise have earned, less any unemployment compensation or compensation for personal services that he may have received from any source during the period in question.
- (g) Saturdays, Sundays and holidays shall not be counted under the time procedures established in the grievance procedure.
- (h) The parties, in recognition of the cost of arbitration and the principle that like facts should produce like results, hereby agree that once an employee has elected to pursue a remedy by State Statute or County Ordinance for alleged conduct which may also be a violation of this Agreement, such employee shall not have simultaneous resort to the grievance procedure and any grievance then being processed shall be deemed withdrawn by the party filing.

Section 2. Arbitration.

(a) In the event that any grievance or dispute growing out of the interpretation or application of this Agreement is not settled through the grievance procedure of the preceding Section, the Union may request arbitration within thirty (30) days from the last disposition thereof under Step 3 of Section 1 above. All such requests shall be in writing, addressed to the County Controller and to the Sheriff, and shall state the precise issue to be decided, the specific portions of the Agreement which are claimed to have been violated, and the basis on which such violation is claimed. If not so requested within said thirty (30) day period, the matter shall be considered settled on the basis of the last preceding disposition thereof.

(b) Not more than one grievance or dispute may be submitted in one arbitration proceeding except by mutual agreement of the parties.

(c) If the parties fail, within ten (10) days from the date the Employer receives such request, to agree upon an impartial arbitrator, the Union may submit the matter and obtain a panel of seven (7) arbitrators from the Federal Mediation and Conciliation Service. The matter may be submitted to one (1) arbitrator chosen by mutual agreement from the panel of seven (7) arbitrators. If the parties are unable to agree upon an arbitrator from this panel, the arbitrator shall be selected by each party alternately striking a name from the panel of arbitrators with the remaining name serving as the arbitrator.

(d) After designation of such arbitrator, a hearing shall be held as soon as practicable and the arbitrator shall issue an opinion and award, both in accordance with said rules, which shall be final and binding on the parties and the employees involved. Said award shall be subject to any law or governmental regulation applicable thereto.

(e) The fee of the arbitrator, his travel expenses and the cost of any room or facilities shall be borne equally by the parties, but the fees and wages of representatives, counsel, witnesses or other persons attending the hearing on behalf of either party shall be borne by the party incurring them.

(f) The arbitrator shall have no power to add to, subtract from or modify, any of the terms of this Agreement, nor to make any recommendations with respect thereto. Neither shall he have power to establish or change any classification or wage rate, to rule on any claim arising under an insurance policy or retirement claim or dispute, or to rule on any matter covered by a statute or ordinance. The arbitrator shall have no authority to render a decision that would in any way, directly or indirectly, require the Employer to delegate, alienate or relinquish any powers, duties, responsibilities, obligations or discretions which by law, or which by this Agreement, are reserved to the Employer. Any award of the arbitrator shall not be retroactive more than thirty (30) days prior to the date the grievance was first submitted in writing in accordance with the grievance procedure established in this Agreement. The arbitrator's decision shall be final and binding upon the Union, Employer and employees, subject to applicable law.

Section 3. Administrative Procedures. No action will be instituted by the Union in any court or before any administrative tribunal or agency until all of the grievance and arbitration procedures established herein have been followed. If the grievance also includes an alleged violation of other rights which may be pursued in court or before administrative tribunals, an employee shall expressly waive any such rights if he proceeds to have his grievance determined by an arbitrator. The arbitrator's decision shall be final and binding on the Employer, the Union and employee, provided, however, that this shall not prohibit a challenge to the arbitration decision in a court of competent jurisdiction, if it is alleged that the arbitrator has exceeded his jurisdiction, or that such decision was obtained through fraud or other unlawful action.

ARTICLE VI

WORK STOPPAGE

Section 1. No Strike. The Union agrees that during the term of this Agreement neither it nor its officers, representatives, committeemen, stewards, employees nor its members will, for any reason, directly or indirectly, call, sanction or engage in any suspension of work or other interference with the operation of the Employer. The Union further agrees that it will actively oppose and discourage any such action on the part of individual employees or other individuals and will not support them in any violation of this Section.

Section 2. Penalty. The Employer reserves the sole right to discipline any employee or employees up to and including discharge, for violating any of the provisions of this Section.

ARTICLE VII

RIGHT TO MANAGE

Section 1. Employer's Rights. The Employer retains the inherent rights:

- (a) To do all acts and things and exercise all powers vested in it by law.
- (b) To manage its affairs efficiently and economically.
- (c) To maintain order and efficiency in its operations.

- (d) To hire, layoff, assign, transfer and promote employees.
- (e) To exercise control of all properties and equipment.
- (f) To install, modify or change methods of operations, work schedules and equipment.
- (g) To discipline, including suspensions from work, and discharge employees for just cause.
- (h) To establish, enforce and review fair and reasonable rules and regulations for the purposes of maintaining order, safety and the efficient operation of the Employer. All rules and regulations shall be applied fairly to all employees. The Employer will not operate in an arbitrary or capricious manner in regard to employment matters.
- (i) To exercise all other rights and privileges heretofore belonging to the Employer (whether or not such rights were heretofore the subject of negotiations between the parties) except such rights as are specifically modified or abridged elsewhere in this Agreement.
- (j) To subcontract bargaining unit work to other units of government or non-governmental entities, or to merge or consolidate operations with another unit of government, upon prior written notice to the Union, provided that (1) no employee shall be laid off as a result of the subcontracting, merger or consolidation and (2) this provision shall not be used to reduce bargaining unit overtime or to reduce a full-time position to part-time.

None of the foregoing rights shall be exercised in any manner which is inconsistent with any of the other provisions of this Agreement. Both parties subscribe to the principles of progressive discipline; however, this does not prohibit the Sheriff from dismissing employees for serious offenses.

ARTICLE VIII

SENIORITY

Section 1. Definition of Seniority. Seniority shall be defined as the length of an employee's continuous service with the Sheriff's Department since the employee's last date of hire. An employee's "last date of hire," shall be the most recent date upon which the employee commenced work in the Sheriff's Department. Seniority shall commence only after the employee completes the probationary period hereinafter provided. Employees who commence work on the same date shall be placed on the

seniority list in alphabetical order or surnames; provided, however, that any employee who changes surnames between commencement of work and acquisition of seniority shall be placed on the seniority list according to their surname at the time of commencement of work. The application of seniority shall be limited to the preferences and benefits specifically recited in this Agreement.

Section 2. Probationary Period. All employees shall be considered to be on probation and shall have no seniority for the first twelve (12) months of employment following their first day of work for the Sheriff's Department, after which time the employee's seniority shall be retroactive to their last date of hire. Employees who have not completed their probationary period may be disciplined, laid off, recalled, terminated or discharged at the Employer's discretion without regard to the provisions of this Agreement and without recourse to the grievance procedure. The Union shall represent probationary employees for the purposes of collective bargaining as to all other conditions of employment set forth in this Agreement. There shall be no seniority among probationary employees.

Section 3. Status. The seniority lists on the date of this Agreement will show the names, job titles and seniority dates of all employees of the unit entitled to seniority. Such seniority shall not be affected by the race, sex, marital status or dependents of the employee.

Section 4. Seniority. Seniority shall be lost and the employee terminated if:

- (a) He quits.
- (b) He is discharged and the discharge is not reversed through the procedure set forth in this Agreement or by the Courts.
- (c) He is laid off and not recalled to work within two (2) years or the length of seniority, whichever is the lesser.
- (d) He fails to return to work when recalled from layoff as set forth in the recall procedure. In proper cases, exceptions shall be made.
- (e) He fails to report for work on the required date at the end of an authorized leave of absence, including an unpaid sick leave or vacation, unless otherwise excused by the Employer.
- (f) He is absent from work for three (3) consecutive days without authorization.
- (g) He is absent without authorization on two (2) occasions within one (1) contract year, except where the employee is able to establish legitimate reason.

- (h) He is absent for two (2) consecutive working days without notifying the Sheriff. In proper cases exceptions shall be made. After such absence, the Employer will send written notification to the employee at his last known address that he has lost his seniority and his employment has been terminated. The employee may submit the matter to the grievance procedure within the time limits prescribed.
- (i) The employee retires.

Section 5. Transfer to Non-Bargaining Unit Position. An employee who is transferred to positions within the Sheriff's Department not covered by this Agreement shall retain all accrued seniority, but shall not accumulate any further seniority during the time the employee holds the non-bargaining unit position. An employee who returns to the bargaining unit after having been transferred to a position not covered by this Agreement may be placed in any job classification with a current vacancy or may displace another employee with less seniority in a job classification to which the returned employee has the necessary qualifications, skill, ability and experience to perform. In the event that the Employer returns an employee to the bargaining unit, the employee's seniority shall recommence as of the date the employee returns to the bargaining unit.

Section 6. Universal Military Training Act. Employees who are reinstated in accordance with the Universal Military Training Act, as amended, and other applicable laws and regulations, will be granted leaves of absence for a period not to exceed a period equal to one (1) school term in order to attend school full time under applicable Federal laws in effect on the date of this Agreement.

Section 7. Armed Force Reserve or National Guard Duty. Employees who are in some branch of the Armed Force Reserve or the National Guard will be paid the difference between their Reserve pay and their regular pay with the Employer when they are on full time active duty in the Reserve or National Guard, provided proof of service and pay is submitted. A maximum of two (2) weeks per year is the normal limit, except in the case of an emergency declared by the Governor of the State.

ARTICLE IX

LAYOFF AND RECALL

Section 1. Layoff and Recall Procedures. When it is determined by the Employer that the work force in a particular job classification is to be reduced, the Employer shall lay off employees in the following order:

- (a) The first employee or employees to be laid off shall be part-time, temporary or irregular employees in the particular job classification affected by the layoff.
- (b) The next employee or employees to be laid off shall be probationary employees (if any) in the particular job classification affected by the layoff.
- (c) Further layoffs from the affected classification shall be accomplished by inverse order of seniority; provided, however, that the remaining senior employee or employees have the necessary qualifications, skill, ability and experience to perform the remaining required work.

Section 2. Displacement Rights After Layoff. Employees with seniority who are laid off shall be entitled to displace an employee in a lower job classification covered by this Agreement under the following conditions:

- (a) The laid off employee has greater seniority than the employee to be displaced.
- (b) The laid off employee presently has the necessary qualifications, skill, ability and experience to perform in an effective and efficient manner the work in the other job classification.
- (c) The laid off employee elects to exercise their displacement rights within three (3) working days of notification of their layoff.

An employee displaced under this Section shall be laid off unless that employee is also entitled to exercise displacement rights under this Section. An employee exercising displacement rights under this Section retains the right of recall to their former classification.

Section 3. Recall. When it is determined by the Employer to increase the work force in a job classification after a layoff, employees with seniority previously laid off from that job classification will be recalled in inverse order of layoff, provided that the recalled employee presently has the necessary qualifications, skill and ability to perform in an effective and efficient manner the required work. The Employer may fill the position on a temporary basis without regard to seniority pending completion of the recall procedure set forth in Section 4.

Section 4. Recall Procedure. Notice of recall shall be by telephone and confirmed by certified mail with return receipt requested. If the employee fails to report for work within fourteen (14) days from the date of mailing notice of recall, he shall be considered to have voluntarily quit. It shall be the employee's sole responsibility to keep his current telephone number and address on file with the Employer on the approved form.

Section 5. Layoff Disputes. Any claim of irregularity must be filed with the Sheriff within three (3) working days from layoff and, if filed, may be made the subject of a special conference. If not resolved thereby, it shall then be subject to the grievance procedure.

Section 6. Layoff of Chief Steward. The Union's chief steward shall be subject to the layoff provisions of this Agreement in accordance with his actual seniority and classification seniority; provided, however, that to assist in the administration of this Agreement, the chief steward shall be deemed to have sufficient seniority to allow retention of a job within a classification covered by this Agreement, though not necessarily a job in his present classification. In order to be eligible for this special seniority, the chief steward must first exercise displacement rights under Section 2 in accordance with his actual seniority, since such special seniority may only be used in instances where the chief steward lacks sufficient actual seniority to continue in a job classification covered by this Agreement.

ARTICLE X

JOB OPENINGS - PROMOTIONS

Section 1. Promotions shall be made with consideration to the following standards:

- 45% - Written examination
- 30% - Oral interview
- 25% - Seniority including past performance

ARTICLE XI

LEAVES OF ABSENCE

Section 1. Leaves of absence for reasonable periods not to exceed the times specified below will be granted upon written request of the employee for:

(a) Injury, Illness and/or Pregnancy Leave. After completion of the twelve (12) week family and medical leave requested because of a serious health condition that made the employee unable to perform the functions of their job, a supplemental disability leave of absence will be granted to employees with seniority who are unable to continue to work for the Employer because of a non-work related injury, illness, pregnancy or other disability, subject to the right of the Employer to require a physician's certificate establishing to the satisfaction of the Employer that the employee is incapacitated from the performance of work due to illness, injury, or other disability. A disability leave shall be with pay and benefits until such time as the employee has exhausted all accrued paid sick leave benefits or other paid time and thereafter shall be without pay or benefits. An employee may be on leave for a period of not more than one (1) year. The Employer may request at any time, as a condition of continuance of a leave of absence, proof of a continuing disability. In situations where the employee's physical or mental condition raises a question as to the employee's capacity to perform the job, the Employer may require a medical examination, and if appropriate, require the employee to take a leave of absence under this Section. Employees who are anticipating a leave of absence under this Section may be required to present a physician's certificate recommending that the employee continue at work, and in all such cases, the employee's attendance and job responsibilities must be satisfactorily maintained. Employees are required to notify the Employer in writing of any condition which will require a leave of absence under this Section, together with the anticipated date for commencement of such leave. This notice shall be given to the Employer by the employee within thirty (30) calendar days after the employee first learns of the need to request a leave or the employee shall be deemed to have waived any right to leave. All employees returning to work from a leave of absence must present a physician's certificate indicating that the employee is physically and medically able to perform the employee's job. The Sheriff will then have two (2) weeks within which to reinstate and place the employee, in accordance with the seniority provisions of this Agreement.

(b) Educational Leave. Employees may be granted an educational leave of absence without pay in order to pursue a full time educational program designed to further an employee's skills related to the employee's job with the Employer. No education leave of absence shall be granted beyond a maximum of one (1) year. In order to be granted, an educational leave of absence must be approved by the Employer. The Employer may require proof that the approved educational program is being pursued.

(c) Unpaid Personal Leave. Employees may be granted a personal leave of absence without pay within the discretion of the Sheriff.

Such leaves may be restricted, deferred or denied where economic considerations or other circumstances warrant. They may be extended for like cause and for appropriate periods not exceeding the limits above. Except as expressly provided hereinafter, employees on leave of absence shall not earn or accrue any benefits other than seniority. Employees will not be granted leaves of absence to enable them to engage in employment for another employer.

Section 2. Paid Sick Leave. Paid sick leaves will be granted to all employees covered by this Agreement at the rate of eight (8) hours for each month of actual service. No probationary employee shall be permitted to use in excess of twenty-four (24) hours of paid sick leave if they are working eight (8) hour shifts or thirty (30) hours of paid sick leave if they are working ten (10) hour shifts while on probation. An employee shall not accumulate sick leave credit while on sick leave but shall qualify for payment of holidays and vacations. Exceptions to this rule may be granted by the Sheriff. Maximum accumulation shall be five hundred sixty (560) hours of sick leave.

Beginning on the first full month after the effective date of the Act 312 arbitration panel's decision, the maximum accumulation shall be seven hundred twenty (720) hours of sick leave, for sick leave hours earned after that date. Payment under Section 5 shall be limited to one-half (1/2) of five hundred sixty (560) hours.

(a) Employees must report the need for sick leave to their supervisors as soon as possible and the Employer may, as a condition of payment, require a doctor's certificate from any employee who is absent due to sickness or accident for three (3) consecutive days or when the claim for sick leave pay is for the day before or the day after an employee's assigned "day off" in his work schedule, his vacation period or one of the holidays observed by the Employer, or where it appears that an employee is abusing the paid sick leave benefit.

(b) Employees may, under the following circumstances only, donate paid sick leave hours for the use of other bargaining unit employees who are disabled due to a non-compensable illness or injury:

(1) The recipient must have first exhausted all accrued paid sick leave, vacation pay, personal leave days and any other sources of paid time off under this Agreement;

(2) The recipient shall not receive more than a total accumulation of five hundred sixty (560) hours of donated credit from all donors; and

(3) No donor may contribute more than ninety-six (96) hours during any contract year.

Donated paid sick leave hours shall be deducted from the employee's accumulated paid sick leave at the end of each contract year.

Section 3. Bereavement Leave. An employee shall be allowed and paid for, not to exceed three (3) working days and not to be deducted from paid sick leave, for the purpose of attending the funeral of a person in his immediate family. Immediate family is defined as meaning: mother, father, brother, sister, current spouse, child, mother-in-law, father-in-law, grandparents, grandparents of current spouse, brother-in-law and sister-in-law. Upon proper showing of need, funeral leave may be extended up to an additional two (2) working days to be charged against an employee's accrued vacation pay or paid sick leave, provided arrangements can be made to adequately cover the employee's schedule.

Section 4. Pall Bearer for Deceased Employee. An employee who acts as a pall bearer for a deceased employee of the Employer will be allowed one-half (1/2) funeral leave day with pay, not to be deducted from paid sick leave. The Unit Steward, or another employee designated by him, will be allowed one-half (1/2) funeral leave day in the event of the death of an employee within the unit, for the exclusive purpose of attending the funeral.

Section 5. Payment for Unused Sick Leave Days. On termination, payment of unused sick leave days will be paid to all employees of the bargaining unit at the rate of one-half (1/2) of all accumulated sick leave hours. Upon death of the employee, the Employer shall pay the employee's beneficiary one-half (1/2) of all accumulated sick leave hours. Employees who are discharged from their employment in the Sheriff's Department are not eligible for any paid sick leave days under this Section.

Section 6. Personal Leave Days. Each non-probationary employee shall be entitled to take three (3) personal leave days without loss of pay during each contract year. Requests for such personal leave days must be made in writing and submitted to the Sheriff at least two (2) weeks in advance of the date requested. Personal leave days shall not be denied if overtime has to be paid to cover the requested shift. Effective January 1, 2000, two (2) of the three (3) personal leave days provided to employees shall not be denied if overtime has to be paid to cover the requested shift; the third personal leave day may only be taken if overtime does not have to be paid to cover the requested shift. An employee's proper request will be granted whenever possible, provided it does not interfere with efficient operation of the Department.

Section 7. Family and Medical Leave. Employees who have been employed for a least 12 months and have been employed for at least 1,250 hours of service during the 12 month period immediately proceeding the commencement of the requested leave are eligible for leaves of absence for any one, or more, of the following reasons:

- (1) The birth of a son or daughter, and to care for the newborn child;

(2) The placement with the employee of a son or daughter for adoption or foster care;

(3) To care for the employee's spouse, son, daughter, or parent with a serious health condition; and

(4) Because of a serious health condition that makes the employee unable to perform the functions of his or her job.

An eligible employee is entitled to a total of 12 workweeks of leave during a "rolling" 12-month period measured backward from the date an employee uses any leave.

Employees on leaves of absence under this section shall be paid in accordance with the following:

(1) In instances where the leave is needed due to the employee's own serious health condition, the leave shall be with pay as long as the employee has available accrued paid leave days. These paid leave days shall be applied in the following order:

- (a) Paid sick leave
- (b) Paid personal leave
- (c) Paid vacation

(2) In instances where the leave is needed for reasons other than the employee's own serious health condition, the leave shall be with pay as long as the employee has available accrued paid leave days. These paid leave days shall be applied in the following order:

- (a) Paid personal leave
- (b) Paid vacation

As a condition of the leave, employees must utilize available paid leave in the order set forth above and cannot elect to have unpaid leave in order to retain paid leave for use at other times. Upon the exhaustion of accrued paid leave days, the remainder of the leave shall be without pay. While on leave, an employee's coverage under any group health plan shall be continued on the same conditions as coverage would have been provided if the employee had been continuously employed during the entire leave period.

The provisions of this section are supplemented by the County's Family and Medical Leave policy, and are further explained by the Family and Medical Leave Act of 1993 (FMLA) and the regulations promulgated under that act.

ARTICLE XII

WORKING HOURS

Section 1. Work Schedules. The regular work shift shall consist of eight (8) hours, ~~ten (10) hours or twelve (12) hours~~ which shall include a paid lunch period of one (1) hour whenever feasible. Work schedules and the starting and quitting time for all shifts shall be established by the Sheriff. Work schedules shall be posted at least seven (7) days in advance whenever possible, provided, however, that the Sheriff reserves the right to change the work schedule where circumstances require that it be changed. If permanent changes are made in working shifts, the Sheriff shall post such changes in writing at least ten (10) days before they are to go into effect whenever possible.

Effective upon the date of the execution of the collective bargaining agreement, the Sheriff shall not change the work shifts for employees arbitrarily or capriciously.

Section 2. Rest Periods. Employees may take a fifteen (15) minute rest period in the first half of their work period and a fifteen (15) minute rest period in the second half, at times approved by the supervisor.

Section 3. Overtime. All employees shall be obligated to accept overtime work assignments. In assigning overtime, the Employer will attempt to equalize the overtime opportunities of employees within the classification where the work occurs by offering the work in the order set forth in the current overtime preference list. The overtime preference list shall list all employees by classification and in order of amount of overtime offered or worked during the contract year, with the employee having the least overtime offered or worked at the head of the list. In the event that there are no employees in the particular classification available to perform the overtime, the overtime will be assigned in accordance with the overtime preference list in the following classifications:

(a) Dispatcher Overtime. Jailer Deputies will be offered the work first, then Jail Administrator, then Cook-Matron (if qualified), then any individual selected by the Employer.

(b) Jailer Deputy Overtime. The Dispatcher-Jailer Command Officers will be offered the work first, then any individual selected by the Employer.

The overtime preference list shall be updated monthly by the Chief Steward and shall be posted and the Employer shall be entitled to rely conclusively on its accuracy in making overtime assignments.

Section 4. Premium Pay. Employees shall receive time and one-half (1-1/2) their straight time regular rate of pay for all hours actually worked in excess of their regular work shift or eighty (80) hours in a bi-weekly pay period. Time and one-half (1-1/2) the employee's straight time regular rate of pay shall be paid for all hours actually worked

on holidays recognized under this Agreement. There shall be no pyramiding of premium pay.

Section 5. Manning Requirements. Subject to Section 11 of this Article, the Sheriff's Department policy regarding the manning of patrol cars when utilized on the night shift shall be continued during the term of this Agreement in the same manner as in effect prior to the execution of this Agreement. The Sheriff shall determine the number of personnel required to transport prisoners at any time. In determining whether more than one (1) person should transport prisoners, the Sheriff shall consider the nature of the crime involved, any history of violence, the prisoner himself, and the distance involved. Two (2) persons (either Department personnel, court officers or officers of another police agency, where applicable) shall ordinarily be used to transport four (4) or more criminal felons, or to transport prisoners to a state correctional facility.

Section 6. Changes in Work Schedules. An employee's scheduled days of work shall not be changed for the purpose of avoiding overtime pay provided under this Agreement. This shall not, however, restrict the Sheriff from changing the work schedule for other reasons. This shall also not restrict such changes for the purpose of avoiding overtime pay if it is agreeable to the employee who would have received the overtime.

Section 7. Rate of Pay for "Doubling Back". Employees who are required to double back and work two full shifts during a twenty-four (24) hour period shall be compensated at the rate of one and one-half (1-1/2) times their straight time hourly rate of pay for the second shift worked during the twenty-four (24) hour period, except that this provision shall not be applicable to cases involving overtime work at the beginning or end of an employee's regular shift or cases involving scheduled overtime or cases where an employee volunteers for doubling back.

Section 8. Call-Back Pay. Employees called back to work after completion of their regularly scheduled shift shall receive time and one-half (1-1/2) their straight time regular rate of pay for such time with a guaranteed minimum of two (2) hours. Effective January 1, 1998, the guaranteed minimum shall be increased to three (3) hours.

Section 9. Compensatory Time. In lieu of overtime pay, an employee may take compensatory time off, subject to the approval of the Sheriff. Such compensatory time shall amount to one and one-half times the amount of overtime actually worked and shall be taken at a time mutually agreed upon by the Sheriff and the employee.

Section 10. Shift Differential Premium. A shift differential premium of fifteen cents (\$0.15) per hour shall be paid for any hours worked on the afternoon shift between 3:00 p.m. and 11:00 p.m.; and a shift differential premium of twenty cents (\$0.20) per hour shall be paid for any hours worked on the night shift between 11:00 p.m. and 7:00 a.m. All hours worked by individuals working without a partner on a ten (10) hour swing shift between 12:00 noon and 10:00 p.m. shall be considered to have been worked on the afternoon shift and employees will receive the afternoon fifteen cents (\$0.15) per hour

shift premium. All hours worked on a road patrol ten (10) hour shift between 6:00 p.m. and 4:00 a.m. and on a correction or dispatch twelve hour shift between 7:00 p.m. and 7:00 a.m. shall be considered to have been worked on the night shift and employees will receive the night twenty cents (\$0.20) per hour shift premium. Effective January 1, 1998, the shift premium for the afternoon and night shifts shall be increased by five cents (\$0.05) per hour.

Section 11. Shift Selection. Effective no more than ninety (90) days after the effective date of the Act 312 arbitration panel's decision, subject to the restrictions described in this Section, seniority employees may select their shift by seniority. The shift selection shall be on a three (3) month basis; however, no seniority employee may bid or work on the same shift more than three (3) three-month periods consecutively. The Sheriff may assign probationary employees prior to the seniority employees indicating their shift preference. The Sheriff may re-assign the least senior employee in mid-shift to a different shift due to legitimate manpower needs of the Department. However, if the least senior employee has already worked the shift he would be assigned to for three (3) consecutive shifts, the employee with the next lowest seniority who has not worked that shift for three (3) consecutive shifts will be re-assigned.

Section 12. Court Officers. The Employer will hire a pool of individuals who will perform PART-TIME work in the Sheriff's Department. Such Work shall not exceed a total of fifty (50) hours per pay period IN TOTAL. Work performed by said part-time employees shall be limited to serving as Court Officers and transporting prisoners to such locations as may be directed by the Employer.

It is further understood that the aforementioned part-time employees may only be utilized for other unspecified duties in exigent circumstances and only after all available Union personnel have been placed on duty.

ARTICLE XIII

HOLIDAYS

Section 1. Holidays. The following days shall be designated and observed as holidays for which eligible employees who do not work thereon will be paid except as provided below:

New Year's Day
Easter
Memorial Day
Independence Day
Labor Day

Thanksgiving Day
Friday after Thanksgiving
Christmas Eve Day
Christmas Day

and such others as are declared as paid holidays by the County Board of Commissioners.

Section 2. Holiday Eligibility. To be eligible, the employee must be on the seniority list as of the date of the holiday and must have worked the full scheduled day before and the full scheduled day after such holiday, unless excused. For this purpose, the employee will be considered as having worked such days if he was on paid vacation or was receiving paid sick leave thereon.

Section 3. Employees Not Performing Holiday Work. Eligible full time employees who perform no work on a holiday shall be paid their regular rate of pay.

Section 4. Employees Performing Holiday Work. Employees required to work on a holiday shall receive their holiday pay, plus an additional time and one-half (1-1/2) for all hours worked on a holiday. Although not eligible for holiday pay, a full-time probationary employee who works their entire shift on a holiday shall be paid eight (8) hours at their straight time regular rate of pay in addition to time and one-half (1-1/2) for all hours worked on the holiday.

Section 5. Failure to Report for Work on Holiday. An employee who is scheduled to work on a holiday recognized under this Agreement or who otherwise agrees to work on such holiday, but fails to report for work, unless otherwise excused for a reason satisfactory to the Employer shall not be entitled to holiday pay.

ARTICLE XIV

VACATIONS

Section 1. Vacation Schedules. Vacations will be granted at such times during the year as are suitable, considering both the wishes of the employees and the efficient operation of the Department concerned. All vacations must have the approval of the Sheriff. A vacation schedule will be maintained on the bulletin board. During the period from January 1st through February 28th of each year, employees may submit vacation requests for the following period from March 1 through February 28. If the period is suitable and the schedule permits, the Sheriff will grant the request based upon the seniority of the requester, and place a notification thereof on the schedule. Vacation requests received after March 1st in any year will be considered on an as-available basis, but employees should endeavor to provide at least sixty (60) days advance notice of those requests.

Section 2. Holiday During Scheduled Vacation. When a holiday is observed by the Employer during a scheduled vacation, the vacation will be extended one day, either before or after, continuous with the vacation.

Section 3. Carry-Over of Scheduled Vacation. A vacation may not be waived by an employee and extra pay received for work during that period. However, an employee may carry over up to ten (10) vacation days beyond the end of the year without forfeiture of those days.

Section 4. Illness During Scheduled Vacation. If an employee becomes ill and is under the care of a duly licensed physician prior to his vacation, his vacation will be rescheduled. In the event his incapacity continues through his anniversary year, he shall be awarded payment in lieu of vacation.

Section 5. Vacation Credit. Full time seniority employees will earn credit toward vacation with pay on the basis of one-twelfth (1/12) of annual vacation, for each full month they are on the active payroll of the County.

(a) Employees hired on or before March 15, 1999, having at least one (1) year but less than five (5) years of continuous employment shall be eligible for ninety-six (96) hours of paid vacation.

Employees hired after March 15, 1999, having at least one (1) year but less than two (2) years of continuous employment shall be eligible for forty (40) hours of paid vacation.

Employees hired after March 15, 1999, having at least two (2) years but less than three (3) years of continuous employment shall be eligible for eighty (80) hours of paid vacation.

Employees hired after March 15, 1999, having at least three (3) years of continuous employment but less than five (5) years of continuous employment shall be eligible for ninety-six (96) hours of paid vacation.

(b) Employees having at least five (5) years but less than ten (10) years of continuous employment shall be eligible for one hundred twenty (120) hours of paid vacation.

(c) Employees having at least ten (10) years of continuous employment shall be eligible for one hundred sixty (160) hours of paid vacation.

Section 6. Random Vacation Days: Vacation leave must be used in consecutive days for at least a one (1) week vacation period provided this can be accomplished without interfering with the efficient operation of the Sheriff's Department. Individual vacation days may be taken when such scheduling can be arranged in accordance with the efficient operation of the Sheriff's Department.

Section 7. Pay Check. If a regular pay day falls during an employee's vacation, he will receive that check in advance before going on vacation. Should an employee

change his vacation, he must make a request for his check two (2) weeks before leaving, if he desires to receive it in advance.

Section 8. Vacation Pay. Employees eligible for vacation pay will be paid for vacation credits accrued up to their eligibility date at their then current rate. The time during which an employee is absent on paid vacation will be counted as time worked for the purpose of all benefits hereunder.

Section 9. Unused Vacation Credits. If an employee is laid off or retired or severs his employment, he will receive any unused vacation credit, including that accrued since the last anniversary of his seniority. If such a laid off employee is later recalled, he will be given credit for vacation and vacation pay only with respect to the full months following his recall up to his next anniversary date in computing his vacation and pay for the following year.

Section 10. Vacation Eligibility. In order to be eligible for a vacation benefit as set forth in this Agreement, an employee must have attained the required seniority as of the employee's anniversary date of hire. Upon satisfying this condition, an otherwise eligible employee is entitled to the vacation benefit during the twelve (12) months following his anniversary date of hire in accordance with the scheduling provisions established in this Agreement. The vacation benefit so scheduled has been actually earned during the twelve (12) months immediately preceding the employee's anniversary date of hire.

ARTICLE XV

GENERAL

Section 1. Certification and Salary. Classification and Salary Structure shall be as set forth in Appendix "A" attached hereto and made a part hereof.

Section 2. New Job Classifications. When a new job is created which cannot properly be placed in an existing classification, the Employer, upon determining the requirements thereof, shall establish a new classification and post the same on the bulletin board, including the description thereof and a rate therefore. If the Union desires to negotiate concerning the rate so established, it shall notify the Employer of that fact within ten (10) working days after such posting and the parties will arrange a special conference on the matter; otherwise, the rate shall become permanent.

Section 3. Bulletin Boards. The Employer will provide reasonable space on present bulletin boards which may be used by the Union for posting notices of the following types:

- (a) Notices of recreational and social events.

- (b) Notices of elections.
- (c) Notices of results of elections.
- (d) Notices of meetings and Union activities.

All such notices must bear the signature of the Steward or elected Union Officer; otherwise, they may be removed. In no event will any notice contain any scurrilous or defamatory matter.

Section 4. Waiver Clause. The parties acknowledge, that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining and that the 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 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 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.

Section 5. Jury Duty Leave. Any employee of the Sheriff's Department who is required to report for jury duty or actually performs jury service, shall either take a vacation day or days and be allowed to retain fees paid by the court or shall accept the fees and immediately endorse them back to the County General Fund, if receiving County payment of salary for time spent on a jury; as a witness, or as a member of a board; exclusive of mileage reimbursement.

Section 6. Worker's Compensation. Employees will be covered by the applicable worker's compensation laws and state unemployment benefits.

Section 7. Uniforms and Equipment. The County shall provide uniformed deputies with a uniform and equipment complement which shall include four (4) long sleeve shirts, four (4) short sleeve shirts, three (3) pairs of pants and other specified items subject to such rules for the preservation, use and care of such items as the County shall provide. The County shall also provide a limited uniform for dispatchers which shall include four (4) shirts and other specified items. The specified items included in the uniform and equipment complement shall consist of items which are appropriate for the uniformed deputies and dispatchers classified and occupying the various positions covered by this Agreement. The uniform and equipment complement shall be the property of the County.

It shall be the responsibility of the employee to clean and otherwise maintain the uniform and equipment complement. The County shall provide an annual uniform

cleaning allowance of \$240.00 for all employees required to wear uniforms, which shall be paid to employees during the first pay period in January of each year. Effective January, 1998, the uniform cleaning allowance will be increased to \$275.00.

A Road Patrol Deputy assigned as a detective shall receive a \$240.00 annual clothing allowance in lieu of uniforms otherwise to be provided under this Section.

The County reserves the right to establish a procedure for properly marking or otherwise identifying all items constituting uniform and equipment complement.

Section 8. Health and Safety. The Employer and the Union subscribe to the principle of good health and safety conditions. Where the Employer shall deem it necessary, it shall provide for protective devices and equipment subject to such rules for the preservation, use and care of such equipment as the Employer shall provide. It is understood that employees are expected to work in a safe manner. It is also understood that employees shall cooperate with the Employer in all safety and health procedures and shall make proper use of all equipment and devices provided for such purposes. The Union will cooperate in assisting and maintaining all safety and health procedures established by the Employer. It is expressly understood that violation of safety rules or regulations will result in disciplinary action up to and including discharge.

Section 9. Court Time. If required in connection with this employment in the Sheriff's Department, an employee is engaged in court time (criminal and/or civil) during the employee's regularly scheduled work shift, the employee shall receive his straight time regular rate of pay for such time. Any fees received by the employee shall be remitted to the Employer.

If required in connection with this employment in the Sheriff's Department, an employee is engaged in court time during the employee's off duty hours, the employee shall receive time and one-half (1-1/2) his straight time regular rate of pay for such time with a guaranteed minimum of two (2) hours. (Effective upon the execution of this Agreement by all parties, the guaranteed minimum shall be increased to three (3) hours. No retroactive payment prior to that time shall be made). Any fees received by the employee shall be remitted to the Employer.

Section 10. Retirement Plan. During the term of this Agreement, the program of retirement benefits provided in Plan C-2(B-1 base) with the F55(20) waiver of the Michigan Municipal Employee's Retirement System shall be in effect. Under this retirement program employees contribute 3% of their income each year.

Effective December 31, 2000, the program of retirement benefits provided in Plan B-3 with the F55(20) waiver of the Michigan Municipal Employee's Retirement System shall be in effect. Under this retirement program employees contribute 3% of their income each year.

Section 11. Group Insurance.

(a) Hospitalization - Surgical - Medical. The Employer will make available for all eligible employees who elect to participate, a group insurance program covering certain hospitalization, surgical and medical expenses. The insurance program shall be on a voluntary basis for eligible employees. The cost of the required monthly premium for coverage under the insurance program becomes effective within thirty (30) days following date of hire. Other specific terms and conditions governing the group insurance program, including termination and continuance of coverage provisions, are set forth in detail in the master policies and agreements issued by the insurance carrier. The insurance program referred to in this subsection shall be Blue Cross-Blue Shield: MVF-I Comprehensive Hospital, semi-private; Master Medical Option I (80/20 co-pay- \$100/\$200 deductible); Rider DRI 275/550; Group Dental Care Comprehensive Basic Plan Rider MBL-\$800; Prescription Drug Program (after \$5.00 co-pay).

The cost of the required monthly premium for dependent coverage under the insurance program shall be paid in full by the Employer for all eligible employees who elect to participate. In the event that an employee covered by the group insurance program incurs medical expenses that are not paid by the insurance carrier solely due to the deductible provisions of Rider DRI-275, the Employer agrees to reimburse the employee for these expenses, up to a yearly maximum of \$275 per person or \$550 per family.

Effective sixty (60) days after the effective date of the Act 312 arbitration panel's decision or as soon as possible afterwards, active employees shall receive health insurance through Blue Cross Blue Shield PPO1, including Dental and Optical riders. A \$10.00 drug rider will be implemented, however, employees will be reimbursed on a quarterly basis \$5.00 for each prescription provided that they submit receipts and sign a waiver of confidentiality.

Effective two (2) full calendar months after the effective date of Act 312 arbitration panel's decision, full-time employees who provide proof that his/her spouse has health insurance may opt out of two person or full family health insurance and receive 35% of the premium savings provided that they opt out for a period of six (6) months. At the employee's option, employees may direct that the semi-annual payment be placed in the deferred compensation plan. Employees may re-enter during the six-month period and receive a pro rata payment, if their spouse loses health insurance.

(b) Life and AD&D. Commencing the first (1st) full pay period beginning on or after the effective date of this Agreement, the Employer will provide all eligible employees fully paid term life insurance (\$15,000) and accidental death and dismemberment insurance (\$10,000). Term life insurance shall be furnished to all Sheriff's Department employees effective from date of hire or as soon thereafter as is practical. Term life insurance and AD&D shall be furnished by the County effective from date of hire.

Section 12. Performance of Duties During Off-Duty Hours. Active employees (those who are not laid off, suspended, on leave of absence, etc.) who undertake the performance of Cheboygan County Sheriff Department duties during off-duty hours shall be deemed to be on duty for purposes of worker's compensation, unemployment, liability and all other insurance coverages provided by the Employer under this Agreement or the laws of the State of Michigan.

Section 13. Practice Ammunition. Personnel required to qualify with handguns shall be issued up to twenty-five (25) rounds of practice ammunition quarterly, provided they return and account for all spent shell casings before receiving the next issue.

Section 14. Liability Insurance. Effective January 1, 1983, the Employer shall obtain a Law Enforcement Officers Professional Liability Insurance policy in the amount of at least \$500,000 (\$1,000 deductible) applicable to bargaining unit employees, subject to such terms, conditions and restrictions as may be imposed by the carrier.

Section 15. Out of Classification Work. An employee required to perform the duties of a different classification shall be paid for the hours spent performing the duties of the different classification at the employee's regular rate or at the step on the different classification pay scale that corresponds to the employee's length of service, whichever is higher.

Section 16. Training. The Employer shall post all schools and/or training seminars. Employees interested in attending shall sign the postings. The Employer shall select the individual(s) to attend training, however, the Employer may not make its decision for arbitrary or capricious reasons or as a form of discipline.

ARTICLE XVI

TERMINATION

Section 1. Duration and Termination. This Agreement shall become effective January 1, 1998. It shall continue in full force and effect until December 31, 2000, and from year to year thereafter, unless either party shall give notice to the other of its intention to terminate or modify the same. Such notice may be given at least sixty (60) days, but not more than ninety (90) days, prior to December 31, 2000, or any anniversary date next following said notice. Said notice shall be in writing and shall be sufficient if sent by certified mail addressed, if to the Union, to Police Officers Labor Council, 667 E. Big Beaver, Suite 205, Troy, Michigan 48083-1413; and, if to the Employer, addressed to the Cheboygan County Board of Commissioners, Court House, Cheboygan, Michigan 49721, or at such other addresses as the parties may designate in writing.

CHEBOYGAN COUNTY BOARD
OF COMMISSIONERS

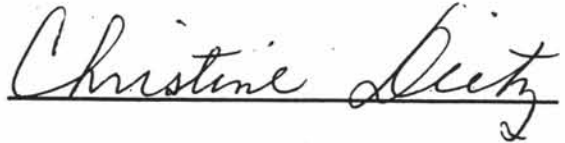
POLICE OFFICERS LABOR COUNCIL



Chairman, Board of Commissioners




Sheriff of Cheboygan County



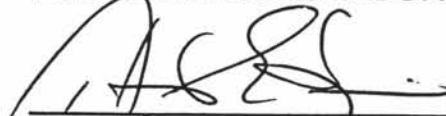
MEMORANDUM OF UNDERSTANDING

The Police Officers Labor Council (Non-Supervisory Unit), the Cheboygan County Board of Commissioners and the Cheboygan County Sheriff agree that Patricia Reid will be credited with the pension improvement to B-3 described in Article XV, Section 10 of the parties' collective bargaining agreement, effective December 31, 2000.


CHEBOYGAN COUNTY


By: RONALD J. NEUMAN
Its: CHAIRMAN
Date: 11-04-99


POLICE OFFICERS LABOR COUNCIL


By: THOMAS E. KREIS
Its: LABOR REPRESENTATIVE
Date: 9/27/99

CHEBOYGAN COUNTY SHERIFF


By: JOHN A. GRABOWSKI SHERIFF
Its: SHERIFF
Date: 11-3-99

POLICE OFFICERS LABOR COUNCIL
(Non-Supervisory Unit)


By: PATRICK CHARBONEAU
Its: STEWARD
Date: 10/5/99

APPENDIX "A"

- I. Effective on or after January 1, 1998, the following wage schedule shall be applicable:

Full Time Position	Start	1 Year	2 Years
Road Patrol Deputy	12.57/hr. (26,146)	13.10/hr. (27,248)	13.63/hr. (28,350)
<u>Correctional/ Communications Officer</u>	10.78/hr. (22,422)	11.65/hr. (24,232)	
Marine Deputy	10.51/hr.	11.18/hr.	
Cook	9.69/hr. (20,155)	10.49/hr. (21,819)	
<u>Secretary/ Correctional Officer</u>	9.69/hr. (20,155)	10.78/hr. (22,422)	
<u>Correctional Officer/ Transcriptionist</u>	8.91/hr. (18,533)	10.00/hr. (20,800)	
<u>Correctional/ Communications Corporal</u>	11.32/hr. (23,546)	12.23/hr. (25,438)	

Hiring Rate. New hires may be started at a level within the established salary range above the normal start rate at the sole discretion of the Employer due to qualifications, ability, special skills and/or experience.

No employee shall receive a reduction in pay as a result of a promotion, but instead will move to the next higher step.

APPENDIX "A"

I. Effective on or after January 1, 1999, the following wage schedule shall be applicable:

Full Time Position	Start	1 Year	2 Years
Road Patrol Deputy	12.95/hr. (26,936)	13.48/hr. (28,069)	14.04/hr. (29,203)
<u>Correctional/ Communications Officer</u>	11.10/hr. (23,088)	12.00/hr. (24,960)	
Marine Deputy	10.83/hr.	11.52/hr.	
Cook	9.98/hr. (20,758)	10.80/hr. (22,464)	
<u>Secretary/ Correctional Officer</u>	9.98/hr. (20,758)	11.10/hr. (23,088)	
<u>Correctional Officer/ Transcriptionist</u>	9.18/hr. (19,094)	10.30/hr. (21,424)	
<u>Correctional Officer/ Communications Corporal</u>	11.66/hr. (24,523)	12.60/hr. (26,208)	

Hiring Rate. New hires may be started at a level within the established salary range above the normal start rate at the sole discretion of the Employer due to qualifications, ability, special skills and/or experience.

No employee shall receive a reduction in pay as a result of a promotion, but instead will move to the next higher step.

APPENDIX "A"

- I. Effective on or after January 1, 2000, the following wage schedule for employees hired on or before March 15, 1999 shall be applicable:

Full Time Position	Start	1 Year	2 Years
<u>Road Patrol Deputy</u>	13.60/hr. (28,288)	14.16/hr. (29,453)	14.74/hr. (30,659)
<u>Correctional/ Communications Officer</u>	11.43/hr. (23,774)	12.36/hr. (25,709)	
<u>Marine Deputy</u>	11.15/hr.	11.87/hr.	
<u>Cook</u>	10.28/hr. (21,382)	11.42/hr. (23,130)	
<u>Secretary/ Correctional Officer</u>	10.28/hr. (21,382)	11.43/hr. (23,774)	
<u>Correctional Officer/ Transcriptionist</u>	9.46/hr. (19,677)	10.61/hr. (22,069)	
<u>Correctional Officer/ Communications Corporal</u>	12.00/hr. (24,960)	12.98/hr. (26,998)	

Hiring Rate. New hires may be started at a level within the established salary range above the normal start rate at the sole discretion of the Employer due to qualifications, ability, special skills and/or experience.

No employee shall receive a reduction in pay as a result of a promotion, but instead will move to the next higher step.

Note: This wage table includes an equity adjustment of 1.0%.

APPENDIX "A"

I. Effective on or after January 1, 2000, the following wage schedule for employees hired after March 15, 1999, shall be applicable:

Full Time Position	Start	1 Year	2 Years
Road Patrol Deputy	<u>12.95/hr.</u> <u>(26,936)</u>	<u>14.16/hr.</u> <u>(29,453)</u>	<u>14.74/hr.</u> <u>(30,659)</u>
<u>Correctional/ Communications Officer</u>	11.10/hr. (23,088)	12.36/hr. (25,709)	
Marine Deputy	<u>10.83/hr.</u>	<u>11.87/hr.</u>	
Cook	<u>9.98/hr.</u> <u>(20,758)</u>	<u>11.42/hr.</u> <u>(23,130)</u>	
<u>Secretary/ Correctional Officer</u>	9.98/hr. (20,758)	11.43/hr. (23,774)	
<u>Correctional Officer/ Transcriptionist</u>	9.18/hr. (19,094)	10.61/hr. (22,069)	
<u>Correctional Officer/ Communications Corporal</u>	11.66/hr. <u>(24,523)</u>	12.98/hr. (26,998)	

Hiring Rate. New hires may be started at a level within the established salary range above the normal start rate at the sole discretion of the Employer due to qualifications, ability, special skills and/or experience.

No employee shall receive a reduction in pay as a result of a promotion, but instead will move to the next higher step.

Note: This wage table includes an equity adjustment of 1.0%. "Start" wage will be frozen at 1999 rate for all hours after March 15, 1999