

10/10/97

*Constantine, Village of*

AGREEMENT

between

THE VILLAGE OF CONSTANTINE

and

LOCAL 586, UNIT 82  
SERVICE EMPLOYEES INTERNATIONAL UNION,  
AFL-CIO

POLICE

# Index

			<u>Page</u>
ARTICLE	I,	PURPOSE AND INTENT.....	1
ARTICLE	II,	DEFINITIONS.....	1
ARTICLE	III,	RECOGNITION.....	2
SECTION	3.1,	COLLECTIVE BARGAINING UNIT.....	2
ARTICLE	IV,	UNION REPRESENTATION.....	3
SECTION	4.1,	UNION ACTIVITY DURING WORKING HR	3
SECTION	4.2,	UNION REPRESENTATION.....	3
SECTION	4.3,	UNIT REPRESENTATIVE.....	3
SECTION	4.4,	UNION AND EMPLOYEE DESIGNATE....	4
ARTICLE	V,	UNION SECURITY.....	4
SECTION	5.1,	AGENCY SHOP.....	4
SECTION	5.2,	UNION SECURITY.....	4
SECTION	5.3,	DUES CHECK-OFF.....	5
ARTICLE	VI,	MANAGEMENT'S RIGHTS.....	6
SECTION	6.1,	DESCRIPTION.....	6
SECTION	6.2,	RIGHTS.....	8
ARTICLE	VII,	NO STRIKE - NO LOCKOUT.....	8
SECTION	7.1,	NO STRIKE CLAUSE.....	8
ARTICLE	VIII,	DISCHARGE AND SUSPENSION.....	10
SECTION	8.1,	DISCHARGE AND SUSPENSION.....	10
ARTICLE	IX,	GRIEVANCE PROCEDURE.....	10
SECTION	9.1,	GRIEVANCE DEFINITION.....	10
SECTION	9.2,	PROCESSING STEPS.....	10
SECTION	9.3,	TIME LIMITS.....	12
SECTION	9.4,	GRIEVANCE FORMAT.....	12
SECTION	9.5,	INDIVIDUAL GRIEVANCES.....	12
SECTION	9.6,	PAY BACK.....	13
SECTION	9.7,	DISCIPLINE.....	13
SECTION	9.8,	BACK WAGES CLAIM.....	13
SECTION	9.9,	TIME OFF DURING WORKING HRS.....	13
ARTICLE	X,	ARBITRATION.....	14
SECTION	10.1,	ARBITRATION DEMANDS.....	14
SECTION	10.2,	ARBITRAL FORUM.....	14
SECTION	10.3,	ARBITRATOR'S POWERS.....	14
SECTION	10.4,	AWARD OF ARBITRATOR.....	15
SECTION	10.5,	EXPENSES OF ARBITRATOR.....	15

SECTION 10.6,	DECIDING DISCHARGE.....	15
SECTION 10.7,	NO APPEAL FROM ARBITRATOR.....	15
SECTION 10.8,	INVESTIGATIONS.....	15
ARTICLE XI,	SENIORITY.....	16
SECTION 11.1,	SENIORITY DEFINITION.....	16
SECTION 11.2,	PROBATIONARY PERIOD.....	16
SECTION 11.3,	SENIORITY ROSTER.....	16
SECTION 11.4,	LOSS OF SENIORITY.....	17
SECTION 11.5,	LAYOFF PROCEDURE.....	17
SECTION 11.6,	RECALL PROCEDURE.....	18
SECTION 11.7,	NEW PERMANENT JOB CLASSIFICATION	18
SECTION 11.8,	POSTING AND BIDDING.....	19
SECTION 11.9,	TRIAL PERIOD.....	19
SECTION 11.10,	TEMPORARY TRANSFERS.....	20
SECTION 11.11,	PROMOTIONS OUTSIDE THE BARGAINING	21
ARTICLE XII,	HOURS OF WORK.....	21
SECTION 12.1,	WORK SCHEDULES.....	21
SECTION 12.2,	HOURS OF WORK AND SHIFTS.....	22
SECTION 12.3,	WORK WEEK COMPUTATION.....	22
SECTION 12.4,	REST PERIODS.....	22
SECTION 12.5,	UNSCHEDULED WORK.....	22
SECTION 12.6,	OVERTIME.....	22
SECTION 12.7,	UNPAID BRIEFING TIME.....	22
SECTION 12.8,	CALL IN.....	23
SECTION 12.9,	COURT TIME.....	23
SECTION 12.10,	MILEAGE ALLOWANCE.....	23
SECTION 12.11,	DEPARTMENT MEETINGS & TRAINING..	23
SECTION 12.12,	COMMUNITY ACTIVITIES.....	23
SECTION 12.13,	OPEN SHIFTS.....	24
ARTICLE XIII,	LEAVES OF ABSENCE.....	24
SECTION 13.1,	UNPAID SICK LEAVE.....	24
SECTION 13.2,	PAID SICK LEAVE.....	24
SECTION 13.3,	FUNERAL LEAVE.....	26
SECTION 13.4,	MILITARY LEAVE.....	27
SECTION 13.5,	JURY DUTY.....	27
ARTICLE XIV,	HOLIDAYS.....	28
SECTION 14.1,	RECOGNIZED HOLIDAYS.....	28
SECTION 14.2,	ABSENCE PRIOR TO & AFTER HOLIDAY	28
SECTION 14.3,	TERMINATION OF EMPLOYMENT.....	29
ARTICLE XV,	VACATIONS.....	29
SECTION 15.1,	FULL-TIME EMPLOYEE SCHEDULE.....	29
SECTION 15.2,	ABSENCES.....	29
SECTION 15.3,	SCHEDULING.....	29
SECTION 15.4,	HOLIDAY.....	30
SECTION 15.5,	EMPLOYMENT TERMINATION.....	30

ARTICLE XVI,	PERSONAL DAYS.....	30
SECTION 16.1,	PERSONAL DAYS.....	30
ARTICLE XVII,	INSURANCE.....	31
SECTION 17.1,	TERM LIFE INSURANCE.....	31
SECTION 17.2,	LIABILITY INSURANCE.....	31
SECTION 17.3,	HOSPITALIZATION, MED., SURGICAL.	32
SECTION 17.4,	SELF-FUNDED HEALTH INSURANCE....	32
SECTION 17.5,	TERMINATION.....	34
SECTION 17.6,	SICKNESS & ACCIDENT INSURANCE...	34
ARTICLE XVIII,	PENSION.....	35
SECTION 18.1,	ELIGIBILITY.....	35
SECTION 18.2,	DEFINED CONTRIBUTION PLAN.....	35
SECTION 18.3,	VOLUNTARY CONTRIBU. TO PENSION..	35
ARTICLE XIX,	SALARIES.....	36
SECTION 19.1,	SCHEDULE.....	36
ARTICLE XX,	UNIFORMS.....	36
SECTION 20.1,	DEFINITION.....	36
ARTICLE XXI,	SEPARABILITY.....	36
SECTION 21.1,	DEFINITION.....	36
ARTICLE XXII,	MISCELLANEOUS.....	36
SECTION 22.1,	MEAL REIMBURSEMENT.....	36
SECTION 22.2,	CAPTIONS.....	37
SECTION 22.3,	BULLETIN BOARDS.....	37
SECTION 22.4,	CONCLUDING CLAUSE.....	37
ARTICLE XXIII,	DURATION.....	37
SECTION 23.1,	EFFECTIVE & TERMINATION DATES...	37
APPENDIX "A"		

## AGREEMENT

This Agreement, effective the 11th day of October, 1994, by and between THE VILLAGE OF CONSTANTINE, a municipal corporation, with its offices located at 115 White Pigeon Street, Constantine, Michigan 49042, hereinafter referred to as "VILLAGE" or "EMPLOYER", and LOCAL 586, UNIT 82 of the SERVICE EMPLOYEES INTERNATIONAL UNION, AFL-CIO, CLC, hereinafter referred to as "UNION".

### ARTICLE I PURPOSE AND INTENT

Section 1.1. It is the general purpose of this Agreement to promote the mutual interests of the EMPLOYER and its EMPLOYEES and to provide for the operation of a police department provided by the VILLAGE under methods which will further, to the fullest extent possible, the safety of the EMPLOYEES and the protection of the citizens of the Village of Constantine and their property. The parties to this Agreement will cooperate fully to secure the advancement and achievement of these purposes.

### ARTICLE II DEFINITIONS

Section 2.1. For the purpose of this Agreement, the following words shall have the following meanings:

- (a) Discharge: For the purpose of this Agreement discharge shall mean the permanent separation of an EMPLOYEE from the payroll of the VILLAGE.
- (b) Fringe Benefits: As used herein, the term fringe benefits is used to encompass items such as vacations holidays, insurance, medical benefits, pensions and other similar benefits under his employment or union contract in addition to direct wages.

- (c) Overtime: Overtime shall consist of authorized work in excess of the number of hours in any scheduled workday or workweek.
- (d) Promotion: A promotion shall mean a change in employment to a position classification which is of a higher maximum salary.
- (e) Reclassification: Reclassification shall mean the changing of a position from one class to another based on the duties involved.
- (f) Salary Step Increase: A salary step increase shall mean an increase in compensation to the next higher step in the same pay range on the EMPLOYEE'S anniversary date of hire.
- (g) Vacation Day: A vacation day shall mean a period of time equal to one (1) regularly scheduled average workday.
- (h) Shift Personnel: "Shift Personnel" as used herein shall mean all members of the Bargaining Unit.
- (i) Use of Pronouns: Wherever herein there is used a pronoun, i.e., he, she, him, her, etc., such word shall mean the "EMPLOYEE" and shall have no reference to sex.

### ARTICLE III RECOGNITION

Section 3.1. Collective Bargaining Unit: The VILLAGE hereby recognized the UNION as the exclusive bargaining representative for the purpose of collective bargaining in respect to rates of pay, wages, hours of employment, and conditions of employment for all EMPLOYEES of the VILLAGE Police Department who are included in the Bargaining Unit.

The Bargaining Unit is described as follows:

All Constantine full-time and part-time police officers, excluding the Chief of Police, auxiliary officers and

all other VILLAGE employees.

Unless otherwise indicated, the term "EMPLOYEE" when used in this Agreement will refer to all EMPLOYEES in the Bargaining Unit for bargaining as defined in Section 3.1. Individuals excluded from the Bargaining Unit are not covered by any of the terms and conditions of this Agreement.

#### ARTICLE IV UNION REPRESENTATION

Section 4.1. UNION Activity During Working Hours: The UNION agrees that, except as specifically provided by the terms and provisions of this Agreement, EMPLOYEES shall not be permitted to engage in UNION activity during working hours. There shall be no Union meetings held on VILLAGE property unless authorized in writing by the EMPLOYER.

Section 4.2. UNION Representation: The VILLAGE recognizes the right of the UNION to elect a Unit President and one (1) Steward and the EMPLOYER shall be promptly notified in writing by the UNION of the names of the Unit President and Steward.

- (a) EMPLOYEES covered by this Agreement will be represented negotiations by two (2) negotiating committee members.
- (b) A local or international representative of the UNION may be permitted to visit the operation of the VILLAGE during working hours to talk with the Unit President or representative of the VILLAGE concerning matters covered by this Agreement, provided, however, such visitation shall not interfere with the performance of work by Bargaining Unit EMPLOYEES.

Section 4.3. The Unit Representative shall represent the EMPLOYEES shall be authorized to resolve grievances and other EMPLOYEE matters on behalf of such EMPLOYEES. Such resolved



grievances and matters shall be final and binding upon the EMPLOYEES and the UNION.

Section 4.4. The UNION shall designate to the EMPLOYER, in writing, the Unit Representative and the EMPLOYER shall not be required to recognized or deal with any EMPLOYEE other than the one so designated.

#### ARTICLE V UNION SECURITY

Section 5.1. Agency Shop: As a condition of continued employment, all EMPLOYEES included in the Bargaining Unit, within the first pay period after sixty (60) days from the date of their employment with the Constantine Police Department or the effective date of this Agreement, whichever is later, shall become members of the UNION or pay a service fee to the UNION for labor services as uniformly required by the UNION for the duration of this Agreement. EMPLOYEES shall be deemed in compliance with this section if they are not more than sixty (60) days in arrears in payment of membership dues or service fees, whichever is appropriate.

Section 5.2. UNION Security: All EMPLOYEES in the Bargaining Unit shall, as a condition of continued employment, pay to the UNION an amount equal to that paid by other EMPLOYEES in the Bargaining Unit who are members of the UNION, which shall be limited to an amount of money equal to the UNIONS'S regular and usual monthly dues. New EMPLOYEES shall commence membership or payment on the first pay period of the month that is at least sixty (60) days following the date of employment.



Section 5.3. Dues Check-Off: Upon receipt of a voluntary authorization form signed by an EMPLOYEE covered by this Agreement, the EMPLOYER will each month deduct from the EMPLOYEE'S pay the amount owed to the UNION by such EMPLOYEE for UNION membership dues or a representation fee determined by the UNION and shall be equivalent to each member's proportionate share of the cost of negotiating and administering the collective bargaining agreement. It is agreed and understood that a representation fee is payment for services that will inure to the benefit of the members of the Bargaining Unit and the UNION agrees to provide non-members with adequate information about the proposed share they are contributing. Deductions will be made by the EMPLOYER from the first pay period of each month. Dues or representation fees deducted by the EMPLOYER for any calendar month will be remitted to the designated financial officer of LOCAL 586, UNIT 82 of the SERVICE EMPLOYEE'S INTERNATIONAL UNION as soon as possible during the month after the payroll deductions have been made along with a list of the names for whom dues or representation fees were deducted. The VILLAGE 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 sums other than that constituting actual deductions made from EMPLOYEE'S wages. The UNION agrees to indemnify and hold the EMPLOYER harmless for any legal actions taken pursuant to this Section including actual defense costs and attorney fees.

(a) The UNION shall supply the EMPLOYEES with a

checkoff authorization form approved by the EMPLOYER and shall transmit such checkoff authorization form to the payroll office. Deductions shall be made only under the written check off authorization forms which have been properly executed and are in effect.

- (b) Dues or fees shall not be deducted when an EMPLOYEE'S net earnings are not sufficient to cover the amount required. Such dues or fees shall be remitted directly to the UNION by an EMPLOYEE for any monthly period that the EMPLOYEE'S net earnings are insufficient to cover the amount required.
- (c) The UNION shall notify the EMPLOYER, in writing, of the proper amount of UNION membership dues and subsequent changes in such amounts.
- (d) In cases where a deduction is made which duplicates a payment already made to the UNION by and EMPLOYEE or where a deduction is not in conformity with the provisions of the UNION Constitution and Bylaws, refunds to the EMPLOYEE will be made by the UNION.

#### ARTICLE VI MANAGEMENT'S RIGHTS

Section 6.1. The VILLAGE, on its own behalf and on behalf of its electors, hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties, and responsibilities conferred upon and vested in it by the laws and the Constitution of the State of Michigan, and of the United

States, and any amendments made thereto.

Further all rights of the United States, and any amendments made thereto. Further all rights which ordinarily vest in and are exercised by employers except such as are specifically relinquished in this Agreement, are reserved to and remain vested in the VILLAGE, including but not limited to, the right:

- (a) to determine all matters pertaining to the services to be performed by the police department, the methods, procedures, include means, equipment and vehicles required to provide such services; and
- (b) to determine the nature, number of facilities, and vehicles to be operated by the police department; and
- (c) to establish classifications of work and the number of personnel required; and
- (d) to direct and control all operations; and
- (e) to discontinue, combine, or reorganize any part or all of the police operations; and
- (f) to maintain order and efficiency; and
- (g) to study and use improved methods and equipment and to use outside assistance either in or out of the department; and
- (h) to carry out the ordinary and customary functions of management; and
- (i) to decide the services to be provided and the manner of providing them; and
- (j) to move or remove a facility, or any part thereof,

Nothing herein contained shall preclude the EMPLOYER from contracting or subcontracting the work which, in its opinion, it does not have the manpower, equipment or facilities to perform or which, in its judgment, it cannot economically and/or practically perform with the existing work force.

No Bargaining Unit EMPLOYEE shall suffer a loss of regular pay as a direct result of work being performed by an outside contractor, unless the VILLAGE Police Department is abandoned by the VILLAGE, in which case the VILLAGE will negotiate with the UNION prior to abandoning the Department.

Section 6.2. Rights: The VILLAGE shall also have the right to hire, promote, assign, transfer, suspend, discipline, discharge for just cause, layoff and recall personnel; to establish reasonable work rules and to fix and determine penalties for violations of such rules; to determine the ability and skill; to provide and assign relief personnel; to establish and change work schedules; to establish and determine work loads, provided, however, that these rights shall not be exercised in violation of any specific provision of this Agreement.

## ARTICLE VII

### NO STRIKE - NO LOCKOUT

Section 7.1. No Strike Clause: The parties to this Agreement mutually recognize that the services performed by the EMPLOYEES covered by this Agreement are services essential to the public health, safety, and welfare of the citizens of the Village of Constantine. Therefore, during the term of this Agreement, the VILLAGE and UNION agree that there shall be no interruption of these services. The VILLAGE will not lockout EMPLOYEES during the life of this Agreement.

The UNION agrees in turn to abide by the statutory mandate of either compulsory arbitration under Act 312 and/or to use the

vehicle of the grievance procedure outlined herein and shall not strike. Under no circumstances will the UNION cause, or permit its members to cause, nor will any member of the Bargaining Unit take part in any strike, sit-down, stay-in, picketing or patrolling, slowdown or any curtailment of work in the police department of the VILLAGE during the term of this Agreement.

In the event of work stoppage, curtailments of services, picketing or patrolling, the VILLAGE shall not be required to negotiate on the merits of the dispute which gave rise to the stoppage or curtailment until same has ceased.

In the event of work stoppage, picketing, patrolling or any other curtailment of work within the Police Department, by the UNION, or the EMPLOYEES covered hereunder during the term of this Agreement, the UNION by its officers, agents and shop steward shall immediately declare such work stoppage, picketing, patrolling or other curtailment of the Police Department to be unauthorized in writing to the EMPLOYEES and order said EMPLOYEES to stop said conduct and resume full services. The UNION agrees further to cooperate with the VILLAGE TO remedy such situation by directing the EMPLOYEES to return to work. In the event that the UNION in any such situation performs the obligations of this paragraph in good faith and has not authorized such conduct it shall not be liable in any suit in any court for money damages caused by said violation.

The VILLAGE shall have the right to discipline, up to and including discharge, any EMPLOYEE who instigates, participates in or gives

leadership to any activity herein prohibited.

ARTICLE VIII  
DISCHARGE AND SUSPENSION

Section 8.1. Discharge and Suspension: In the event an EMPLOYEE is suspended from work for disciplinary reason or is discharged from his employment after the date hereof, and he believes that he has been suspended or discharged without just cause, the suspension or discharge shall constitute a case arising under the grievance procedure, provided that a written grievance signed by the EMPLOYEE and the Steward is presented to the Department Head within two (2) regularly scheduled working days after such discharge or after the start of such suspension.

- (a) The EMPLOYER agrees, promptly upon the discharge or suspension, to notify the EMPLOYEE and the Steward in writing of the suspension.
- (b) It is understood and agreed that when an EMPLOYEE files a grievance with respect to his suspension or discharge, the act of filing such grievance shall constitute his authorization of the EMPLOYER to reveal to the participants in the Grievance Procedure any and all information available to the EMPLOYER concerning the alleged offense and such filing shall further constitute a release of the EMPLOYER from any and all claimed liability by reason of such disclosure.

ARTICLE IX  
GRIEVANCE PROCEDURE

Section 9.1. Grievance Definition: A "Grievance" shall be a complaint by an EMPLOYEE or a group of EMPLOYEES concerning the application or interpretation of this Agreement, or rates of pay, wages, hours of employment, and conditions of employment.

Section 9.2. Processing Steps: All grievance shall be handled in the following manner:



**Step One:**

An EMPLOYEE with a grievance shall, either within five (5) days of the occurrence of the incident which gave rise to the grievance, or at the time of the EMPLOYEE'S first awareness of the grievance, discuss it with the Chief of Police either individually or through his or her representative, whichever is the preference of the EMPLOYEE. Each solution arrived at in this manner shall not be final without the written approval of the VILLAGE Manager. Notwithstanding the aforementioned, an answer shall be given by the Chief of Police to the EMPLOYEE within three (3) days, or the grievance shall proceed to the next step.

**Step Two:**

If the grievance is not satisfactorily resolved at Step ONE, the grievance may be presented in writing to the Chief of Police within five (5) days after the presentation of the initial grievance, notwithstanding the fact that there is no written reply by the VILLAGE pursuant to Step One,. The Chief of Police shall discuss the grievance with the objective of resolving the matter.

Thereafter, the Chief of Police shall give his written answer within three (3) days after receipt of the grievance.

**Step Three:**

If the grievance is not satisfactorily resolved at Step Two, the grievance may be presented in writing to the VILLAGE Manager or his representative within five (5) days after the answer of the Chief of Police in Step Two is received by the UNIT. The VILLAGE Manager or his representative shall discuss the grievance with the UNIT representative of the UNIT within ten (10) days of receipt of the grievance. A non-employee representative of the UNIT may be present if desired by the UNIT. The VILLAGE Manager shall give his answer in writing within ten (10) days after the aforementioned meeting.

**Step Four:**

If the grievance is not satisfactorily resolved at Step Three, the grievance may be submitted to the VILLAGE COUNCIL through the VILLAGE Manager. Such submission shall be in writing, within five (5) days after the receipt of the VILLAGE Manager's written decision.

The VILLAGE COUNCIL shall allow the grievant and/or his UNION representative the opportunity to be heard at the next scheduled meeting following submission of the grievance, and shall within two (2) weeks following the meeting, render its decision in writing.

**Step Five:**

If the grievance is not satisfactorily resolved at Step Four, the UNION may appeal the matter to arbitration. Within thirty



(30) days from the receipt of the answer at Step Four, the UNION shall file for arbitration with the Federal Mediation and Conciliation Service, and shall request from the Federal Mediation and Conciliation Service a list of five (5) names of qualified arbitrators. A copy of this request shall be given to the VILLAGE Manager and the Chief of Police. Upon receipt of the list of arbitrators, the president of the UNION and the VILLAGE Manager shall alternately strike names from the list with the right of first strike being determined by the flip of a coin. After two (2) names has been struck by each party, the name remaining shall be the arbitrator. It shall be the responsibility of the party seeking arbitration to notify the Federal Mediation and Conciliation Service of the selection.

Section 9.3. Time Limits: The time limits established in the grievance procedure shall be followed by the parties unless otherwise established by mutual agreement. In computing days, Saturdays, Sundays, and holidays shall be excluded. If the time limits in the grievance procedure are not followed by the UNION, the grievance shall be considered settled. If the VILLAGE fails to follow the time limits set forth in the procedure, the grievance may be advanced to the next step by the UNION, including the demand for arbitration.

Section 9.4. Grievance Format: The parties shall reduce the grievance to writing at each step of the grievance procedure beyond Step One. If the grievance is denied, the VILLAGE shall give the reason for its denial in writing. The VILLAGE'S response shall be handed to either the grieving EMPLOYEE or the grieving EMPLOYEE'S Unit representative. The parties hereto agree to use the attached grievance form.

Section 9.5. Individual Grievances: Nothing contained in the grievance procedure shall be construed to procedure shall be construed to prevent any individual EMPLOYEE from presenting a

grievance and having the grievance adjusted, excluding arbitration, without the intervention of the UNION if the adjustment is not inconsistent with the terms of the Agreement and if a representative of the UNION has been given the opportunity to be present at such adjustment. An individual EMPLOYEE may withdraw from further consideration his or her grievance at any stage of the grievance procedure.

Section 9.6. The VILLAGE shall not be required to pay back wages for periods forty-five (45) days prior to the time a written grievance is filed.

Section 9.7. If an EMPLOYEE is given a disciplinary discharge or a disciplinary layoff, the UNIT representative shall be promptly notified in writing of the action taken. Such disciplinary action shall be deemed final and automatically closed unless a written grievance is file within three (3) working days from the time of presentation of the notice to the UNIT representative. Grievances regarding discharge may, with the consent of the parties, be advanced and processed out of order.

Section 9.8. 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.

Section 9.9. The VILLAGE shall grant a necessary and reasonable amount of time off during straight time working hours to the UNIT representative who must necessarily be present for direct participation in grievance adjustment with the EMPLOYER. The UNIT

representative shall first receive permission from his immediate supervisor to leave work and shall report back promptly when his part in the grievance adjustment has been completed.

#### ARTICLE X ARBITRATION

Section 10.1. Arbitration Demands: The right of either party to demand arbitration over an unadjusted grievance is limited to a period of thirty (30) calendar days from the final action taken on such grievance under the last step of the grievance procedure immediately prior to arbitration.

Section 10.2. Arbitral Forum: The parties understand and agree that, in making this Agreement, they have resolved for its term all bargaining issues which were or which could have been made the subject of discussion. The arbitral forum herein established is intended to resolve disputes between the parties only over the interpretation or application of the matters which are defined as a grievance in Article VIII, Section 1.

Section 10.3. Arbitrator's Powers: The arbitrator shall have no power to ignore, amend, add to, change, or modify any provisions of this Agreement, or written rules or regulations of this department or of the VILLAGE, and his decision shall be limited to the application or interpretation of the above, and to the specific issue presented to him.

Excluded from arbitration are disputes and unresolved grievance concerning the discipline or discharge of strikers who strike in violation of the no strike pledge in this Agreement,

unless the question involves whether the actions of the EMPLOYEES constituted a strike.

No decision of the arbitrator shall contain a retroactive liability beyond forty-five (45) days prior to the date of the written grievance. However, within the limitations of this provision, the arbitrator shall have the power to award to either party the remedies he considers appropriate to the circumstances. The arbitrator shall render his decision in writing as soon after the hearing as is possible.

Section 10.4. The award of the arbitrator shall be based exclusively on evidence presented at the arbitration hearing.

Section 10.5. The expenses of the arbitrator shall be shared equally by the parties. Each party shall make arrangements for, and pay the expenses of, witnesses which are called by them.

Section 10.6. A priority shall be given to deciding discharge cases and the arbitrator shall make his best effort to decide these cases within thirty (30) day of the hearing.

Section 10.7. There shall be no appeal from an arbitrator's decision. It shall be final and binding on the UNION, on all Bargaining Unit EMPLOYEES and on the EMPLOYER. The UNION shall not encourage or cooperate with any Bargaining Unit EMPLOYEE in any appeal to any court or labor board from a decision of the arbitrator.

Section 10.8. Investigations: the VILLAGE may place an EMPLOYEE on an administrative leave pending an investigation for up to fourteen (14) days with pay. Investigations shall be undertaken

by the VILLAGE Chief of Police or an outside law enforcement agency.

ARTICLE XI  
SENIORITY

Section 11.1. Seniority Definition: Seniority shall be defined as the length of an EMPLOYEE'S continuous service with the police department commencing upon completion of the probationary period, but dating retroactively to his or her last date of hire. Rank seniority shall mean the length of continuous service commencing from the date of the EMPLOYEE'S service in a particular rank. EMPLOYEES in the same classification, hired on the same date, shall be placed on the seniority list in order of written examination scores. The application of seniority shall be limited to the preferences recited in this Agreement.

Section 11.2. Probationary Period: All new EMPLOYEES shall be considered probationary EMPLOYEES for a period of six (6) months after which time their seniority shall be as of their last date of hire. Until an EMPLOYEE has completed the probationary period, he or she may be laid off or terminated at the VILLAGE'S discretion without recourse to the grievance and arbitration procedures. The UNION shall represent probationary EMPLOYEES for the purpose of collective bargaining in respect to their rates of pay, wages, and hours of employment.

Section 11.3. Seniority Roster: The VILLAGE shall maintain a roster of EMPLOYEES arranged according to seniority showing name, rank, and seniority date. An up-to-date copy of the seniority list

shall be furnished to the UNION every twelve (12) months.

Section 11.4. Loss of Seniority: An EMPLOYEE'S seniority with the VILLAGE shall terminate for the following reasons:

- (a) If the EMPLOYEE resigns or quits; or
- (b) If the EMPLOYEE shall be discharged and the discharge is not reversed through the grievance procedure; or
- (c) If the EMPLOYEE fails to return to work within seven (7) working days after the mailing of the police department's notice of recall by certified mail or telegram to the EMPLOYEE'S last known address as shown on the Department's records, unless otherwise agreed to between the VILLAGE and the EMPLOYEE; or
- (d) If the EMPLOYEE shall be absent from work for two (2) consecutive working days without advising the VILLAGE and giving satisfactory reasons for such absences; or
- (e) If the EMPLOYEE retires;
- (f) If the EMPLOYEE has been on layoff for more than eighteen (18) months; or
- (g) The EMPLOYEE overstays a leave of absence without advising the EMPLOYER for two (2) consecutive days; or
- (h) The EMPLOYEE gives a false reason in requesting a leave of absence or engages in other employment during such leave of absence; or
- (i) A settlement with the EMPLOYEE has been made for total disability.

Section 11.5. Layoff Procedure: If it is necessary to reduce the number of EMPLOYEES in the Bargaining Unit, probationary EMPLOYEES shall be laid off first, provided there are EMPLOYEES with seniority who have the then present ability to perform the available work. Thereafter, the EMPLOYER shall determine the number of EMPLOYEES to be removed from each job classification. EMPLOYEES with seniority in a job classification shall be removed on the basis of their seniority, i.e., least senior EMPLOYEE being



displaced first, provided that the remaining EMPLOYEES have the then present ability to perform the available work in the classification. Under ordinary circumstances, notice of pending layoff of more than five (5) days duration shall be posted at least seven (7) regularly scheduled calendar days in advance of its effective date.

Section 11.6. Recall Procedure: EMPLOYEES with seniority shall be recalled on the basis of applying the above procedure in reverse order, i.e., most senior EMPLOYEE being recalled first, provided he has the then present ability to perform the available work. Notice of recall shall be sent to the EMPLOYEE at his last known address on record with the EMPLOYER by certified mail. An EMPLOYEE who fails to return to work within seven (7) calendar days shall be presumed to have resigned and their names removed from the seniority list.

Section 11.7. New Permanent Job Classifications: When and if the EMPLOYER determines that it is necessary to create a permanent new job classification, or effect a substantial change in an existing job classifications, it shall set the rate of pay therefor, establish or amend the job description and advise the UNION as to both. If the UNION disagrees with the rate of pay established it may file a written grievance with respect thereto starting at the Second Step of the grievance procedure, provided that a grievance is filed within five (5) regularly scheduled working days after such notice is given to the UNION. If, as a result, a different rate of pay is established, the different rate



of pay will become effective as of the date the job classification was created.

Section 11.8. Posting and Bidding: When it is necessary to fill a new permanent job classification or a permanent vacancy in an existing job classification in the Bargaining Unit, the EMPLOYER shall post such opening along with a statement of the qualifications for the position and the division and shift where the vacancy occurs for a period of five (5) regularly scheduled working days. During such five (5) day period, EMPLOYEES who have completed their probationary period may bid for such job or vacancy by signing the posting presenting to the Police Chief a signed statement concerning any qualifications or experience not listed in their personnel file that they wish to have considered. The appointment to a vacancy in the Bargaining Unit shall be in accordance with the following procedure:

- (a) If all factors are relatively equal among bidding EMPLOYEES, the most senior EMPLOYEE shall be awarded the job. IT is understood that the bidding EMPLOYEE'S experience with the EMPLOYER in related job requirements and his work history shall be taken into account.
- (b) If no EMPLOYEE satisfied the specifications of subsection (a) above, then the EMPLOYER may assign a probationary EMPLOYEE who satisfies the specifications or institute the hiring procedure.
- (c) If the EMPLOYER determines that the most senior bidding EMPLOYEE will not be awarded the job, prior to awarding the job, the EMPLOYER will meet with the Steward to discuss the awarding of the job.
- (d) The job shall be awarded or denied within fifteen (15) working days after the posted period.

Section 11.9. Trial Period: When an EMPLOYEE is awarded a

job under the provisions set forth in Section 8 of this Article, the successful bidder shall be on trial (job probation) for a period of sixty (60) days if such classification is a permanent vacancy in an existing job classification. During such period an EMPLOYEE may be removed from his new classification at any time he demonstrates to the EMPLOYER'S satisfaction that he is or will be unable to perform satisfactorily the requirements of such job.

An EMPLOYEE, who during the trial period is removed from a job classification for which he had bid because of his request or inability to perform the requirements thereof, shall be returned to the last job classification he had permanently occupied. In case of such setback, the EMPLOYER shall first consider other EMPLOYEES who signed for the posted job before reposting the job.

Section 11.10. Temporary Transfers: The service needs of the EMPLOYER change from day to day and season to season. Therefore, EMPLOYEES within one job may be assigned to work in a different job as the need arises. The EMPLOYER shall have the right to temporally transfer an EMPLOYEE from one job to another to cover for EMPLOYEES who are absent from work due to illness, accident, vacations, or leaves of absence for the period of such absences. The EMPLOYER shall also have the right to temporarily transfer an EMPLOYEE from one job to another to fill a vacancy or take care of unusual conditions or situations which may rise. It is understood and agreed that any EMPLOYEE within the UNIT temporarily transferred in accordance with the provisions of this Section shall not acquire any permanent title or right to the job to which he is

temporarily transferred but shall retain his seniority in the permanent job from which he was transferred. Any EMPLOYEE temporarily transferred to a job with a higher maximum pay rate in accordance with the provisions of this Section for a period of time in excess of ten (10) working days shall be paid the applicable wage rate for the higher paying job. Any EMPLOYEE temporarily transferred to a job with a lower maximum pay rate, in accordance with the provisions of this Section, shall continue to be paid his regular wage.

Section 11.11. Promotions Outside the Bargaining Unit: An EMPLOYEE promoted to a position outside the Bargaining Unit shall accumulate seniority while working outside the Bargaining Unit. If the EMPLOYEE requests to return to the Bargaining Unit during the period of one (1) year following the date of his promotion, he shall commence work in a job similar to the one he held at the time of his promotion, provided there is an available job.

## ARTICLE XII HOURS OF WORK

Section 12.1 Work Schedules: It is recognized by the UNION and the VILLAGE that the care and welfare of the citizens of the Village of Constantine requires service on a seven (7) day, twenty-four (24) hour a day basis, Within this requirement, the Village will seek to maintain a pattern of regular work schedules that recognizes the personal requests, needs and family responsibilities of its EMPLOYEES. The Chief of Police shall post the schedules of work in advance, but this shall not restrict the Chief of Police in adjusting the schedule when service requirements of the police

department necessitate the change.

Section 12.2 Hours of Work and Shifts: The normal hours of work for all full-time EMPLOYEES shall average forty (40) hours per week. Nothing in this Section shall be construed as guarantee of the herein referred to hours per week or pay per week. The specific work schedules will be set by the Police Chief, who may change the work schedules to provide more convenience for the public, or improve working conditions for the EMPLOYEES.

Section 12.3. Work Week Computation: For the purpose of this Agreement, the week shall begin at 12:01 a.m. Sunday morning and the day shall be a calendar day.

Section 12.4. Rest Periods: EMPLOYEES shall be entitled to reasonable time for lunch period.

Section 12.5. Unscheduled Work: When an EMPLOYEE is called in to perform work at a time other than that for which he had previously been scheduled, he shall receive not less than two (2) hours pay at time and one-half (1 1/2).

Section 12.6. Overtime: overtime will be paid at the rate of one and one-half (1 1/2) of the regular hourly rate for all assigned work in excess of the EMPLOYEE'S schedule. For the purpose of calculating overtime compensation due, hours paid but not worked shall count toward the overtime provision.

Section 12.7. The VILLAGE and the UNION agree that the unpaid briefing time prior to the start of each shift shall be undefined. The UNION agrees that its EMPLOYEES shall report prior to the start of the shift in order to be properly briefed and prepared to

commence the shift on the hour. However, there shall be no set time and the parties recognize that only a reasonable time is desired.

Section 12.8. Call In: When an EMPLOYEE is called in to work in addition to his scheduled work time, he shall be paid one and one-half times (1 1/2) his regular hourly wage, as set forth in Appendix "A", for all hours worked.

Section 12.9. Court Time: When it is necessary for an EMPLOYEE to appear in court to give testimony or present evidence on behalf of the VILLAGE, he shall be paid at the rate of one and one-half times (1 1/2) the EMPLOYEE'S regular hourly rate of pay for all time expended with minimum pay of two (2) hours, except if said court time occurs during the EMPLOYEE'S regularly scheduled workday. All court time must be approved by the Chief of Police.

Section 12.10. Mileage Allowance: Officers who are required to use their own vehicle in the performance of their duties shall receive mileage reimbursement at the rate of \$.25 per mile.

Section 12.11. Departmental Meetings and Training Sessions: The VILLAGE and the UNION agree that departmental meetings and training sessions are essential to maintain the professional caliber of the VILLAGE police officer and to provide the citizens of the VILLAGE professional updated services. For departmental meetings and constructive training sessions, straight time hourly rate for all EMPLOYEES of the Bargaining Unit shall be paid.

Section 12.12. Community Activities: EMPLOYEES shall be allowed, whenever possible, to participate in the VILLAGE Fire

Department activities during their regular work shift, provided that they can remain on duty and available to respond to calls.

Section 12.13. Open Shifts: Any EMPLOYEE working less than forty (40) hours per week shall have the first right of refusal for any open shift, up to forty (40) hours per week. It is understood and agreed that if the open shift occurs on a day that the EMPLOYEE is already on the schedule, the VILLAGE may require a four (4) hour break between the EMPLOYEE'S regular shift and the Open Shift, after which the EMPLOYEE may complete the remainder of the shift.

### ARTICLE XIII LEAVES OF ABSENCE

Section 13.1. Unpaid Sick Leave: An EMPLOYEE may apply to the VILLAGE Manager for a leave of absence for personal reasons without pay, provided the EMPLOYEE has completed his probationary period, has good cause for such leave and can be spared from the work. If permission is granted by the VILLAGE Manager for an unpaid personal Leave, any benefits earned at the time of granting the unpaid personal leave, any benefits earned at the time of granting the unpaid sick leave will be credited to the EMPLOYEE upon his or her return to active employment. However, no benefits shall accrue to the EMPLOYEE during his or her unpaid sick leave. No unpaid sick leave shall be granted in excess of ten (10) working days, except under extraordinary circumstances.

Section 13.2. Paid Sick Leave: All full-time EMPLOYEES with seniority shall be eligible for paid sick leave in accordance with the schedule below. Upon completion of the ninety (90) days of employment, an EMPLOYEE shall be entitled to sick leave credits



commencing from his her date of hire as follows:

<u>Required Service</u>	<u>Leave Time</u>
Upon Completion of each full month's service:	six (6) hours

Accumulated sick leave shall be paid for each day of sickness at the EMPLOYEE'S regular straight time pay for eight (8) hours. The VILLAGE reserves the right to withhold sick pay for each day an EMPLOYEE fails to notify his or her appropriate department head or supervisor of their inability to report for work prior to their scheduled shift, unless said EMPLOYEE is physically unable to notify the department head or supervisor. When an EMPLOYEE has an excessive number of sick days or it habitually abusing sick leave, the VILLAGE may require a proof of illness (1) when an EMPLOYEE is sick a day prior to a holiday or weekend, (2) when an EMPLOYEE is sick in excess of two (2) consecutive days, or (3) when an EMPLOYEE is sick in excess of six (6) days in a twelve (12) month period. Falsification of proof of illness or reasons for absence shall constitute just cause for discipline or discharge.

Sick leave shall be cumulative from year to year up to a maximum of sixty-five (65) days.

Paid sick leave shall be allowed only in the case of necessity and actual sickness or disability of the EMPLOYEE. The following rules shall apply to sick leave days:

- A. All sick days must be approved by the Department Head by "calling in sick" prior to the EMPLOYEE'S normal starting time. If an EMPLOYEE does not call in sick, then the absence will not be reimbursed as a sick day and the EMPLOYEE will be subject to discipline according to appropriate procedures, unless the EMPLOYEE is physically unable to call.



- B. If an EMPLOYEE is off work in excess of two (2) days or in excess of six (6) days in a twelve (12) month period the Department Head or Village Manager may require a doctor's statement before the EMPLOYEE can receive compensation for those sick days.
- C. Sick days may be taken for personal illness or injury, or for illness or injury of an EMPLOYEE'S spouse, child, step-child, foster child, parent, or parent-in-law, provided they reside in the EMPLOYEE'S home. The EMPLOYEE may use sick days for maternity leave or an EMPLOYEE whose spouse delivers a child may use sick days to assist the spouse and child in delivery and subsequent recovery.
- D. Use of sick days for any reason other than described in paragraph C hereof shall subject EMPLOYEE to disciplinary action.
- E. Sick days will accumulate, but may not be used during first ninety (90) days of employment.
- F. The Village Manager may require any EMPLOYEE to have a complete physical at Village expense whenever there is any question as to the EMPLOYEE'S ability to continue performing the duties of his job.

Said EMPLOYEE shall be charged for a paid sick day only for absences on days which the EMPLOYEE would have otherwise worked and would have otherwise received pay.

Seniority, hospitalization insurance, vacation and paid sick leave eligibility shall accumulate during all paid leaves of absence. However, no other benefits shall accumulate or accrue during a paid sick leave. Sick leave shall not be allowed for any period during which an EMPLOYEE is performing work for pay or profit or for any injury obtained in the course of employment for pay of an EMPLOYER other than the Village of Constantine.

Section 13.3. Funeral Leave: In cases of death in an EMPLOYEE'S immediate family, defined as: Parents, spouse, children, brother, sister, father-in-law, or mother-in-law, the

EMPLOYEE shall receive a maximum of five (5) consecutive calendar days off immediately following the date of death without pay. In cases of death of a grandfather, grandmother, brother-in-law, sister-in-law, uncle, or aunt of the EMPLOYEE, the day of the funeral may be taken off without pay. Additional time off for funeral leave may be granted by the VILLAGE Manager due to exceptional circumstances. Funeral leave may be deducted from the EMPLOYEE'S accumulated paid sick leave, vacation days, or personal days.

Section 13.4. Military Leave: An EMPLOYEE inducted into the armed forces of the United States under the provisions of the Selective Service Act of 1940, as amended, shall be entitled to a leave of absence without pay for the period of service required by such original induction. The term of original induction shall be included in the computation of service for longevity benefits if the EMPLOYEE meets the employment reinstatement requirements. Upon honorable discharge and, if physically fit to perform the duties of the position held upon entering military service, the EMPLOYEE shall be reinstated to his former position or one comparable to it, provided he makes formal application for reinstatement within ninety (90) days after the date of military service discharge and provided that the VILLAGE'S circumstances have not changed so as to make it impossible or unreasonable to do so. In cases of re-enlistment, this Section shall not apply.

Section 13.5. Jury Duty: An EMPLOYEE who is called for jury duty or subpoenaed to give testimony before any legal, judicial or

administrative tribunal and providing that it will not apply to any cause in which the EMPLOYEE is the party to the action shall be compensated for the difference between their normal salary and that which they received for performance of such duty, less reimbursed expenses and travel allowance.

ARTICLE XIV  
HOLIDAYS

Section 14.1. Recognized Holidays: All full-time Employees of the Bargaining Unit, including probationary EMPLOYEES who have been employed ninety (90) calendar days, will be paid for the following holidays:

New Year's Day  
Memorial Day  
Independence Day  
Labor Day

Thanksgiving Day  
Day after Thanksgiving Day  
Christmas Eve Day  
Christmas Day

EMPLOYEES whose normal pass day falls on one of the above holidays, in addition his regular weekly wage, will receive an additional eight (8) hours pay at straight time hourly rate. If an EMPLOYEE is required to work on the above holidays, in addition to his regular weekly wage, he will receive two times (2X) his straight time hourly rate for all hours actually worked on the holiday. Part-Time EMPLOYEES who work on any of the holidays recognized in this Agreement shall be paid at one and one-half (1 1/2) times their regular hourly rate.

Section 14.2. Absence Prior to and After a Holiday: An EMPLOYEE absent from work on the scheduled workday preceding or following a day observed as a holiday will not be paid holiday pay unless he/she was on an excused leave.

Section 14.3. Termination of Employment: If an EMPLOYEE terminates his employment, he will not receive pay for holidays occurring after the last day worked even though the holidays may fall within the period of his projected terminal vacation leave.

ARTICLE XV  
VACATIONS

Section 15.1 Full-time EMPLOYEE Schedule: Every full-time EMPLOYEE shall earn vacation with pay according to the following schedule:

<u>Years of Continuous Service</u>	<u>Hours of Vacation</u>
After one (1) full year of employment:	Forty (40) hours
After to (2) years, but less than six (6) years continuous employment:	Eighty (80) hours
After six (6) years continuous employment:	One Hundred Twenty (120) hours
After sixteen (16) years continuous employment:	One Hundred Sixty (60) hours

Section 15.2 Absences: Vacation time is not earned during any period of absence from work without pay in excess of one (1) week.

Section 15.3. Scheduling: The time at which an EMPLOYEE shall take his vacation shall be determined by the Chief of Police with due regard to the wishes of the EMPLOYEE and the needs of the VILLAGE. Two (2) weeks advance notice shall be given the Chief of Police, except in case of an emergency, in order to permit the scheduling of vacations and to arrange working schedules. Vacation time off can be split into such periods of time as an EMPLOYEES desires, except no partial days may be taken. The EMPLOYER will

post a vacation scheduling list during the month of March each year. Employees are to list their vacation time off preference. Vacation time off will be scheduled throughout the year. Conflicting vacation requests from the "preference list" will be resolved by giving EMPLOYEES with the longest service preference. Vacation time not scheduled in the March posting period will be considered on a first-come, first serve basis. Except in the case of emergency, non-preference vacation time must be requested two (2) weeks in advance. Vacation time off is not cumulative and vacation time off not taken during an EMPLOYEES year is lost at the end of the EMPLOYEES year.

Section 15.4. Holiday: If a legal holiday falls within an EMPLOYEE'S vacation period, an additional day of vacation shall be granted.

Section 15.5 Employment termination: If any EMPLOYEE leaves the service of the VILLAGE before completing twelve (12) months of work, he will receive no vacation pay. An EMPLOYEE who worked at least one (1) year shall be paid for any unused vacation, when leaving the service of the VILLAGE. In addition, all accrued vacation time since the EMPLOYEE'S last anniversary date shall be prorated and paid to EMPLOYEES leaving the service of the VILLAGE, except there shall be no payment for accrued vacation time to EMPLOYEES who have been terminated for just cause.

#### ARTICLE XVI PERSONAL DAYS

Section 16.1. Each full time EMPLOYEE shall have the option of taking three (3) days off work for personal reasons each

calendar year. The First Personal Day each year shall not be charged against Sick Leave, the Second day and Third days shall be deducted from an Employees accumulated paid Sick Leave, if any. Personal Days shall not be accumulative from year to year. All Personal Days must be requested twenty-four (24) hours in advance.

Personal Days are a benefit provided to EMPLOYEES for use as days off of work in order to conduct personal business. EMPLOYEES shall not use Personal Days to extend vacations, in combination with Holidays or after submitting an employment resignation.

#### ARTICLE XVII INSURANCE

Section 17.1 Term Life Insurance: The VILLAGE shall provide all regular full-time and regular part-time EMPLOYEES of the Bargaining Unit with term life insurance in the amount of \$20,000.00 commencing thirty-one (31) days after the date of first employment. All insurance coverage pursuant to this provision shall decrease to \$7,500.00 when the EMPLOYEE shall attain the age of seventy (70) years.

Section 17.2. Liability Insurance: The VILLAGE shall furnish liability insurance to and including those standard limits customarily secured for other agencies similarly situated protecting the EMPLOYEES from any and all liability that arises out of the course of their employment. Said coverage shall include, but not be limited to acts of negligence of the EMPLOYEE performed during the course of his duty and shall further provide that said EMPLOYEE, if sued, shall be provided with an adequate defense, and if any judgment is rendered against the EMPLOYEE, it shall be satisfied to the extent of the insurance coverage.



Section 17.3. Hospitalization, Medical, and Surgical

Insurance: After thirty (30) days of employment, all regular, full-time EMPLOYEES are eligible for group hospitalization, medical, and surgical insurance coverage. During the term of this Agreement, the VILLAGE shall maintain hospitalization, medical, and surgical group insurance benefits, which are equal to those offered by the MEBS Three Star Plan. The VILLAGE shall pay 100% of the EMPLOYEE'S health insurance cost and 100% of the health insurance cost for EMPLOYEE'S dependent group hospitalization, medical, and surgical coverage, provided the EMPLOYEE elects such coverage, for the first year of this Agreement. In the second year of this Agreement, the VILLAGE shall pay for any increase in the premium cost for insurance for the EMPLOYEE and dependents up to 22%, and the EMPLOYEE shall be responsible for paying for any increase in excess of 22%. In the third year of this Agreement, the VILLAGE shall pay for any increase in the premium cost for insurance for the EMPLOYEE and dependents up to 22% over the premium cost in the second year of the Agreement, and the EMPLOYEE shall be responsible for paying any increase over 22%.

Section 17.4. Self-Funded Health Insurance: The VILLAGE shall make available to all full-time Bargaining Unit EMPLOYEES the sum of \$750.00 per year which may be used by the EMPLOYEES to pay optical expenses, dental expenses, prescription drug expenses, psychological expenses, psychiatric expenses, hearing aid expenses, any health related equipment and supplies, or the deductible on the hospitalization, medical, and surgical insurance. The self-funded



health insurance program year (reimbursement year) shall commence March 1 and terminate on the last day of February of the following year. All full-time EMPLOYEES hired after 1982 shall use their employment anniversary date as the self-funded insurance commencement date for reimbursement year purposes. If an EMPLOYEE or his dependents fail to use the maximum \$750.00 available each reimbursement year, the unused portion thereof, up to a maximum of \$250.00, may be carried over to the succeeding reimbursement year. A maximum of \$1,000.00 is accruable in any one reimbursement year. "Eligible dependents" are defined as and EMPLOYEE'S spouse and an EMPLOYEE'S unmarried children, including a step-child or legally adopted child who is a dependent for federal income tax purposes, but excluding:

- (1) any such person who is insured as an EMPLOYEE of the VILLAGE; and
- (2) any child of the age of twenty-three (23) years or more, except if such child is (a) enrolled as a full-time student in an accredited school or college, and (b) an incapacitated child who became an insured dependent before obtaining age twenty-three (23) and has remained an insured dependent until age twenty-three (23), and upon attaining age twenty-three (23) is incapable of self-sustaining EMPLOYMENT because of his or her incapacity; and
- (3) a legally separated spouse; and
- (4) a spouse or child on active duty in the military or international authority.

An EMPLOYEE must submit proof of payment in order to be reimbursed

for expenses. Payments to EMPLOYEES will be made once each month. Payments for the deductible portion of the VILLAGE hospitalization, medical, and surgical insurance will not be made for sums which are in excess of the EMPLOYEE'S health insurance deductible. All expenses which are covered by the hospitalization, medical, and surgical insurance shall be submitted to the medical insurance carrier prior to consideration for payment under the self-funded insurance program.

Section 17.5. Upon termination of an EMPLOYEE'S employment for any reason, the EMPLOYEE'S group hospitalization, medical, and surgical coverage shall be terminated, unless the EMPLOYEE elects to pay for a continuance of that coverage, pursuant to the federal COBRA provisions.

Section 17.6. Sickness & Accident Insurance: All regular full-time EMPLOYEES shall be provided sickness and accident insurance which shall pay to the EMPLOYEE seventy (70%) of his weekly earnings up to a maximum of \$400.00 per week, for a maximum of (13) weeks. The VILLAGE Council may authorize up to an additional thirteen (13) weeks of sickness and accident coverage in case of an EMPLOYEE'S extended illness. Regular full-time EMPLOYEES shall be eligible for a weekly earning reimbursement on the first day of an accident which totally incapacitates the EMPLOYEE. Regular full-time EMPLOYEES shall be eligible for a weekly earning reimbursement on the eighth (8th) day of a sickness or illness which totally incapacitates the EMPLOYEE.

ARTICLE XVIII  
PENSION

Section 18.1. Eligibility: To be eligible for the Village of Constantine Retirement Plan, an EMPLOYEE must be 18 years of age and complete 1000 hours of Employment in a plan (fiscal) year.

Section 18.2. Defined Contribution Plan: The Village of Constantine shall Make annual contribution to the Village of Constantine Retirement Plan based upon a percentage of the EMPLOYEE'S weekly wage. The amount of contribution by the VILLAGE shall be as follows:

Scheduled of Allocations

<u>Years of Service</u>	<u>Percentage of Contribution</u>
1 yr.	2.0%
2 yr.	2.25%
3 yr.	2.50%
4 yr.	2.75%
5 yr.	3.00%
6 yr.	3.25%
7 yr.	3.50%
8 yr.	3.75%
9 yr. +	4.00%

If four percent (4%) of an EMPLOYEE'S annual earnings shall exceed the sum of \$1,600.00, then the EMPLOYER'S contribution shall be limited to the sum of \$1,600.00 per year. The Village Retirement Plan which is in effect in 1994 shall remain in effect for the duration of this Agreement.

Section 18.3. Voluntary Contributions to Pension Plan: All regular full-time EMPLOYEES may voluntarily contribute up to ten percent (10%) of their weekly wages to the Village of Constantine Pension Plan.

ARTICLE XIX  
SALARIES

Section 19.1. Schedule: All Bargaining Unit EMPLOYEES who are actively employed shall receive the wages set forth in Appendix "A" which is attached hereto.

ARTICLE XX  
UNIFORMS

Section 20.1. All regular full-time and part-time EMPLOYEES of the police department shall have uniforms furnished to them by the VILLAGE. EMPLOYEES must ordinarily wear their uniforms while on duty.

ARTICLE XXI  
SEPARABILITY

Section 21.1. If any law not presently existing and hereafter enacted, or any proclamation, regulation or legislation of any state or federal agency shall invalidate any portion of this Agreement, the entire Agreement shall not be invalidated, and either party hereto, upon notice to the other party, may reopen for negotiations the invalidated portion, and if an Agreement thereon cannot be reached within ninety (90) days, either party may submit the matter to appropriate binding arbitration.

ARTICLE XXII  
MISCELLANEOUS

Section 22.1. Meal Reimbursement: Any EMPLOYEE who is required to be out of the Village of Constantine during a meal period shall be compensated at a reasonable rate, not to exceed \$7.00 per meal for meals that are purchased. The EMPLOYEE shall submit his receipts for such meals prior to reimbursement by the

VILLAGE.

Section 22.2 Captions: The captions used under each section of this Agreement are for identification purposes and are not a substantive part of this Agreement.

Section 22.3. Bulletin Boards: The VILLAGE shall provide space for the posting of UNION notices within the department on bulletin boards provided for that purpose. However, the VILLAGE shall have the right to police the bulletin boards for offensive materials.

Section 22.4. Concluding Clause: It is acknowledged that during the negotiations which resulted in this Agreement, both the UNION and the VILLAGE had the unlimited right and opportunity to make demands and proposals with respect to all proper subjects of collective bargaining. Therefore, for the life of this Agreement, both the UNION and the VILLAGE agree that both parties shall not be obligated to bargain collectively with respect to any subject or matter not specifically referred to or covered in this Agreement.

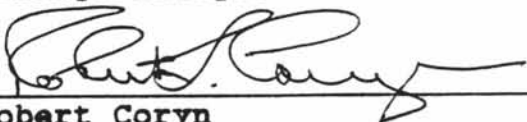
ARTICLE XXIII  
DURATION

Section 23.1. Effective and Termination dates: This Agreement shall continue in full force and effect from October 11, 1994 to October 10, 1997, at midnight, and shall continue in full force and effect from year to year thereafter unless written notice of desire to terminate, change, or modify this Agreement is served by either party hereto at least sixty (60) days prior to the annual expiration date.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement by their duly authorized representative the day and year first above written.

VILLAGE OF CONSTANTINE

By   
William R. Commenator  
Village Manager

By   
Robert Coryn  
Village Council President

SERVICE EMPLOYEES  
INTERNATIONAL UNION,  
Local 586, Unit 82

By   
James Shelton

By   
Peter Borst  
Neg. Comm. Member

By   
Robert Studabaker  
Neg. Comm. Member



APPENDIX "A"

Unit 82

WAGE SCALE

<u>Effective October 11, 1994</u>	<u>Start</u>	<u>6 Mths.</u>	<u>1 Yr.</u>	<u>2 Yr.</u>
Part-time Patrolman	13.14	13.68	14.22	14.48
Full-time Patrolman	13.14	13.68	14.22	14.48
Sergeant	-	-	-	14.77
<u>Effective October 11, 1995</u>				
Part-time Patrolman	13.65	14.19	14.73	14.99
Full-time Patrolman	13.65	14.19	14.73	14.99
Sergeant	-	-	-	15.29
<u>Effective October 11, 1996</u>				
Part-time Patrolman	14.17	14.71	15.25	15.51
Full-time Patrolman	14.17	14.71	15.25	15.51
Sergeant	-	-	-	15.83