

8944

6/30/96

A G R E E M E N T

between the

CITY OF ZEELAND

and the

POLICE OFFICERS LABOR COUNCIL

1993-1996

Zeeland, City of

INDEX

ARTICLE I:	RECOGNITION	1
ARTICLE II:	EMPLOYER RIGHTS	6
ARTICLE III:	UNION RIGHTS	8
ARTICLE IV:	UNION REPRESENTATIVES	9
ARTICLE V:	GRIEVANCE PROCEDURE	12
ARTICLE VI:	DISCIPLINE AND DISCHARGE	15
ARTICLE VII:	CLASSIFICATIONS AND WAGES	16
ARTICLE VIII:	OVERTIME	16
ARTICLE IX:	WORKING HOURS	17
ARTICLE X:	COURT TIME	18
ARTICLE XI:	STOPPAGES OF WORK	19
ARTICLE XII:	GROUP INSURANCE	19
ARTICLE XIII:	VACATION LEAVE PROCEDURE	21
ARTICLE XIV:	SICK LEAVE	23
ARTICLE XV:	BEREAVEMENT LEAVE	26
ARTICLE XVI:	HOLIDAYS	27
ARTICLE XVII:	PERSONAL LEAVE	28
ARTICLE XVIII:	JURY DUTY AND COURT APPEARANCE	29
ARTICLE XIX:	SENIORITY	29
ARTICLE XX:	PLACEMENT AND PROMOTIONS	32

ARTICLE XXI:	LAYOFF AND RECALL	33
ARTICLE XXII:	LONGEVITY PAY	35
ARTICLE XXIII:	UNIFORMS, SAFETY AND EQUIPMENT	37
ARTICLE XXIV:	EDUCATION	38
ARTICLE XXV:	MISCELLANEOUS	42
ARTICLE XXVI:	WAIVER	44
ARTICLE XXVII:	DURATION	44
SCHEDULE A/	COMPENSATION SCHEDULE	46

Agreement

This Agreement is made and entered into this _____ day of _____, 1993, by and between the City of Zeeland, Michigan, hereinafter referred to as the "Employer" and the Police Officers Labor Council, hereinafter referred to as the "Union."

WITNESSETH:

In consideration of the premises and mutual covenants and promises of the parties hereto, it is hereby agreed as follows:

PREAMBLE

WHEREAS, it is the desire of the parties to the Agreement to continue to work together harmoniously and to maintain and promote good relations between the Employer and the Union, the parties hereto agree as follows:

ARTICLE I

RECOGNITION

Section 1. Recognition. The City recognizes the Union as the exclusive bargaining representative for all full-time and regular part-time nonsupervisory officers of the City of Zeeland, including matron/clerk; but excluding special officers, reserves and supervisors (Chief and Sergeant), and all other employees of the City of Zeeland.

From Nancy TuIs, Personnel Assistant
CITY OF ZEELAND
CITY HALL 21 S. ELM ST.
ZEELAND, MICHIGAN 49464

To Annie M Cooper
The Library
Michigan State University
East Lansing, MI 48824-1048

Date November 1, 1993
Attention of Annie Cooper
Subject Union Contract

MESSAGE

Enclosed is a copy of the union contract between the City of Zeeland and the Police Officers Labor Council for the period July 1, 1993 thru June 30, 1996. You will note that the name has been changed from Fraternal Order of Police to Police Officers Labor Council.

ANSWER

Signed *Nancy TuIs*

Signed _____ Date _____

ANSWERGRAM
SENDER—Keep Yellow part—Send White and Pink parts with carbon intact. If folded at Blue marks proper address will fit window envelope.
RECIPIENT—Detach stub and carbon. Keep White part. Return Pink part. If folded at Red marks proper address will fit window envelope.



Section 2. Extra Contract Agreements. The Employer agrees not to enter into any Agreement with another labor organization with respect to the employees covered by this Agreement, nor any Agreement or contract with employees covered by this Agreement, individually or collectively, which conflicts with the terms of this Agreement.

Section 3. Security. Insofar as the laws of the State of Michigan permit it is agreed that members covered by this Agreement at the time it becomes effective and who are members of the Union at that time and all employees who voluntarily become members thereafter, shall be required as a condition of continued employment to maintain their membership in the Union to the extent of paying periodic dues uniformly required as a condition of maintaining membership.

Section 4. Dues Checkoff. The Employer agrees to deduct from the wages of each individual employee in the Bargaining Unit who voluntarily becomes a member, the Union's dues, subject to the following subsections:

- a. The Union shall obtain from each of its members, a completed checkoff authorization form which shall conform to the respective state and federal laws concerning that subject or any interpretation made thereof.
- b. All checkoff authorization forms shall be filed with the Employer's finance office, which shall return any incomplete or incorrectly completed forms to the Union's treasurer, and no checkoffs shall be made until such deficiency has been corrected. Authorization shall become effective the month following form receipt by the Employer.

- c. The Employer shall check off only those obligations which come due at the time of checkoff, and will make checkoff deductions only if the employee has enough pay due to cover such obligation and will not be responsible for refund to the employee if he has duplicated a checkoff deduction by direct payment to the Union. Deductions will be made from the second payroll check of the month for the then current Union dues and will be remitted to the Police Officers Labor Council, 667 E. Big Beaver, Suite 205, Troy, Michigan 48083.
- d. The Employer's remittance will be deemed correct if the Union does not give written notice to the Employer's treasurer within fifteen (15) working days after the remittance is sent, or its belief, with reasons stated therefore, that the remittance is not correct.
- e. The Employer shall not enter into any Agreement with one or more of the employees defined in the Bargaining Unit of this Agreement which in any way conflicts with the agreed upon provisions of dues checkoff or with any other agreed upon provisions of dues checkoff or with any other organization which in any way conflicts with the provisions hereof.
- f. The Union shall provide at least thirty (30) days written notice to the Employer of the amount of the Union dues to be deducted from the wages of employees in accordance with this Section. Any change in the amounts determined will also be provided to the Employer at least thirty (30) days prior to its implementation.

- g. The Employer shall not be responsible for collecting Union dues while an employee is on leave of absence, layoff status, or after an employee's employment relationship with the Employer has been terminated.

Section 5. Save Harmless. The Union agrees to defend, indemnify and save the Employer harmless against any and all claims, suits or other forms of liability arising out of his deduction from an employee's pay of Union dues, or in reliance on any list, notice, certification or authorization furnished under this Section. The Union assumes full responsibility for the disposition of deduction so made once they have been sent to the Union.

Section 6. Checkoff Form. The Union shall exclusively use the following checkoff authorization form:

CHECKOFF AUTHORIZATION FORM

Police Officers Labor Council

Zeeland, Michigan

I hereby request and authorize the City of Zeeland to deduct from wages hereinafter earned by me while in the City's employ, my Union dues of \$ ___ per month, deductible from the second payroll check of the month. The amount deducted shall be paid to the Police Officers Labor Council, 667 E. Big Beaver, Suite 205, Troy, Michigan 48083.

This authorization shall remain in effect until, by written notice to the City, I request its revocation.

(PRINT) Last Name First Name Middle Initial

Vertical lines for signature and name entry.

Vertical line for Last Name entry.

Vertical line for First Name entry.

Vertical line for Middle Initial entry.

- g. The Employer shall not be responsible for collecting Union dues while an employee is on leave of absence, layoff status, or after an employee's employment relationship with the Employer has been terminated.

Section 5. Save Harmless. The Union agrees to defend, indemnify and save the Employer harmless against any and all claims, suits or other forms of liability arising out of his deduction from an employee's pay of Union dues, or in reliance on any list, notice, certification or authorization furnished under this Section. The Union assumes full responsibility for the disposition of deduction so made once they have been sent to the Union.

Section 6. Checkoff Form. The Union shall exclusively use the following checkoff authorization form:

CHECKOFF AUTHORIZATION FORM

Police Officers Labor Council

Zeeland, Michigan

I hereby request and authorize the City of Zeeland to deduct from wages hereinafter earned by me while in the City's employ, my Union dues of \$___ per month, deductible from the second payroll check of the month. The amount deducted shall be paid to the Police Officers Labor Council, 667 E. Big Beaver, Suite 205, Troy, Michigan 48083.

This authorization shall remain in effect until, by written notice to the City. I request its revocation.

(PRINT) Last Name First Name Middle Initial

Date deduction is to start:

Month Year

Signature

Address

City State

Social Security Number

ARTICLE II
EMPLOYER RIGHTS

Section 1. Employer Rights. The City, on its own behalf and on the behalf of its electors, hereby retains and reserves unto itself, without limitations, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and the constitutions of the State of Michigan and of the United States. Further, all rights which ordinarily vest in and are exercised by Employers, subject to the other terms of this Agreement, are reserved and remain vested in the City, including but without limiting the generality of the foregoing:

- a. To manage its affairs efficiently and economically, including the determination of quantity and quality of services to be rendered; the control of materials, tools and equipment to be used; and the discontinuance of any services, materials or methods of operations.
- b. To introduce new equipment, methods, machinery or processes, change or eliminate existing equipment, institute technological changes, decide on materials, supplies, equipment and tools to be purchased.
- c. To contract or subcontract any work of the units, as determined by the Employer.
- d. To determine the number, location and type of facilities and installations.
- e. To determine the size of the work force and increase or decrease its size.
- f. To hire, assign and layoff employees, in accordance with the terms of this Agreement.

- g. To direct the work force, assign work and determine the number of employees assigned to operations.
- h. To permit municipal employees not included in the Bargaining Unit, temporary hires, qualified police personnel on detail from other jurisdictions, local command personnel and local police reserves, to perform Bargaining Unit work.
- i. To determine the size and composition of the work force, assign work and determine the number of employees assigned to operations.
- j. To assign job duties within the department that are not required to be performed by sworn officers to employees outside the Bargaining Unit.
- k. To establish, change, combine or discontinue job classificationS, and prescribe and assign job duties, content and classifications.
- l. To determine lunch, rest periods, clean-up times and starting and quitting times.
- m. To establish work schedules.
- n. To adopt, revise and enforce reasonable working rules and regulations relating to personnel policies, procedures and working conditions.
- o. To transfer within the department, promote and demote employees from one classification, division unit or shift to another.
- p. To discharge and discipline employees for just cause.

Section 2. The Union reserves the right to grieve, in accordance with the procedure provided herein, when action taken by the City may reasonably and sensibly be claimed to be contrary to a specific limitation, set forth in this Agreement, of such rights of the City.

ARTICLE III

UNION RIGHTS

Section 1. Bulletin Board. The Employer will provide space on one bulletin board within the Police Department building to be used by the Union in posting notices of interest to its members, notices of Union activities, meetings, etc. The Union will not use the bulletin board for postings prejudicial to any personnel of the City family or any unethical, unprofessional or distasteful information.

Section 2. Personnel Files. The Union members' personnel files kept at the Police Department shall be under the control of the Police Chief and kept in a secure area as determined by the Chief, and it shall be the policy of the Employer to make files accessible only to authorized personnel.

Section 3. Availability of Files. A member of the Union may view his or her own police personnel file, except background investigation material, upon written request to the Chief of Police and at a time established by appointment.

Section 4. No Discrimination. The statutes applicable to discrimination because of race, creed, color, national origin, age, sex, marital status or other characteristics shall be adhered to by both parties. Also, the Employer will not discriminate against any employee because of membership in the Union. Whereas, membership in the Union shall not be

denied to any member of the Bargaining Unit, conversely, employees covered by this Agreement do not have to be members of the Union.

Section 5. Humanitarian Clause. Should an employee covered by this Agreement become physically or mentally handicapped to the extent that the employee cannot perform his or her regular job, the Employer will make a reasonable effort to place the employee in a position that the employee is physically and mentally able to perform when such position becomes available.

ARTICLE IV

UNION REPRESENTATIVES

Section 1. Employee Representation. The Employer agrees to recognize one (1) Steward, who shall have one (1) year of seniority, to act as grievance representative under this Agreement. All employees who are covered by this Agreement may be represented for the purpose of the grievance procedure by the Steward; and for the purpose of bargaining, they shall be represented by a bargaining committee. The bargaining committee shall comprise not more than two (2) employees of the unit, plus a Union representative.

Section 2. Time and Pay for Bargaining. Bargaining sessions between the duly appointed bargaining representatives of the Union and the Employer will be outside of working hours where possible at a time established by common consent without reimbursement to the representatives.

Section 3. Reporting Representatives. The names of the Steward and bargaining committee membership shall be given in writing to the Personnel Director. No Stewards

or committeemen shall function as such until the Employer has been advised in writing by officers of the Union or its business agents. Any changes shall be reported to the Personnel Director, in writing, as far in advance as possible of any activity in which they are engaged.

Section 4. Steward Duties. The authority of the Stewards shall be limited to and shall not exceed the following duties and activities:

- a. When requested by an employee of the Bargaining Unit, the Steward may investigate and present grievances arising under and during the terms of the Agreement.
- b. The Steward may investigate any alleged grievance, as defined in this Agreement, provided the Steward secures prior permission from his immediate command officer, who is outside the Bargaining Unit, to conduct such investigation for a reasonable time, and in such a manner that it does not interfere with the operations of the Police Department.
- c. The Steward may collect dues, initiation fees or other similar and approved assessments.
- d. The Steward shall have no authority to encourage slowdown activities, strike action, or any other action interrupting the Employer's business.
- e. The Steward may transmit authorized Bargaining Unit information which is in writing. If it is verbal, it should be of such a routine nature and delivered in such a manner that it does not cause work slow-downs or stoppage or any interference with the Employer's business.

- f. If a Steward has a personal grievance within the terms of the Contract, the Steward may ask another member for assistance in attempting to adjust such grievance.
- g. The Steward will not be paid for time spent as Steward unless the Employer requests a meeting with the Steward during the Steward's normal duty hours.

Section 5. Self Representation. Notwithstanding the provisions of Section 4 above, any individual employee may at any time present grievances to the Employer on the employee's own behalf and have the grievance adjusted, without intervention by the Union, if the adjustment is not inconsistent with the terms of this Agreement. No such adjustment will be used in subsequent grievances as having precedential value unless the Union was notified in writing of the adjustment and failed to grieve the adjustment in a timely manner.

Section 6. Visitation. Legal counsel for the Union, the Field Representative of the Union, the president of the Police Officers Labor Council, shall be permitted to visit the operation of the Employer to talk with the Stewards of the local Union, and/or the executive board of the local Union, and/or representatives of the Employer concerning matters covered by this Agreement without interfering with the progress of the work force. The Union will arrange with the Employer for a time and place prior to the occurrence of such visits, with no abuse of privilege.

ARTICLE V

GRIEVANCE PROCEDURE

Section 1. A grievance shall be defined as an alleged violation, misinterpretation or misapplication of the express terms of the Agreement.

Section 2. The time elements in the steps can be shortened or extended by mutual written Agreement. A grievance not answered within the time limit provided may be advanced to the next higher level by the Union. A grievance not advanced to the next higher level within the time limit provided shall be deemed permanently withdrawn.

Section 3. For the purpose of processing grievances, working days shall be defined as Monday through Friday, excluding all paid holidays.

Section 4. Any grievance not presented for disposition through the grievance procedure within five (5) working days of the date of the occurrence of the conditions giving rise to the grievance shall not be considered a grievance under this Agreement.

Section 5. Step One.

- a. An employee having a grievance shall present it orally to the Chief of Police.
- b. In the event the grievance is not settled orally by the Chief, the Steward shall submit the grievance in writing to the Chief within three (3) working days from the date of oral presentation. The employee and the Steward shall sign the grievance forms. The grievance forms must indicate (1) a statement of the grievance and violation(s) of this Agreement, and (2) the remedy or correction requested. If the Chief answers, he shall give his decision in writing within three (3) working days.

Section 6. Step Two.

- a. Should the Chief fail to give a written answer within three (3) working days, or should the Steward be dissatisfied with the Chief's decision, the Steward shall appeal in writing to the Personnel Director within five (5) working days of the date the decision of the Chief was due. The appeal shall state the reason or reasons why the decision of the Chief was not satisfactory.
- b. The Personnel Director and a Union Representative shall meet at a time mutually agreeable to them, but no later than five (5) working days following receipt of the appeal.
- c. If the Personnel Director answers, he shall do so in writing to the Union Representative within five (5) working days of the meeting.

Section 7. Step Three.

- a. Should the Personnel Director fail to give a written decision within five (5) working days of the meeting in Step Two, or should the Union be dissatisfied with the Personnel Director's decision, the Union shall submit the grievance to the Personnel Committee within ten (10) working days of the date the decision of the Personnel Director was due. The appeal shall state the reason or reasons why the decision of the Personnel Director was not satisfactory.
- b. The Personnel Committee or the representative and a Union representative shall meet at a time mutually agreeable to them but not later than ten (10) working days following receipt of the appeal.

- c. The decision of the Personnel Committee shall be final, conclusive and binding upon all employees, the City and the Union unless such grievance directly involves disciplinary time off or discharge.
- d. If the Personnel Committee answers a charge/time off grievance, it shall do so within ten (10) working days of the meeting.

Section 8. Step Four.

- a. Should the Personnel Committee fail to give a written decision within ten (10) working days of the meeting in Step Three or should the Union be dissatisfied with the Personnel Committee's decision, the Union may submit the grievance to arbitration provided the grievance directly involves disciplinary time off or discharge. If the Union desires to submit the grievance to arbitration, it must notify the City in writing within fifteen (15) calendar days from the date the decision of the Personnel Committee was due.
- b. The parties, in the absence of an Agreement on the selection of an arbitrator, will jointly request the Federal Mediation and Conciliation Service to provide the parties with a panel of five (5) impartial experienced Arbitrators. Either party will have the right to reject one entire panel and thereafter the Company will strike one name from the panel and the Union will then strike one name until one name remains, and the person whose name remains shall be designated as the Arbitrator. Arbitration shall be conducted under the rules of the Federal Mediation and Conciliation Service.

- c. The Arbitrator, the Union, or the City may call any person as a witness in any arbitration hearing.
- d. The Arbitrator shall not have jurisdiction to add to, subtract from or modify any of the terms of this Agreement or any written amendments hereof, or to specify the terms of a new Agreement, or to substitute his discretion for that of any of the parties hereto.
- e. Each party shall be responsible for the expenses of the witnesses that they may call. The fees of the Arbitrator shall be shared equally by the parties.

ARTICLE VI

DISCIPLINE AND DISCHARGE

Section 1. Fact Finding. An Officer may be called to explain and give detailed explanation of any incident, behavior or conduct relating to job or employment with the Zeeland Police Department. A representative of the Bargaining Unit may be present if requested by the employee.

It is agreed between the parties that subject to the above procedures, the employee shall answer questions relating to his/her performance as an employee of the Police Department regarding any complaint under investigation.

Section 2. Discipline. It is intended that any discipline will be based upon just cause. An employee's sole remedy for an alleged violation of the just cause standard is the Grievance Procedure set forth in Article V.

Disciplinary warnings not involving time off will not be used as a basis for further discipline where such warnings are more than two (2) years old. Such warnings may be used in arbitration proceedings where the Union places the grievant's entire employment history before the arbitrator.

Section 3. Polygraph Test. No employee will be required to take a polygraph test, and such refusal shall not be used against the employee.

ARTICLE VII

CLASSIFICATIONS AND WAGES

Schedule A sets forth the classifications and wage rates that are part of this Agreement. The wage rates are minimums and the City may pay more than such minimums in its discretion. Said classifications are for the purposes of determining wage rates only. All employees must perform the work requested of them by the City.

ARTICLE VIII

OVERTIME

The payment for overtime shall be made in accordance with the following provisions:

Section 1. Payment for overtime shall be for all work done in excess of twelve (12) hours per shift of eighty-six (86) hours every two (2) weeks. All hours in excess of twelve (12) hours per shift or eighty-six (86) hours every two weeks shall be paid at the rate of one and one half (1 1/2) times the officer's then current rate of pay or compensatory time of one and one half (1 1/2) hours for every hour of overtime worked. No overtime will be

paid for hours worked in excess of the normal scheduled work day where an employee works those hours at the employee's option (e.g., no overtime would be payable where one Officer works the Officer's own and another Officer's shift as a result of an arrangement made between the Officers involved to exchange shifts).

Section 2. Employees shall be paid for all overtime worked in the pay period immediately following the two (2) week period in which the overtime was earned.

ARTICLE IX

WORKING HOURS

Section 1. 80 Hours. The established, normal, minimum two (2) week work period for regular full-time employees will be eighty (80) hours.

Section 2. Authorization. All overtime shall be authorized by a responsible supervisor and approved by the Police Chief and no payment for overtime shall be duplicated.

Section 3. Members of the Bargaining Unit that are authorized to attend educational seminars, courses or meetings, will be paid for time spent in such programs at their regular straight time rate, but in no case will any employee be paid more than the employee would have received if the employee had worked his or her regular scheduled shift instead that day. In no event shall overtime payment be authorized for extra hours required for travel to the program or for night meetings or study time involved.

Section 4. Computing Non-Work Time. For the purpose of computing overtime, an employee absent on authorized leave with pay, including but not limited to sick leave, jury

duty, holiday or vacation, will have such time counted as time worked for purposes of overtime compensation. Employees on unpaid leave shall not be considered to have worked during such absence. Time spent in negotiating, grievance hearings and special meetings, shall not be considered as time worked in the computation of overtime pay.

ARTICLE X

COURT TIME

Section 1. An employee who is scheduled for court time at a time other than the employee's normally scheduled duty hours shall be compensated at the rate of one and one half (1 1/2) times the employee's basic normal rate for the time worked with a minimum of three (3) hours.

Section 2. Employees called back to court and not actually having to attend are to be paid in accordance with the normal call back as provided for in Section 1 above.

Employees required to attend court away from the City are to be provided with either transportation or automobile expenses and insurance.

Employees subpoenaed to civil court on any matter stemming from the performance of the employee's duties shall be paid according to Section 1 above. If out of town or state, an employee shall be paid reasonable travel time and expenses, including meals, provided proper receipts are submitted by the employee.

ARTICLE XI

STOPPAGES OF WORK

Section 1. No Strike No Lockout. The Employer agrees that there will be no lockout and the Union agrees on behalf of itself and the employees represented by it, that there will be no concerted absence from work, cessation or interruption of work, slowdown or speedup on work activity or production strike, boycott, picket, or any type of organized or concerted interference, express or implied, direct or indirect, with the Employer's business or abstinence from the full, faithful and proper performance of their responsibilities and duties.

Section 2. Disciplinary Action. The Employer retains the right to take disciplinary action, including discharge, against any employed who may engage in any of the conduct described in the foregoing paragraph.

ARTICLE XII

GROUP INSURANCE

Section 1. Health and Dental. The group hospitalization and dental plans now covering other employees or comparable plans at the Employer's option, shall apply to employees covered by this Agreement.

Section 2. Life. The Employer shall provide life insurance coverage for each employee in the amount of one (1) times the employee's annual salary but shall not be less than \$22,000.

Section 3. Accidental Death and Dismemberment Insurance. The Employer shall provide Accidental Death and Dismemberment Insurance in the amount of one (1) times the employee's annual salary but shall not be less than \$22,000 with various partial physical losses as detailed in the Employer's current policy.

Section 4. Liability Insurance. The Employer shall furnish liability insurance protecting the employees of the Bargaining Unit from liabilities arising out of and in the course of their employment. The terms and conditions of such coverage shall be comparable to that set forth in the Employer's current policy.

Section 5. Workers' Compensation. The Employer agrees to provide employees with Workers' Compensation coverage as required by law. If it is necessary that an employee receive Worker's Compensation benefits, the employee may also use any accrued sick leave and vacation leave to supplement the worker's compensation payments up to the level of the employee's regular pay.

Section 6. Pension. The Employer shall provide a pension plan for all employees comparable to its current plan - 2.0% multiplier. The normal retirement age shall be sixty (60) years of age. Effective July 1, 1994, the multiplier shall be increased to 2.25%. Effective July 1, 1995 the Employer shall provide a spousal death benefit for all vested participants to the extent vested.

Section 7. Long Term Disability. The Employer shall provide employees with Long Term Disability coverage with a 180-day elimination period at the rate of sixty percent (60%) of weekly earnings not to exceed Three Thousand Dollars (\$3,000.00) per month.

ARTICLE XIII

VACATION LEAVE PROCEDURE

Section 1. Vacation with Pay. Vacation with pay is a benefit afforded an employee on an annual basis for purposes of recreation and relief from the routine and pressures of assigned work. It is an earned right in the sense that the right to paid time off from work is earned by time spent at work. However, the time that vacation leave is taken is conditioned upon length of employment and the requirements of the work load of the Police Department, as determined by the Police Chief.

Section 2. Vacation Leave Accumulation. Full-time employees, beginning with the date of their employment and continuing for the balance of their continuous service with the City, shall accumulate annual vacation leave credit as follows:

- a. After one (1) year - 40 hours, one week.
- b. After two (2) years - 80 hours, two weeks.
- c. After eight (8) years - 120 hours, three weeks.
- d. After fifteen (15) years - 160 hours, four weeks.
- e. After twenty-five (25) years - 200 hours, five weeks.

Section 3. Leave Computation. In computing vacation leave credit for full-time employees, the following shall be counted as time worked:

- a. Time spent on vacation leave.
- b. Absences for authorized holidays.
- c. Absences for jury duty.
- d. Absences for funeral leave.

- e. Upon transfer from Police Department to another department of the general City without a break in service, time worked and vacation leave credit accumulated shall be fully credited to the employee in a new department or unit of the general City.
- f. Vacation leave credit will not accrue to any employee during non-work periods including but not limited to the following:
 - (1) Time away from work as a result of participation or direct interest in a labor dispute, including any strike, unauthorized work stoppage, or other concerted action against the Employer.
 - (2) Time away from work as a result of a disciplinary layoff.
 - (3) Time away from work as a result of a job layoff.
 - (4) Time away from work as a result of an authorized extended leave of absence.
 - (5) Upon return to work from an authorized leave of absence with or without pay, an employee in good standing shall be granted all unused vacation leave credit accumulated by earlier service.

ARTICLE XIV

SICK LEAVE

Section 1. Paid Sick Leave.

a. Accumulation.

- (1) Full-time employees, beginning with the date of employment and continuing for the balance of their continuous service with the Employer, shall accumulate sick leave credits at the rate of one quarter (1/4) days per week of service. Total allowable maximum accumulation is ninety (90) days for absences resulting from non-work related injuries or illnesses. Total allowable maximum accumulation is one hundred twenty (120) days only from absences necessitated by work related injuries or illnesses. The additional allowable maximum accumulation of thirty (30) days shall be accumulated at the rate of one-quarter (1/4) days per week of service.
- (2) In computing sick leave credit for full-time employees, the following shall be counted as time worked: vacation leave, holidays, jury duty, time worked in another department without a break in service and bereavement leave.
- (3) Sick leave credit will not accrue to an employee during all other non-work periods.

b. Use.

- (1) An employee may use paid sick leave credits for absences necessitated by the employee's injury or illness, required dental or medical care which cannot be

obtained outside of working hours, or exposure to contagious disease where directed by a physician or health officer.

- (2) Sick leave credits shall not be available to an employee where the injury or illness was sustained by the employee in the course of outside employment.
- (3) An employee, who has exhausted all of the employee's sick leave credit, may then elect to use any compensatory time or vacation leave to which the employee is entitled for sick leave purposes.
- (4) Sick leave payments are based on the straight time earnings of an employee at the time sick leave is taken.
- (5) Authorized holidays falling within a period of sick leave for which an employee is normally not required to work and for which the employee normally receives holiday pay, will not be counted as work days in computing the sick days.
- (6) Sick leave may be allowed in case of illness or injury occurring during vacations. At the Employer's discretion, a doctor's certificate may be required to substantiate the illness or injury. An employee will not be paid both sick pay and vacation pay for the same days.
- (7) The accrued sick leave of an employee whose service with the Employer is terminated by reasons of quitting, discharge or resignation, shall be cancelled.

Section 2. Unpaid Sick Leave. A leave of absence without pay may be granted after an employee exhausts his or her paid sick leave. Such leave shall be for not more than thirty (30) calendar days at a time and shall be granted, denied or extended in the exclusive

discretion of the Chief of Police. A written request for such leave from an employee stating the reason for such leave is required.

Section 3. Application for Sick Leave.

a. In order to be eligible for sick leave or to receive compensation while absent on sick leave, an employee shall:

(1) Notify the employee's supervisor or Police Chief of the reason for absence at least one (1) hour prior to the working day or shift of the first day's absence from duty, if possible.

(2) Keep the supervisor or Police Chief informed of the employee's condition.

(3) Upon request, submit a medical report from a qualified medical physician which states:

i. The date the employee was examined,

ii. The nature of the employee's injury or illness,

iii. The reason why the injury or illness prevents the employee from working, and

iv. When the disability began and when it is expected to end.

(4) Where a question exists as to the returning employee's fitness to perform assigned work, the employee shall submit an unrestricted release for return to work from a qualified medical physician. The Chief may require an independent medical examination before permitting the employee to return to work.

Section 4. Abuse of Sick Leave.

- a. Any employee who knowingly gives false information as a basis for obtaining sick leave or sick leave pay will be subject to a disciplinary action up to and including discharge. Whenever the Employer believes that an employee is abusing or misusing sick leave privileges, a complete investigation may be made.
- b. Any monies paid for sick leave in violation of its uses shall be reimbursed or deducted from future earnings.

ARTICLE XV

BEREAVEMENT LEAVE

Section 1. In the event of death in the employee's immediate family, the employee shall be allowed to attend the funeral. Employees shall receive time required, not to exceed three (3) days. The employee shall be paid at the straight time hourly rate for the eight (8) hours per day. Any time taken beyond the three (3) days shall be approved by the Chief of Police, and if approved, such time shall be charged against accumulated sick leave.

Section 2. "Immediate family" is defined as wife, husband, child, brother, sister, parent, parent-in-law, son-in-law, daughter-in-law, brother, sister, or grandparents of the current spouse, step-parent, step-child, step-brother, step-sister, grandparents, grandchildren, or other relation who reside in the same household.

Section 3. Employees who wish to attend the funeral of a fellow employee or serve as a pallbearer in such funeral may be allowed paid time off from the job.

ARTICLE XVI

HOLIDAYS

Section 1. Holidays. All regular full-time employees shall be eligible to receive holiday pay under the following regulations: (a) the employee must work the scheduled hours of the employee's last scheduled workday before the holiday and the employee's first scheduled workday after the holiday, or have an approved paid leave of absence; (b) the following days will be considered

holidays:

New Year's Day
Good Friday
Memorial Day
Fourth of July
Labor Day
Thanksgiving Day
The Day After Thanksgiving
Christmas Eve
Christmas Day

Section 2. Holiday and Vacation. If a holiday occurs during the time an employee is on vacation, the employee will be paid holiday pay for that day and not vacation pay.

Section 3. Holiday and Sick Leave. If a holiday occurs during an authorized paid sick leave which commenced prior to the holiday, holiday leave will be charged to the holiday and not to sick leave.

Section 4. Shift Personnel. For non-shift personnel, when one of the foregoing holidays falls on a Saturday, the preceding Friday will be observed as a holiday; if it falls on a Sunday, the following Monday will be observed as the holiday for the purposes of both time and pay.

Section 5. Holiday Pay. Holiday pay will be eight (8) hours pay at the employees straight time hourly rate. If an employee works on a holiday, the employee will also be paid one and one-half (1 1/2) times the straight time rate for each hour worked, up to twelve (12) hours a day for hours actually worked.

ARTICLE XVII

PERSONAL LEAVE

Section 1. Personal Leave Days. All employees of the Bargaining Unit shall be granted three (3) personal leave days on July 1, of every year, to be taken by them consistent with adequate organizational staffing, supervisory approval and employee preference; and the hours involved in this day shall be carried as vacation leave for purposes of management control. The leave day may not be taken in segments smaller than a full day.

Section 2. New Employees. No new employee hired on or after July 1 of any year will receive a personal leave day until after the completion of the employee's six (6) month probationary period, and only if the probationary period is completed prior to that July 1.

Section 3. Family and Medical Leave Act. This agreement is designed to conform to the requirements of the Family and Medical Leave Act ("F.M.L.A."). Further, all leave rights provided in the agreement shall run concurrently with F.M.L.A. leave where applicable. Employer reserves the right to require an employee to substitute paid leave (vacation, personal days, workers' compensation, sick/medical leave, etc.) for F.M.L.A. leave.

ARTICLE XVIII

JURY DUTY AND COURT APPEARANCE

Section 1. During the period when an employee is performing required jury duty service during hours when the employee would otherwise be regularly scheduled to work, the Employer will pay the difference between the fees for jury duty and pay at the employee's straight time rate for the hours the employee would have worked on the employee's regularly scheduled shifts during the period of jury duty, provided the employee gives the appropriate department head prompt notice of the employee's call to jury duty, and thereafter, of the payment received for it. Any employee who is subpoenaed to appear in court on a scheduled work day as a result of a duty connected circumstance, or is involved in a duty connected accident and must attend court, shall suffer no loss in pay.

ARTICLE XIX

SENIORITY

Section 1. Seniority. Seniority shall be defined as an employee's length of continuous and uninterrupted service with the Police Department since his last date of hire, excluding any absence without pay.

Section 2. Definitions. Seniority shall be accrued in the following areas and in the following manner:

- a. Unit-wide seniority shall be the length of uninterrupted employment with the Employer, within the Bargaining Unit, commencing with the last date of hiring less time that seniority was not accrued during the employee's absence on an

unpaid leave of absence as provided in this Agreement, which includes time lost due to the employee being laid off.

- b. Classification (i.e., patrolmen) seniority shall be determined to be the amount of accumulated service within a classification.

Section 3. Probationary Employees. Each new employee shall be considered to be on probation and shall have no seniority until such employee shall have been employed with the Police Department for a continuous period of six (6) months following the employee's last date of hire; provided, however, that upon written notice to the new employee and Union before the expiration of said six (6) month period, the period of probation for any new employee may be extended for one (1) additional period not exceeding six (6) months. During the probationary period, an employee may be laid off or terminated by the Employer without regard for the provisions of this Agreement and without recourse to the grievance procedure. The Employer shall have no obligation to rehire or recall an employee who is laid off or discharged during the employee's probationary period, nor to retain any employee for the full period of probation.

Section 4. Loss of Seniority. An employee shall lose his seniority and the employment relationship shall cease, upon the happening of any of the following events:

- a. The employee quits.
- b. The employee is discharged and the discharge is not reversed through the grievance procedure set forth in this Agreement.
- c. The employee retires or is retired.

- d. The employee is laid off for a continuous period in excess of twenty-four (24) months.
- e. The employee is on sick leave of absence and the employee's sick leave has expired pursuant to the provisions of the sick leave article; in the event the accumulated benefits under the sick leave plan are not sufficient to carry an employee until the employee becomes eligible for S and A benefits, the employee will be continued on unpaid leave of absence until the employee becomes eligible for S and A benefits. At the end of the period during which the employee is covered by S and A benefits, if the employee is still unable to return from leave the City will review the situation to determine if the employee should be continued or terminated.
- f. The employee's employment status while on leave of absence (other than military service leave of absence) is changed (other than by layoff, quit or discharge) without the prior written approval of the Chief of Police, from that stated in the application for such leave. In this regard, it is the intent of the parties that all leaves of absence shall be used in accordance with the reasons stated for such leave and the leave application, that leaves of absence shall not be used as trial periods for new employment. An employee shall state in the employee's leave application whether or not the employee intends to perform any work while on leave and the nature and extent of such, if any.
- g. The employee fails to report for work within three (3) working days following the expiration of an approved leave of absence without first notifying the Employer

of the justifiable, legitimate and unavoidable reason for such absence, unless such failure is otherwise excused; or

- h. The employee is absent from work for three (3) consecutive days without notifying the employee's supervisor of the reason for such absence, except when absences and the failure to notify are due to circumstances beyond the employee's control.

ARTICLE XX

PLACEMENT AND PROMOTIONS

Section 1. Placement and Promotion. Placement or advancement within the Police Department shall be based upon demonstrated ability, aptitude for positions of increased responsibility, dependability, experience, seniority, education and other factors as the Employer deems important with respect to the job vacancy or new position to be filled through procedures as determined by the Police Chief.

Section 2. Probationary Period and Salary Increase. In any new job situation, either as a result of original appointment, promotion, upward reclassification, or transfer, there shall be a six (6) month probationary period for the employee involved.

- a. On or before the conclusion of the probationary period, a newly promoted employee may be returned to the employee's previous position, if circumstances warrant; or the probationary period may be extended for a maximum of three (3) months.

- b. If a new employee is retained through the probationary period, the employee's salary shall automatically increase to the second step of the pay range.
- c. If a new employee is hired at a rate equal to or greater than the second step in the employee's range; or if a present employee is placed in a new job at a pay step above the lowest step in the range, as a result of a promotion, job reclassification or transfer, the increase at the end of the six (6) month probationary period is not automatic. However, upon completion of the probationary period in this situation, either a half-step or a full-step increase may be recommended by the department head to the Personnel Committee, justified in writing and based on job proficiency.

ARTICLE XXI

LAYOFF AND RECALL

Section 1. Definition. Layoff shall mean the separation of employees from the active work force.

Section 2. Order of Layoff.

- a. No permanent or probationary employee shall be laid off from the employee's position in the Police Department while any seasonal, temporary or provisional employees are serving full time in the same position and classification. Part time employment where available will be offered to full time Officers who are on layoff where such Officer requests consideration for part time work.

- b. Except as provided below, the layoff of probationary or permanent employees in the Police Department shall be in inverse order of seniority in the classification affected.

Section 3. Demotion in Lieu of Layoff. Except as provided below, an employee subject to layoff who so requests within twenty-four (24) hours after receipt of notice of layoff, shall in lieu of layoff, be demoted to a lower classification in the Police Department if the employee has a greater length of total continuous service in the Police Department than other employees in that lower classification. Demotion shall be through those classifications in which the employee has skill and ability as determined by the Police Chief, providing that an employee serving a probationary period shall not displace a permanent employee in a classification in which the employee has not previously held permanent status.

Section 4. Notice of Layoff. Employees to be laid off indefinitely shall be given at least seven (7) calendar days prior notice.

Section 5. Preferred Eligible Lists.

- a. Employees demoted in lieu of layoff shall have their names placed on preferred eligible lists in order of seniority for each class from which displaced within the Police Department. Employees laid off shall have their names placed on preferred eligible lists in order of seniority for each class from which displaced.
- b. Names shall remain on the lists for twenty four (24) months, unless removed as provided below. Employees shall be recalled from layoff or shall be restored to positions from which demoted in the Police Department before any other

persons are selected for employment during the above twenty-four (24) month period.

Section 6. Recall from Layoff.

- a. Employees to be recalled from layoff shall be given a minimum of seven (7) calendar days to respond after notice has been sent by certified mail to their last known address.
- b. Employees who decline recall or who, in absence of extenuating circumstances, fail to respond as directed within the times allowed, shall be presumed to have resigned and their names shall be removed from seniority and preferred eligible lists.

Section 7. Restoration to Positions From Which Demoted. Employees to be restored to positions from which they had been demoted in lieu of layoff shall be given three (3) calendar days in which to accept. Names of those who decline shall be removed from the pertinent preferred eligible lists.

ARTICLE XXII

LONGEVITY PAY

In recognition of an employee's length of service to the City, the City will pay employees a percentage of their wages as follows:

a.

<u>Schedule of Plan</u>	<u>1 - 4 Years</u>	<u>5 - 9 Years</u>	<u>10-14 Years</u>	<u>15-19 Years</u>	<u>20-24 Years</u>	<u>25+ Years</u>
% of wages for years of service	0%	1%	2%	3%	4%	5%

- b. The maximum longevity check to be paid to an employee is \$1,030.
- c. Longevity pay will be distributed to employees in a single check, once a year, in the first payroll period in the month of December.
- d. Calculation of years of service will be based on service through December 31st of each year.
- e. Wages used in calculating an employee's longevity pay will be based on the employee's current pay grade, excluding overtime wages.
- f. Employees who obtain a leave of absence or retire from employment during the calendar year, shall receive longevity pay pro-rated on the number of weeks worked in that partial year. Employees who are terminated or quit employment are not entitled to a prorated benefit. In addition, for employees who obtain a leave of absence, the anniversary date of employment shall be extended by all leave of absence time for the purpose of computing years of service. The date of record for calculating longevity shall be an employee's most recent hire date.

ARTICLE XXIII

UNIFORMS, SAFETY AND EQUIPMENT

Section 1. Uniforms. Uniforms such as jackets, shirts, suits and pants and replacement items associated therewith shall be provided by the Employer. Reasonable dry cleaning costs at location(s) selected by the City will be reimbursed provided a prior receipt is presented.

Section 2. Appearance. Uniforms and plain clothes and equipment furnished by the Employer shall be worn in a manner prescribed by the Police Chief as set forth in the appearance standards section of the present Zeeland Police Department Policies and Procedures. Such uniforms and equipment shall be of the proper police specifications and sizes commensurate with the needs and safety of the officers.

Section 3. Guns. The Employer shall purchase guns and other control items according to Department specifications.

Section 4. Personal Property. Personal Property required of an officer on the job, limited to eyeglasses, contacts, dentures, watch, is lost or damaged in the actual performance of duty and its loss or damage is not attributable to negligence, may claim appropriate reimbursement from the City's insurance carrier. Where reimbursement is not received from the insurance carrier, a negotiated settlement will be directed by the Personnel Director.

Section 5. Safety Protests. When an employee is required by a supervisor to work under a condition which the employee regards as a violation of a safety rule, the employee shall have the right to protest; if ordered by the supervisor to perform the work involved.

the employee shall have the right to perform the work under protest and refer the matter to the Safety Officer as appointed by the Police Chief for consideration and recommendation. However, no employee shall be required to take out any vehicle which has already been written up and confirmed by a Command Officer as not in safe operating condition

Section 6. On-Duty Injuries. If an employee is injured while on a job and required to leave the job by a medical authority, the employee shall be paid for the remainder of the employee's shift.

Section 7. Accidents and Equipment Defects. Any employee involved in an accident on duty shall immediately report said accident and any physical injury sustained. An employee shall make out an accident report in writing on a form furnished by the Employer and shall turn in all available names and addresses of witnesses to any accident. It is also the duty of the employee to immediately, or at the end of the employee's shift, report all defects of equipment which reasonably should have been known to the employee. Failure to comply with this provision shall subject such employee to disciplinary action by the Employer.

ARTICLE XXIV

EDUCATION

Section 1. Tuition Reimbursement Program. The program is made available to all members of the Union offering opportunity to improve job capabilities by reimbursement of tuition expenses incurred while taking this training. The major premise of the program

is that only the training programs offering direct benefit to the Employer, as determined by the review committee, will qualify for reimbursement. The program is as follows:

PROCEDURE

a. The program is limited to full-time employees with at least one (1) full year of active service to the Employer.

b. Selection courses or training programs must relate to the employee's present position or foreseeable future position, as determined by the Review Committee. The Review Committee consists of the Police Chief, the Personnel Director, and the Mayor. Through periodic meetings of the committee, the scope of training that will best benefit the department can be determined.

c. Types of training included under this program are:

- (1) Courses not required by the Employer, yet directly beneficial to the employee's work capabilities.
- (2) Training approved by the Review Committee to prepare the employee for new or higher levels of responsibility.

The Review Committee, after consulting with the Police Chief, may allow additional types of training in order to meet special needs of the department.

d. The training program or educational institution must be accredited by the North Central Accreditation, an accredited high school, a nationally recognized professional group offering training leading to a diploma, license, or certificate of completion, recognized correspondence school, trade or technical school, or adult education courses.

e. Courses are to be taken on the employee's own time. For training that would conflict with the employee's working hours, it will be the responsibility of the Review Committee to determine whether the proposed training is necessary enough to come under the category of "Employer requested training". The present program provides only for reimbursement of tuition expenses and expenses for required course books or supplies. Travel expenses and other costs incidental to the training do not qualify for reimbursement.

f. Training taken by the employee at the Employer's request will not qualify for such program. Employer requested training includes such activities as conferences, workshops, and meetings of professional organizations in which participation is authorized through the budgetary process.

g. Employees who take advantage of this program and subsequently terminate employment with the City before three years from the date of the training completion, must return a proportionate amount of their reimbursement, as follows : full reimbursement to the City for less than one (1) year, two-thirds (2/3) reimbursement for less than two (2) years, and one-third (1/3) reimbursement for less than three years.

h. A formal request for financial assistance must be submitted to the Police Chief in advance of actual course work. The Police Chief will then submit in writing his or her rationale supporting the employee's request to the rest of the Review Committee. After consultation with the Department Head, the committee will act upon the employee's request. Department Head disapproval of an employee's request may be appealed by the employee in writing directly to the Review Committee.

The formal request should include:

- (1) Employee's name and position.
- (2) Educational institution he or she wishes to attend.
- (3) Description of course desires.
- (4) Beginning and completion date of training.
- (5) Statement of how the training will benefit the Employer and the employee's performance.
- (6) Cost of tuition and required course materials.
 - i. Upon satisfactory completion of the course, the employee must furnish a copy of the receipt of full payment as well as a copy of his or her final grade or certificate of completion. A grade of "C" or satisfactory work, will not qualify for reimbursement.
 - j. Total tuition reimbursement may not exceed \$450.00 per individual per fiscal year.
 - k. Employees who are receiving, or are eligible to receive, any other financial assistance for education (e.g. scholarships, G.I. Bill) are not eligible for dual benefits for the same course by virtue of this program. However, supplemental benefits will be considered.
 - l. Successful completion of courses of study under this Tuition Reimbursement Program must not be construed as a guarantee of advancement or as a guarantee of wage increment.
 - m. Employees wishing to take more than one course of training in relation to the attainment of a degree, license, certificate, or advancement of position, must submit an outline of future training courses for the approval of the Review Committee. In this way, the Committee can inform the employee in advance whether the course he or she wishes

to take will qualify in the program. The emphasis of the program is on compensating the employee for training he or she takes on his or her own time which results in direct benefits to the City.

n. The Review Committee will administer the allocation of tuition reimbursement monies so that all interested employees and departments of the City will have the opportunity to share equitable in the program and in these funds, subject to budgetary limitations established for this program.

o. The Finance Department shall maintain the necessary records to monitor the financial status of the Tuition Reimbursement Program.

Section 2. College Credit Pay. College credit incentive pay in the field of Criminal Justice will be granted on an annual basis to employees in accordance with the following schedule:

30 Credit Hours	\$ 50
60 Credit Hours	\$100
Associate Degree	\$150
Bachelors Degree	\$200

ARTICLE XXV

MISCELLANEOUS

Section 1. Amendment of Agreement. Upon mutual Agreement, the Employer and the Union may amend, supplement, rescind or otherwise alter this Agreement during its

term. Any such change, however, shall not be effective until it is reduced by writing and signed by duly authorized representatives of both the Employer and the Union.

Section 2. Captions. The captions used in each Section of this Agreement are for identification purposes only and are not a substantive part of the Agreement.

Section 3. Savings Clause. If any Section of this Agreement or any addendum thereto shall be held invalid or to conflict with applicable Federal or State law by any Court of competent jurisdiction, the remainder of the Agreement and its addendums shall not be affected thereby and the parties shall enter into immediate collective bargaining negotiations for the purpose of arriving at a mutually satisfactory replacement for such Section.

Section 4. Mileage. Employees authorized to operate their own automobiles in the line of duty and on business of the Employer, will be reimbursed mileage expenses at the same rate as established by City Council for all other City employees. If the City Council adjusts the employee's mileage rate during the life of this contract, it shall be automatically adjusted for Bargaining Unit personnel.

Section 5. Vehicles. The City believes that specifications for police patrol cars is ultimately a responsibility of management. The City is willing to take into account the concerns of the Bargaining Unit in reaching its decision, but the City reserves the right to make the final determination on specifications.

ARTICLE XXVI

WAIVER

Section 1. The City and the Union, for the life of this Agreement, each voluntarily and unqualifiedly waive's the right, and each agrees that the other shall not be obligated, to bargain collectively with respect to any subject or matter not specifically referred to or covered in this Agreement, even though such subjects or matters may not have been within the knowledge or contemplation of either or both of the parties at the time that they negotiated or signed this Agreement.

Section 2. There are no understandings or Agreements or past practices which are binding on either the City or the Union other than the written Agreements enumerated or referred to in this Agreement. No further Agreement shall be binding on either the City or the Union until it has been put in writing and signed by both the City and the Union.

ARTICLE XXVII

DURATION

Section 1. This Agreement shall remain in full force and effect from July 1, 1993 to and including June 30, 1996, and thereafter for successive periods of one (1) year unless either party shall, on or before sixty (60) days prior to the expiration date of this Agreement or any annual extended date, serve written notice on the other party of the desire to terminate, modify, alter, negotiate, change or amend this Agreement. A notice of desire to modify, alter, negotiate, or change, or any combination thereof, shall have the effect of terminating that portion of the Contract under consideration on the expiration date,

unless before that date the subject of amendment proposed by the other party has been disposed of by Agreement or by withdrawal of the party proposing amendment, modification, alteration, negotiation change, or any combination thereof.

IN WITNESS WHEREOF, the parties have caused this instrument to be executed this 21st day of October, 1993.

POLICE OFFICERS LABOR COUNCIL

Paul R. Mann
Field Representative

David J. Barkel
Steward

James Dwyer

CITY OF ZEELAND

[Signature]
Mayor, City of Zeeland

Robert W. Helgen
Chief of Police

SCHEDULE A
 COMPENSATION SCHEDULE
 ZEELAND POLICE OFFICERS DIVISION

Position Title	Min	6 Mo	1st Yr	2nd Yr	3rd Yr
<u>7/1/93 - 6/30/94</u>					
Corporal	\$13.29	\$13.61	\$13.96	\$14.64	\$15.40
Patrol Officer	12.63	12.93	13.29	13.96	14.64
Clerk	9.03	9.26	9.50	9.97	10.35
<u>7/1/94 - 6/30/95</u>					
Corporal	13.56	13.88	14.24	14.93	15.71
Patrol Officer	12.88	13.19	13.56	14.24	14.93
Clerk	9.30	9.54	9.79	10.27	10.66
<u>7/1/95 - 6/30/96</u>					
Corporal	13.83	14.16	14.52	15.23	16.02
Police Officer	13.14	13.45	13.83	14.52	15.23
Clerk	9.58	9.83	10.08	10.58	10.98

