



# GRAND VALLEY STATE UNIVERSITY

**AGREEMENT**

**between**

**GRAND VALLEY STATE UNIVERSITY**

**and**

**COMMAND OFFICERS ASSOCIATION OF MICHIGAN**

**and**

**DEPARTMENT OF PUBLIC SAFETY EMPLOYEES**

**6/1/2018 – 5/31/2021**

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## Section 1 Agreement

THIS AGREEMENT entered into this 1<sup>st</sup> day of June, 2018, between the BOARD OF TRUSTEES OF GRAND VALLEY STATE UNIVERSITY (hereinafter referred to as the "University") and the University's Department of Public Safety Employees and the COMMAND OFFICERS ASSOCIATION OF MICHIGAN (hereinafter referred to as the "Union").

WITNESSETH:

## Section 2 Recognition

- 2.1 Legal Basis. On December 1, 2008 the University recognized the Union, based on a unanimous confirmed expression of interest, as the exclusive representative for all employees in the unit as described in Section 2.2 of this Article for the purpose of collective bargaining in respect to rates of pay, wages, hours of employment and other conditions of employment for the term of this Agreement.
- 2.2 Description of Bargaining Unit. This Agreement shall be applicable for all Department of Public Safety employees listed in Appendix A of this Agreement excluding from the foregoing all officers, office and clerical employees, students, temporary, executive administrative professional, and all others not specifically included in Appendix A.
- 2.3.1 Definition of Employee. The term "employee" or "employees" as used in this Agreement (except where the context clearly indicates otherwise) shall mean a person appointed by the University to work in a position included in the above-described bargaining unit for an undetermined period of time; i.e., for a period of time not specifically limited in duration. The term "temporary employee" as used in this Agreement shall mean a person who has been appointed to work in a position included in the above described bargaining unit for a specific period of time (limited to six (6) months) for the purpose of: (1) completing a specific project, (2) filling in for regular employees who may be absent, or (3) augmenting the regular staff as required to meet conditions creating limited-term staff shortages. The term "probation" or "probationary employee" shall mean any employee who has served less than six (6) calendar months in University's employment since their last employment date.
- 2.3.2 Full-time Staff Members. The term "full-time staff member" shall mean a staff member whose normal schedule of work is forty (40) hours per week or more on a regular basis.
- 2.3.3 Part-time Staff Members. There are two types of part-time staff members. The term "benefit eligible part-time staff members" shall mean a staff member whose normal schedule of work is less than thirty (30) hours per week and is twenty (20) hours or more per week on a regular basis.

The term "non-benefit eligible part time staff member" (referenced in Banner as "limited part time") shall mean a staff member whose normal schedule averages less than twenty (20) hours per week, but nevertheless, has a regular weekly schedule of 8 hours or more. Such staff members shall be covered by this Agreement, but will not be eligible to participate in the fringe benefits provided by this Agreement.



If requested by the COAM President, the University will provide to COAM, up to twice each year, a report of hours worked by part-time staff members. If requested by the COAM President, the University will meet with COAM to discuss the hours worked by part-time staff members.

- 2.3.4 Probationary Sergeant. A newly promoted sergeant shall be on probationary status for 6 months from the date of promotion. During this probationary period the Director of Public Safety or designee may determine that the probationary sergeant does not demonstrate the ability to perform the required work. The decision of the Director of Public Safety or designee is not subject to Grievance procedure. The staff member shall also have the option to elect to return to their former position during this probationary period.
- 2.3.5 Student Employees. It is recognized by the Union that as a matter of policy the University is committed to provide work and/or training opportunities for students in the bargaining unit. Nothing contained in this Agreement shall be construed to impinge upon the above policy.

### Section 3 Responsibilities of Agreeing Parties

- 3.1 Union Responsibilities.
  - 3.1.1 Coercion, Intimidation, Solicitation. The Union agrees that it will not coerce or intimidate any employee regarding Union membership or activity subject to the provisions of Section 4. The Union agrees further that there shall be no solicitation of employees for Union membership, payment of dues, or conduct of Union business (unless specifically permitted herein) on the University's time.
  - 3.1.2 Strikes and Interference. The Union and its officers and agents agree that they shall not authorize or conduct a strike against the University because the grievance and arbitration procedure herein provides an orderly procedure for settlement of disputes concerning the application of the terms of this Agreement and because it is not lawful for public employees to do so. The Union and its officers and agents further agree that they shall not authorize, conduct or participate in sit-downs, slow-downs, stoppages of work, or in any acts of a similar nature which interfere with the orderly operation of the University. They also agree that they will not otherwise permit the existence of or continuance of any of the above acts. In the event of a violation of the provision, the Union will take affirmative action to terminate and to remedy such violation.
  - 3.1.3 Discrimination. The Union agrees that it will not in any way, in matters of membership, administration of Union affairs, or in the administration of this Agreement, discriminate against any qualified employee because of age, color, disability, familial status, height, marital status, national origin, political affiliation, race, religion, sex/gender (including gender identity and expression), sexual orientation, union membership, veteran status, or weight as required by law. The Union and University agree they will work together to take all action necessary to comply with all applicable laws, especially as they apply to the matter of reasonable accommodation.
- 3.2 University's Responsibilities.

- 3.2.1 Retention of Rights. The University, by this Agreement reserves and retains solely its management rights and functions except as they are clearly and expressly limited by this Agreement. Such rights, by way of illustration, include, but are not limited to (1) full and exclusive control of the management of the University, the supervision of all operations, the methods, processes, and means of performing any and all work, the control of the property and the composition, assignment, direction and determination of the size of its working forces; (2) the right to change or introduce new or improved operations, methods, means or facilities; (3) the right to hire, schedule, promote, demote, transfer, release, and layoff employees; (4) the right to suspend, discipline, and discharge employees for cause; (5) the right to establish Rules and Regulations which shall be published and issued to each employee or posted on bulletin boards, and it is understood that the Rules include any illegal acts; (6) the right to subcontract such portions of the work which may be done by bargaining unit employees as the University deems to be in its best interest and to otherwise maintain an orderly, effective and efficient conduct of its affairs. In the event of a permanent close down of an operation, a special conference on the matter will be arranged by the University. The University agrees not to "lock-out" the employees during the term of this Agreement.
- 3.2.2 Discrimination. The University agrees that it will not discriminate against any qualified employee in matters of employment, promotion, demotion and assignment because of age, color, disability, familial status, height, marital status, national origin, political affiliation, race, religion, sex/gender (including gender identity and expression), sexual orientation, union membership, veteran status, or weight as required by law. The Union and University agree they will work together to take all actions necessary to comply with all applicable laws, especially as they apply to the matter of reasonable accommodation.
- 3.2.3 Aid to Other Unions. The University will not aid, promote or finance any labor group or organization which purports to engage in collective bargaining or make any agreements with any such group or organization regarding employees in this bargaining unit for the purposes of undermining the Union.

#### Section 4 Union Dues

- 4.1 Authorization for Union Dues. The University will honor voluntary dues or payment deduction authorizations submitted in writing to the University on a form provided for this purpose. The University and the Union shall develop such a form which shall clearly identify the purpose, the amount and the frequency of the deduction. Deduction authorizations shall be effective in the next pay period when a deduction would normally be executed providing the authorization form is received by the University before each payment and only for those employees who have signed the payroll deduction form and who received pay checks at that time. The total amount deducted shall be paid to the labor council, as soon as practicable after the deductions are made. The University shall have no responsibility for the collection of initiation fees, special assessments, or any other deductions, nor for collection of membership dues, except as provided herein.
- 4.2 Cancellation of Union Dues. An employee may cancel their payroll deduction authorization at any time by written notification to the University on a form provided by the University for this purpose. The cancellation shall then be effective the next following pay period for which the normal deduction would have been made.

- 4.3 Provision of Lists. The University agrees to provide to the Union President each month a list of employees for whom deductions were executed.
- 4.4 Limit of University's Liability. The University shall not be liable to the Union by reason of the requirements of the Agreement for the remittance of payment of any sum other than that constituting actual deductions under an authorization as provided above made from wages earned by employees.
- 4.5 Indemnification. The Union shall hold the University harmless and indemnify the University for any claims or expenses or liability incurred relating to the deductions provided in Section 4.

#### Section 5 Conferences

- 5.1 Special Conferences. Special conferences for important matters may be arranged between the Local President and the University or its designated representative upon request of either party. Arrangements for such special conferences shall be made in advance and an agenda of the matters to be taken up at the meeting shall be presented at the time the conference is requested. Matters taken up in special conference shall be confined to those included in the agenda, except by mutual agreement to change the agenda. The members of the Union shall not lose time or pay for time spent in such special conferences. Such meetings shall not be for the purpose of conducting bargaining negotiations, nor to in any way modify, add to, or detract from the provisions of the Agreement. The agenda shall include a list of participants which will not be changed except on prior agreement by both parties. The University shall prepare a summary of the conference in writing within seven (7) calendar days.
- 5.2 Complaint Procedure. If an employee has a complaint, which is not a proper subject for a grievance under the grievance procedure, the employee may discuss it with their immediate supervisor. The employee may submit the complaint in writing. The employee may have the assistance of the Local President in presenting the complaint. Complaints shall be answered as soon as reasonably possible, but in no event shall an answer be delayed more than five (5) calendar days, unless the time for an answer is extended by mutual agreement. If the employee and the Union are dissatisfied with the answer, they may request a Special Conference.

#### Section 6 Grievances

- 6.1 Definition. Grievances within the meaning of the grievance procedure and the arbitration clause shall consist only of disputes about the interpretation or application of this Agreement and about alleged violations of this Agreement.
- 6.2 Procedure. When an employee has a grievance, the employee shall consult the supervisor no later than twelve (12) calendar days from the date of the occurrence. The supervisor shall answer the grievance orally, or in a written message no later than three (3) calendar days from the consultation. If the employee does not receive an answer, or is not satisfied with the supervisor's answer, such employee may file a formal grievance as follows:

Step 1. The employee, or union representative shall submit the grievance in writing on the prescribed form to the supervisor no later than seven (7) calendar days from the supervisor's answer. The grievance shall be signed by the employee and a copy sent to the union President and shall identify the section of the Agreement alleged to have been violated. The supervisor shall then arrange for a meeting with the employee no later than seven (7) calendar days after receipt of the grievance, at which time the formal grievance may be presented. The union President (or designated representative) may be present at this meeting if the employee requests. The supervisor shall prepare a written answer to the employee on the prescribed form no later than seven (7) calendar days from the meeting. If the employee is not satisfied with the answer, the employee may present the grievance at Step 2.

Step 2. The Union President (or designated representative) shall submit the grievance on the prescribed form to the Human Resources Office's representative no later than ten (10) calendar days from the receipt of the University's written decision. The employee, and Union Representative shall again sign the grievance. The Human Resources Office's representative shall arrange a meeting to be scheduled within five (5) calendar days of receiving the notice, and may elect to have other representatives at the meeting. Representing the Union shall be the Union President or designee and/or a Union Representative of the Police Officers Association of Michigan. The Human Resources Office's representative shall prepare a written decision on the prescribed form no later than ten (10) calendar days following the meeting.

#### Union Initiated Grievance

The Union may initiate Union grievances at Step 2 of the grievance procedure. A Union grievance is defined as a grievance in which a specific right given to the Union by this Agreement has been violated (such as: collection of dues or representation) or involves a matter of policy that will affect the entire bargaining unit (such as the application of rules or regulations). This does not cover individual issues (such as discharge or discipline, or assignment of overtime).

Step 3. Pre-arbitration Conference. If the Union, (in cases of the Union initiated), or the employee is not satisfied with the answer at Step 2, the Union shall notify the Human Resources Office's representative in writing within ten (10) calendar days from the Union President's receipt of the written answer and request that a Pre-arbitration Conference be scheduled for the purpose of restating the Union's and the University's positions. Such conference shall be scheduled to occur within twenty (20) calendar days of receipt of the answer at Step 2. Union participants in this Conference shall be limited to the Union President, or designee, and representatives from the Police Officers Association of Michigan. The University's participants in this Conference shall include at least one person other than the University's representatives who answered the grievance at a previous step.

Step 4. Arbitration. If the employee and the Union wish to request arbitration, they shall do so in writing no later than thirty (30) calendar days from the date of the pre-arbitration conference. Controversies referred to arbitration shall be limited to those concerning compliance with the terms of this Agreement by the University

and the Union. The selection of the arbitrator shall be made within ten (10) calendar days from the date of the request for arbitration. In the event they cannot agree upon an arbitrator within that time, the arbitrator shall be selected by the Federal Mediation and Conciliation Service. The arbitrator shall have no power to add to, or subtract from, or modify any of the terms of this Agreement, nor shall they substitute their discretion for that of the University or the Union, nor shall they exercise any responsibility or function of the University or the Union. The arbitrator's decision shall be final and binding on the parties, and the decision shall be rendered after the conclusion of testimony and argument. Expenses for the arbitrator's services and the proceedings shall be borne equally by the University and the Union except those expenses associated with compensating the representatives and witnesses. If either party desires record of the proceedings, it may obtain same at its own expense, and a copy must be provided to the other party. The Union President (or designee) and the grievant(s) shall suffer no loss of pay for attending the arbitration hearing, but in no situation will the Union President or the grievant(s), be compensated for more than eight (8) hours at straight-time on the date of the hearing. Witnesses shall not suffer a loss of pay if they testify during their scheduled work hours. There shall be no appeal from an arbitrator's decision. Each such decision shall be final and binding upon the Union and its members, the employee or employees involved and the University. The Union will discourage any attempt of its members and will not encourage or cooperate with any of its members in any appeal to any Court or Labor Board from a decision of any arbitrator. The above in no way precludes the possibility of representatives of the University and the Union meeting and arriving at mutually agreed upon binding decisions prior to arbitration.

- 6.3 Time Limit. All grievances shall be considered permanently settled if they are not filed at the next step in accordance with the prescribed time limits and on the prescribed form. If the established time limit is not followed by the University, the Union may advance the grievance to the next step. The time limits stated in this Section may be extended by mutual consent, and a grievance may be withdrawn without prejudice by mutual consent.
- 6.4 Investigation and Representation. As the investigator of a grievance, the Union President (or designated representative) shall be allowed reasonable time off their job, without loss of time or pay, to investigate a grievance they are to discuss, or have discussed, with the University upon having received permission from their supervisor to do so. The supervisor will grant permission as soon as reasonably possible and provide sufficient time to leave their work for these purposes, subject to necessary emergency exceptions. This privilege is subject to the understanding that the time will be devoted to the proper handling of grievances and will not be abused. These employees will perform their regularly-assigned work at all times, except when necessary to leave work to handle grievances as provided herein. Any alleged abuse of this privilege by either party may be a proper subject for a Special Conference.

## Section 7 Discharge or Discipline

- 7.1 Notice of Investigation, Discharge or Discipline. Table 1 outlines the types of documentation that may be required, where record of that documentation will be retained,

and the parties who will be notified, if a course of formal discipline is taken and become part of the employee's permanent personnel file.

Table 1

	<b>Documented Verbal Warning</b>	<b>Written Warning</b>	<b>Disciplinary Suspension</b>	<b>Termination</b>	<b>Performance Improvement Plan (PIP)</b>
<b>Discipline</b>	Yes	Yes	Yes	Yes	No**
<b>Supervisor File</b>	Yes	Yes	Yes	Yes	Yes
<b>HR Personnel File</b>	No*	Yes	Yes	Yes	Yes
<b>COAM Notified</b>	No*	Yes	Yes	Yes	No**
<b>HR Notified</b>	No*	Yes	Yes	Yes	Yes

\*Documentation must be produced if escalating to a higher level of discipline

\*\* Could serve as a written warning if unsuccessful

- 7.2 The employee being investigated shall be informed of the nature of the investigation, prior to being interviewed.
- 7.3 The employee being questioned shall have the right to have the local president or designated representative present during any questioning.
- 7.4 Written notice of disciplinary action or discharge shall cite the specific sections of rules and regulations and/or appropriated law(s) or ordinance(s) which the employee is alleged to have violated.
- 7.5 In imposing any discipline on a current charge, management will not take into account any prior infractions which occurred more than two (2) years previously. In the event an employee completes three (3) years of service without a disciplinary action, letters of warning and/or suspension over three (3) years old shall be permanently removed from their personnel file upon request to the Vice-President of Human Resources.
- 7.6 Upon request, copies of pertinent information used by the employer to reach a decision shall be given to the union as soon as possible after a decision is reached.
- 7.7 Appeal of Discharge or Discipline. Should the discharged or disciplined employee consider the discharge or discipline to be improper, a grievance shall be presented in writing as provided in the grievance procedure. In cases of discharge, or discipline resulting in suspension, the grievance shall be filed at Step 2 of the grievance procedure within 10 days of the discharge.
- 7.8 Probationary Staff members. The University may discharge or discipline probationary staff members for such cause and in such manner as it, in its sole and absolute discretion, deems appropriate and in the best interest of the University. Such discharge or discipline shall not be subject to the grievance procedure of this Agreement. The University shall have no obligation to re-employ a staff member who is discharged during the probationary period. While probationary staff members may be included in lists, there shall be no seniority among probationary staff members. This section does not apply to probationary sergeant.

Section 8 Seniority

8.1 Definition.

- A. University Seniority: The day on which an employee last began employment as a regular employee at the University, even though in a probationary status.
- B. Department Seniority: The day on which an employee last began employment as a full time M.C.O.L.E.S (Michigan Commission on Law Enforcement Standards) licensed employee in the Department of Public Safety, even though in a probationary status.
- C. Classification Seniority: Any employment time in the full-time sergeant classification in the Department of Public Safety, even though in a probationary status.

For purposes of vacation, the retirement plan and other staff benefits earned by employment service, the provisions of the sections of this Agreement which provide for the benefits shall determine the necessary service duration for each benefit.

8.2 Determination of Seniority. Seniority records shall be maintained by the University and shall be based on the employee's respective seniority date. The University shall maintain current records on seniority for use in the application of these provisions and they shall be available whenever a Union representative shall raise a question of seniority. Such lists and records shall also show the job title and latest employment date with the University for each person, and a copy of the list shall be furnished to the Union every six (6) months.

8.3 Loss of All Seniority. An employee shall lose their seniority if:

- A. They retire, are discharged for just cause or quits (An employee shall be considered to have quit on their last day of work if they are absent from work for three or more consecutive working days without notifying their supervisor unless the employee is prevented from giving such notice by some cause beyond their control.);
- B. They do not return to work upon expiration of a leave of absence;
- C. They fail, without approved reason, to return to work from layoff within seven (7) calendar days after being notified of recall by the University, provided there is acceptable proof that they had notice of recall;
- D. They have been on layoff for a period longer than eighteen (18) months, or their length of seniority at the beginning of the layoff, whichever is the lesser.
- E. They fail to return to work at the end of their sick leave or extended sick leave;
- F. They have been reassigned to a non-bargaining unit position with the University, however, University seniority is retained.

8.4 Application of Seniority. Seniority shall be the controlling factor in the following situations:

- A. Layoffs. The University agrees that should a reduction in force be required, the University will make a good faith effort to do so through attrition. The Association President and Vice President shall be notified of the positions to be reduced.

Bargaining Unit members will be given a minimum of fourteen (14) calendar days notice prior to reduction in force. If fourteen (14) calendar days notice cannot be given, severance pay will be provided in lieu of notice for each workday lost during the fourteen (14) calendar day period.

In the event of layoffs or a reduction in the work force, probationary, and part-time employees shall be laid off first. Thereafter, the employee with the latest department seniority date within classification shall be laid off, followed by the employee with the next latest seniority date, and so on, provided that those remaining at work have the ability to do the work which is available. The laid off sergeant shall be able to bump the officer with the least department seniority provided the laid off sergeant has greater department seniority.

Laid off bargaining unit members who notify the department within 2 weeks of layoff that they want to be maintained as a temporary employee shall be maintained on the temporary employee list. Laid off bargaining unit members maintained on the temporary employee list retain rights as a laid off bargaining unit member.

Laid off bargaining unit members who are maintained on the temporary employee list will be contacted in order of department seniority when temporary or part-time work is available.

- B. Recalls. When employees are recalled from layoff because of the availability of work, the laid off employee with the earliest department seniority date shall be recalled first, the employee with the next earliest seniority date second, and so on, provided that they have the ability to do the work which is available.
- C. Job Assignment Vacancies. A job assignment vacancy shall be defined, for purposes of this Agreement, as a job assignment previously held by a bargaining unit member that needs to be filled, or a newly created job assignment within the bargaining unit. Determination with respect to the filling of job assignment vacancies shall be based on the earlier classification seniority date when two or more persons are equal in their qualifications, including work and attendance records, for the vacancy. Job assignment vacancies shall be posted on the specified form for a period of at least five (5) calendar days on the union bulletin board setting forth qualifications, hours, shift and job assignment title. Job assignment postings may be signed by any employee in the classification, except that any employee who has received a different job assignment pursuant to a posting in the preceding six (6) months shall not be eligible to sign a posting unless the posted job assignment would permit an hourly pay rate increase for them. Job assignments may be temporarily filled before a permanent assignment is made. Job assignment vacancies will be posted within 90 calendar days of job vacancy. In the event that a job assignment vacancy is not filled within 30 days of the removal of the posting, the University agrees to notify the Union of the cause



of the delay. If no qualified employee signs the job assignment posting, it may be filled by a new employee.

- D. Reassignment to an Officer Classification. When, because of a reduction in work force, it is necessary to assign a sergeant to the officer classification, the determination shall be based on the later classification seniority date when two or more employees are equal in their qualifications to retain the higher position. The displaced employee will be placed in the classification in which the least senior employee is doing work that the displaced employee can do. The displaced employee shall retain department seniority. However, no employee shall be placed in a higher-paid classification because they are displaced.
- E. Vacations and Optional Leave of Absence. In the event two or more employees within the same classification apply for simultaneous vacations or leaves of absence for reasons within the control of the employee during the same period of time and if the work requirements do not permit such vacations or leaves of absences, preference shall be given to the affected employees on the basis of the last date of promotion within the classification.
- F. Leaves of Absence and Seniority. All seniority shall continue to accumulate for any leave of absence up to six (6) months, unless the contract provision permitting the leave specifies otherwise. Thereafter, the employee shall retain all seniority but will not accumulate further seniority until returning to work.

8.5 Non-applicability to Probationary Employees. The Union shall represent probationary employees only for the purpose of wages, hours and conditions of employment and not for discharge or discipline. While probationary employees may be included in seniority listings, there shall be no seniority among probationary employees.

## Section 9 Working Hours

### 9.1 Definitions.

- A. Regular Week. A regular full-time work week shall consist of forty (40) hours per calendar week.
- B. Shift. A full-time eight (8) hour shift shall normally consist of an eight hour time period of which one-half hour shall be used for a lunch period with compensation. A full-time ten (10) hour shift shall normally consist of a ten (10) hour time period of which one-half hour is used for a lunch break with compensation. Employees are on call during their lunch break and must be readily available to answer any calls. It is the intent of the University to maintain at least two full time sworn staff members on duty on each Friday and Saturday between the hours of 10:00PM and 2:00AM while fall and winter classes are in session.
- C. Shift Bid. Shift preference will be determined on the basis of classification seniority within each classification, providing the employee is qualified for the job.

Shift bids shall be upon request and mutual agreement

A supervisor can sign the shift bid sheet for a sergeant with verbal or electronic notification from the affected sergeant.

- 9.2 Rest Breaks. Each employee shall be entitled to a rest break of fifteen (15) minutes at or near the midpoint of each consecutive shift worked as scheduled by the University. Such rest breaks may not be accumulated from one shift period to another. Employees are on call during rest breaks and must be readily available to answer calls.
- 9.3 Job Share. The University and the Command Officers Association of Michigan (COAM) agree that in unique circumstances, it may be beneficial for two employees to enter into an agreement to job-share. A job-share position shall be defined as a full-time position shared by two (2) bargaining unit members. Approval of a job-share shall rest with the University after consultation with the COAM. At the expiration of this agreement, the parties will review the status of job-share arrangements and determine whether this letter of agreement should be extended, modified or terminated. For the term of this agreement, the University and the COAM agree that:
- A. The University shall determine a regular job-share schedule, between 40 and 60 hours per person in a two-week period.
  - B. Individuals interested in job-sharing should contact the Human Resources Office. When a job-sharing opportunity becomes available, the Human Resources Office will contact those who have expressed an interest and facilitate job-share matching after application by the employee. Job-share opportunities shall be posted.
  - C. Benefits will be provided to employees in a job-share position as follows:
    - 1. Medical Insurance will be made available. The cost of coverage to the University shall not exceed the cost of coverage for one staff member.
      - a. If both job-share employees do not elect coverage, each will receive 50% of the credit given to regular full and part-time staff.
      - b. If one job-share employee elects medical insurance and the other does not: the employee without coverage will receive 50% of the credit given to regular full and part-time employees, the other job-share employee will pay the cost of the credit given to the other employee plus the cost charged to regular full and part-time employees for the option that they select.
      - c. If both job-share employees elect medical coverage, each employee will pay 50% of the group cost for the plan chosen. The University will pay the remaining 50%. Group costs will change annually.
    - 2. Dental Insurance will be made available. The cost of coverage to the University shall not exceed the cost of coverage for one staff member.
      - a. If both job-share employees do not elect coverage, each will receive 50% of the credit given to regular full and part-time staff.
      - b. If one job-share employee elects dental insurance and the other does not: the employee without coverage will receive 50% of the credit given to regular full and part-time employees, the other job-share employee will pay the cost of the credit given to the other

- employee plus the cost charged to regular full and part-time employees for the option that they select.
- c. If both job-share employees elect dental coverage, each employee will pay 50% of the group cost for the plan chosen. The University will pay the remaining 50%. Group costs will change annually.
- 3. Life Insurance will be provided equal to their base hourly rate of pay times 1040 hours.
  - 4. Vision Insurance will be made available to the same extent and at the same rate as is available to other University employees.
  - 5. Employees will be paid 4 hours for each approved holiday listed in section 12.1 of the master agreement.
  - 6. Vacation will be accrued according to the provisions for part-time employees as outlined in Section 12.2.
  - 7. Salary Continuation will be provided according to the provisions for part-time employees as outlined in Section 12.3.1.
  - 8. A Retirement Plan will be provided according to the provisions for part-time employees outlined in the plan document.
  - 9. Medical Insurance for Retirees will be made available to the same extent and in the same manner as is available to other part-time University employees.
- D. It is understood that workspace will be shared.
  - E. If requested, employees sharing a position will coordinate vacation time and work full-time on days that the other employee is on vacation.
  - F. The University may convert a job share position to a regular full-time position. If it does, the University will give the employees a minimum of a one (1) month notice. If the position is converted to a full-time position, the most senior employee shall be offered the full-time position and the remaining employee may exercise their rights under section 7 of the master agreement.
  - G. Unless specifically addressed above, other provisions of the master agreement apply to job-share employees.
  - H. It is expected that the employees will work together to communicate daily work needs. It is understood that employees, at their discretion, may need to use unpaid time before or after their regular shift, or on days they are not scheduled to work, to effectively communicate.
  - I. No full-time position, held by an incumbent, shall be converted to a job-share if the incumbent does not wish to job-share.
  - J. Job-sharing is purely voluntary on the part of the employee.

#### Section 10 Monetary Compensation

- 10.1 Basis for Pay. Employees shall be paid in accordance with the Compensation Schedule which is attached as Appendix A. An employee's rate shall be determined based on the job title and the grade to which that position is assigned. The employee's established rate of pay shall be used in determining overtime pay, lost time, group life insurance premiums and other benefits. The Director of Public Safety or designee may place a newly sergeant at the appropriate step after evaluation of individual's prior police experience and specialized knowledge relevant to university policing.
- 10.2 Rate of Job. Employees shall receive increases at the completion of probation to the rate of the job they are assigned to. Applicable service year increases shall be effective each contract year during the term of this agreement.
- 10.3 Promotions. A promotion occurs when an employee moves to a job in a higher classification. The employee shall receive an increase in rate on the date of promotion but their rate must be established at no less than the specified rate in the new grade.
- 10.4 Reassignment to an Officer Classification. Employees may be subject to a decrease in rate if they are reassigned to a position in an officer classification. An employee may request in writing to the Director of Public Safety or designee to be relieved of their promoted classification and be returned to officer classification. The decision of the Director of Public Safety or designee is not subject to Section 6 Grievances.
- 10.5 Payment. All compensation shall be based only on time worked or the application of appropriate benefits. Employees shall be paid bi-weekly, no later than the middle of the second week following the completion of a bi-weekly pay period. Deductions from that payment shall include only items authorized in writing by the employee, required by law, money to which the employee is not entitled, or money owed to the University.
- 10.6 Overtime Pay. All employees shall be eligible for overtime pay at the rate of one and one-half times their base rates for hours worked in excess of their scheduled shift or forty (40) hours per week. Hours not worked because an employee is on a holiday, using compensatory time, personal day, jury duty, salary continuation or vacation shall be treated as hours worked for the purpose of computing overtime pay.

In the event scheduled overtime is cancelled without providing 3 days notice to the bargaining unit member, the bargaining unit member scheduled to work will have the option to work 3 hours overtime as scheduled; duties to be determined by Director of Public Safety or designee.

- 10.6.1 Overtime Equalization.  
The assignment of overtime shall be reasonably equalized within classifications. The normal maximum hours officers will be scheduled is fifteen (15) hours per day.

An overtime equalization chart shall be maintained within the department. The chart shall list all overtime offers and each officer's declined and accepted hours for each particular offer. Each time an officer is offered overtime, the number of overtime hours worked, or the number of hours declined, will be credited to officer's chart. The overtime equalization chart shall be posted monthly.

- 10.6.2 Mandatory Overtime. Mandatory overtime shall be scheduled two (2) weeks in advance of the scheduled event (or as soon as possible after the overtime is known to management.) If there are unforeseen circumstances, the two (2) week requirement will not apply. When the notice of mandatory overtime is not provided in that two (2) week time frame, the hours worked will be paid at twice the regular rate.

If a member has checked with the Director of Public Safety or designee about a certain date as being a mandatory day, and was told that the day was not mandatory, that employee shall be waived from any mandatory obligation to work on the day in question.

If a staff member has extenuating circumstances occurring on a mandatory overtime day, they may request a release from the mandatory overtime day from the Director of Public Safety, or designee. The employee shall communicate with the Director of Public Safety, or designee, to discuss the extenuating circumstance. The Director of Public Safety, or designee, shall respond to the staff member's request as soon as possible.

- 10.6.3 Compensatory Time Off. Public Safety staff who work overtime may choose to receive compensatory time off. The compensatory time would equal the actual number of hours worked multiplied by the time and a half. The election must be made before the information is submitted for payroll processing. Once either compensatory time or overtime pay is submitted into the timekeeping system it cannot be changed. The university will normally pay off compensatory balances in first pay period after July 31 of each year, but reserves the right at any time to pay any or all compensatory time balances off.

- A. Compensatory time off may not be accrued for overtime worked which is less than three (3) hours per pay period.
- B. The maximum number of compensatory time off hours accrued between August 1 and July 31 may not exceed sixty (60). Any hours not used in a calendar year will be carried over into the next calendar year.
- C. Accrued compensatory time hours will be kept separately. Staff members should ask their supervisor if they wish to know how many hours are in their balance. Upon a staff member's request, the most recent pay period total will be available for review.
- D. When staff members request to take time off from work, it is up to the staff member to specify whether it will compensatory time or vacation time. Requests for compensatory time off with at least ten (10) days notice shall normally be granted. Requests made with less than ten (10) days notice shall be at the discretion of the Director of Public Safety or designee.
- E. Vacation time will continue to accrue when using Compensatory time.

- 10.7 Call-in Duty. An employee reporting for call-in duty at the University's request and for which they had not been notified at least twelve (12) hours in advance or which is outside of and not continuous with their work schedule, shall be guaranteed at least three (3) hours pay or three (3) hours work at the rate of one and one-half times the regular base rate. A

full-time employee who reports for scheduled work when no work is available will receive three (3) hours pay at their regular base rate of pay.

- 10.8 Shift Differential. A bargaining unit member assigned to work between 8 pm Friday and 6 am on Monday will receive an additional twenty cents (\$.20) per hour (\$.40 weekend holiday) for all straight hours worked. Such differentials are to be added to the total wages and does not increase the base rate of pay. A bargaining unit member will be eligible for this shift differential if the majority of their hours worked fall between 8 pm Friday and 6 am on Monday.
- 10.9 Premium Pay. In no case shall premium pay be paid twice for the same hours worked.
- 10.10 Rates for New Jobs. In the event a new classification is established or an existing classification is substantially changed, it shall be assigned to a pay grade on the basis of the relative value of the new or changed classification in comparison with the existing classifications. The University shall provide the Union with a proposed written classification title for the new or substantially-changed classifications. Upon receipt of the University's proposed title, the President of the Union or designated representative and a representative from the Police Officers Association of Michigan shall be afforded an opportunity to meet with representatives of the University to discuss the new or substantially-changed classification and its assignment to a pay grade. If there is disagreement with the University's assignment to a pay grade, a grievance concerning compliance with the requirements for a proper comparison with the existing classifications may be processed through the grievance and arbitration procedure, provided the grievance is submitted in writing within fourteen (14) calendar days after the Union is afforded the opportunity to discuss the matter with the University. The meeting to discuss the new or substantially-changed classification must occur within fourteen (14) calendar days after the Union has been notified of the proposed title and pay grade unless the time is extended by mutual agreement.

#### Section 11 Leaves of Absence

- 11.1 Definition. A leave of absence is an approved absence from University's. A leave of absence may be paid or unpaid.
- 11.2 Leaves of Absence Without Pay. A leave of absence without pay may be granted to an employee for personal reasons for a period up to six (6) months. A request for a leave of absence shall be submitted in writing, stating the reasons for the request. The conditions under which the leave of absence is granted shall be specified in writing by the University. If the employee's job is not held open during the leave period, the employee shall be eligible to return to the next position open provided they are qualified. Failure to return at the expiration of the approved leave of absence shall result in termination of employment. The employee may continue health insurance at their own expense if the employee arranges a pre-payment for the leave of absence period. Employees taking a leave for the convenience of the University will have their group insurance continued. Employees may elect to have their accumulated vacation retained in their accounts pending their return or termination. Vacation or sick leave benefits shall not accrue during the leave period although the previous balance will be maintained.

- 11.2.1 Military Leave of Absence. Upon application, a military leave of absence without pay will be granted to employees who are inducted through Selective Service or voluntary enlistment, or those called through membership in the National Guard or reserve component into the Armed Forces of the United States. Credited service for military service shall be determined by the retirement plan.
- 11.2.2 Educational Leave of Absence. Leaves of absence may be granted up to six (6) months under the above provisions only if the course would be beneficial to both the University and the employee.
- 11.2.3 Leave for Union Business. A fund of 40 hours per contract year may be used to pay union members for attending meetings or training sessions that necessitate time away from work.
- 11.3 Leaves of Absence With Pay.
- 11.3.1 Pay for Military Duty. An employee who loses time from work during their regular schedule of hours because of military training as a reservist or National Guardsman or due to a civil disturbance, not exceeding four (4) weeks per year, shall be paid the difference between their base military pay and their regular salary.
- 11.3.2 Pay for Jury Duty. An employee who loses time from work during their regular schedule of hours because of jury duty shall be paid the difference between their pay for jury duty pay and their regular pay.
- When jury duty occurs outside of work shift, every effort will be made to reassign the officer so that jury duty occurs during work time. Employees are required to immediately notify supervisor upon notice from the court of possible jury duty. If jury duty is completed during any daily work shift, staff is required to return to work unless released from duty by a supervisor.
- 11.3.3 Salary Continuation and Short-Term Disability. An employee on salary continuation or short-term disability shall be entitled to return to their previous position provided that they are released to return to their position within six (6) months from their last day worked. The University will continue benefits for employees receiving salary continuation or short-term disability pay.
- 11.3.4 Extended Sick Leave. When an employee's salary continuation and short-term disability pay have been exhausted, the employee may request to be placed on extended sick leave if the employee continues to be unable to perform the duties of their position due to the illness or accident. Such request must be made thirty (30) days prior to the expiration of short-term disability payments. Extended sick leave may continue for up to eighteen (18) months from the employee's last day worked. The time period may be extended by mutual agreement of the University and the COAM. If the employee is released to return to work during their extended sick leave, they will be offered the next available position for which they are qualified. Such position shall be equal in hours to the position previously held, unless otherwise agreed between the University, the employee, and the COAM. The University will pay the cost of COBRA medical coverage during the first twelve (12) months of extended sick leave.

- 11.3.5 Attendance at Funeral. The University shall make reasonable effort to send at least one full-time sworn uniformed staff member (1 day pay) to the funeral of a law enforcement officer employed within the State of Michigan (State, County, Local, Municipality, College or University) who dies in the line of duty.
- 11.3.6 Family and Medical Leave Act. The Family and Medical Leave Act will be followed in approving a Leave of Absence. Contract provisions that provide greater benefits than the Family and Medical Leave Act will be followed.

## Section 12 Benefits

### 12.1 Holidays.

- 12.1.1 Approved Holidays. The following shall be the approved holidays for the term of this agreement:

New Year's Day	Labor Day
Day preceding New Year's Day	Thanksgiving Day
Memorial Day	Day following Thanksgiving
Independence Day	Christmas Day
	Day preceding Christmas

Three (3) floating personal holidays each calendar year approved by the Director of Public Safety or designee.

In the event that the University recognizes an additional approved holiday, such holiday will be added to those holidays observed under 12.1.1, Approved Holidays.

- 12.1.2 Work on a Holiday. If an employee works on an approved holiday, in addition to their holiday pay, they will be compensated at the rate of two (2) times their regular hourly rate for all hours worked on the holiday.
- 12.1.3 A bargaining unit member will be eligible for a holiday with pay, provided:
- A. They are a regular or probationary full-time or half-time employee on the day of the holiday;
  - B. They worked all of the hours of their last scheduled work day prior to and their next scheduled work day after the holiday, unless excused by their supervisor;
  - C. They are not on leave of absence or layoff at the time of the holiday;
  - D. They are not receiving salary continuation, short-term disability, long-term disability, or workers' compensation at the time of the holiday;
  - E. They worked on the holiday if scheduled to work on that day, unless excused by their supervisor. Holiday pay shall be for eight (8) hours if full-time or four (4) hours if part-time at the employee's regular hourly rate. For full-time employees who regularly work



a ten (10) hour shift, holiday pay shall be for ten (10) hours at the employee's regular hourly rate.

## 12.2 Vacation.

12.2.1 Vacation Accrual. Regular, full-time and regular part-time employees accrue .077 hours of vacation time for each hour worked (maximum 40 hours per week). The number of hours earned in any single year shall not exceed one hundred sixty (160) hours (part-time, eighty (80) hours). Unused vacation time may be carried over into the next calendar year up to two hundred (200) hours. Probationary employees shall earn vacation allowance at the same rate but shall not be eligible to use such allowance until after six (6) months of employment. Employees shall receive compensation for accrued but unused vacation, up to one hundred and sixty (160) hours, upon leaving the employ of the University provided that the employee gives at least two (2) weeks notice of their intent to leave. Vacation time shall not be used to continue employment beyond the last day worked for the University.

### 12.2.2 Vacation Time Approval.

- A. When a request for the use of vacation time is submitted at least thirty (30) calendar days in advance of the beginning of the vacation time, the University shall either approve or deny the request within ten (10) calendar days of the request.
- B. When a request is made less than thirty (30) calendar days in advance, the University will make every effort to approve or deny the request in a timely manner

## 12.3 Income Protection.

12.3.1 Salary Continuation. Full-time employees shall have the first 160 working hours of any disability fully paid. Eligibility for the full 160 hours of salary continuation shall be restored for any disability after the employee has returned to work for 40 working hours.

### 12.3.2 Usage of Salary Continuation. Salary continuation may be used for:

- A. Employee or employee's child, spouse, household member or parent's illness or injury, hospitalization and appointment pertaining to health.
- B. Impending death of employee's parent-in-law to a maximum of three (3) working days, if needed.
- C. Death of employee's child, stepchild, foster child, spouse, brother, brother-in-law, sister, sister-in-law, parent, parent-in-law, grandchild, grandparent or grandparent-in-law to a maximum of five (5) working days, if needed. Extension may be granted in extenuating circumstances by the Human Resources office.
- D. Attendance at a funeral of a relative other than above (maximum of one (1) day).
- E. With the supervisor's approval, an employee may be released from work for that part of that day needed to attend the funeral of an employee of the University.

- F. Regular part-time employees will only receive salary continuation for the actual number of hours missed due to reasons identified in this section up to a maximum of forty (40) hours per calendar year. Working hours are defined as the number of hours the part-time employee was scheduled to work.
- G. Probationary employees shall be eligible for a maximum of forty (40) hours of salary continuation during their probationary period subject to the limits outlined.

### 12.3.3 Miscellaneous Provisions Regarding Salary Continuation.

- A. The employee shall notify their supervisor of absence in advance and shall state the expected duration thereof unless the failure to notify is due to circumstances beyond the control of the employee. The supervisor may or may not excuse the absence, depending on the reason given. If the employee's absence should extend beyond the expected duration, the employee must again notify the supervisor.
- B. Any employee with excessive absenteeism due to illness may be required to provide a doctor's certificate or other acceptable proof of the reason for absence. The requirement of a doctor's certificate shall continue until the employee has demonstrated acceptable attendance for a reasonable period of time.
- C. Employees engaging in other employment or profit-making activities while ostensibly ill or injured may lose rights to salary continuation benefits and right to continue as an employee of the University.

It is clearly intended that salary continuation as herein provided is primarily intended to protect the income of employees while disabled. It is clearly intended that no use of salary continuation may be beyond what is considered reasonable for the specific situation.

12.3.4 Short-term Disability. The University shall provide full-time employees a short-term disability insurance for those absences caused by illness or injury for a period longer than 160 working hours and less than six (6) months, subject to the conditions as stated in the master insurance policy.

12.3.5 Long-term Disability. The University shall provide full-time employees a program of long-term disability for those absences caused by illness or injury for a period longer than six (6) months, subject to the conditions as stated in the master insurance policy.

12.3.6 Disability Retirement Credit. The University shall provide for continued participation in the retirement program for any eligible employee receiving benefits under the disability program.

## 12.4 Retirement.

12.4.1 Retirement Plan. The employees covered by this agreement shall be eligible to participate in the Professional Support Staff Retirement Plan for the term of this agreement, in accordance with its terms. Employees hired after March 4, 2007 shall become member of the defined contribution plan. Employees covered by this agreement, hired prior to March 4, 2007 however, shall be entitled to receive an early retirement (or deferred vested) benefit at age

fifty-five (55), with the appropriate early retirement monthly reduction as described in the plan. In connection with this agreement:

1. The plan shall be amended to provide that the early (and deferred vested) retirement monthly reduction as described in the plan applicable to the portion of the employee's benefit attributable to Benefit Service earned under the plan after February 1, 2004 and before the end of the term of this agreement shall be zero;
2. The employees covered by this agreement shall contribute the percentage of their pay (calculated before reduction by the contribution) determined by the plan's actuary from time to time (with each amount as calculated payable from each June 1 to the following May 31) to the plan as an employee contribution, beginning February 1, 2004 and continuing for the term of this agreement;
3. The University shall "pick-up" that contribution in accordance with Section 414(h)(2) of the Internal Revenue Code;
4. Notwithstanding 3., above, and Appendix A, the University shall reduce each employee's pay by a corresponding amount; and
5. The plan shall also be amended to provide for a refund of the contributions described above, without interest, in the event no other benefits are payable under the plan on death or termination of employment.

In accordance with Section 414(h)(2) of the Code, this contribution will be treated as an employer contribution for federal income tax purposes and will be taken into account as "wages" for purposes of FICA. The contribution is being paid by the University in lieu of contributions by the employees, and no employee has the opportunity to receive the contributed amounts directly. To the extent permitted by law, however, the picked-up contribution shall be treated as wages for all other purposes, such as for overtime pay, calculating benefits under the plan, state taxes, calculation of Senior Officer Pay under Appendix A, cost-of-living increases (if any) and salary increases, and full pay in Appendix A shall be used for these purposes.

As noted above, the cost of reducing this early retirement monthly reduction to zero shall be re-evaluated for each contract year (each June 1 to the following May 31) by the University's actuary. The employee contribution for each contract year shall be changed automatically and without additional collective bargaining to equal the cost as determined by the University's actuary from time to time. The University will notify each employee covered by this agreement prior to implementing the changed contribution.

12.4.2 Employee Contributions shall be adjusted each June 1 as follows:

The Employee Contribution will be adjusted each year by comparing the "Recommended Contribution as a Percentage of Payroll" as determined by the Plan's actuary from time to time to 12%.

If the Total Recommended Contribution as a percentage of payroll is greater than 12%; the employee contribution will be that percentage amount that is greater than 12%

If the Recommended Contribution as a Percentage of Payroll is less than 12%, there will be no employee contribution. No amount will be returned to any staff member as a result of any change in the Employee Contribution.

The Actuary Valuation Report for the plan year proceeding the contract year will be used to determine the Recommended Contribution as a Percentage of Payroll.

The amount of the contribution shall be treated as picked up by the University as provided for in the Internal Revenue Code. No employee may receive this picked up contribution directly. After being withheld, the contributions shall be paid by the University directly to the plan's Trustee or insurance company.

Contributions that may not be picked up for any reason shall still be deducted from each employee's compensation and shall be treated as after-tax employee contributions.

- 12.4.3 Medical Insurance for Retirees. The University will make available a medical insurance plan for official retirees hired prior to January 1, 2014 in the same manner and on the same basis as applies to all the University's other official retirees.

An official retiree (including early retirees) for purposes of this benefit, will be defined as any regular employee who is employed by the University at the time of retirement, who is vested in a University sponsored retirement plan and whose years of University service and age total a minimum of 75. Coverage for the spouse of the retiree or early retiree is available on the same basis as for other University official retirees.

The University retains the right to modify or terminate this plan upon reasonable notice to staff and retirees.

- 12.4.4 Retiree Prescription Drug Insurance. Should the University offer retiree prescription drug coverage to any employee group on campus during the life of this agreement, such coverage will also be offered to current COAM staff members. Such coverage will also be offered to any retired member who elected retirement during the life of this agreement.

- 12.5 Medical Insurance. The University shall make available medical insurance to the employees covered by this agreement to the same extent and in the same manner and at the same costs as is available to other University employees, such as Faculty and the Executive, Administrative and Professional Staff employees. It is the University's goal to have the same medical insurance plans offered uniformly to all University groups and employees.

The University retains the right to make changes to the medical insurance plans it offers provided that the changes are the same for each employee group. The University will notify the Union of and discuss with the Union changes prior to making the change.

The employer shall make available vision insurance to the employees covered by this agreement to the same extent and in the same manner as is available to other university

employees, such as Faculty and Executive, Administrative and Professional staff employees. It is the University's goal to have the same vision insurance plan(s) offered uniformly to all university employee groups and employees.

- 12.6 Life Insurance. The University shall continue to make available a group life insurance program. The program shall be the same basic program as applicable to the University's other employees. The minimum life and accidental, death and dismemberment insurance amount will be an amount equal to base salary.
- 12.7 Dental Insurance. The University shall make available dental insurance to the employees covered by this agreement to the same extent and in the same manner and at the same costs as is available to other University employees, such as Faculty and the Executive, Administrative and Professional Staff employees. It is the University's goal to have the same dental insurance plan(s) offered uniformly to all University employee groups and employees.
- 12.8 Uniforms. The University agrees to provide and replace uniforms and required equipment as necessary. All employees will wear required uniforms. The University will provide an annual cleaning service for class A uniforms of up to \$500 for each officer that will be applied to a service provider for dry cleaning of class A uniforms. Any dry cleaning cost greater than \$500 will be the responsibility of the individual officer. Protective Vests will be provided and replaced as necessary.
- 12.9 Worker's Compensation. Employees of the University shall be entitled to benefits as required under the Worker's Compensation Act. Employees, within twenty-four (24) hours of an accident, whether or not medical care or absence from work seems necessary, shall report such incident to their supervisor. The University agrees to pay the difference between the worker's compensation benefit and the employee's regular pay not to exceed an amount equal to twenty (20) days of salary continuation. If the employee is released to return to work within the six (6) months of worker compensation leave, they will be returned to their former position. If the employee is able to return to work within the first twelve months of worker's compensation/extended sick leave (within eighteen months of the last day worked), the employee will be offered the next available position at the University for which they are qualified. The Director of Public Safety may hold a position during worker's compensation/extended sick leave. Such position shall be equal in hours to the position previously held, unless otherwise agreed between the University, the employee, and the Union. The University will continue to pay medical coverage premium, but the staff member is responsible for their portion of the premium for their elected coverage.
- 12.10 Academic Participation For Staff and Retirees.
- A. A full-time employee, with the approval of the Director of Public Safety or Designee, may attend Grand Valley State University courses each semester, tuition free, if the course is taken outside the normal workweek schedule and is taken for credit. Retirees may enroll with the approval of the Human Resources office.
  - B. A part-time employee after completing one year shall be entitled to a 3 credit hour course two semesters per year, on the same basis as A above, if the employee's supervisor approves such a request and the course is taken outside the normal workweek and is taken for credit.

- C. Spouses, household members and eligible dependents of full-time staff and retirees are eligible for a fifty percent (50%) reduction of their tuition costs for all Grand Valley State University courses. Spouses and eligible dependents who use this benefit are subject to the admission and academic requirements of the University. The materials describing the program are available through the Human Resources Office.
- D. If a bargaining unit member takes an academic class outside the normal workweek, the total number of class hours will be added to the Compensatory Time Off bank, once during the calendar year. Academic classes acceptable for this program are subject to the discretion of the Director of Public Safety or Designee. Total class hours will be added upon proof of successful completion (C or better). Excessive absenteeism from class would be grounds to deny adding class hours to the Compensatory Time Off bank. The hours will accumulate at straight time. The Compensatory Time hours added are subject to 10.6.3.

#### 12.11 Training.

- A. With the approval of their supervisor, an employee may attend a job related course which is not offered by the University, if the course is taken for credit outside of normal working hours. Upon notice to the supervisor of successful completion, C or better or pass if pass/fail, the employee will be reimbursed for tuition charges.
- B. When traveling between Allendale campus or home and a training location an off-duty sergeant's shift begins upon their departure and their shift ends upon their return to home or department. Employees shall request prior approval from their supervisor for the ability to use a personal vehicle for travel to and from training. The supervisor will in turn provide notice of their decision to the employee two (2) weeks prior to the scheduled training. If a sergeant conducts personal business during travel, the time spent may not be counted as work time. If a sergeant is going to training during their regularly scheduled shift, they are to return to the department to receive further assignment, unless released by a supervisor.

### Section 13 Miscellaneous Provisions

- 13.1 Other Work Assignments. It is agreed that employees at the University may be assigned to other tasks during certain times without an increase or decrease in their regular rate of pay as opposed to being laid off because of lack of available work in their specific classifications. It is understood that the above provision does not guarantee twelve months employment each year to any employee but is merely a sincere effort on the part of the University to utilize the talents and services of regular employees during normally slow periods.
- 13.2 Complete Agreement. It is the intent of the parties hereto that the provisions of the Agreement supersede all prior agreements and understandings, oral or written, expressed or implied, between such parties, and shall govern their entire relationship. The provisions of this Agreement can be amended, supplemented, rescinded or otherwise altered only by mutual agreement in writing hereafter signed by the parties hereto. If, during the life of the Agreement, any of the provisions contained herein are held to be invalid by operation of law or by the tribunal of competent jurisdiction or if compliance with or enforcement of any provisions should be restrained by such tribunal pending a final determination as to its validity, the

remainder of this Agreement shall not be affected thereby. In the event any provisions herein contained is so rendered invalid, upon written request of either hereto, the University and the Union shall enter into collective bargaining for the purposes of negotiating a mutually satisfactory replacement for such provisions.

- 13.3 Parking. The university will provide parking to staff members covered by this agreement to the same extent and in the same manner as is available to other University staff members, such as Faculty and the Executive, Administrative and Professional Staff members.
- 13.4 Bulletin Boards. The University will provide an exclusive area on a bulletin board for the use of the Union for posting notices of the following types:
- A. Notices of official recreational and social events.
  - B. Notices of elections.
  - C. Notices of results of elections.
  - D. Notices of meetings.
  - E. General Union information.
  - F. Shift Bid.
  - G. Job Postings.

Use of other bulletin boards of the University by the Union shall be subject to the general rules and regulations of the University regarding the use of bulletin boards. In no event shall the Union post notices of a political nature on University's bulletin boards. All notices shall be submitted to the supervisors for approval and posting.

#### Section 14 Ratification, Termination and Modification

- 14.1 Ratification. The Union agrees to submit this Agreement to the employees of the bargaining unit covered by this Agreement for ratification by them on or before May 31, 2018 and will recommend to the employees that it be ratified.
- 14.2 Duration. This Agreement shall remain in effect June 1, 2018 until 11:59 p.m., May 31, 2021 and from year to year thereafter, unless notice of termination or modification is given as provided in this Section 14. The parties agree that neither party shall request the other party to negotiate with respect to any other matter, and neither party shall have an obligation to negotiate or bargain with the other with respect to such matters during the terms of this Agreement.
- 14.2.1 Termination. If either party desires to terminate this Agreement, it shall, sixty (60) days prior to the termination date, give written notice of termination. If neither party shall give notice of termination of this Agreement as provided in this paragraph or notice of amendment, as herein provided, or if each party giving a notice of termination withdraws same prior to termination date, this Agreement shall continue in effect from year to year thereafter, subject to notice of termination by either party on sixty (60) days written notice prior to the current year's termination date.
- 14.2.2 Modification. If either party desires to modify or change this Agreement effective after the termination date, it shall, sixty (60) days prior to the termination date, give written notice of amendment, in which event the notice of the amendment shall set forth the nature of the amendment or amendments desired. If notice of amendment of this agreement has been

given in accordance with this paragraph, this Agreement may be terminated by either party on ten (10) days written notice of termination. Any amendments that may be agreed upon shall become and be a part of this Agreement without modifying or changing any of the other terms of this Agreement.

- 14.3 Notification. Notice shall be in writing and shall be sufficient if sent by certified mail and addressed, if to the Union, to the Local President and if to the University, addressed to the Human Resources Officer, Grand Valley State University, or to any such address as the Union or the University may make available to each other.



**IN WITNESS WHEREOF, THE PARTIES HAVE SET THEIR HANDS**

**Date Signed:**

**FOR THE UNION:**

\_\_\_\_\_  
-s-  
Sergeant COAM Local

\_\_\_\_\_  
-s-  
Sergeant, COAM Local

\_\_\_\_\_  
-s-  
Business Agent, COAM

**FOR THE UNIVERSITY:**

\_\_\_\_\_  
-s-  
Associate Vice President for Human Resources

\_\_\_\_\_  
-s-  
Director of Staff Relations & Development

\_\_\_\_\_  
-s-  
Director of Public Safety

\_\_\_\_\_  
-s-  
Human Resource Representative

**Department of Public Safety**  
**Appendix A<sup>1</sup>**  
**Classification Titles and Rates of Pay-Sergeant**  
**2018-2021**

<b>2018-2019</b>		
	<b>Sergeant Hired Before 1-1-11</b>	<b>Sergeant Hired 1-1-12 or After</b>
<b>Year 1</b>	\$29.13	\$27.90
<b>Year 2</b>	\$31.08	\$29.78
<b>Year 3</b>	\$32.87	\$31.54
<b>Year 4</b>	\$33.86	\$32.49
<b>Year 5</b>	\$34.37	\$32.98

Footnote 1 to Appendix A:

<sup>1</sup> The amounts reflected here are the rate of pay before reduction by the mandatory employee contribution to the Clerical, Office and Technical Employees Retirement Plan (COAM Participants). The University "picks-up" that contribution. Notwithstanding that reduction, however, all gross wages for benefit calculations are based on Appendix A before reduction to the extent provided in Section 12.4.1.

\* 2019-20 - If AP/Faculty salary adjustment program is at least a 2% then COAM get 2%; if the salary adjustment program is less then COAM will get that percentage. Step advancement occurs.

\*\* 2020-21 - If AP/Faculty salary adjustment program is at least a 2% then COAM get 2%; if the salary adjustment program is less then COAM will get that percentage. Step advancement occurs.

Appendix A (Continued)

**SENIOR SERGEANT PAY:**

Senior Sergeant Pay shall mean a payment based on continuous service paid to Sergeants in addition to their regular wages. A Sergeant who has ten (10) or more years of continuous service with the University and has completed the eligibility requirements shall receive two (2) percent of their hourly wage rate paid half on December 1 and half on June 1. (An annual basis of 2,080 hours will be used in determining payment, and the payments will not be added to base pay.)

Sergeants who for any reason terminate employment with the University prior to June 1 or December 1 shall not receive Senior Sergeant Pay. A Sergeant absent due to a Leave of Absence shall receive Sergeant pay on a prorated time basis for time worked.

Eligibility Requirements	Complete one leadership course that is approved by the Director Select at least one specialized subject of law enforcement and annually, complete an additional training course of Sergeant's choice, with approval of the Director, and conduct informational session to heighten the awareness of the other staff in the unit.
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**FIELD TRAINING SERGEANT AND FIRE SAFETY TRAINING PAY:**

Field Training Sergeant Pay shall mean that during the time a Sergeant, with the appropriate certification, is conducting field training authorized by the Director of Public Safety Services, they will receive an additional \$2.00 per hour.

Fire Safety Training Pay shall mean that during the time a Sergeant, with the appropriate fire safety certification, is conducting research, assisting in writing programs and policies, and/or conducting fire safety training authorized by the Director of Public Safety Services, they will receive an additional \$1.00 per hour.

**Letter of Agreement**  
**Insurance Committee**

The University will meet quarterly with the Union President or designee to inform, obtain input and opinions, share wellness initiatives, discuss the University's costs of health insurance plan, and other insurance matters. At least once each academic semester, the University will invite representatives from each staff group at GVSU to the same meeting to discuss GVSU's health insurance. Either party may terminate conditions of this section at any time with thirty (30) days written notice.

Date: June 1, 2018

-s-  
\_\_\_\_\_

J. Devereaux Butler  
Director of Staff Relations & Development

-s-  
\_\_\_\_\_

Timothy Lewis  
Business Agent, COAM

-s-  
\_\_\_\_\_

Nate Dornbos  
GVSU – Command COAM

**Letter of Agreement**  
**Accommodated Duty**

The decision to afford accommodated duty for sergeants pertaining to medical needs shall be at the department's discretion and based on the availability of work. If provided, the duration and scheduling of accommodated duty shall ordinarily be for a period not to exceed ninety (90) days, nor ordinarily be for more than one sergeant at a time. The length of accommodated duty may be extended by mutual agreement between the University and union.

The affording of accommodated duty shall be on a discretionary basis, during the life of the Agreement only, and shall not be precedent setting as to other perceived needs for accommodated duty work. Accommodated duty will be evaluated individually pursuant to the list of restrictions provided by the employee's treating physician.

The decision to end an accommodated duty assignment for medical needs shall not be grievable, given the discretionary nature of the decision to offer and schedule it. The exercise of the discretion to offer accommodated duty shall not be exercised in an arbitrary or capricious manner. However, a grievance relating to operation of this letter shall not be subject to arbitration, but may be referred for mediator's recommendation.

Any accommodated duty assignment for medical reasons shall be at the sergeant's current wage rate. The first sergeant to request accommodated duty shall have priority for such work regardless of seniority of sergeants who subsequently request accommodated duty.

Date: June 1, 2018

-s-  
\_\_\_\_\_

J. Devereaux Butler  
Director of Staff Relations & Development

-s-  
\_\_\_\_\_

Timothy Lewis  
Business Agent, COAM

-s-  
\_\_\_\_\_

Nate Dornbos  
GVSU – Command COAM