

ORIGINAL

AGREEMENT

Between

ALPENA COUNTY

and

GOVERNMENTAL EMPLOYEES LABOR COUNCIL

Effective: January 1, 2010 through December 31, 2011

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AGREEMENT

THIS AGREEMENT, made as of this 11th day of January 2010, by and between ALPENA COUNTY, hereinafter referred to as the "Employer" and the GOVERNMENTAL EMPLOYEES LABOR COUNCIL, hereinafter referred to as the "Union."

RECOGNITION

Section 1.0. Collective Bargaining Unit. The Employer hereby recognizes the Union as the exclusive bargaining representative for the purpose of collective bargaining with respect to wages, hours of employment, and other conditions of employment for the term of this Agreement of all the employees of the Employer included in the bargaining unit described below:

All full-time and regular part-time employees of Alpena County working in E-911 Central Dispatch in the classification of telecommunicators; but excluding the Director, Sheriff, Undersheriff, irregular employees, supervisors, confidential employees, and all other county employees.

Section 1.1. Definitions. For purposes of the recognition granted the Union and for purposes of this Agreement, the following definitions shall be applicable:

Full-Time Employee: A full-time employee is an employee who is working at least forty (40) hours a week on a regular basis in a job classified by the Employer as permanent.

Regular Part-Time Employee: A regular part-time employee is an employee who is working less than forty (40) hours but at least sixteen (16) hours per week on a regular \ irregular schedule at a job classified by the Employer as permanent.

Irregular Employee: An irregular employee is an individual not included within the above definitions of full-time or regular part-time employee who is working on any other basis, including temporary, casual or seasonal

The Employer shall advise the Union at least seven (7) days prior to the effective date of the change in status of any employee.

Section 1.2. Part-Time and Irregular Employees. The Employer reserves the right to hire and utilize regular part-time employees and irregular employees from time to time. Irregular employees shall not be within the recognition granted the Union and shall not be covered by the

terms of this Agreement. The Union recognizes that the performance of bargaining unit work by these individuals shall be permitted and shall not constitute a violation of this Agreement, even if it could remove potential overtime opportunities; provided however, that such employees shall not be hired or utilized so as to cause a full-time or regular part-time employee to be laid off or lose time from their regularly scheduled hours. An irregular employee in some cases may exceed 16 hours per week should staffing levels warrant such, only after management offers the hours to Union employees. If it is apparent an irregular employee or employee in training will be working in excess of 40 hours per week, in excess of 6 consecutive weeks, a conference will be requested of the Union Steward by the Director to review the condition.

REPRESENTATION

Section 2.0. Collective Bargaining Committee. The Employer agrees to recognize a Collective Bargaining Committee consisting of not more than three (3) employees selected or elected by the Union from employees covered by this Agreement who have seniority. One member of the Collective Bargaining Committee shall be the President of the Union's local association. Members of the Collective Bargaining Committee shall act on behalf of the employees covered by this Agreement for the purpose of collective bargaining negotiations with the Employer.

Section 2.1. Stewards. The Employer agrees to recognize one (1) Steward, who shall be the Union's local President. It shall be the function of the Steward to act in a representative capacity for the purpose of processing grievances in accordance with the Grievance Procedure established in this Agreement. When it is necessary for a Steward to leave assigned duties to process a grievance, the Steward shall request to be released from assigned duties. Upon such a request, the Director may release the Steward from duties, provided that such a release will not interfere with the orderly and efficient operation of the Department. The Steward shall return to assigned duties as promptly as possible and shall advise the Steward's supervisor of the return to duty.

Section 2.2. Alternate Stewards and Collective Bargaining Committee Members. Alternate stewards and members of the Collective Bargaining Committee may be selected or elected by the Union from employees covered by this Agreement who have seniority. Alternate stewards and alternate members of the Collective Bargaining Committee shall serve temporarily in the absence of the regular selected or elected steward or members of the Collective Bargaining Committee and such alternate steward or members shall have the same rights, duties, limitations

and obligations as the regular selected or elected steward or members of the Collective Bargaining Committee during the period of replacement.

Section 2.3. Identification of Union Representatives. The Director and the Chairman of the Alpena County Negotiation Committee shall be informed in writing on an annual basis in the first month of each year, the names of the Stewards, members of the Collective Bargaining Committee, alternate Stewards or members of the Collective Bargaining Committee, the Staff Representative of the Union, and any changes therein, immediately upon their selection or election. The Employer will extend recognition to such individuals immediately upon receipt of this notice.

Section 2.4. Special Conferences. Special conferences for important matters of mutual concern may be arranged by mutual agreement of the parties. Arrangements for such conferences shall be made in advance and shall be limited to the agenda presented when such arrangements are made. The Union may be represented at special conferences by the Steward and a non-employee representative of the Union. If practicable, such conferences shall be scheduled within ten (10) days following the request for a conference. It is expressly understood that the purpose of such conferences shall not be to negotiate, modify, or otherwise change the terms of this Agreement, nor shall special conferences be used as a substitute for the grievance procedure.

Section 2.5. Bargaining and Special Conference Time. Employees may be released from work to engage in collective bargaining negotiations and special conferences, provided such release will not interfere with the orderly and efficient operation of the Department. Members of the Bargaining Committee shall be paid at their regular straight time rate of pay for all reasonable time lost from their regularly scheduled hours in order to participate in collective bargaining negotiations or special conferences; provided, however, that preparation for negotiations and special conferences and meetings with other bargaining unit members shall be conducted outside of working hours, unless authorized by the Director.

Section 2.6. Union Access. Authorized representatives of the Union shall be permitted to visit the operation of the Department during working hours, provided that such visits shall not be disruptive to the normal operations of the Department.

UNION SECURITY

Section 3.0. Union Membership. Membership in the Union is not compulsory. All employees have the right to join, not join, maintain or drop their membership in the Union as they see fit. The Union recognizes, however, that it is required under this Agreement to represent all employees included within the collective bargaining unit set forth in the Agreement.

Section 3.1. Union Service Fee. All employees included in the collective bargaining unit set forth in Section 1.0 shall, as a condition of employment, pay to the Union a service fee. This obligation to pay a service fee to the Union shall commence upon completion of an employee's first thirty (30) days of employment. For purposes of this Agreement, the term "service fee" shall be defined to mean an amount equivalent to the periodic monthly dues uniformly required of Union members. The Union shall advise the Employer in writing of the amount of its monthly dues and any changes thereto. An employee's obligation to pay a service fee to the Union may be satisfied by direct payment to the Union by the employee of the service fee, or by payment of the service fee in accordance with the checkoff provisions of this section. In addition, any employee who is a member of the Union shall be deemed to have satisfied their service fee payment obligation for any month in which they were in good standing with the Union.

Section 3.2. Failure to Pay Service Fee. In the event that a member of the bargaining unit who is not a member of the Union fails to pay a required service fee directly to the Union, or to authorize payment of the service fee through payroll deduction, the Union may request the imposition of a mandatory deduction of the service fee pursuant to MCLA 408.477; MSA 17.277(7). In order to invoke such a mandatory deduction, the Union shall notify the employee of non-compliance by certified mail, return receipt requested, a copy of which shall be provided to the Employer. The notice shall detail the facts of the non-compliance, provide the employee with ten (10) working days for compliance, and inform the employee that a request for a wage deduction may be filed with the Employer in the event compliance is not effected. If the employee fails to remit the service fee or authorize a deduction for the service fee, the Union may file a written request to the Employer to make the deduction, a copy of which shall be provided to the employee. Upon receipt of the request for an involuntary deduction, the Employer shall provide the employee with an opportunity for a due process hearing within the next ten (10) working days limited to the question of whether or not the employee has remitted the service fee to the Union or authorized payroll deduction for the service fee; provided, however, that should any employee be contesting their obligation to pay the service fee or the proper amount of the service fee in any forum, the hearing shall not be held until thirty (30) working days after the decision of that forum becomes final. The Employer agrees to impose a mandatory deduction for the service fee if it determines after the hearing that the employee has not paid a required service fee in an amount lawfully established by the Union or if the employee does not request a hearing within the ten (10) working day request period. All dues and fees so deducted shall be promptly remitted to the Union at an address authorized for this purpose within twenty (20) days following the deduction.

Section 3.3. Checkoff.

- (a) During the term of this agreement, the Employer agrees to deduct service fees, or if applicable, Union membership dues from each employee

covered by this Agreement who voluntarily executes and files with the Employer a proper checkoff authorization in a form which shall be supplied by the Union. Any written authorization which lacks the employee's signature will be returned to the Union.

(b) All authorizations filed with the Employer shall become effective the first (1st) payroll period of the following month and each succeeding month, provided that the employee has sufficient net earnings to cover the amounts to be deducted. These deductions will cover the employee's or service fee obligation, or if applicable, Union membership dues owed for the previous month. If an employee's net earnings are insufficient to cover the sums to be deducted, the deductions shall be made from the next paycheck in which there are sufficient earnings. All dues and fees so deducted shall be remitted to the Union at an address authorized for this purpose.

(c) In cases where a deduction is made which duplicates a payment already made to the Union by an employee, or where a deduction is not in conformity with the provisions of the Union constitution and bylaws, refunds to the employee will be made by the Union.

(d) The Union shall notify the County Clerk in writing of the proper amounts of dues and fees, and any subsequent changes in such amounts.

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

(f) The Employer's sole obligation under this Section is limited to the deduction of service fees, and, where applicable, Union membership dues. If the Employer fails to deduct such amounts as required by this Section, its failure to do so shall not result in any financial liability whatsoever.

Section 3.4. Indemnification. The Union agrees to indemnify and hold the Employer harmless against any and all claims, suits, or other forms of liability including but not limited to wages, damages, awards, fines, court costs, and attorney's fees that arise out of or by reason of action taken by the Employer pursuant to Sections 3.1, 3.2 and/or 3.3.

MANAGEMENT'S RIGHTS

Section 4.0. Management Rights. It is understood and agreed that the Employer retains and shall have the sole and exclusive right to manage and operate the E-911 Department in all its operations and activities and to establish and administer, without limitation, implied or otherwise, all matters not specifically and expressly limited by this Agreement. Among the retained rights of management included only by way of illustration and not by way of limitation are as follows: to determine

all matters pertaining to management policy; to adopt, modify, change, or alter its budget; to determine the services to be furnished, and the methods, procedures, means, equipment and machines required to provide such services; to determine the nature and number of operations and departments to be operated and their locations; to eliminate, combine, or establish new departments; to determine the number of personnel required; to determine the number of hours to be worked by any employee; to eliminate, establish or combine classifications; to hire personnel; to determine the number of supervisors; to direct and control operations; to discontinue, combine, or reorganize any part or all of its operations; to maintain safety, order, and efficiency; to continue and maintain its operations as in the past; to study and use different methods, processes or machines; to use improved methods and equipment and outside assistance either in or out of the Department's facilities; to establish job descriptions and work standards; to make judgments as to the skill, ability and performance of employees; and in all respects to carry out the ordinary and customary functions of administration of the County and the E-911 Department. All such rights may be exercised by the Employer without prior bargaining or notice to the Union. The Employer shall also have the right to promote, assign, transfer, suspend, discipline and discharge for just cause, layoff and recall personnel; to establish work rules and to fix and determine penalties for violation of such rules and other improper employee actions or inactions; to establish and change work schedules; and to provide and assign relief personnel; provided, however, that these rights shall not be exercised in violation of any specific provision of this Agreement.

Section 4.1. Rules and Regulations. The Employer has the right to establish reasonable rules and regulations not inconsistent with the provisions of this Agreement. All new or revised rules and regulations established by the Employer shall be delivered to the Union's Steward for inspection and review five (5) working days before their establishment or revision. If the Union believes that any rule or regulation is inconsistent with the terms of this Agreement, a grievance may be filed within three (3) working days after the establishment or revision of such rule or regulation and thereafter considered in accordance with the grievance procedure. Any rule or regulation, or any revision of a rule or regulation that the Union does not grieve in accordance with the foregoing will be conclusively presumed not to be inconsistent with or in violation of any section of this Agreement.

Section 4.2. Subcontracting. The Employer will not subcontract work normally performed by bargaining unit employees and for which the Employer has facilities to perform, without first giving the Union ten (10) days written notice of the intent to subcontract and an opportunity to bargain about alternatives and the effect on the employees involved. Bargaining to impasse shall not be required to implement subcontracting.

Section 4.3. Disciplinary Procedures. Disciplinary action shall be for just cause. The Employer agrees, promptly upon the discharge or suspension of an employee, to

notify the employee of the specific reasons for the discharge or suspension. The discharged or suspended employee will be allowed to discuss the discharge or suspension with the Steward before being required to leave the property of the Employer. Upon request, the Employer or designated representative will discuss the discharge or suspension with the employee and/or the Steward.

Procedures for:

A. Specific Offenses.

The following major offenses are not inclusive of all such offenses, but are examples of offenses which are grounds for discipline and/or immediate dismissal for just cause.

1. Drinking during working hours, or being under the influence of liquor or drugs during working hours or bringing drugs or intoxicants onto the working premises.
2. Calling or participating in a strike, walk-out, or slowdown.
3. Theft or dishonesty.
4. Insubordination.
5. Disorderly conduct.
6. Falsification of records.
7. Use of foul or abusive language.
8. Giving or taking a bribe as an inducement to obtaining work or retaining a position.
9. Failure to report for duty without bonafide reason or following a mandate to duty without a physician statement.
10. Neglect of duty.
11. Unprovoked assault on the Employer or Employer's representative during work hours.
12. Altering the time record of another employee.

B. Progressive Discipline Procedure. Immediate discharge is reserved for those major offenses, which, in the opinion of the Employer, endangers the safety of the

public and/or other Employees, which are a clear violation of law, or other situations where corrective actions are not feasible. For other offenses, the following system of progressive discipline shall be followed. The following factors shall be considered in the process.

1. Seriousness of the Employee's action and its harm to the employer.
2. Length of the Employee's service with the Employer and past record.
3. Prior notice or warning to the Employee that action was improper.
4. Discipline administered in other cases for similar offenses.
5. Work rules or basis for discipline must be reasonable.
6. There must be sufficient proof of guilt.
7. The Employer's action must not be discriminatory.
8. In imposing any discipline on a current charge, the Employer will not base the decision on any prior infractions that occurred more than 2 years previously unless the previous infraction is directly related to the current charge.

Step 1. The Director (or designee) shall provide the Employee with a verbal warning and indicate the steps to be followed if such behavior continues.

Step 2. If the unacceptable behavior/actions persists, the Director (or designee) shall provide the Employee with a written reprimand containing a formal statement of the Offense and the reasons for the disciplinary action. The Employee will sign and date the reprimand, which will be placed in his/her personnel file.

Step 3. The Director (or designee) shall serve the Employee with an additional written reprimand, noting that it follows both verbal and written warnings, and said Employee shall be suspended, without pay, for three (3) working days. Documentation at this step will be signed and dated by the Employee, the Employer and a representative of the Union and will be placed in the Employee's personnel file.

Step 4. The Director (or designee) shall serve the Employee with an additional written reprimand, noting that it follows both verbal and written warnings, and said Employee shall be suspended, without pay, for five (5) working days. Documentation at this step will be signed and dated by the Employee, the Employer and a representative of the Union and will be placed in the Employee's personnel file.

Step 5. If, after the afore-described procedure has been followed, the Employee continues to display unacceptable behavior, said Employee shall be discharged. The Employer will notify the Employee and the Steward of said discharge and the specific reasons thereof. The discharged Employee will be allowed to discuss the discharge with the Steward in a meeting room made available by the Employer, prior to the employee being required to leave the Employer's property. Upon request, the Employer will discuss the discharge with the Employee and/or Steward.

Should the discharged or suspended employee consider the discharge or suspension to be improper or without just cause, it shall be submitted by the employee and/or the Steward, or designate, to Step 1 of the grievance procedure within five (5) working days. Such submission shall be in writing, on forms provided by the Union, and shall be dated and signed by the employee involved. If the Steward makes such submission, he/she shall countersign the grievance.

GRIEVANCE PROCEDURE

Section 5.0. Definition of a Grievance. A grievance shall be defined as a complaint by the Union or an employee covered by this Agreement alleging a violation of a specific provision or provisions of this Agreement as written.

Section 5.1. Grievance Procedure. All grievances shall be handled in the following manner:

Step 1. Oral Procedure. An employee with a grievance shall discuss the matter with the Director (or designated representative) within five (5) working days from the time of the occurrence of the events giving rise to the grievance. In situations where it was impossible for the employee involved to have known at the time of the actual occurrence of the events giving rise to the complaint, the employee shall discuss the matter within five (5) working days from the time that the employee involved first knew or could have known of the facts giving rise to the complaint. If requested by the employee, a Steward may be present. The Director (or designated representative) shall endeavor to give the employee concerned an oral answer to the grievance within two (2) working days of the discussion. Every effort shall be made to settle the grievance in this matter.

Step 2. Written Procedure to Director. If the grievance is not satisfactorily settled in the Step 1 Oral Procedure, the complaint shall be reduced to a written grievance within five (5) working days of the oral answer and submitted to the Director (or designated representative). The grievance shall be signed by the employee and shall indicate the Section or Sections of this Agreement in dispute and shall adequately set forth the facts giving rise to the grievance. The preparation of a written grievance shall not interfere with the Department's operations. The Director (or designated representative), the

employee, and the Steward may discuss the grievance. The Director (or designated representative) shall place an answer on the written grievance within ten (10) working days following the date the grievance was submitted at this step, and return it to the Steward.

Step 3. Written Procedure to County. If a grievance is not satisfactorily settled in the Step 2, Written Procedure, the Steward may appeal the Director's decision by delivering to the County through the County Personnel Committee through the Commissioners' Office or Designee a written request for a meeting concerning the grievance within five (5) working days following receipt of the Director's written disposition of the grievance. A copy of this written request shall be provided to the Director. Within twenty (20) working days after the grievance has been appealed, a meeting shall be held between representatives of the Employer and the Union. If the meeting cannot be held within the twenty (20) working day period, it shall be scheduled for a date mutually convenient for the parties. The Chairman of the Alpena County Negotiations Committee, or designated representative, shall place a written disposition on the grievance within fifteen (15) working days following the date of this meeting, and return it to the Steward.

Section 5.2. Arbitration. The Union may request arbitration of any unresolved grievance which is arbitrable by filing the Arbitration Request Form with the Federal Mediation and Conciliation Service and delivering a copy of this Form to the County through the County Personnel Committee through the Commissioners' Office or Designee with a copy mailed / presented to the Director within twenty (20) working days following the receipt of the County's written disposition in Step 3 of the grievance procedure. If the County fails to answer a grievance within the time limits set forth in Step 3 of the grievance procedure, the Union may request arbitration by filing the Arbitration Request Form with the Federal Mediation and Conciliation Service and delivering a copy of this Form to the County through the County Personnel Committee through the Commissioners' Office or Designee with a copy mailed to the Director not later than forty (40) working days following the date the County's written Step 3 disposition was due. If the Union does not request arbitration in the manner or within the time limits established herein, the grievance shall be considered settled on the basis of the Employer's last disposition.

Section 5.3. Selection of Arbitrator. The arbitrator shall be selected from a panel of seven (7) arbitrators submitted by the Federal Mediation and Conciliation Service by each party alternately striking the name of an arbitrator from the panel. The Union shall strike the first name from the first list of arbitrators and the parties shall alternate striking the first name from successive lists. After six arbitrators have been struck, the remaining individual shall serve as the arbitrator. Should the parties mutually determine that any panel of arbitrators is unsatisfactory, that panel may be rejected and another requested. The fees and expenses of the arbitrator shall be shared equally by the Union and the Employer. Each party shall

pay the fees, expenses, wages, and any other compensation of its own witnesses, representatives and legal counsel.

Section 5.4. Arbitrator's Powers and Jurisdiction. The arbitrator's powers shall be limited to the application and interpretation of this Agreement as written. The arbitrator shall at all times be governed wholly by the terms of this Agreement and shall have no power or authority to amend, alter or modify this Agreement either directly or indirectly. The arbitrator shall have no authority to rule on the discipline, layoff, recall or termination of any probationary employee, or to rule on any grievance considered settled. The arbitrator shall have no power to establish wage scales or rates on new or changed jobs, or to change any rate unless it is provided for in this Agreement. The Union acknowledges that the Employer retains all rights not otherwise abrogated under the expressed terms of this /Agreement as generalized in the managements rights clause herein. If the grievance concerns these rights which are not otherwise limited by the expressed terms of this Agreement, the grievance shall not be arbitrable. If the issue of arbitrability is raised, the arbitrator shall not determine the merits of any grievance unless arbitrability has been affirmatively decided, and the Employer may require a bifurcated hearing in any proceeding in which the arbitrability of the grievance is at issue. Any award of the arbitrator shall not be retroactive more than five (5) working days prior to the time the grievance was first submitted in writing. All claims for back wages shall be limited to the amount of wages that the employee would otherwise have earned, less any unemployment compensation or compensation for personal services that the employee may have received from any source during the period in question.

Section 5.5. Arbitrator's Decision. The arbitrator's decision shall be final and binding upon the Union, the Employer and the employees in the bargaining unit; provided however, that either party may have its legal remedies if the arbitrator exceeds the jurisdiction provided in this Agreement.

Section 5.6. Time Limits. The time limits established in the grievance procedure shall be followed by the parties hereto. If the time procedure is not followed by the Union or the employees represented by the Union, the grievance shall be considered settled on the basis of the Employer's last disposition. If the time procedure is not followed by the Employer, the grievance shall automatically advance to the next step within Section 5.1. The time limits established in the grievance procedure may be extended by the mutual agreement of the parties provided the extension is reduced to writing and the period of extension is specified.

Section 5.7. Time Computation. Saturdays, Sundays and holidays recognized under this Agreement shall not be counted as working days under the time procedures established in the grievance procedure. All other days shall be considered to be working days, even if a particular employee does not actually work on that day.

Section 5.8. Pay for Processing Grievances. The Steward and employees necessary for the resolution of the grievance shall be paid at their regular straight time rate of pay for all reasonable time lost from their regularly scheduled hours required to process grievances or participate in grievance meetings or arbitrations; provided, however, that the Employer reserves the right to deny pay if this privilege is being abused.

Section 5.9. Grievance Form. The grievance form shall be prepared by the Union in a form which coincides with the grievance procedure established in this Agreement.

Section 5.10. Discharge Grievances. All grievances concerning discharge shall be initiated at Step 3 of the Grievance Procedure. A written grievance signed by the Steward, a non-employee representative of the Union or the discharged employee shall be filed within three (3) working days of the employee's discharge in order to invoke the grievance procedure in such situations.

Section 5.11. Veterans' Preference Claims. It is the intent of the parties to this Agreement that its terms and provisions shall be applicable to all employees included within the bargaining unit covered by this agreement. Accordingly, the parties hereby agree that any employee who may come within the provisions of any legislative enactment entitling a military veteran to a preference in employment or which establishes a procedure whereby the military veteran may challenge the Employer's determinations regarding the veteran's employment status will be required, not later than Step 3 of the Grievance Procedure, to elect in writing either the Grievance Procedure or his statutory remedy as his single means of challenging the Employer's determination. If the employee elects to pursue his statutory remedy or fails to make an election, any grievance concerning the Employer's employment determination shall be considered withdrawn by the Union and, further, shall not thereafter be a subject of any Arbitration proceeding.

WORK STOPPAGES AND ILLEGAL ACTIVITY

Section 6.0. Continued Work Pledge. The Union agrees that during the term of this Agreement neither it nor its officers, representatives, committee persons, stewards, members, nor the employees covered by this Agreement will for any reason, directly or indirectly, call, sanction, support, counsel, encourage, or engage in any strike, walk-out, slow-down, sit-in, stay-away, concerted failure to report for duty, or any other activities that may result in any curtailment of work or the restriction or interference with the Employer's operation. It is expressly recognized, and the Union agrees, that the scope of activity prohibited in this paragraph is intended to include, but not limited to, such activities as sympathy strikes, unfair labor practice strikes, and a refusal of an employee or employees to cross any type of picket line at any location.

Section 6.1. Violation of Continued Work Pledge. Any employee who violates the Continued Work Pledge of Section 6.0 shall be subject to discipline by the Employer,

and or up to and including discharge. The Union acknowledges and agrees that discharge is the appropriate penalty for violation of Section 6.0. Any appeal to the grievance procedure concerning an employee disciplined for violation of Section 6.0 shall be limited solely to the question of whether the employee or employees did in fact engage in an activity prohibited by Section 6.0.

Section 6.2. Further Sanctions. If Section 6.0 of this Agreement is violated, the Employer shall have the right, in addition to any action taken pursuant to Section 6.1, to any other legal remedies the Employer may possess, including injunctive relief.

Section 6.3. Affirmative Action. The Union agrees that it and its officers and representatives will take prompt affirmative action to prevent or stop any activity prohibited in Section 6.0 by notifying the employees it represents that it disavows such action.

Section 6.4. No Lockout. During the life of this Agreement, the Employer, in consideration for the Continued Work Pledge of the Union and the employees it represents to refrain from the conduct prohibited by Section 6.0, agrees not to lock out any employees covered by this Agreement because of a labor dispute between bargaining unit employees and the Employer.

SENIORITY

Section 7.0. Definition of Seniority. Seniority shall be defined as the length of an employee's continuous service with the County since the employee's last date of hire. Classification Seniority shall be defined as the length of an employee's continuous service with the E-911 Department within a job classification covered by this agreement. An employee's "last date of hire" shall be the most recent date upon which the employee commenced work in the union in the E-911 Department. Seniority and classification shall commence only after the employee completes the probationary period hereinafter provided. Employees who commence work on the same date shall be placed on the seniority list in alphabetical order of surnames; provided, however, that any employee who changes surnames between commencement of work and acquisition of seniority shall be placed on the seniority list according to their surname at the time of commencement of work. The application of seniority and classification seniority shall be limited to the preferences and benefits specifically recited in this Agreement. Regular part-time employees accrue pro-rated seniority based upon the ratio of their scheduled hours worked to 2080 hours.

Section 7.1. Probationary Period. Employees hired in the unit shall be considered as probationary employees for the first twelve (12) months of their active employment. Employees who have not completed their probationary period may be disciplined, laid off, recalled, terminated or discharged at the Employer's discretion

without regard to the provisions of this Agreement and without recourse to the Grievance Procedure. The Union shall represent probationary employees for the purposes of collective bargaining as to all other conditions of employment set forth in this Agreement. When an employee finishes the probationary period, he shall be entered on the seniority list of the unit and shall rank for seniority from his last date of hire. There shall be no seniority or classification seniority among probationary employees.

Section 7.2. Seniority List. The Employer shall keep a current seniority list showing each employee's name, employment status, classification and seniority date. A copy of the seniority list shall be provided to the Union on or about January 1 of each year and at such times as changes to the seniority list are made. The seniority list as provided to the Union shall be conclusively presumed accurate and the Employer shall be entitled to rely thereon unless any alleged error in the list is timely grieved in accordance with the Grievance Procedure.

Section 7.3. Loss of Seniority. An employee's seniority, classification seniority and the employment relationship with the Employer shall terminate for any of the following reasons:

- (a) If the employee resigns or quits;
- (b) If the employee is discharged and the discharge is not reversed through the Grievance Procedure;
- (c) If the employee retires;
- (d) If the employee is convicted of a felony;
- (e) If the employee is absent without approved leave for two (2) consecutive working days, unless the employee's absence is for a reason satisfactory to the Employer;
- (f) If the employee does not return to work when recalled from layoff as set forth in the Recall Procedure, unless the employee's failure to return is for a reason satisfactory to the Employer;
- (g) If the employee fails to return from sick leave, vacation, disciplinary suspension, or any leave of absence on the specific date for his return, unless the employee's failure to return is for a reason satisfactory to the Employer;
- (h) If the employee has been on layoff for a period of time equal to his seniority at the time of layoff or two (2) years, whichever is less.

- (i) If the employee is on a disability or on a worker's compensation leave for a period of twenty-four (24) consecutive months.
- (j) If the employee makes an intentional false statement on his employment application or on an application for a leave of absence.

Section 7.4. Seniority While on Leave of Absence. The seniority and classification seniority of employees on Employer approved leaves of absence for purposes other than to work for another department of the County shall continue to accrue during the period of their leave of absence. Employees on leaves of absence to work for another department of the County shall have their seniority and classification seniority frozen during the period of the leave, which will begin to accrue again upon return from the leave of absence.

Section 7.5. Seniority Shift picks. Shift picks by seniority will occur twice a year. The first will occur by midnight June 15th and by midnight December 15th of each year and begin with the 1st full pay period following the deadline dates.

LAYOFF AND RECALL

Section 8.0. Layoff. When it is determined by the Employer that the work force in a particular job classification is to be reduced, the Employer shall lay off employees in the following order:

- (a) The first employee or employees to be laid off shall be irregular employees (if any) in the particular job classification affected by the layoff.
- (b) The next employee or employees to be laid off shall be probationary employees (if any) in the particular job classification affected by the layoff.
- (c) The next employee or employees to be laid off shall be regular part-time employees (if any) in the particular job classification affected by the layoff by inverse order of classification seniority.
- (d) Further layoffs from the particular job classification affected by the layoff shall be accomplished by inverse order of classification seniority.

Notwithstanding any provision of this Section, a junior employee may be retained if a more senior employee does not presently have the necessary training, ability and experience to perform the remaining work. The Employer shall endeavor to provide at least five (5) calendar days advance notice of the layoff and, if known, the anticipated duration of the layoff.

Section 8.1. Displacement Rights After Layoff. Employees with seniority who are laid off shall be entitled to displace an employee in another lesser or equally paid job classification under the following conditions:

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

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

Section 8.2. Recall. When it is determined by the Employer to increase the work force after a layoff, employees with seniority previously laid off will be recalled in inverse order of layoff, provided that the recalled employee presently has the necessary qualifications, skill and ability to perform the required work. The Employer may fill the position on a temporary basis without regard to seniority pending completion of the recall procedure set forth in Section 8.3.

Section 8.3. Recall Procedure. When employees are to be recalled from layoff, the following procedures shall be followed:

- (a) The Employer may attempt to telephone the employee first in an effort to give the employee notification of recall. If the employee could not be contacted by telephone, or if the Employer determines not to use telephone contact, the Employer shall attempt to give the employee notification of recall together with the required return to work date by certified mail, sent to the employee's last known address.
- (b) Employees have the obligation to advise the Employer of their intent to accept or decline the recall to work within seventy-two (72) hours of notification of recall by telephone or delivery of notice of recall by certified mail. Employees who decline recall shall be considered to have voluntarily quit. Employees who fail to respond within the seventy-two (72) hour period shall be considered to have voluntarily quit, unless the employee's failure to respond by the required date is for a reason satisfactory to the Employer.
- (c) Recalled employees are required to report for work on the required return to work date following notification of recall by telephone or following delivery or attempted delivery of notice of recall by certified mail, or within seventy-two (72) hours following notification of recall by telephone or following delivery or attempted delivery of notice of recall by certified mail, whichever is later. Employees who fail to report for work by the required date shall be considered to have voluntarily quit, unless the employee's

failure to report on the required date is for a reason satisfactory to the Employer.

HOURS OF WORK

Section 9.0. Work Period. The work week period shall be a period of seven (7) consecutive days. The normal tours of duty for full-time employees shall consist of 40 hours (40) per week, eighty (80) hours of work in a pay period. The normal workday / shift for full-time employees shall consist of eight (8) hours, including meal periods. Nothing contained herein shall be construed to constitute a guarantee of eight (8) hours of work or pay per day or eighty (80) hours of work or pay per work period. The Employer may change the work period and normal workday whenever it determines abnormal operating conditions warrant such changes, however in situations where changes exceed six (6) weeks (unless an extension agreement is in place), a special conference will be required. The union reserves the right to grieve if the employer's reasons are not satisfactory.

Section 9.1. Overtime. Overtime other than of an emergency nature must be authorized in advance by the Director or his authorized representative. The Director will endeavor to distribute overtime work equally among employees in each job classification, based upon overtime hours worked during the last 12 months, but reserves the right to assign overtime without regard to the overtime hours previously worked in instances of an emergency or for other non scheduled appropriate reasons. The Union will maintain an overtime hour's list on the center's computer system, showing a listing of overtime hours worked and refused by each employee during the previous twelve (12) months, which will be used, endeavoring in the most fair manner to ensure all shifts are covered.

Section 9.2. Work Schedule. The work schedule and the starting and quitting times of any and all shifts shall be established by the Director. Work schedules shall be posted at least one (1) week in advance whenever possible; provided, however, that the Director reserves the right to change the work schedule where circumstances require that it be changed. An employee's regularly scheduled day off shall not be changed for the sole purpose of avoiding overtime. In the event that the posted work schedule is required to be changed, the Director will endeavor to give at least twenty-four (24) hours advanced notice of such changes. Under normal circumstances staffing will be equivalent to nine (9) full time telecommunicators.

Section 9.3. Unscheduled Overtime.

Unscheduled overtime is overtime where the need for which is known less than twenty- four (24) hours in advance.

The 9th full time person should be contacted if they are scheduled as a 3rd person, and or are available to work that day. Exclusions to this include if that person is scheduled to fill an open shift, or is already on duty.

If the 9th person is unavailable, then the shift should be offered to any irregular employees who have not exceeded 16 scheduled hours of work that week.

If the 9th or irregular employees are not available, then other employees should be contacted according to the overtime hour's list.

If no employee volunteers or can be reached, the person on duty with the lowest seniority will be required to fill ½ of the shift in question. The scheduled low seniority employee following the shift in question will be required to arrive for duty earlier to take the second half of the shift in question. Should efforts be unsuccessful in contacting that low seniority employee, or any other, the on duty employee with the lowest seniority will be required to remain on duty for the entire shift in question.

If an employee becomes ill on duty and needs to leave, the employees scheduled in the shift following that person, shall be offered the Overtime first. If no employee volunteers for the unscheduled overtime, the person with the lowest seniority working the shift afterwards will be required to fill the shift. Should no employees be contacted or willing to accept the shift in question, then the employee with the lowest seniority on duty will be required to fill the shift in question. Adhering to these practices are not considered a management mandate, but obligation of the union to ensure to the employer that all shifts are covered.

Under normal circumstances, employees cannot work more than 16 consecutive hours.

Section 9.4. Scheduled Overtime. Scheduled overtime is that overtime; the necessity of which is known to the Employer with more than twenty-four (24) hours advance notice. Scheduled overtime shifts (or parts of open shifts thereof) will first be assigned to the 9th full time person or part-time or irregular employees who can work the open shift or part of the open shift at straight time rates (not reached 40 – 16 hours respectfully). In the event there are no part-time or irregular employees available for assignment at straight time rates, the shifts will be posted for consideration and acceptance by full-time employees. An employee who accepts a scheduled overtime shift will be required to work that shift.

If a shift for Scheduled Overtime has not been taken 7 working days in advance of the actual shift in question, the Director can assign the open available hours to irregular or part time employees at will. In cases where irregular or part time employees are not available, assignments to fill the shift in question will be based on the overtime list and the shift filled as described in section 9.3 above.

However, in unusual circumstances, the director will endeavor to assign shifts in a fair and equitable manner, endeavoring to limit multiple mandates to no more than one (1) in a 48-hour period. Pre-scheduling split shifts shall not be considered a management mandate, but obligation of the union to ensure to the employer all shifts are covered.

Section 9.5. Overtime Hours List

Overtime will be distributed among the employees in the bargaining unit in the same job classification on as equitable a basis as possible. If the employee is unavailable in the job classification where overtime is necessary, the overtime will be distributed among the other qualified employees in the Union as equitable as possible. Whenever practical, the employee with the least amount of overtime hours based on the overtime list will be asked to work first. Employees who cannot be contacted by telephone and are therefore unavailable for work will be marked in red for such overtime hours.

When an employee off on PTO, on disciplinary suspension, injured, or on leave of absence, all for over thirty (30) days, or has altered his work days for his convenience and it would have been his turn to work overtime, the employee will be marked in the red on the overtime chart for the hours he/she could have worked. An employee shall be considered unavailable for duty until the employee that he is available for duty gives adequate notice.

A chart will be maintained by the Union and kept posted in the department (excluding court and investigation time), revised at the end of each pay period, showing the total overtime hours worked by each employee and those hours available but not worked through no fault of the Employer. The overtime sheet will be adjusted each January 1st., with any difference in overtime hours being carried over the next period.

Section 9.6. Short Shifts. If an employee desires to take off two-hours before the beginning of their shift or before the end of their shift, the employee shall make arrangements with the person relieving them and confirm this arrangement in advance with the Director by e-mail or in writing as soon as possible.

Section 9.7. Community Activities. The employer shall endeavor to schedule a 3rd telecommunicator during periods of enhanced enforcement periods when given 48 hours notice from law enforcement agencies (additional road patrols) or for portions of various community activities as determined by the director, such as Memorial Day Weekend, Fourth Of July, Brown Trout Festival, Labor Day Weekend, Devils – Halloween night. Such hours will be scheduled to coincide with such activity. Should the scheduled hours create overtime, and no full time, part time, or irregular

employees are available to work those posted hours, or no employee willingly accepts those posted hours, then no employee will be mandated to work those hours.

Section 9.8. Changing / Trading assigned shifts. Management will endeavor to allow trading of assigned scheduled shifts, however such arrangements are subject to the following conditions.

- a. The even trade must be contained to within a single week so as to conform to FLSA unless the Department Of Labor has granted permission for an 8/80 overtime rule.
- b. Both subjects of the trade must notify the director of their intent in writing or via e-mail.
- c. An employee is unable to reverse their decision, unless both agree, in which the original schedule shall be preserved.
- d. No additional overtime shall be created as a result of any shift trade(s).

Section 9.9. Lunch Periods. Employees will be allowed a one-half (1/2) hour lunch period with pay each day. During this period, the employee remains on active duty and must take appropriate actions if necessary; provided, however, that an employee may be released to leave the building to pick up meals as long as adequate coverage is maintained. This lunch period shall be at or near the midpoint of the scheduled day. The timing of an employee's lunch break shall be scheduled by the Employer so as not to interfere with prompt and efficient service to the Employer and the public.

Section 9.10. Break Periods. The Employer will endeavor to provide the employees a fifteen (15) minute break period during the first half of their work day and a fifteen (15) minute break period during the second half of their work day. All break periods will be scheduled so as to not interfere with the prompt and efficient service to the Employer and the public.

Section 9.11. Full Time Employee Supplemental Employment. While outside or supplemental employment is discouraged, full time employees may engage in supplemental employment in accordance with the following limitations. In no case shall supplemental employment conflict with, or impair an employee's responsibility to the employer. The employer shall not be liable either directly or indirectly for any activities performed during supplemental employment. Any employee desiring to participate in supplemental employment must obtain permission of the director in writing prior to engaging in such activity. Such permission shall not be arbitrarily and capriciously withheld. The following guidelines shall be applicable to all employees engaged in supplemental employment.

- a. Not use employer facilities as a source of referral for customers or clients.
- b. Not routinely be engaged in supplemental employment activity during the employee's regularly scheduled working hours.
- c. Not use the name of the employer as a reference or credential in advertising or soliciting customers or clients.
- d. Not use employer supplies, facilities, staff or equipment in conjunction with any supplemental employment or private practice.
- e. Not cause any incompatibility, conflict of interest, or any possible appearance of conflict of interest or any impairment of the independent and impartial performance of the employee's duties.

Section 9.12. Irregular \ Part Time Supplemental Employment Schedules. A part-time employee will endeavor to submit to the employer their employment schedule four weeks in advance of their other job positions. A part-time employee required to work at their full time job during the shift they would be required to fill will be exempt from that shift. Holiday shifts will not normally be mandated.

LEAVES OF ABSENCE

Section 10.0. Purpose of Leaves. It is understood by the parties that leaves of absences are to be used for the purpose intended, and employees shall make their intent known when applying for such leaves. Without the prior permission of the Employer, any employee who engages in other employment while on a leave of absence shall be considered to have quit.

Section 10.1. Unpaid Personal Leave of Absence. The Employer may in its discretion grant an employee a personal leave of absence without pay for a period not to exceed thirty (30) calendar days. Requests for personal leave shall be in writing, signed by the employee, and given to the Director. Such requests shall state the reason for the leave. An extension of personal leave of absence may be granted by the Employer in its discretion, provided the extension is requested prior to the termination of the original leave period. No personal leave of absence may be granted for a period in excess of ninety - (90) consecutive calendar days. No request for a personal leave of absence shall be considered approved unless such approval is in writing signed by the Director.

Section 10.2. Non-Duty Disability Leave. A disability leave of absence will be granted to employees who have been absent for more than five (5) consecutive working days because of a non-work related injury, illness, pregnancy or other disability, subject to the right of the Employer to require a physician's certificate

establishing to the satisfaction of the Employer that the employee is incapacitated from the safe performance of work due to illness, injury, or other disability. A disability leave shall be with pay and benefits until such time as the employee has exhausted all accrued paid sick leave benefits and thereafter shall be without pay or benefits. This disability leave will continue for the period of the employee's disability; provided, however, that an employee may not be on a disability leave for a period of more than twenty-four (24) consecutive months or the length of their seniority, whichever is lesser. The Employer may request at any time, as a condition of continuance of a disability leave of absence, proof of a continuing disability. In situations where the employee's physical or mental condition raises a question as to the employee's capacity to perform the job, the Employer may require a medical examination by a physician chosen by the Employer at the Employer's expense and, if appropriate, shall require the employee to take a leave of absence under this Section. Employees who are anticipating a leave of absence under this Section may be required to present a physician's certificate recommending that the employee continue at work and in all cases the employee's attendance and job responsibilities must be satisfactorily maintained. Employees are required to notify the Employer of any condition which will require a leave of absence under this Section together with the anticipated date for commencement of such leave. This notice shall be given to the Employer by the employee as soon as the employee is first aware of the condition. All employees returning to work from a disability leave of absence must present a physician's certificate satisfactory to the Employer indicating the employee is physically or mentally able to return to work.

Section 10.3. Workers' Compensation Leave. Upon written application, a leave of absence for a period of not more than twenty-four (24) months will be granted to employees who are unable to continue to work for the Employer because of a work related injury or disease for which the employee is entitled to receive benefits under the Worker's Compensation laws of the State of Michigan and is receiving voluntary payments from the Employer, subject to the Employer's right to require medical proof. Extension of the leave may be granted by the Employer, in its sole discretion, upon written application. The Employer may require at any time, as a condition of continuance of a worker's compensation leave of absence, proof of a continuing inability to perform work for the Employer. In the event that the Employer, in conjunction with its medical advisors, determines that the employee is capable of returning to work, the employee's leave of absence shall immediately end.

Section 10.4. Military Training or Emergency Duty Leave. Employees required to perform active duty for training or to perform emergency duty in any reserve component of the Armed Forces of the United States or the National Guard shall be granted a leave of absence without pay for the period of such training or emergency duty upon request and the presentation of proper documentation from the employee's Commanding Officer. The provisions of this Section do not apply to an employee's initial period of active duty for training.

Section 10.5. Jury Duty Leave. Employees summoned by a court to serve as jurors shall be given a jury duty leave of absence for the period of their service. For each day, up to a maximum of twenty (20) days per year, that an eligible employee serves, when the employee otherwise would have worked, the employee shall receive the difference between the employee's regular rate of pay for the employee's regularly scheduled hours and the amount the employee received from the court. In order to be eligible to receive such pay from the Employer, an employee must:

- (a) Be an employee who has completed the probationary period;
- (b) Give the Employer reasonable advanced notice of the time that the employee is required to report to court. ;
- (c) Give satisfactory evidence that the employee served at the summons of the court on the day that the employee claims to be entitled to jury duty leave.
- (d) Return to work promptly after he is excused from jury duty service.
- (e) Furnish the employer with a copy of any financial considerations paid by the requesting court.
- (f) If the employee is subpoenaed as a result of their employment.

Section 10.6. Funeral Leave. An employee shall be granted three (3) consecutive calendar days leave in the event that a death occurs in the employee's immediate family. Immediate family shall mean the employee's spouse, parents, grandparents, grandchildren, children (natural, adopted, or step), brothers, sisters, parents-in-law, or close relative living with the employee. One (1) calendar day shall be allowed to attend the funeral of an employee's sister-in-law or brother-in-law. In the event that the funeral takes place out of the State of Michigan, an additional two (2) calendar days leave shall be granted. An employee who loses work from their regularly scheduled hours shall receive their regular rate for such lost time for the funeral leave.

Section 10.7. Return to Work After Leave of Absence. Employees returning from Employer approved leaves of absence will be reinstated to their former job classification. The provisions of the foregoing notwithstanding, the Employer reserves the right not to reinstate to their former job classification any employee who no longer has the necessary qualifications, skill and ability to perform the work.

Section 10.8. Fringe Benefits on Leave of Absence. Fringe benefits shall not accumulate, accrue, or be paid during any unpaid leave of absence, except as expressly provided in this Agreement.

Section 10.9. Family and Medical Leave. Employees who have been employed for a least 12 months and have been employed for at least 1,250 hours of service during the immediately preceding 12 month period are eligible for leaves of absence for any one, or more, of the following reasons:

- (a) The birth of a son or daughter, and to care for the newborn child;
- (b) The placement with the employee of a son or daughter for adoption or foster care;
- (c) To care for the employee's spouse, son, daughter, or parent with a serious health condition; and
- (d) Because of a serious health condition that makes the employee unable to perform the functions of his or her job.

An eligible employee is entitled to a total of 12 workweeks (26 workweeks for qualifying military) of leave during a "rolling" 12-month period measured backward from the date an employee uses any leave.

Employees desiring leaves of absence under this section shall provide written notice to the Employer. The provisions of this section are supplemented by the County's Family and Medical Leave policy, and are further explained by the current Family and Medical Leave Act (FMLA) and the regulations promulgated under that act.

Section 10.10. Union Leave. The Employer shall grant an unpaid leave to allow employees selected by the Union or any labor organization with which the Union is affiliated to attend meetings or perform duties related to the Union's operation. An employee requiring such a leave shall advise the Employer at least five (5) days in advance.

PAID TIME OFF (PTO)

Section 11.0. Paid Time Off All full time and regular part-time employees covered by this agreement shall be entitled to paid time off (PTO). The time off is at the discretion of an employee, subject only to the operational needs of the Employer.

Section 11.1. Paid Time Off (PTO) Eligibility Is earned each pay period and at a rate in accordance with their anniversary date and is credited to the eligible employee each pay period. A full time employee has a month of active service when they work or receive pay for at least one hundred sixty (160) hours during the month. Regular part time employees working less than one hundred sixty (160) hours during the month, will have their PTO benefit prorated by hours worked on a quarterly basis and not credited for use except every three months.

Section 11.2. Accumulation of Time Off - Employees earn PTO as follows based upon their anniversary date of employment.

| | |
|----------------------------|--------------------------|
| Six months to three years | 6.5 hours per pay period |
| Three years to Ten years | 7.5 hours per pay period |
| Ten years to Fifteen years | 8.5 hours per pay period |
| Over Fifteen years | 10 hours per pay period |

Section 11.3. Use of PTO PTO may be used for vacation days, sick days or any other reason. Employees must use PTO for any absences and may not use any authorized unpaid time until all the employee's PTO is exhausted. Unless an employee is off on short-term disability and then an employee may save the equivalent of forty (40) hours of PTO. If an employee is off under the Family Leave Act, then all paid time off must be used first.

Section 11.4. Prior Notification for the use of PTO. Use of 24 or more PTO hours in succession is considered to be use of PTO for a "vacation". If an employee wants to use 24 or more PTO hours off, the employee must schedule that request with the employer at least fourteen (14) days in advance for approval by the employer. All other requests to take PTO must be approved by the employer, except sickness or injury. In case of sickness or injury, an employee is required to call the employer and report their absence, so their shift can be covered. During December 1-14th of each year, employees who want forty (40) or more PTO hours off in the following year shall notify the employer in writing or by e-mail. If two or more employees request the same periods of time off at the same time (IE: requests for identical days being submitted during the December 1-14th time period), then Seniority will prevail. The results of vacation requests submitted, and their designated status (Vacation One Vacation 2 - V-1, V-2) will be posted by January 15th of each year. For requests made outside of the December 1-14 period, identical days requested will be awarded on a first come, first serve basis. In either situation, the second and subsequent requests for similar days are subject to the operational needs of the Employer.

Section 11.5. PTO rules:

- A newly hired employee, who is undergoing training, may not utilize PTO during the training program.
- PTO is compensated at the employee's regular straight time hourly rate of pay.
- The employer shall post monthly the PTO hours each employee has in their PTO Bank.
- 176 PTO hours are the maximum hours that may be carried from one PTO leave year to the next year. A leave year begins on January 1 and ends on December 31 of the same year.

- If an employee has PTO in excess of the 176 hours on December 31 of each year, they shall receive compensation for those hours at one-half the employee's hourly rate. An employee, by December 1st of each year, shall request this excess time off to be used before December 1st of the same year. If the employer, because of schedule conflicts, denies the request, then those hours in excess of 176 hours shall be paid at 100% of their value on December 1st.
- If an employee retires in accordance to the rules of the MEMERS plan in effect or in the event of death, the employee or the employee's estate shall be paid 100% of the value of the hours in the employee's PTO bank.
- If an employee is laid off, they shall receive 100% of the value of the hours in the employees PTO Bank.
- An employee, who resigns their position with a fourteen (14) day advance notice, shall receive 75% of the value of the hours in the employees PTO Bank.
- If an employee is terminated from their employment or fails to give a fourteen (14) day notice, he / she shall receive none of their PTO Bank.
- Pay advance is available to an employee if their PTO falls during the regular pay period. The employee shall request this payment two (2) weeks prior to their last workday in writing on a form provided by the employer.
- If the number of unscheduled PTO days taken exceeds 3 (THREE) consecutive days, the employee will be required to furnish the employer with a physicians statement explaining the absence. Falsification of the physicians certificate or falsely setting forth the reasons for the absence shall constitute just cause for discipline, up to and including discharge.

Section 11.6. Anniversary Date. An employee's anniversary date is the most recent date upon which the employee commenced work for the Employer in the Union, and the same date thereafter in succeeding years. An employee's length of continuous service shall be calculated from the anniversary date, and shall only be broken by a loss of seniority.

HOLIDAYS

Section 12.0. Recognized Holidays. The following days are recognized as holidays for the purpose of this Agreement:

New Year's Day
 Martin Luther King Day
 President's Day
 Good Friday
 Memorial Day

Independence Day
Labor Day
Veteran's Day
Thanksgiving Day
Day after Thanksgiving
Christmas Eve
Christmas Day
New Year's Eve

It is understood that employees will be required to work on holidays in accordance with normal scheduling procedures.

Section 12.1. Holiday Pay. The employees covered by this Agreement are paid four (4) hours pay at straight time rate for each holiday occurring during the first year of this agreement. The employees covered by this Agreement are paid six (6) hours pay at straight time rate for each holiday occurring during the second year and subsequent years. Section 12.2 provides additional compensation for employees who are required to work on recognized holidays.

Section 12.2. Holiday Work. Employees shall be paid time and one-half (1-1/2) their regular straight time rate of pay for all hours worked on all holidays except for Christmas Day which shall be paid at double time. Employees who are "forced" to work on a holiday shall be paid at double time. For purposes of this section, a holiday shall begin at the start of the first full shift on the holiday and extend to the next twenty-four (24) hours.

WAGES AND PREMIUM PAY

Section 13.0. Wages. During the term of this Agreement, wages shall be as set forth in Appendix A attached hereto and made a part hereof. The straight time regular rate of pay for employees shall be the hourly rate set forth in Appendix A. Employees shall begin at the "start" rate and shall progress from step to step in the wage classification upon completion of the specified period of time in that classification. The Employer reserves the right to place employees at advanced steps in the wage classification (not seniority steps) based upon prior work experience in a telecommunication or E-911 position.

Section 13.1. New Classifications. If the Employer establishes a new classification covered by this Agreement, the Union shall be provided at least twenty (20) calendar days prior to the implementation of the classification with the title of the new classification, a brief description of the job to be performed and the proposed wage rate. If the Union believes the proposed wage rate is inappropriate, the Union shall, within fifteen (15) calendar days after notification of the proposed wage rate, advise the Employer in writing of its intention to request bargaining over this wage rate, and the parties shall thereafter meet to discuss the proposed rate. In the

event that the Union does not request bargaining within the fifteen (15) calendar day limit, the proposed wage rate shall be considered to be the agreed upon wage rate for that classification.

Section 13.2. Overtime-Premium Pay. Time and one-half (1-1/2) the employee's regular straight time rate of pay shall be paid for all hours actually worked in excess of forty (40) hours in a one (1) week work period or in excess of an individual's regularly scheduled shift. For the purpose of this section scheduled and approved PTO will be considered as hours worked for the purpose of overtime. No employee who is on approved PTO leave in excess of 3 consecutive shifts shall be mandated into work on immediate adjacent pass days, unless abnormal or emergency events occur. Overtime will be paid as the result of an employee being mandated on adjacent pass days of PTO days taken during abnormal or emergency events.

Section 13.3. Call-In and Reporting Pay. Employees called in to work at a time other than their regularly scheduled shift shall be paid for four (4) hours at time and one-half (1-1/2) their regular straight time rate of pay or for the time actually worked at the appropriate rate, whichever is greater. The hourly pay guarantee of this section does not apply in instances where the employee is required to report early for their regularly scheduled shift or to perform duties past the scheduled termination of their regularly scheduled shift.

Section 13.4. Training Pay. Employees required by the Employer to attend mandatory training shall be paid their regular straight time rate of pay for all time spent in the training, provided, however that employees shall not receive pay for more than eight (8) hours per day of training pay. The employer shall pay the cost of tuition and books necessary for this required training, and will reimburse employees for the reasonable expenses necessary to attend the training. Applicable overtime rules will apply.

Section 13.5. Shift Premium. Shift premium shall be paid according to the following schedule:

| | |
|------------------------|----------------|
| 6:00 a.m. – 2:00 p.m. | No premium |
| 2:00 p.m. – 10:00 p.m. | \$.30 per hour |
| 10:00 p.m. – 6:00 a.m. | \$.20 per hour |

In all cases shift premium shall be paid on the basis of actual hours worked in each of the above periods.

Section 13.6. Pyramiding. There shall be no pyramiding or duplication of overtime premium hours or pay, call-in guarantee hours or pay.

Section 13.7. FTO Pay. Employees shall receive 2 additional hours at regular rate of pay for each shift assigned to supervise a trainee in the FTO program.

Section 13.8. Longevity Pay. All regular full-time employees shall be paid longevity pay based upon their length of continuous service with the Employer in accordance with the following schedule:

| <u>Continuous Service</u> | <u>Longevity Pay</u> |
|---|----------------------|
| Less than five (5) years | \$ -0- |
| At least five (5) but less than ten (10) years | \$100.00 |
| At least ten (10) but less than fifteen (15) years | \$150.00 |
| At least fifteen (15) but less than twenty (20) years | \$200.00 |
| At least twenty (20) years | \$250.00 |

Longevity pay is a lump sum payment to eligible employees, which is paid as close as possible to December 1 of each year. An employee's continuous service shall only be broken by a loss of seniority.

In order to be eligible for longevity pay, an employee must be on the Employer's active payroll as of December 1 of the applicable year. Employees who are not on the active payroll such as those who are discharged shall not be eligible for longevity pay, but individuals who retire under the Employer's retirement plan, are on a workers compensation leave, quit or an extended sick leave will receive a pro-rated longevity payment for that year.

Section 13.9. Unscheduled PTO incentive pay. Each employee that does not use UNSCHEDULED PTO for an entire calendar month will receive four (4) extra hours of pay for that month.

Section 13.10 – Additional Duties/Positions

The Employer may assign additional non-supervisory duty positions within the bargaining unit. The duties of these positions are in addition to the Employee's regular dispatch duties. These positions will be filled by a member of the bargaining unit and serve in this capacity as long as they perform to the 911 Director's satisfaction. Persons assigned to these positions will receive an additional \$1 per hour increase in base pay. The duties of these positions are outlined in the corresponding appendices.

Lead Dispatcher Appendix C

Training Coordinator Appendix D

Data Officer Appendix E

Qualifications for these positions will be based on the willingness to accept the position, years of service, experience, training, ability to work in a team

environment, leadership qualities, recommendation of the 911 Director and interview by an interview board consisting of the 911 Executive Board and the 911 Director.

The provision of 13.3 Call-In and Reporting Pay is not applicable to actions required to be performed by the Data Officer/Training Coordinator when handling non-dispatching duties. The Data Officer/Training Coordinator will be paid at the appropriate straight time or overtime rate, but will not receive additional compensation for responding to phone calls that take less than fifteen minutes.

INSURANCE BENEFITS

Section 14.0. Hospitalization Insurance. The Employer will make available a group insurance program covering certain hospitalization, surgical and medical expenses for participating employees and their eligible dependents. This insurance program shall be on a voluntary basis for all full-time and regular part-time employees who elect to participate in the insurance program. The insurance program will provide the coverages set forth on Appendix B. The specific terms and conditions governing the group insurance program are set forth in detail in the master policy or policies governing the program as issued by the carrier or carriers.

Full-time and regular part-time employees are eligible to participate in the group insurance program no earlier than the first (1st) day of the premium month following the commencement of employment with the Employer in a full-time position or at a date thereafter that may be established by the insurance carrier. Employees electing to participate in the group insurance plan shall advise the Employer in writing of this intent and shall make arrangements satisfactory to the Employer for the payment of the required monthly premium, if any.

Section 14.1. Payment of Health Insurance Costs. During the term of this Agreement, the Employer agrees to pay the full amount per month for single subscriber, two person and family coverage for eligible full-time employees who elect to participate in the group insurance plan. Regular part-time employees shall receive prorated payment of insurance premiums, based upon the ratio of their regularly scheduled hours to one hundred sixty (160). Employees electing sponsored dependent and/or family continuation coverage are responsible for payment of the premium costs for this additional coverage. The Employer's obligation shall be limited to these amounts; provided, however, that the Employer shall not be required to pay more than the cost of full family coverage.

Section 14.2. Dental Insurance. The Employer will make available at no cost to the employer, a group insurance program covering certain dental expenses for participating employees and their eligible dependents. This insurance program shall be on a voluntary basis for all full time and regular part-time employees who elect to participate in the insurance program. The insurance program provides the coverages set forth on Appendix B. The specific terms and conditions governing the

group insurance program are set forth in detail in the master policy or policies governing the program as issued by the carrier or carriers.

Employees are eligible to participate in the group insurance program no earlier than the first (1st) day of the premium month following the commencement of employment with the Employer in a full time position or at a date thereafter that may be established by the insurance carrier. Employees electing to participate in the group insurance plan shall advise the Employer in writing of this intent and shall make arrangements satisfactory to the Employer for the payment of the required monthly premium, if any.

Section 14.3. Obligation to Continue Payments. In the event that an employee eligible for insurance coverage under this Agreement is discharged, quits, retires, resigns, is laid off, or commences an unpaid leave of absence, the Employer shall have no obligation or liability whatsoever for making any insurance premium payment for any such employee or their lawful dependents beyond the month in which the discharge, quit, retirement, resignation, layoff, or unpaid leave of absence commences. Employees on Employer approved leaves of absence may continue insurance benefits on a month by month basis by paying to the Employer, in advance, the amount of the next month's premium for that employee and/or their lawful dependents, subject to the approval of the insurance program. The Employer shall resume payment of insurance premiums for eligible employees who return to work from layoff or unpaid leaves of absence as of the first (1st) day of the premium month following the date of the employee's return to work. The provisions of the foregoing notwithstanding, the Employer will continue to pay insurance premiums for eligible employees who are entitled to worker's compensation benefits because of a job related injury for a period of up to eighteen (18) months, and who are on a disability leave of absence or laid off for a period of up to six (6) months.

Section 14.4. Medical, Dental and Vision Reimbursement. The Employer will make available a self-funded program covering medical, dental and vision care expenses for participating full time employees and their eligible dependents. Under this program, the Employer will reimburse eligible employees up to \$750 per calendar year in medical, dental and vision care expenses incurred by full time employees and their eligible dependents. Authorized expenses are specified in IRS Code 213 (d) FSA Eligible Medical Expenses IRS Publication 502. These funds are available on January 1st of each year. In the event that an employee does not fully utilize this reimbursement in any calendar year, the amount will be forfeited. Any reimbursement for the calendar year must be submitted by December 28th of that year to the Clerk's Office. This benefit is pro-rated, annually divided by 12 months, for all full time employees, so a new hire would earn this benefit pro-rated based on the months remaining in the calendar year. Employees leaving County employment are not entitled to payment of any unused amounts after their last paycheck is issued. Requests for reimbursement must be attached to a form provided by the clerk's office.

Section 14.5. Term Life Insurance. All full-time and regular part-time employees shall be eligible for term life insurance policy coverage as follows:

| | <u>Accidental Death And Dismemberment</u> | <u>Group Life Insurance</u> |
|-------------------|---|---------------------------------|
| Full time | \$20,000 | \$10,000 |
| Regular part-time | \$ 7,500 | \$ 2,500 |

The specific terms and conditions governing the group insurance program are set forth in detail in the master policy or policies issued by the carrier or carriers. The Employer agrees to pay the required monthly premium for eligible employees.

Section 14.6. Liability Insurance. The Employer shall continue to provide liability insurance covering employees for certain work related actions.

Section 14.7. Insurance Carrier. The Employer reserves the right to select or change the insurance carrier or carriers, or to become a self-insurer, either wholly or partially, and to select the administrator of such self-insurance programs; provided, however, that the benefits provided shall remain substantially equivalent or better. Prior to changing carriers, a special conference will be called to discuss the changes. Disputes over whether the benefits are substantially equivalent or better are subject to the grievance procedure.

Section 14.8. Employees Not Needing Health Care Insurance. Employees who have available health care insurance through a plan with their spouse's employer and elect to drop out of the County's health care plan shall be eligible to receive \$400.00 per month in lieu of health care insurance. This may be paid to the employee on the second payroll check of the month or put into the employee's account under the County's deferred income plan. This election shall be made on an annual basis and shall be effective for that full year. In the event that an employee loses coverage under the plan with their spouse's employer, they shall be returned to coverage under the County's plan as soon as possible.

Section 14.9. Sickness and Accident Insurance. During the term of this Agreement, the Employer shall obtain and pay the required premiums for a sickness and accident insurance program for those full time and regular part-time employees occupying a classification covered by this Agreement. Employees who become totally disabled and prevented from working for remuneration or profit and who are otherwise eligible shall receive from the Employer's insurance carrier weekly indemnity payments consisting of sixty-six and two thirds per cent (66.67%) of their normal gross weekly wages up to a maximum of \$500.00 per week. These benefits

shall be payable from the first (1st) day of disability due to accidental bodily injury or hospitalization or from the eighth (8th) day of disability due to sickness, for a period not to exceed twenty-six (26) weeks for any one (1) period of disability. Employees are not entitled to this benefit for any disability for which they may be entitled to indemnity or compensation paid under a retirement plan, the Social Security Act, or any Workers' Compensation Act.

RETIREMENT

Section 15.0. Retirement. During the term of this Agreement, the program of retirement benefits provided for in Plan B-2 of the Michigan Municipal Employees Retirement System shall be in effect for employees covered by this Agreement. The Employer shall pay all contributions to this retirement plan. The statutes and regulations establishing the Michigan Municipal Employees Retirement System control the specific terms and conditions governing the retirement plan.

MISCELLANEOUS

Section 16.1. Captions. The captions used in each section of this Agreement are for purposes of identification and are not a substantive part of this Agreement.

Section 16.2. Address and Telephone Changes. It is the responsibility of the employee to keep the Employer advised of their current name, address and telephone number, and the names and addresses of their dependents. Employees shall notify the Employer, in writing, of any change in their name, address, and telephone number or any changes in their dependents' names and addresses as soon as possible after a change has occurred. The Employer shall be entitled to rely upon the names, addresses and telephone number as reflected in the Employer's files for all purposes involving the employee's employment or for communications to the employee's dependents.

Section 16.3. Bulletin Board. The Employer will provide a bulletin board which may be used by the Union for posting notices relating to recreational and social events, elections, results of elections and meetings.

Section 16.4. Uniforms. The Employer has the right to require employees to wear uniforms. In the event that uniforms are required, the Employer shall be responsible to provide the uniforms and their necessary repair and replacement. Employees shall be responsible for the cleaning of their uniforms.

Section 16.5. Reemployment Following Active Military Service. Employees who leave the employment of the Employer to enter active military service in any branch of the Armed Forces of the United States or the National Guard shall be entitled to reemployment rights in accordance with the Federal and State statutes governing such reemployment rights in effect at the time the individual seeks reemployment with the Employer. Notice of intent to enter into such active service and the

scheduled date of departure shall be given to the Employer in writing as soon as the individual is notified of their acceptance and departure dates. Individuals reemployed in accordance with such Federal and State statutes shall be entitled to the benefits set forth in this Agreement, provided they satisfy the eligibility requirements established under this Agreement.

Section 16.6. Mileage. Employees required to use their private vehicle in the performance of job duties or for travel related to training conducted outside of Alpena County shall be reimbursed for actual mileage at the current rate allowed by the County. Employees who travel will be compensated at their standard hourly rate for actual time spent traveling, unless they have exceeded more than 8 hours for the day, at which time - time and a half will be paid.

Section 16.7. Severability Clause. If any section of the Agreement or any addendum thereto shall be held invalid by operation of law or any tribunal of competent jurisdiction, or if compliance with or enforcement of any section should be ruled invalid by such tribunal, the remainder of the agreement and addenda shall not be affected thereby, and the parties shall enter into collective bargaining negotiations for the purpose of arriving at a replacement for the section.

Section 16.8. The Employers Personnel Policy Manual. The County of Alpena Personnel Policy Manual shall apply to all employees equally, except for items specifically covered under the Labor Agreement. When the policy manual conflicts with the labor agreement, the labor agreement will prevail.

Section 16.9. Other Contractual Arrangements. In the event that Alpena County, either through contractual arrangement or by other arrangement, is to perform Dispatch or 911 services to any other governmental entity not currently being serviced, members of this bargaining unit shall not lose any seniority standing within this bargaining unit as it pertains to shift bids, vacation selection, layoff or other contractual seniority right as a result of employees that are accreted into this bargaining unit from such other governmental or dispatch entity.

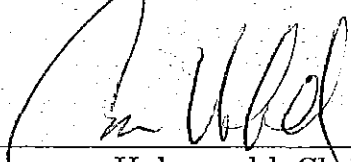
Section 16.10. Intent and Waiver. It is the intent of the parties hereto that the provisions of this Agreement, which contains all of the economic and non-economic conditions of employment, supersedes all prior agreements or understandings, oral or written, express or implied, between such parties and shall govern their entire relationship and shall be the sole source of any and all rights or claims which may be asserted in the grievance procedure hereunder or otherwise. The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the Employer and the Union, for the life of this Agreement, each

bargaining and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the Employer and the Union, for the life of this Agreement, each voluntarily and unqualifiedly waive the right and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter referred to or covered in this Agreement or with respect to any subject or matter not specifically referred to in this Agreement even though said subject matter may not have been within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement. The County agrees to open the contract for wages only if a wage increase is given to any other bargaining unit of employees. Specifically, the Union agrees that it has waived its right to notice, to demand bargaining, or to bargain over any matter reserved to the Employer pursuant to the Management Rights provisions of Section 4.0 during the term of this Agreement. The provisions of this Agreement can be amended, supplemented, rescinded, or otherwise altered only by mutual agreement in writing signed by both parties.

Section 16.11. Term of Agreement. This Agreement shall be effective from January 1, 2010 through December 31, 2011, at 11:59 p.m. and thereafter for successive periods of one (1) calendar year unless either party shall on or before the sixtieth (60th) calendar day prior to expiration serve written notice on the other party of a desire to terminate, modify, alter, negotiate, change or amend this Agreement. A notice of desire to modify, alter, amend, negotiate or change or any combination thereof shall have the effect of terminating the entire Agreement on the expiration date in the same manner as notice of desire to terminate unless before that date all subjects of amendment proposed by either party have been disposed of by agreement or withdrawal by the party proposing amendment, modification, alteration, negotiation or change or any combination thereof. The parties agree to meet within a reasonable time after service of the written notice to commence negotiations.

Section 16.12. Mailing of Notification. The written notice referred to in Section 15.9 shall be given by certified mail and, if given by the Employer, shall be addressed to Governmental Employees Labor Council, 667 E. Big Beaver, Suite 205, Troy, MI 48083, and if given by the Union, the notice shall be addressed to Chairman, Alpena County Board of Commissioners, 720 Chisholm St., Alpena, Michigan 49707 or at such other addresses as the parties may designate in writing.

ALPENA COUNTY



Cameron Habermehl, Chairman
Alpena County Board of Commissioners



Dale Bell, Chairman
Personnel Committee

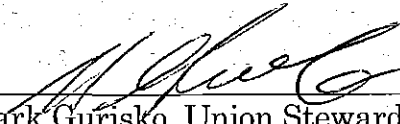


Michael Szor, 911 Director

GOVERNMENTAL EMPLOYEES
LABOR COUNCIL



Jerry Caster, GELC Representative



Mark Gurisko, Union Steward

APPENDIX "A"

WAGE RATES

| Effective | Start | Six Months | One Year | Two Years | Three Years |
|-----------|----------|------------|----------|-----------|-------------|
| 1/1/2010 | \$ 12.41 | \$ 14.25 | \$ 14.93 | \$ 15.88 | \$ 16.73 |
| 1/1/2011 | \$ 12.41 | \$ 14.25 | \$ 14.93 | \$ 15.88 | \$ 16.73 |

Holiday pay is included in the base hour rate per Section 12.1

APPENDIX "B"

INSURANCE COVERAGE

Health Care Option;

Employees will be insured equivalent to Blue Cross/ Blue Shield PPO-2, with \$20 office visits for Doctors and Chiropractic services, \$250 ER visit (waived if accident or hospitalized), \$200/\$400 deductible and with a \$10 generic and \$40 brand name Prescriptions with MOPD 2x with birth control. The county will reimburse the employee up to a \$20 per brand named Prescription if generics are not available.

Any employee who is not currently covered will have a 30-day window to enroll in the health care plan from the date of the County's ratification.

Dental Option;

At the employee's expense only, the Dental Plan option will have coverages as follows: RC/25/50 (Class I – 100%, Class II – 75%, Class III – 50%) \$1,000 annual maximum per Section 14.2.

Vision:

Employees may utilize monies provided for in Section 14.4 for vision care expenses.

APPENDIX "C"

**ALPENA COUNTY
Lead Dispatcher Position**

STATUS: Non-Exempt, Hourly Position

This position is non exempt and is paid on an hourly basis. This is a position represented by a collective bargaining unit and its agreement.

- 1). In the absence of the 911 Director, make scheduling decisions per the 911 Contract when conflicts or problems arise.
- 2). In the absence of the 911 Director, in the event of a major emergency respond to the 911 Center and oversee operations and make appropriate staffing decisions per the 911 Contract. (This would be a designated function for the Lead Dispatcher anytime the EOC is functional)
- 3). In the absence of the 911 Director (when director is out of town), make self available by phone, cell phone, pager, or radio on call to answer problems which might arise in the dispatch center.
- 4). In the absence of the 911 Director, pick up and disperse payroll checks.
- 5). In the absence of the 911 Director, attend the 911 Board monthly meetings and give report to 911 Director upon his/her return.
- 6). In the absence of the 911 Director, gather information on complaints regarding dispatch operations, may include discussing with the complainant, listening to tape, reviewing the incident, discussing with staff, and reporting details to the Director upon his/her return.
- 7). In the absence of the 911 Director, make decisions pertaining to equipment malfunctions in the center and make sure appropriate repair contacts are made and repairs scheduled.

Qualifications

Qualifications for this position will be based on the willingness to accept the position, experience, training, years of service, ability to work in a team environment, recommendation of the 911 Director, leadership qualities, and

interview by an interview board consisting of the 911 Director and one member of the Personnel Committee.

Compensation

It is the recommendation of the 911 Director that the Lead Dispatcher have a \$1.00 an hour increase to his/her hourly pay rate as compensation for the additional responsibility and duties.

Although the \$1.00 increase in hourly pay might not coincide with other positions within the county, I believe it is justifiable. Regular staff members are not required to maintain 24/7 contact and are not required to respond in the event of a major emergency with the responsibility in overseeing emergency operations. The Lead Dispatcher position also carries the responsibility of responding to complaints and equipment malfunctions within the 911 center in the absence of the 911 Director.

The annual increase in 911 expenditures would be \$2080.00 excluding overtime which can only be estimated at about 50 hours annually at a cost of \$1.50 per hour (\$75.00). If the cost of additional staff or administrative help to support the 911 Director is weighed, then the justification for the Lead Dispatcher position and increase to salary should be apparent.

I understand that the Alpena County Personnel Policy Handbook is available at <http://alpenacountyintranet/>. It is my responsibility to review the Handbook periodically for changes or revisions.

Signature _____ Date _____

APPENDIX "D"
ALPENA COUNTY
TRAINING COORDINATOR

STATUS: Non-Exempt, Hourly Position

This position is non exempt and is paid on an hourly basis. This is a position represented by a collective bargaining unit and its agreement.

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

1. Administrate the Communications Training Officer (CTO) Program at Alpena County Central Dispatch (ACD).
 - a. Maintain existing new-hire training plans and procedures.
 - b. Develop new-hire training plans and procedures in response to new 911 policies and procedures, and at the 911 Director's behest.
 - c. Ensure all CTOs are fully trained in the current policies and procedures.
 - d. Oversee new-hire training.
 - i. Ensure training is conducted to established standards, providing feedback to the CTO.
 - ii. Monitor the process of new-hire training.
 - iii. Ensure that the CTO completes the Daily Observation Report timely and accurately.
 - e. Provide the 911 Director with a Weekly Status report on new-hire training.
 - f. Conduct periodic meetings with CTOs.
2. Regularly brief the Director on the training status of all Central Dispatch personnel.
3. Maintain existing dispatcher certifications. Coordinate with dispatcher to schedule training as need to prevent certification lapse.
4. Provide dispatchers with addition training and certification opportunities.
 - a. Post and maintain a schedule of training opportunities for ACD dispatcher.
 - b. Schedule dispatchers for required training.
 - i. Register dispatchers in the required course.
 - ii. Make needed lodging arrangements.
 - iii. Coordinate with the Director to ensure coverage of any shift for which a dispatcher will be absent due to training.
 - c. Edit travel vouchers for accuracy and completeness.
 - d. Maintain the training budget and provide periodic balance updates to the Director.
5. Completes for the Director's approval all budgetary reports and funding requests for transmission to the State 911 Committee (ETSC).

6. Develop new in-house dispatch training opportunities, programs and classes.
7. Coordinate for hosting of dispatcher training by outside agencies.
8. Maintain training records in a logical and usable manner on all current and former dispatchers.
9. Acts as Law Enforcement Information Network (LEIN) Terminal Agency Coordinator (TAC) and Local Agency Security Officer (LASO).
 - a. Attends and successfully completes the LEIN TAC basic course and update classes as scheduled.
 - b. Acts as the main contact person in Alpena County Central Dispatch (ACCD) to ensure accurate and timely reporting of agency information to and from LEIN Field Services.
 - c. Maintain LEIN Policies and Procedures Manuals
 - d. Create and Administer bi-annual recertification exams.
 - e. Coordinate with the ACCD Training Coordinator to:
 - i. Conduct periodic LEIN refresher training classes.
 - ii. Ensure all employees' training records reflect current LEIN training and certification.
 - f. Prepare and coordinate for the LEIN Services bi-annual audit.
 - g. Reports LEIN policy violations and non-compliance to the Alpena County 911 director.
 - h. As LASO, act as point of contact for network and security issues.
 - i. Ensure compliance with FBI CJIS and Michigan CJIS Security Policies.
 - j. Ensure proper technical and physical security measures are in place.
 - k. Conduct security awareness training.
 - l. Maintain network diagram.
 - m. Assist 911 Director in establishing/maintaining written LEIN policies and procedures.
 - n. Maintain management control agreements with non-CJ Agencies (ie. IT Dept, IT Contractor) including CJIS security addendums (as applicable).
 - o. Report non-compliance/violations.
 - p. Audit.

Training Coordinator Position Qualifications

Qualifications for these positions will be based on; the willingness to accept the position, years of service, experience, training, ability to work in a team environment, leadership qualities, recommendation of the 911 Director, and interview by an interview board consisting of the 911 Executive Board and the 911 Director.

I understand that the Alpena County Personnel Policy Handbook is available at <http://alpenacountyintranet/>. It is my responsibility to review the Handbook periodically for changes or revisions.

Signature _____ Date _____

APPENDIX "E"

ALPENA COUNTY Data Officer

STATUS: Non-Exempt, Hourly Position

This position is non exempt and is paid on an hourly basis. This is a position represented by a collective bargaining unit and its agreement.

This list may not be inclusive of the total scope of job functions to be performed. Duties and responsibilities may be added, deleted or modified at any time.

DATA OFFICER DUTIES AND RESPONSIBILITIES

1. Maintains Central Dispatch Policies and Procedures:
 - a. Coordinates with the Lead Dispatcher and 911 Director for new and revised policies.
 - b. Ensures drafts and final versions are typed and edited for accuracy and routed to the appropriate persons.
 - c. Maintains computerized and hardcopy binders, and ensures they are kept up-to-date. Chiropractor
2. Maintains Organization and Contacts Database:
 - a. Adds new organizations and contacts.
 - b. Deletes obsolete information.
 - c. Corrects errors and posts changes to contact information.
 - d. Periodically reviews the organization and contacts database for outdated information.
3. Maintains ACCD maps and floor plans.
 - a. Ensures hardcopy maps for all areas covered by ACCD are current, in good repair, and in sufficient numbers for all dispatch stations.
 - b. Ensures digitized maps are current.
 - c. Create digitized maps for newly added roads.
 - d. Coordinate for and digitize current floor plans of all public buildings to include, but not limited to schools, hospitals, courts, and apartments.
 - e. Periodically reviews the database and contacts pertinent agencies and organizations for updates.
4. Creates ID Cards for Alpena County Agencies at the instruction of the 911 Director.
 - a. Designs new ID cards in coordination with various agencies.
 - b. Produces ID cards and distributes them.
 - c. Maintains ID card productions equipment and supplies.

Data Officer Position Qualifications

Qualifications for these positions will be based on; the willingness to accept the position, years of service, experience, training, ability to work in a team environment, leadership qualities, recommendation of the 911 Director, and interview by an interview board consisting of the 911 Executive Board and the 911 Director.

I understand that the Alpena County Personnel Policy Handbook is available at <http://alpenacountyintranet/>. It is my responsibility to review the Handbook periodically for changes or revisions.

Signature _____ Date _____