

AGREEMENT

THIS AGREEMENT, effective January 1, 2011 by and between the CHEBOYGAN COUNTY BOARD OF COMMISSIONERS and the SHERIFF OF CHEBOYGAN COUNTY, together hereinafter referred to as the "Employer" and the GOVERNMENTAL EMPLOYEES LABOR COUNCIL, hereinafter referred to as the "Union".

ARTICLE I

PURPOSE AND INTENT

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

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

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

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

ARTICLE II

RECOGNITION

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

All regular full-time and part-time employees employed in the Sheriff's Department of Cheboygan County classified and occupying the position of Corrections Officer and Corrections but excluding the Sheriff, Undersheriff, road patrol deputies, marine deputies, court officers, all part-time employees in other classifications, seasonal employees, all other employees and supervisors as defined in the act.

Section 2. Agency Shop As a condition of continued employment, all employees included in the collective bargaining unit set forth herein, thirty-one (31) days after the start of their employment with the County shall either become members of the Union and pay to the Union the dues uniformly required of all Union members or pay to the

Union a service fee equivalent to the periodic dues uniformly required of Union members. No employee shall be discharged for failure to pay such dues or service fees without at least thirty (30) days prior written notice of delinquency to the employee and to the Employer and a failure of the employee to make arrangements to pay his arrearages during that time.

Section 3. Union Membership Membership in the Union is not compulsory and is a matter separate, distinct and apart from an employee's obligation to share equally the costs of administering and negotiating this Agreement. All employees have the right to join, not join, maintain or drop their membership in the Union as they see fit. The Union recognizes, however, that it is required under this Agreement to represent all employees included within the collective bargaining unit without regard to whether or not the employee is a member of the Union.

Section 4. Check off

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

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

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

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

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

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

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

ARTICLE III

REPRESENTATION

Section 1. Bargaining Committee The employees covered by this Agreement shall be represented by a bargaining committee consisting of two (2) employees elected or selected by the Union from employees employed in the Sheriff's Department bargaining unit covered by this Agreement who have seniority. One (1) member of the bargaining committee shall be the Chief Steward of the Union's Local Association. It is expressly understood and agreed that bargaining committee members have a regular job to perform and, therefore, except for time spent on legitimate Union business in the performance of their proper functions as set forth in this Section, bargaining committee members shall perform their regularly assigned work.

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

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

Section 4. Alternate Stewards and Bargaining Committee Members Alternate stewards and members of the bargaining committee may be elected or selected by the Union from employees employed in the Sheriff Department bargaining unit covered by this Agreement who have seniority. Alternate stewards and alternate members of the bargaining committee shall serve temporarily in the absence of the regular elected or selected stewards or members of the bargaining committee and such alternate stewards or members shall have the same rights, duties, limitations and obligations as the regular elected or selected stewards or members of the bargaining committee

during the period of replacement. The Union shall notify the Cheboygan County Sheriff and the Cheboygan County Administrator in writing of any election before recognition is granted by the Employer.

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

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

ARTICLE IV

GRIEVANCE PROCEDURE

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

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

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

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

- (a) Step 1. The employee and/or his steward shall within three (3) working days after the discussion with the immediate supervisor, reduce the matter to written form stating all facts in detail and submit the same to the Undersheriff. The Undersheriff shall, within seven (7) working days, record his disposition on all copies of the grievance form, returning two (2) copies to the steward.
- (b) Step 2. Failing to resolve the grievance in the first step, the steward shall, within two (2) working days of receipt of the Undersheriff's disposition, take up the matter with the Sheriff or his designated representative. The Sheriff, or his designated representative, shall within seven (7) working days of receipt of the grievance, record his disposition on all copies of the grievance, and return two (2) copies to the steward. If the matter is not satisfactorily settled or adjusted in this step, the steward shall then forward the matter to the Union who may then process the grievance to the next step.
- (c) Step 3. Failing to resolve the issue in the second step, the Union shall, within five (5) working days of the Sheriff's disposition, contact the County Administrator to discuss said grievance. This meeting shall be scheduled at a mutually agreeable time, which time shall not exceed, however, five (5) working days from the time the Union contacts the Employer unless a longer time is mutually agreed upon. If the parties in this step are unable to resolve the grievance, the matter may be submitted to arbitration as hereinafter provided for in this Agreement.
- (d) Any and all grievances resolved at any step of the grievance procedure as contained in this Agreement shall be final and binding on the Employer, the Union and any and all unit employees, provided that resolution by the immediate supervisor must be approved by the Undersheriff, the Sheriff or the Sheriff's designated representative before becoming final. Such grievance settlements shall be reduced to writing and signed by both parties.
- (e) Grievances shall be processed from one step to the next within the time limit prescribed in each of the steps unless a time limit is mutually extended. Any grievance upon which a disposition is not made by the Employer within the time limits prescribed, or any extension which may be agreed to, may be referred to the next step in the grievance procedure, the time limit to run from the date when time for disposition expired. Any grievance not carried to the next step by the Union within the prescribed time limits or such extension which may be agreed to, shall be automatically considered settled and closed upon the basis of the Employer's last disposition.

- (f) The Employer shall not be required to pay back wages for periods prior to the filing of the grievance provided, that in the case of a pay shortage, of which the employee had not been aware before receiving his pay, any adjustments made shall be retroactive to the beginning of that pay period, providing the employee files his grievance within three (3) days after receipt of such pay. All claims for back wages shall be limited to the amount of wages that the employee would otherwise have earned, less any unemployment compensation or compensation for personal services that he may have received from any source during the period in question.
- (g) Saturdays, Sundays and holidays shall not be counted under the time procedures established in the grievance procedure.
- (h) The parties, in recognition of the cost of arbitration and the principle that like facts should produce like results, hereby agree that once an employee has elected to pursue a remedy by State Statute or County Ordinance for alleged conduct which may also be a violation of this Agreement, such employee shall not have simultaneous resort to the grievance procedure and any grievance then being processed shall be deemed withdrawn by the party filing.

Section 2. Arbitration

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

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

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

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

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

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

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

ARTICLE V

WORK STOPPAGE

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

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

ARTICLE VI

RIGHT TO MANAGE

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

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

None of the foregoing rights shall be exercised in any manner, which is inconsistent with any of the other provisions of this Agreement. Both parties subscribe

to the principles of progressive discipline; however, this does not prohibit the Sheriff from dismissing employees for serious offenses.

Section 2. Personnel Manual The County's Personnel Policies and Procedures Manual are incorporated by reference into the contract. In the event of a conflict between the collective bargaining agreement and the Personnel Manual, the collective bargaining agreement shall control. The Union may grieve a new rule or regulation if it is unreasonable.

ARTICLE VII

SENIORITY

Section 1. Definition of Seniority Seniority shall be defined as the length of an employee's continuous service with the Sheriff's Department since the employee's last date of hire. An employee's "last date of hire," shall be the most recent date upon which the employee commenced work in the Sheriff's Department. Seniority shall commence only after the employee completes the probationary period hereinafter provided. Employees who commence work on the same date shall be placed on the seniority list in alphabetical order 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 shall be limited to the preferences and benefits specifically recited in this Agreement.

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

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

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

- (a) He quits.
- (b) He is discharged and the discharge is not reversed through the procedure set forth in this Agreement or by the Courts.

- (c) He is laid off and not recalled to work within two (2) years or the length of seniority, whichever is the lesser.
- (d) He fails to return to work when recalled from layoff as set forth in the recall procedure. In proper cases, exceptions shall be made.
- (e) He fails to report for work on the required date at the end of an authorized leave of absence, including an unpaid sick leave or vacation, unless otherwise excused by the Employer.
- (f) He is absent without authorization on two (2) occasions within one (1) contract year, except where the employee is able to establish legitimate reason.
- (g) He is absent for three (3) consecutive working days without notifying the Sheriff. In proper cases exceptions shall be made. After such absence, the Employer will send written notification to the employee at his last known address that he has lost his seniority and his employment has been terminated. The employee may submit the matter to the grievance procedure within the time limits prescribed.
- (h) The employee retires.

Section 5. Transfer to Non-Bargaining Unit Position An employee who is transferred or promoted after August 1, 2004 to positions within the Sheriff's Department not covered by this Agreement shall retain all accrued seniority, but shall not accumulate any further seniority during the time the employee holds the non-bargaining unit position. An employee who returns to the bargaining unit, due to layoff or having been replaced by the Sheriff, after having been transferred or promoted to a position not covered by this Agreement, may be placed in any job classification with a current vacancy or may displace another employee with less seniority in a job classification to which the returned employee has the necessary qualifications, skill, ability and experience to perform. In the event that the Employer returns an employee to the bargaining unit, the employee's seniority shall recommence as of the date the employee returns to the bargaining unit.

ARTICLE VIII

LAYOFF AND RECALL

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

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

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

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

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

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

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

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

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

Section 7. Other Displacement Rights Employees in the deputies' bargaining unit or Jail Administrator, as of August 1, 2004, may bump into this bargaining unit in the event of a layoff or having been replaced by the Sheriff, provided they have greater Departmental seniority than the employee being bumped and either (1) have been regularly assigned as a corrections officer or (2) have worked as a law enforcement officer in the Sheriff's Department prior to August 1, 2004.

ARTICLE IX

JOB OPENINGS - PROMOTIONS/EMPLOYEE EVALUATIONS

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

- 35% - Written examination
- 30% - Oral interview
- 20% - Seniority
- 15% - Employee evaluations

Promotions shall be made from the highest combined score. Promotion lists shall be valid for two (2) years after the list is established. In order to be eligible for promotion, an employee must have at least three (3) years of service in both the Department and the classification.

Within six (6) months after a promotion, in the event that the Sheriff does not believe that an employee who has been promoted is either performing adequately or demonstrating the ability to perform the supervisory duties in a satisfactory manner over a long period of time, he may demote the employee, to the position the employee was promoted from. The Sheriff shall submit in writing his justification for the demotion. The Sheriff's decision shall be subject to reversal under the grievance procedure if it is arbitrary, capricious or for political reasons.

Section 2. Employee Evaluations The Sheriff reserves the right to utilize a standardized annual evaluation, provided the evaluation process is discussed with the Union bargaining committee prior to implementation. Employees shall receive the evaluation at a meeting with their direct supervisor and either the Sheriff or Undersheriff. Evaluations shall be part of the promotion procedure.

Section 3. Evaluation Disputes Employees who disagree with their evaluation shall be afforded the opportunity to attach a written rebuttal to the evaluation, which shall be placed in the employee's personnel file.

ARTICLE X

LEAVES OF ABSENCE

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

(a) Injury, Illness and/or Pregnancy Leave After completion of the twelve (12) week family and medical leave requested because of a serious health condition that made the employee unable to perform the functions of their job, a supplemental disability leave of absence will be granted to employees with seniority who are unable to continue to work for the Employer because of a non-work related injury, illness, pregnancy or other disability, subject to the right of the Employer to require a physician's certificate establishing to the satisfaction of the Employer that the employee is incapacitated from the performance of work due to illness, injury, or other disability. A disability leave shall be with pay and benefits until such time as the employee has exhausted all accrued paid sick leave benefits or other paid time and thereafter shall be without pay or benefits. An employee may be on leave for a period of not more than one (1) year. The Employer may request at any time, as a condition of continuance of a leave of absence, proof of a continuing disability.

In situations where the employee's physical or mental condition raises a question as to the employee's capacity to perform the job, the Employer may require a medical examination, and if appropriate, require the employee to take a leave of absence under this Section.

Employees who are anticipating a leave of absence under this Section may be required to present a physician's certificate recommending that the employee continue at work, and in all such cases, the employee's attendance and job responsibilities must be satisfactorily maintained. Employees are required to notify the Employer in writing of any condition which will require a leave of absence under this Section, together with the anticipated date for commencement of such leave. This notice shall be given to the Employer by the employee within thirty (30) calendar days after the employee first learns of the need to request a leave or the employee shall be deemed to have waived any right to leave.

All employees returning to work from a leave of absence must present a physician's certificate indicating that the employee is physically and medically able to perform the employee's job. The Sheriff will then have two (2) weeks within which to reinstate and place the employee, in accordance with the seniority provisions of this Agreement.

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

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

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

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

The maximum accumulation shall be seven hundred twenty (720) hours of earned sick leave with no pay-out upon termination of employment.

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

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

- (1) The recipient must have first exhausted all accrued paid sick leave, vacation pay, personal leave days and any other sources of paid time off under this Agreement;
- (2) The recipient shall not receive more than a total accumulation of five hundred sixty (560) hours of donated credit from all donors; and
- (3) No donor may contribute more than ninety-six (96) hours during any contract year.

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

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

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

Section 5. Personal Leave Days Each non-probationary employee shall be entitled to take three (3) personal leave days without loss of pay during each contract year. Requests for such personal leave days must be made in writing and submitted to the Sheriff at least two (2) weeks in advance of the date requested. Personal leave days shall not be denied if overtime has to be paid to cover the requested shift. Two (2) of the three (3) personal leave days provided to employees shall not be denied if overtime has to be paid to cover the requested shift; the third personal leave day may only be taken if overtime does not have to be paid to cover the requested shift. An employee's proper request will be granted whenever possible, provided it does not interfere with efficient operation of the Department.

Section 6. Family and Medical Leave Employees who have been employed for at least twelve (12) months and have been employed for at least one thousand two hundred fifty (1,250) hours of service during the twelve (12) month period immediately preceding the commencement of the requested leave are eligible for leaves of absence for any one, or more, of the following reasons:

- (1) The birth of a son or daughter, and to care for the newborn child;
- (2) The placement with the employee of a son or daughter for adoption or foster care;
- (3) To care for the employee's spouse, son, daughter, or parent with a serious health condition; and
- (4) Because of a serious health condition that makes the employee unable to perform the functions of his or her job.
- (5) Because of a qualifying exigency arising out of the fact that your spouse, son or daughter, parent is on active duty or call to active duty status in support of a contingency operation as a member of the National Guard or Reserves.
- (6) Because you are the spouse, son or daughter, parent; next of kin of a covered service member with a serious injury or illness.

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

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

- (1) In instances where the leave is needed due to the employee's own serious health condition, the leave shall be with pay as long as the employee has available accrued paid leave days. These paid leave days shall be applied in the following order:
 - (a) Paid sick leave
 - (b) Paid personal leave
 - (c) Paid vacation
- (2) In instances where the leave is needed for reasons other than the employee's own serious health condition, the leave shall be with pay as long as the employee has available accrued paid leave days. These paid leave days shall be applied in the following order:
 - (a) Paid personal leave
 - (b) Paid vacation

As a condition of the leave, employees must utilize available paid leave in the order set forth above and cannot elect to have unpaid leave in order to retain paid leave for use at other times. Upon the exhaustion of accrued paid leave days, the remainder of the leave shall be without pay. While on leave, an employee's coverage

under any group health plan shall be continued on the same conditions as coverage would have been provided if the employee had been continuously employed during the entire leave period.

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

Section 7. Universal Military Training Act Employees, who are reinstated in accordance with the Universal Military Training Act, as amended, and other applicable laws and regulations, will be granted leaves of absence for a period not to exceed a period equal to one (1) school term in order to attend school full-time under applicable Federal laws in effect on the date of this Agreement.

Section 8. Military Leave The re-employment rights of employees will be limited by applicable laws and regulations.

- (a) Whenever employees who are members of the National Guard, Naval Reserve, Army Reserve, Marine Reserve or Air Force Reserve are called to active duty, they shall be entitled to a leave of absence in addition to their annual vacation leave from their respective duties without loss of pay during which time they are engaged in active duty for defense training. Such leave time shall not exceed two (2) calendar weeks.
- (b) Employees who are called for a physical for the Armed Services are to be granted pay for the day of the physical.
- (c) Employees within this bargaining unit who shall be inducted into the Armed Services of the United States or who shall volunteer for such service, shall upon completion of such service be reinstated to their former position or to a position of like seniority, status and pay, with the further provision that the length of service with the Armed Services shall be included in the determination of their seniority, status and pay upon such reinstatement; provided that they shall be honorably discharged from the said military service, that the employee is still mentally and physically qualified to perform the duties of such position and that application for re-employment is made within ninety (90) days, or as such time as provided by federal or state law, whichever is longer, subsequent to such honorable discharge or from hospitalization continuing from discharge for a period of not more than one (1) year.

ARTICLE XI

WORKING HOURS

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

If permanent or temporary changes are made in working shifts, the Sheriff shall post such changes in writing at least ten (10) calendar days before they go into effect whenever possible. "Whenever possible" shall be defined as situations where the need to make a change is foreseeable, such as a planned medical leave.

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

Section 3. Overtime All employees shall be obligated to accept overtime or comp time work assignments. In assigning overtime or comp time the union shall maintain an "On-Call List" of available employees to cover available overtime or comp time should a corrections officer scheduled to work be absent, and the Sheriff determines that he/she must be replaced. Employees shall be subject to disciplinary action if found not available during their on-call times.

The "On-Call List" shall be updated monthly by the Chief Steward and shall be posted in dispatch. The Sheriff shall be entitled to rely conclusively on its accuracy in making overtime or comp time assignments.

Sunday through Thursday, if a corrections officer scheduled to work is absent, and the Sheriff determines that he/she must be replaced, corrections officers who are not previously scheduled will be offered the opportunity to work that shift. In that event, the corrections officers working the shift will be paid comp time at time and one-half (1 ½). In the event that no corrections officer accepts the assignment, the sheriff may assign a deputy to cover the absence or may order the least senior available corrections officer to work the shift.

Friday and/or Saturday, if a corrections officer scheduled to work is absent, and the Sheriff determines that he/she must be replaced, corrections officers who are not previously scheduled will be offered the opportunity to work that shift. In that event, the corrections officer working the shift will be paid overtime, unless they request it as comp time.

If overtime is required to cover the jail, the overtime shall be offered first to corrections officers, then to deputies. If no corrections officer or deputy accepts the overtime voluntarily, the Sheriff may order the least senior available corrections officer to work the overtime.

Section 4. Premium Pay Employees shall receive time and one-half (1-1/2) their straight time regular rate of pay for all hours actually worked in excess of their regular work shift or eighty (80) hours in a bi-weekly pay period. Time and one-half (1-1/2) the employee's straight time regular rate of pay shall be paid for all hours actually worked on holidays recognized under this Agreement. There shall be no pyramiding of premium pay.

Section 5. Manning Requirements The Sheriff shall determine the number of personnel required to transport prisoners at any time. In determining whether more than one (1) person should transport prisoners, the Sheriff shall consider the nature of the crime involved any history of violence, the prisoner himself, and the distance involved. Two (2) persons (Department personnel, court officers or officers of another police agency, where applicable) shall ordinarily be used to transport four (4) or more criminal felons, or to transport prisoners to a state correctional facility.

The Sheriff and Jail Administrator shall meet with two representatives of the Union to discuss safety procedures and equipment regarding transporting prisoners. Additional meetings shall be held at the request of the Sheriff or Union. The purpose of the meetings is to identify safety concerns, discuss alternatives, and make recommendations.

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

Section 7. Rate of Pay for "Doubling Back" Employees who are required to double back and work two full shifts during a twenty-four (24) hour period shall be compensated at the rate of one and one-half (1-1/2) times their straight time hourly rate of pay for the second shift worked during the twenty-four (24) hour period, except that this provision shall not be applicable to cases involving overtime work at the beginning or end of an employee's regular shift, cases involving scheduled overtime, cases where an employee volunteers for doubling back or where an employee is regularly assigned to work a twelve (12) hour shift. The Employer will use reasonable effort to minimize the number of incidents of doubling back. The Union may request a special conference to discuss scheduling of doubling back

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

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

Section 10. Shift Differential Premium A shift differential premium of thirty-five cents (\$0.35) per hour shall be paid for any hours worked on the evening shift between 7:00 p.m. and 7:00 a.m.

Section 11. Shift Selection

(a) Subject to the restrictions described in this Section, seniority employees may select their shift on the basis of time and grade in classification. The shift selection shall be on a three (3) month basis; however, no seniority employee may bid or work on the same shift more than three (3) month periods consecutively. The Sheriff may assign probationary employees prior to the seniority employees indicating their shift preference. The Sheriff may re-assign the least senior employee in mid-shift to a different shift due to legitimate manpower needs of the Department. However, if the least senior employee has already worked the shift he would be assigned to for three (3) consecutive shifts, the employee with the next lowest seniority who has not worked that shift for three (3) consecutive shifts shall be reassigned.

(b) The Employer agrees not to implement the requirement that seniority bargaining unit employees may not bid or work on the same shift more than three (3) three month periods consecutively. In the event that the Sheriff determines that the lack of rotation has been detrimental to the Department, the three (3) three month rotation requirement in Section 11(a) shall be reinstated, with prior notice to the Union.

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

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

ARTICLE XII

HOLIDAYS

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

New Year's Day	Thanksgiving Day
Easter	Friday after Thanksgiving
Memorial Day	Christmas Eve Day
Independence Day	Christmas Day
Labor Day	New Year's Eve Day

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

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

Section 3. Minimum Staffing During Holidays

(a) When the Sheriff implements minimum staffing during a holiday as defined by Section 1 of this Article, the Sheriff may request that some employees volunteer not to work their regular shift. Employees who volunteer and are excused from work by the Sheriff shall receive holiday pay based on the number of hours they normally work, at their regular rate. For example, employees regularly assigned to an eight hour shift would receive eight hours of holiday pay, employees regularly assigned to a ten hour shift would receive ten hours of holiday pay and employees regularly assigned to a twelve hour shift would receive twelve hours of holiday pay.

(b) Employees who are not scheduled to work and do not work during the holiday are entitled to eight (8) hours pay at their regular rate.

(c) Employees who work during a holiday are entitled to eight (8) hours of holiday pay at their regular rate, plus time and one-half (1-1/2) for all hours actually worked on the holiday.

Section 4. Employees Not Performing Holiday Work Eligible full time employees who perform no work on a holiday shall be paid their regular rate of pay.

Section 5. Employees Performing Holiday Work Employees required to work on a holiday shall receive their holiday pay, plus an additional time and one-half (1-1/2) for all hours worked on a holiday. Although not eligible for holiday pay, full-time probationary

employees who work their entire shift on a holiday shall be paid eight (8) hours at their straight time regular rate of pay in addition to time and one-half (1-1/2) for all hours worked on the holiday.

Section 6. Failure to Report for Work on Holiday An employee who is scheduled to work on a holiday recognized under this Agreement or who otherwise agrees to work on such holiday, but fails to report for work, unless otherwise excused for a reason satisfactory to the Employer shall not be entitled to holiday pay.

ARTICLE XIII

VACATIONS

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

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

Section 3. Carry-Over of Scheduled Vacation A vacation may not be waived by an employee and extra pay received for work during that period. However, an employee may carry over up to eighty-four (84) vacation hours beyond the end of the year without forfeiture of those days.

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

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

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

(b) Employees having at least two (2) years but less than three (3) years of continuous employment shall be eligible for eighty (80) hours of paid vacation.

(c) Employees having at least three (3) years of continuous employment but less than five (5) years of continuous employment shall be eligible for ninety-six (96) hours of paid vacation

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

(e) Employees having at least ten (10) years but less than twenty (20) years of continuous employment shall be eligible for one hundred sixty (160) hours of paid vacation.

(f) Employees having at least twenty (20) years of continuous employment shall be eligible for two hundred (200) hours of paid vacation.

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

Section 7. Pay Check If a regular pay day falls during an employee's vacation, upon request, he will receive that check in advance before going on vacation. Should an employee change his vacation, he must make a request for his check two (2) weeks before leaving, if he desires to receive it in advance.

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

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

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

earned during the twelve (12) months immediately preceding the employee's anniversary date of hire. The vacation benefit shall cease to accrue where the employee has not actively worked for at least three (3) consecutive calendar months.

ARTICLE XIV

BENEFITS

Section 1. Retirement Plan

Effective April 1, 2007, the program of retirement benefits provided in Plan B-4 and FAC-3 with the F55 (20) waiver of the Michigan Municipal Employees Retirement System shall be in effect. Under this retirement program employees contribute 3.5% of their income each year.

Section 2. Group Insurance

(a) Hospitalization - Surgical - Medical The Employer will make available for all eligible employees who elect to participate, a group insurance program covering certain hospitalization, surgical and medical expenses. The insurance program shall be on a voluntary basis for eligible employees. The cost of the required monthly premium for coverage under the insurance program becomes effective within thirty (30) days following date of hire. Other specific terms and conditions governing the group insurance program, including termination and continuance of coverage provisions, are set forth in detail in the master policies and agreements issued by the insurance carrier.

The health insurance coverage will be the Blue Cross/Blue Shield BCN Healthy Blue Living 2 HMO Plan with group dental and vision coverage. Please reference the attached 'Benefits at a Glance' for details of the Healthy Blue Living 2 plan including its features, coverage's, requirements, and any limitations/exclusions. The cost of the required monthly premium coverage under the insurance program shall be paid in full by the Employer for all eligible employees who elect to participate.

The employee may purchase health insurance for their spouse and/or dependants on a pre-tax basis. After the employee has worked for the County for five continuous years, the employee may have their spouse and/or dependants covered at the County's expense, on the next open enrollment date. An employee may not be enrolled in both the County's and their spouses' coverage.

(b) Opt Out Provision Full-time employees who provide proof that his/her spouse has health insurance may opt out, and receive payment provided that they opt out for a period of six (6) months. At the employee's option, employees may direct that the semi-annual payment be placed in the deferred compensation plan. Employees may re-enter during the six-month period and receive a pro-rata payment, if their spouse loses health insurance.

For employees **hired prior to January 1, 2001**, the opt out payment will be 35% of the premium savings or \$5,000, whichever is lower.

For employees **hired after April 1, 2001**, the opt out payment will be \$700 annually to completely waive the insurance.

For employees hired after April 1, 2001, after the five years of continuous service noted above, the opt out payment will be \$1,000 if the employee waives coverage for themselves, their spouse and dependants.

(c) Reopener The County may reopen the contract once for health insurance only on or after January 1, 2011, if its health insurance costs have increased 15% in a calendar year or if any new insurance plan or carrier becomes available.

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

(e) Long Term Disability Insurance (LTD) The County will provide all eligible employees Long Term Disability (LTD) income protection insurance in lieu of payment for unused sick leave days upon termination of employment. LTD insurance will pay up to 60% of monthly income and goes into effect on the 91st day after initiation of the disabling condition.

An employee who dies while actively employed with the County shall have paid to his/her beneficiary the following payments:

- (1) All accumulated and unused vacation and personal leave
- (2) All accumulated and unused compensatory time.

Section 3. Longevity Benefits The following longevity payment plan for eligible employees is established by the County:

Continuous Service Required: Five (5) years but less than ten (10) years - \$200.00; Ten (10) years but less than fifteen (15) years - \$300.00; Fifteen (15) years or more - \$350.00.

ARTICLE XV

GENERAL

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

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

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

- (a) Notices of recreational and social events.
- (b) Notices of elections.
- (c) Notices of results of elections.
- (d) Notices of meetings and Union activities.

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

Section 4. Waiver Clause The parties acknowledge, that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the Employer and the Union, for the life of this Agreement, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter not specifically referred to or covered in this Agreement, even though such subject or matter may not have been within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement.

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

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

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

It shall be the responsibility of the employee to clean and otherwise maintain the uniform and equipment complement. The County shall provide an annual uniform cleaning allowance of \$350.00 for all employees required to wear uniforms, which shall be paid to employees during the first pay period in January of each year.

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

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

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

If required in connection with this employment in the Sheriff's Department, an employee is engaged in court time during the employee's off-duty hours, the employee shall receive time and one-half (1-1/2) his straight time regular rate of pay for such time with a guaranteed minimum of three (3) hours. Any fees received by the employee shall be remitted to the Employer.

Section 10. Performance of Duties During Off-Duty Hours Active employees (those who are not laid off, suspended, on leave of absence, etc.) who undertake the performance of Cheboygan County Sheriff Department duties during off-duty hours shall be deemed to be on duty for purposes of worker's compensation, unemployment,

liability and all other insurance coverages provided by the Employer under this Agreement or the laws of the State of Michigan.

Section 11. Liability Insurance The Employer shall obtain a Law Enforcement Officers Professional Liability Insurance policy in the amount of at least \$500,000 (\$1,000 deductible) applicable to bargaining unit employees, subject to such terms, conditions and restrictions as may be imposed by the carrier.

Section 12. Out of Classification Work An employee required to perform the duties of a different classification shall be paid for the hours spent performing the duties of the different classification at the employee's regular rate or at the step on the different classification pay scale that corresponds to the employee's length of service, whichever is higher.

Section 13. Training The Employer shall post all schools and/or training seminars. Employees interested in attending shall sign the postings. The Employer shall select the individual(s) to attend training; however, the Employer may not make its decision for arbitrary or capricious reasons or as a form of discipline.

Section 14. Physical Fitness Incentive Program

(a) A physical fitness test shall be administered once a year and shall be scheduled at the discretion of the Sheriff. All personnel are eligible to participate in this voluntary incentive program. Only those deputies who volunteer for the challenge shall be tested. Those who chose not to participate will not be disadvantaged in any way.

(b) The test program will utilize push-ups, sit-ups, and a 1.5 mile run to test, measure and score body strength, endurance and cardio vascular capacity. The Deputy's performance in these three (3) events will determine the level of incentive earned.

(c) Deputies attaining the goals set forth below in push-ups, sit-ups and the 1.5 miles run will be awarded days off (PL days) equal to the lowest level attained in any of the three categories, up to a maximum of three (3) PL days.

Fitness Test Standards

Ages	Push-ups		Sit-ups	1.5 Mile Run (minutes)		Level
	Men	Women	Women	Men	Women	
20-35	60	40	60	10:30	11:30	3
	40	25	45	12:00	13:00	2
	25	12	34	13:30	14:30	1
36-49	50	30	46	11:15	12:15	3
	35	20	35	12:45	13:45	2
	21	10	28	14:30	15:30	1
50-60+	40	20	36	13:00	14:00	3
	26	15	28	14:00	15:00	2
	16	8	22	15:00	16:00	1

ARTICLE XVI

TERMINATION

Section 1. Duration and Termination This Agreement shall become effective January 1, 2011. It shall continue in full force and effect until December 31, 2013, and from year to year thereafter, unless either party shall give notice to the other of its intention to terminate or modify the same. Such notice may be given at least sixty (60) days, but not more than ninety (90) days, prior to December 31, 2013, or any anniversary date next following said notice. Said notice shall be in writing and shall be sufficient if sent by certified mail addressed, if to the Union, to Governmental Employees Labor Council, 667 E. Big Beaver, Suite 205, Troy, Michigan 48033-1413; and, if to the Employer, addressed to the Cheboygan County Board of Commissioners, Court House, Cheboygan, Michigan 49721, or at such other addresses as the parties may designate in writing.

CHEBOYGAN COUNTY BOARD OF COMMISSIONERS

GOVERNMENTAL EMPLOYEES LABOR COUNCIL

Chairperson, Cheboygan County Board of Commissioners

Local Unit Steward

County Administrator

Local Unit Alternate Steward

Sheriff of Cheboygan County

GELC Staff Representative

APPENDIX "A"

I. The following wage schedule for Corrections Officers shall be applicable:

Wage Rates effective January 1, 2011 through December 31, 2013:

<u>Start</u>	<u>1 Year</u>	<u>2 Years</u>
\$15.98	\$16.77	\$17.80

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

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

APPENDIX "A-1"

I. The following wage schedule for Corrections Corporals shall be applicable based on 105% of the Cheboygan County Sheriff Department highest pay for Corrections Officers:

Effective January 1, 2011 through December 31, 2013: \$18.69/hr

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

