

**COLLECTIVE BARGAINING  
AGREEMENT**



**BETWEEN  
ISABELLA COUNTY BOARD OF COMMISSIONERS  
AND  
POLICE OFFICERS ASSOCIATION OF MICHIGAN  
DISPATCHERS UNIT**

**EFFECTIVE  
OCTOBER 1, 2008 THROUGH SEPTEMBER 30, 2011**

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ISABELLA COUNTY BOARD OF COMMISSIONERS  
AND  
POLICE OFFICERS ASSOCIATION OF MICHIGAN  
DISPATCHERS UNIT**

**TABLE OF CONTENTS**

<b>PURPOSE AND INTENT .....</b>	<b>1</b>
<b>ARTICLE I: RECOGNITION.....</b>	<b>1</b>
1.1 Collective Bargaining Unit.....	1
1.2 Other Agreements.....	1
<b>ARTICLE II: REPRESENTATION.....</b>	<b>1</b>
2.1 Steward.....	1
2.2 Notification.....	2
<b>ARTICLE III: UNION SECURITY AND CHECK OFF .....</b>	<b>2</b>
3.1 Agency Shop.....	2
3.2 Union Membership.....	2
3.3 Payroll Deduction.....	2
3.4 Hold Harmless.....	2
<b>ARTICLE IV: GRIEVANCE PROCEDURE.....</b>	<b>3</b>
4.1 Grievance Definition.....	3
4.3 Time Limitations.....	4
4.4 Grievance Resolution.....	4
4.5 Grievance Settlements.....	4
4.6 Expedited Grievance.....	5
4.7 Arbitrator’s Powers.....	5
<b>ARTICLE V: RIGHTS OF THE EMPLOYER .....</b>	<b>5</b>
5.1 Rights.....	5
5.2 Residency.....	6
<b>ARTICLE VI: WORK STOPPAGES .....</b>	<b>6</b>
6.1 No Strike Pledge.....	6
6.2 Violation of No Strike Pledge.....	6

<b>ARTICLE VII: SENIORITY .....</b>	<b>7</b>
7.1 Seniority Definition.....	7
7.2 Probationary Period.....	7
7.3 Part-time Probationary Period.....	7
7.4 Pro Rata Benefits.....	7
7.5 Seniority and Benefit Accumulation.....	7
7.6 Temporary Assignment.....	8
7.7 Temporary Employees.....	8
7.8 Transfers to Non-Bargaining Unit Position.....	8
7.9 Loss of Seniority.....	8
<b>ARTICLE VIII: LAYOFF AND RECALL .....</b>	<b>9</b>
8.1 Notification of Layoff.....	9
8.2 Layoffs.....	9
8.3 Recall.....	9
8.4 Notification of Recall.....	9
9.1 Promotional Opportunities.....	10
9.2 Interview.....	10
9.3 Vacancy.....	10
9.4 Bargaining Unit Work.....	10
<b>ARTICLE X: DISCIPLINE .....</b>	<b>10</b>
10.1 Just Cause.....	10
10.2 Rules.....	10
10.4 Suspension Pending Investigation.....	10
<b>ARTICLE XI: HOURS OF WORK AND OVERTIME.....</b>	<b>10</b>
11.1 Payroll Period.....	11
11.2 Work week.....	11
11.3: Work day.....	11
11.4: Work Schedule.....	11
11.5 Shift Period.....	11
11.6 Overtime.....	11
11.7 Compensatory Time.....	12
11.8 Outside Employment.....	12
11.9 Overtime Pay.....	12
11.10 Union Activities.....	12
11.11 Flex Time Positions.....	12

11.12 Flex Position Premium Pay.....	12
<b>ARTICLE XII: LEAVES OF ABSENCE .....</b>	<b>13</b>
12.1 Procedure for Requesting Leaves.....	13
12.2 Purposes of Leaves.....	13
12.3 Early Returns from Leave.....	13
12.4 Disability Leave.....	13
12.5 Funeral Leave.....	14
12.6 Paid Sick Leave.....	14
12.7 Paid Person Leave.....	16
<b>ARTICLE XIII: HOLIDAYS.....</b>	<b>16</b>
13.1 Holiday Pay.....	16
13.2 Holiday Eligibility.....	17
13.3 Holiday Pay.....	17
13.4 Time Off In-Lieu-of Pay.....	17
<b>ARTICLE XIV: VACATIONS .....</b>	<b>17</b>
14.1 Vacations.....	17
14.2 Vacation Scheduling.....	18
14.3 Benefit Upon Termination.....	19
14.4 Vacation Basis.....	19
<b>ARTICLE XV: INSURANCE .....</b>	<b>19</b>
15.1 Hospitalization.....	19
15.2 Dental Insurance.....	19
15.3 Optical Insurance.....	19
15.4 In-Lieu Payments.....	20
15.5 Term Life Insurance.....	20
15.6 Provisions of Insurance Carriers.....	20
15.7 Selection of Insurance Carriers.....	20
15.8 Continuation of Insurance Premium Payments.....	20
15.9 Short Term Disability Insurance.....	20
15.10 Flexible Benefit Plan.....	20
15.11 General.....	21
<b>ARTICLE XVI: UNIFORMS.....</b>	<b>21</b>
16.1 Uniforms.....	21
<b>ARTICLE XVII: WAGES.....</b>	<b>21</b>

17.1 Wages.....	<b>Error! Bookmark not defined.</b>
17.2 Shift Differential.....	21
17.3 Reporting Pay.....	21
17.4 Communication Training Officer (CTO) Pay.....	22
<b>ARTICLE XVIII: HEALTH.....</b>	<b>22</b>
18.1 Annual Physical Examinations.....	22
18.2 Mandatory Leave.....	22
18.3 Medical Dispute Resolution. ....	22
<b>ARTICLE XIX: PENSION.....</b>	<b>23</b>
19.1 Defined Benefit Plan. ....	23
19.2 Defined Contribution Plan.....	23
<b>ARTICLE XX: MISCELLANEOUS.....</b>	<b>23</b>
20.1 Bonds.....	23
20.2 Captions.....	23
20.3 Gender.....	23
20.4 Veterans' Preference Claims. ....	24
20.5 Business Travel. ....	24
20.6 Jury Duty.....	24
<b>ARTICLE XXI: WAIVER .....</b>	<b>24</b>
21.1 Waiver Clause. ....	24
<b>ARTICLE XXII: DURATION .....</b>	<b>25</b>
22.1 Termination. ....	25

## **PURPOSE AND INTENT**

The general purpose of this Agreement is to set forth the terms and conditions of employment and to promote orderly and peaceful labor relations for the mutual interest of the County and employees in the bargaining unit covered by this Agreement.

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

## **ARTICLE I: RECOGNITION**

### **1.1 Collective Bargaining Unit.**

Pursuant to the provisions of Act 379 of the Public Acts of 1965, as amended, the County of Isabella (the "Employer") hereby recognized the Police Officers Association of Michigan (the "Union") as the exclusive agent for the purposes of collective bargaining with respect to rates of pay, wages, hours of employment, and other conditions of employment for the term of this Agreement for all employees employed in the Isabella County Central Dispatch center in the following described unit:

All full-time and regularly scheduled part-time dispatchers.

But excluding: supervisors and all other Isabella County employees.

### **1.2 Other Agreements.**

In view of the recognition herein granted to the Union, the Employer hereby agrees not to enter into any Agreement with any other labor organization with respect to employees included in the collective bargaining unit described herein.

## **ARTICLE II: REPRESENTATION**

### **2.1 Steward.**

The employer agrees to recognize one (1) Steward who shall be elected or selected by the Local Union from active non-probationary employees in the collective bargaining unit. It shall be the function of the Steward to process grievances and to assist in the administration of this Agreement as provided herein. An Alternate Steward may be selected who shall serve only in the absence of the Steward. Investigations or discussion of grievances shall take place during non-work hours. The Employer shall have no liability or obligation of any nature whatsoever to pay the Steward or any other Union member for the time spent attending hearings, conferences, etc., before any governmental agency or other body. Further, the County shall have no liability or obligation of any nature what so ever to pay the Steward or any other Union member for the time spend on Union activities or duties outside the County's properties.

**2.2 Notification.**

The Union shall notify the Employer in writing of the names of the Steward and Alternate Steward within five (5) calendar days of election or selection. The employer has no duty to recognize any Steward or Alternative Steward for whom the Employer has not received a written notice of election or selection.

**ARTICLE III: UNION SECURITY AND CHECK OFF**

**3.1 Agency Shop.**

As a condition of continued employment all employees included in the collective bargaining unit, within thirty (30) days from the date of their employment within the Isabella County Central Dispatch Center or the execution date of this Agreement, whichever is later, shall become members of the Union or pay a service fee equal to but not to exceed the periodic monthly dues of a Union member to the Union for labor services as uniformly required by the Union, for the duration of this Agreement. Employees shall be deemed to be in compliance with this Section if they are not more than thirty (30) days in arrears in payment of membership dues or service fees, whichever is appropriate.

**3.2 Union Membership.**

Membership in the Union is not compulsory and is a matter separate, distinct, and apart from an employee's obligation to share in 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 in the collective bargaining unit without regard to whether or not the employee is a member of the Union.

**3.3 Payroll Deduction.**

The Employer agrees to deduct from the wages of its employees covered by this Agreement service fees uniformly required by the Union, provided the Union first furnishes to the Employer an authorization for check-off of such service fees signed by the employee involved. Upon deduction, the Employer shall remit such deductions to the Treasurer of the Police Officers Association of Michigan, 27056 Joy Road, Redford, MI 48239-1949, on or before the fifteenth (15<sup>th</sup>) day of each month. Deductions shall commence the first (1<sup>st</sup>) full month following receipt by the Payroll Clerk of signed check-off authorization provided the employee shall have earned sufficient pay to cover the deduction. Such written authorization shall apply unless the employee gives written notice of his termination of said authorization to the Payroll Clerk. The Union shall certify the amount of the service fees to the Payroll Clerk.

**3.4 Hold Harmless.**

The Union agrees to indemnify and save the Employer harmless against any and all claims, suits, or other forms of liability arising out of the deduction of dues or service fees provided herein or by reason of action taken by the Employer pursuant to Section 3.1.

## **ARTICLE IV: GRIEVANCE PROCEDURE**

### **4.1 Grievance Definition.**

For purposes of this Agreement, a “grievance” shall mean a complaint filed by the Union concerning the application or interpretation of any provision of this written Agreement. Alleged “past practices” shall not be an appropriate matter for the grievance procedure. Grievances involving more than one (1) employee which allege a violation of the same provision or provisions of this Agreement and which seek the same remedy may be filed by the Union. All such grievances shall be designated as a “group grievance.” The Union shall identify in writing, not later than Step 3 of this Procedure, the names of all individuals affected by a “group grievance” and consideration of the “group grievance” shall, thereafter, be limited to the individuals so named.

### **4.2 Grievance Procedure.**

All grievances shall be handled in the following manner:

- A. Step 1. Verbal Procedure. A employee shall, either within seven (7) working days of the occurrence of the incident which gave rise to the grievance or within seven (7) calendar days following the date the affected employee first reasonably should have known of the events giving rise to the grievance, first discuss it with the employer or his designee, with the object of resolving the matter informally. Failure to observe the requirements of this Step will cause immediate termination of the grievance. The Employer or his designee shall give his answer within seven (7) calendar days. The Employer or his designee’s failure to answer the grievance within the deadline required by this Step shall constitute a denial of the grievance as of the date on which an answer was due to the grievant.
- B. Step 2. Written Procedure. If the grievance is not satisfactorily resolved at Step 1, the grievance shall be reduced to writing in triplicate, signed by the Steward, and submitted to the Employer or his designee within five (5) working days of the denial of the Step 1 grievance. The grievance shall be submitted on a form approved by the Employer and supplied by the Union. The written grievance shall describe in detail the events upon which the grievance is based, identify the name of the affected employee, if any, and specify which Articles and Sections of this Agreement have been violated. The Union’s failure to observe any of the requirements of this Step will cause automatic termination of the grievance.
- C. Step 3. Employer’s Reply. Within five (5) working days of receipt of the written grievance, the Employer or his designee will serve upon the Steward a written response to the grievance. Said response will be written in an area designated for such response on the reverse side of the grievance form. The Employer’s or his designee’s failure to serve a grievance response on the Steward or employee within the deadline required in this Step shall constitute a denial of the grievance by the Employer as of the working day on which the written response was due to the Steward.



- D. Step 4. Presentation to County Administrator. If the grievance is not resolved at Step 3, the Steward shall, within five (5) working days of the response to or denial of the grievance in Step 3, refer one copy of the grievance and Employer's Step 3 response to the County Administrator. The Union's failure to comply with any of the requirements of this Step will cause an automatic termination of the grievance. Within ten (10) working days of receipt by the Administrator, a date will be scheduled for a meeting to be held between the representatives of the Employer and the Union. Within ten (10) working days of the meeting, the Employer shall produce its written response to the Steward or Union representative. The Employer's failure to present a response to the Union or Steward within ten (10) working days shall constitute a denial of the grievance.
- E. Step 5. Arbitration. If the grievance remains unresolved, either party may, within thirty (30) calendar days of the response to or denial of the grievance in Step 4, request arbitration. Said arbitration shall be selected in accordance with the rules of the American Arbitration Association. The arbitration shall be conducted in accordance with the rules of the American Arbitration Association. The fees and expenses of said arbitrator shall be shared equally between the parties. The decision of said arbitrator shall be final and binding upon both parties to this Agreement.

**4.3 Time Limitations.**

The time limits established in the Grievance Procedure shall be followed by the parties hereto. Saturday, Sunday and Holidays shall be excluded from the grievance procedure time limits. If the time procedure is not followed by the Union, the grievance shall be terminated. If the time procedure is not followed by the Employer, the grievance may be advanced to the next Step by the Union within the applicable time deadline.

**4.4 Grievance Resolution.**

All grievances which have economic implications must be approved by the Board of Commissioners before they shall be final.

**4.5 Grievance Settlements.**

With respect to the processing, disposition, or settlement of any grievance initiated under this Agreement and with respect to any court action claiming or alleging a violation of this Agreement, the Union shall be the sole and exclusive representative of the employee or employees covered by this Agreement. The disposition or settlement, by and between the Employer and the Union, of any grievance, civil litigation, or other matter shall constitute a full and complete settlement thereof and shall be final and binding upon the Union and its members, the employee, or employees involved, and the Employer. The satisfactory settlement of all grievances shall be reduced to writing and shall be written on or attached to each copy of the written grievance and signed by the Union representative involved. Unless otherwise expressly stated, all such settlements shall not establish precedent for any future grievance.

**4.6 Expedited Grievance.**

Should a non-probationary employee who has been discharged consider such discipline to be improper, the Union may file a written grievance. Such grievance must be filed within five (5) calendar days following the date such discharge was imposed at Step 3 of the Grievance Procedure. The Union must file the grievance on behalf of the employee so disciplined by delivering a copy of the grievance to the Employer or his designee. At the Step 3 meeting, the disciplined employee shall be present, if desired by either party. A grievance relating to the discharge of a non-probationary employee must be presented within the time limits and in the manner required in this Section or it shall be considered abandoned and no appeal allowed.

**4.7 Arbitrator's Powers.**

The arbitrator's decisions are bound by the scope and terms of this agreement. Any award of the arbitrator shall not be retroactive prior to the time that the grievance was first submitted in writing. The arbitrator shall have no power to consider any issues not submitted to the arbitrator and shall have no power to add to, subtract from, or modify any of the terms of this Agreement or any supplementary agreement. The function and purpose of the arbitrator is to determine disputed interpretation of terms actually found in the Agreement, or to determine disputed facts upon which the application of the Agreement depends. The arbitrator shall have no power to establish or modify job classifications, wage rates, wage scales, rates on new jobs, work schedules or assignments. The arbitrator shall have no power to substitute his discretion for the County's discretion in cases where the County is given sole discretion to act by this Agreement or by any supplement or amendment thereto. In the event the arbitrator decides he has no power to decide or rule on an issue, the matter shall be referred back to the parties without decision or recommendation on its merits. The arbitrator shall have no power to arbitrate any matters which arise after the contract expires, except where that Agreement has not been formally terminated.

**ARTICLE V: RIGHTS OF THE EMPLOYER**

**5.1 Rights.**

Except as this Agreement otherwise specifically and expressly provides, the Employer retains the sole and exclusive right to manage and operate the County in all of its operations and activities. Among the rights of management, included only by way of illustration and not by way of limitation, is the right to hire; determine all matters pertaining to the services to be furnished and to the methods in which services are provided; the procedures, means, equipment, and machines required to provide such services; to establish classifications of work and the number of personnel required; to determine the nature and the number of facilities and departments to be operated and their locations; to adopt, modify, change, or alter its budget; to combine or reorganize any or all parts of its operations; to determine the number of supervisors; to direct and control operations; to maintain order and efficiency; to continue and maintain its operations as in the past; to study and use improved methods and equipment and outside assistance, and in all respects to carry out the lawful, ordinary, and customary functions of County Government. The Employer shall also have the right to

promote, assign, transfer, suspend, discipline, discharge for just cause, layoff and recall personnel; to establish reasonable work rules and the penalties for violations of such rules; to establish rules for on-duty use of controlled substances and alcohol and off-duty use of controlled substances and implement a drug/alcohol testing program for employees; to make judgments as to ability and skill; to determine work loads; to establish and change work schedules; and to provide and assign relief personnel. All rights vested exclusively in the Employer, as set forth herein, shall not be subject to arbitration.

The Union hereby agrees that the Employer retains the sole and exclusive right to establish and administer without limitation, implied or otherwise, matters not specifically and expressly limited by this Agreement.

**5.2 Residency.**

Within six (6) months after successful completion of his/her probationary period, employees hired after October 1, 2005 shall reside at a location no greater than 20 miles from the nearest boundary of the County of Isabella. Existing employees will be grandfathered.

**ARTICLE VI: WORK STOPPAGES**

**6.1 No Strike Pledge.**

The parties to this Agreement mutually recognize that the services performed by employees covered by this Agreement are essential to the public health, safety, and welfare. The Union therefore agrees that there shall be no interruption of these services, for any reason whatsoever, and neither it, not its officers, representatives, members, or the employees it represents shall, directly or indirectly, call, sanction, counsel, or encourage any concerted failure by them to report for duty, absent themselves from their work, stop work, sit-down, slow down, stay-in, strike, or abstain in whole or in part from the full, faithful, and proper performance of the duties of their employment, picket the Employer's premises, or refuse to cross any picket line.

**6.2 Violation of No Strike Pledge.**

Any employee who engages in any activity prohibited by Section 6.1 shall be subject to such disciplinary action by the Employer as is appropriate, up to and including discharge. The Union acknowledges that discharge is an appropriate penalty for violation of Section 6.1. Any appeal to the grievance procedure shall be limited to the question of whether the employee did, in fact, engage in activity prohibited by Section 6.1. If an employee is correctly determined by the Employer to have violated Section 6.1, there shall be no resort to the grievance and arbitration procedure.

**ARTICLE VII: SENIORITY**

**7.1 Seniority Definition.**

Seniority for persons hired into this unit shall be defined as the length of the employee's full time continuous service with the Isabella County Central Dispatcher Center commencing from the employee's date of hire. When a part-time employee changes to full-time employment and completes the appropriate probationary period as set forth in Section 2 hereof, the employee shall be credited with one-half (1/2) of all past part-time service in determining their length of seniority with the Isabella County Central Dispatcher Center. The application of seniority shall be limited to the preferences specifically recited in this Agreement. An employee's "last date of hire" shall be the most recent date upon which he or she commenced full-time continuous work without a break in service. Where two (2) or more employees have the same seniority date, their relative seniority shall be determined alphabetically by surname.

**7.2 Probationary Period.**

All new full-time employees shall be considered probationary employees for a period of twelve (12) calendar months of full-time employment, without regard to the number of hours worked within the twelve (12) month period, after which time their seniority shall be as of their last date of hire. Service in a part-time position shall not count toward completion of an employee's full time probationary period. Until an employee has completed any probationary period, he 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 and Arbitration Procedures set forth in this Agreement. There shall be no seniority among new hire probationary employees.

**7.3 Part-time Probationary Period.**

Part-time employment shall not count towards completion of an employee's full-time probation, nevertheless, an employee shall be declared to have completed probation for part-time employment when he has worked a period of twelve (12) calendar months of part-time employment of at least twenty (20) hours per month. Provisions set forth in Section 7.2 concerning discipline, lay off, recall, termination, discharge and seniority shall apply to part-time employees as well.

**7.4 Pro Rata Benefits.**

Upon completion of said part-time probationary period, an employee shall be accorded pro-rata sick leave and vacation which equate to a function of the fraction established by the average number of hours worked per month over said twelve (12) month period divided by one hundred sixty (160). It is understood that no insurance benefits shall be provided to part-time personnel. Part-time seniority shall be maintained separate and apart from full-time seniority for bargaining unit personnel.

**7.5 Seniority and Benefit Accumulation.**

An employee shall retain and continue to accumulate seniority while on all approved leaves of absence unless otherwise specifically provided in one of the leave of absence sections in

this Agreement. Benefits such as insurance, vacation, and sick leave shall not accrue, continue, or be paid during any leave of absence in excess of thirty (30) calendar days unless otherwise specifically provided for in this Agreement. There shall be no duplication of pyramiding of leave benefits or types of absence.

**7.6 Temporary Assignment.**

The Employer reserves the right to make, but shall not be obligated to do so, temporary transfers or assignments of employees from their regular job to another job, and will return the employee to his or her regular job as promptly as efficient operations will permit. If such temporary assignment exceeds ten (10) working days and the position to which the employee is transferred is at a higher rate of pay, the employee shall receive the higher rate for the remainder of the temporary assignment.

**7.7 Temporary Employees.**

The Employer reserves the unlimited right and has the sole discretion to hire temporary or irregular employees for any period of time the Employer deems necessary. Such employees shall not be subject to the terms of this Agreement.

**7.8 Transfers to Non-Bargaining Unit Position.**

Any employee covered by this Agreement who is transferred from a classification covered by this Agreement to a supervisory or other position within the County's employ which is not included within this Agreement shall accrue no further seniority as of the date of the transfer. However, said employee shall be entitled to retain the previous seniority that he accrued in the bargaining unit prior to said transfer. Upon completion of any probationary period required of a person promoted out of the unit, he/she shall have no right to voluntarily transfer back into the bargaining unit. However, if said employee does not successfully complete any probationary period required of a person promoted out of the unit, he/she shall have the right to transfer voluntarily back into the bargaining unit to fill a vacancy which occurs within one (1) year from the date of promotion. No supervisor shall be involuntarily returned to a position within the unit for improper conduct or other reason unless a vacancy exists to which the employee may return.

**7.9 Loss of Seniority.**

An employee's seniority with the County and his or her employment relationship with the Employer shall terminate if the employee:

- A. Resigns or quits;
- B. Is discharged or terminated, and such are not reversed;
- C. Retires;
- D. Has been on layoff, sick leave, or leave of absence for a period of time equal to his seniority at the time of the layoff, sick leave, or leave of absence or twelve (12) months, whichever is less;

- E. Is absent from work, including the failure to return at the expiration of a leave of absence, vacation, layoff, disciplinary layoff, or sick leave, for three (3) consecutive working days unless otherwise excused;
- F. Is convicted of a felony;
- G. He is declared mentally incompetent by a Probate Court of competent jurisdiction;
- H. Makes an intentionally false statement on his employment application, on an application for leave of absence, or on any other official report or employer document;
- I. Fails to notify the Employer within three (3) consecutive working days that he will not be reporting for work, unless otherwise excused;

### **ARTICLE VIII: LAYOFF AND RECALL**

#### **8.1 Notification of Layoff.**

The Employer agrees to give two (2) weeks' advance notification of layoff and if possible, to state in the notification the anticipated duration of the layoff.

#### **8.2 Layoffs.**

Reductions in the work force shall be on the basis of inverse seniority, provided, however, that the senior employees retained have the necessary training, ability and experience to perform the remaining available work. Temporary or irregular employees shall be laid off first prior to layoff of any bargaining unit members. Retention and layoff decisions based on training, ability and experience shall be made solely at the discretion of the Employer. Full-time employees shall have the right to bump into part-time positions when they have a greater number of hours actually worked in continuous service with the Isabella County Central Dispatch Center than the individual occupying the part-time position.

#### **8.3 Recall.**

In the event the full-time work force is increased, recall to work shall be in the inverse order of layoff from work, including recall to positions previously held.

#### **8.4 Notification of Recall.**

Notification of recall from layoff shall be sent to the employee by certified mail, return receipt requested, to the employee's last known residential address. The notice shall set forth the date the recalled employee is expected to return to work. Employees who decline recall or who, in the absence of extenuating circumstances, fail to respond within three (3) working days of the time set for return to work shall be presumed to have resigned and their names shall be removed from seniority and preferred eligibility lists. It is the employee's

duty to keep the Employer apprised of the employee's current address or any change of address.

## **ARTICLE IX: PROMOTION**

### **9.1 Promotional Opportunities.**

Promotional opportunities for members of the bargaining unit to Communication Supervisor positions shall be competitive and may consist of written tests, interviews, performance reviews and seniority. Seniority will govern where all other factors are equal.

### **9.2 Interview.**

Any interview shall be conducted by a panel of interviewers and may include the Director of Communications.

### **9.3 Vacancy.**

The Employer may fill a vacancy subject to this procedure from outside the bargaining unit if no employee has attained a passing score for the examination or the vacancy is unable to be filled because employees have failed to take the examination or declined advancement.

### **9.4 Bargaining Unit Work.**

Communication supervisors may perform bargaining unit work.

## **ARTICLE X: DISCIPLINE**

### **10.1 Just Cause.**

The County shall not discipline or discharge any non-probationary employee except for just cause.

### **10.2 Rules.**

The Employer reserves the right to establish reasonable rules and regulations governing the conduct of its employees as provided in Article V of this Agreement. The Union, however, can grieve the reasonableness of said rule either at the time of the rule's promulgation or when the rule or regulation is applied or enforced against a member of the bargaining unit.

### **10.4 Suspension Pending Investigation.**

The Employer or his designated representative may suspend an employee pending investigation. The time limits provided for in the Grievance Procedure set forth in this Agreement shall not begin to run, nor shall any grievance be processed or filed, until the employee receives notification of what disciplinary action, if any, will be imposed as a result of the pending investigation.

## **ARTICLE XI: HOURS OF WORK AND OVERTIME**

**11.1 Payroll Period.**

The normal payroll period shall consist of eighty (80) hours.

**11.2 Work week.**

The normal work week shall consist of forty (40) hours per week.

**11.3: Work day.**

An employee's normal work day shall consist of twelve (12) consecutive hours, including a thirty-five (35) minute unpaid lunch break. Determination of shift schedules and hours worked per day shall be the exclusive decision of the Employer. A work day shall be defined as a twenty-four (24) hour period commencing with the start of an employee's regularly scheduled shift. The Employer shall designate and have the right to change the starting time of all shifts.

**11.4: Work Schedule.**

The work schedule shall be established by the Employer solely at its discretion and posted thirty (30) days in advance for full-time employees and ten (10) days in advance for part-time employees. The Employer reserves the right to change the work schedule and the starting and quitting times for any and all shifts in order to meet any contingencies. Whenever the work schedule and starting and quitting times are so changed, the Steward and the affected employee(s) shall be notified in writing at least three (3) working days in advance. Employees who wish to trade shifts must first obtain the Employer's express consent to trade at least forty-eight (48) hours in advance of the shift affected by the trade. Exceptions to this time limit may be permitted at the Employer's sole discretion.

**11.5 Shift Period.**

A shift period shall consist of fourteen (14) consecutive weeks corresponding to seven (7) payroll periods, during which full-time employees shall be assigned to a regular shift. The shift assignments shall be based on the results of a shift bid procedure. At least six (6) weeks prior to the end of the shift period the employer shall require full-time employees to submit in writing their preferences for shift assignment commensurate with the number of shift choices available to bid. Full-time employees would then be assigned work shifts in order of seniority. If, for example, two persons both desired the same shift position, the one with the most seniority would be awarded the position. Probationary employees may be exempted from the bidding process and be assigned a shift position by the Employer.

**11.6 Overtime.**

All employees shall be expected to work reasonable amounts of overtime upon request. Overtime, other than of an emergency nature, must have the prior approval of the Employer or his designated representative. Scheduled overtime opportunities will be assigned among employees entirely at the Employer's discretion, however, the Employer will attempt to reasonably equalize overtime between members of the bargaining unit. Issues concerning overtime equalization shall not be subject to the grievance procedure. Any member of the



bargaining unit who is called to testify in court while not on duty concerning a work related matter shall receive a minimum of two (2) hours pay at time and one-half.

**11.7 Compensatory Time.**

Compensatory time in lieu of overtime pay may be accumulated to a maximum of one-hundred (100) hours. It shall not be available for use if the employee's absence will occasion the call-in of overtime on the shift in question.

**11.8 Outside Employment.**

No employee shall work at any environment which conflicts with or impairs his/her responsibilities as civilian dispatcher. Any secondary employment must be submitted to the Employer for prior approval.

**11.9 Overtime Pay.**

Time and one-half shall be paid for all hours worked over forty (40) hours in any work week. For purposes of determining hours worked, paid leave time scheduled prior to the overtime being scheduled shall be included. Paid leave time not scheduled in such a manner shall not be included in determining hours of work for purposes of this provision.

- (a) In the event an employee is called into work on a Saturday, providing it is their scheduled second day off and less than 24 hours notice shall receive double-time for the hours worked.

**11.10 Union Activities.**

There shall be no unauthorized Union activities during working hours. The circulation of petitions, paperwork, or other matters not authorized by the Employer by individuals or groups during working hours or upon the Employer's premises at any time is strictly prohibited. No Union buttons or other designations shall be worn upon the uniform of the employees at any time, unless approved by the Employer. Furthermore, no documents or materials of any kind may be posted on the Employer's bulletin board or premises without the Employer's express written permission. The Employer shall provide a space for a bulletin board or provide a portion of an Employer bulletin board for the posting of various Union notices which are first approved by the Employer.

**11.11 Flex Time Positions.**

Persons assigned to a flex-position may be scheduled to work eight, ten or twelve hours per day in order to provide proper coverage. Schedules for flex-time positions may be modified as needs require, except that no person in a flex position shall receive less than full pay for any pay period if he/she works less than eighty (80) hours as a result of reassignment under this provision. The dispatcher assigned to the flex position on the same work cycle shall fill in for long-term leaves of absence.

**11.12 Premium Pay for the Flex Position:**

An employee that is assigned to the Flex position shall receive an additional twenty-five cents (25¢) per hour during the bid period. The Flex position will not receive shift differential during the hours of 7p-7a.

## **ARTICLE XII: LEAVES OF ABSENCE**

### **12.1 Procedure for Requesting Leaves.**

Requests for a leave of absence must be submitted in writing by the employee (to his immediate supervisor) at least thirty (30) days in advance of the date the leave is to commence. The request for the leave of absence shall state the reason for the leave and the exact dates on which the leave is to begin and end. Authorization or denial of a leave of absence shall be at the sole discretion of the Employer and the Employer's decision shall be furnished to the employee in writing. Any request for an extension of a leave of absence must be submitted in writing to the Employer at least ten (10) days in advance, if possible, of the expiration date of the original leave, stating the reasons for the extension request and the exact revised date the employee is expected to return to work. Authorization or denial of the extension request shall be furnished in writing (to the employee) by the Employer.

### **12.2 Purposes of Leaves.**

It is understood by the parties that leaves of absence are to be used for the purpose intended, and employees shall make their intent shown when applying for such leaves. There shall be no duplication or pyramiding of leave benefits or types of absence. All leaves of absence shall be without any additional accrual of seniority unless specifically provided to the contrary by the provisions of the Leave Section involved.

- A. In no case shall a leave of absence be given to any employee for the purpose of working for another employer, seeking or obtaining alternative employment, or for the purpose of setting up business for himself.
- B. Any employee who arbitrarily takes a leave of absence after such leave has been refused, or who obtains a leave of absence fraudulently, shall be subject to discharge.
- C. Employees who exceed the length of time granted in the leave of absence shall be considered as having voluntarily quit.

### **12.3 Early Returns from Leave.**

There shall be no obligation on the on the part of the Employer to provide work prior to the expiration of any leave of absence granted under this Agreement.

### **12.4 Disability Leave.**

An employee shall be granted an unpaid leave of absence for up to sixty (60) calendar days in the case of illness or injury which leaves the employee incapacitated to perform the duties of his/her position. The Employer may require medical reports concerning the incapacitating illness or injury. Any extension of this leave shall be subject to Article 12.1 above.

**12.5 Funeral Leave.**

Upon approval of the Employer or his designee, a full time employee will be granted a leave of absence with pay for a period not to exceed three (3) consecutive scheduled working days to attend a funeral or attend to personal family matters when death occurs in the employee's "immediate family." One of the three days must be the day of the funeral. "Immediate family" shall be defined as the employee's spouse, children, parents, grandparents, grandchildren, brothers, sisters, mother-in-law, father-in-law, brother-in-law, sister-in-law, step parents, step children, and members of the employee's household for whom the employee is primarily responsible for their financial or physical care. Employees shall receive up to two (2) additional days travel time with pay if the funeral is out of state, subject to the approval of the Employer or his designee. Upon approval of the Employer or his designee, a full-time employee will be granted a one-day leave of absence with pay to attend the funeral of the employee's aunt or uncle. The employee shall provide notification of the need for a leave to the Employer at least forty-eight (48) hours prior to taking time off under this Section unless such notification is impossible due to the circumstances surrounding the death. The employee may be required to present proof of the employee's attendance at the funeral to the Employer. The employee's failure to provide proof of attendance that is satisfactory to the Employer will cause the absence to be treated as an unexcused absence subject to Article VII of the Agreement as well as the applicable work rules.

**12.6 Paid Sick Leave.**

Employees covered by this Agreement shall earn and be granted sick leave with pay under the following conditions and qualifications:

- A. Upon completion of twelve (12) months employment, each full time employee shall be credited with seventy-two (72) hours of sick leave credit. Thereafter, sick leave credit shall accumulate at the rate of six (6) hours of sick leave per month during a calendar year. If an employee will be absent due to illness, the employee shall telephone the Employer as soon as possible, but no later than two (2) hours before the starting time of the employee's scheduled shift. Failure to call in as provided in this Section will result in an unexcused and unpaid absence.
- B. An employee may utilize sick leave allowance when he reasonably believes that he is incapacitated for the safe performance of his duty due to illness or injury. An employee may use sick leave for illness in his/her immediate family. Immediate family is defined as spouse, parent or child. An employee who uses sick leave for other than illness or injury may be denied the use of sick leave for the day and may also be subject to discipline, up to and including discharge.

- C. The Employer may require as a condition of any sick leave a medical certificate setting forth reasons for the sick leave. Falsification of the medical certificate or falsely setting forth the reasons for the absence shall constitute just cause for discipline, up to and including dismissal.
- D. Sick leave is a benefit for employees to be used in cases of illness. It is not a benefit to be converted to wages. An employee whose employment status is severed forfeits all accrued sick leave benefits. Sick leave benefits will not be paid to an employee while on vacation or during a legal holiday. Sick leave, either before or immediately following a legal holiday, will not be paid unless the employee provides written medical verification as proof of illness. Sick leave shall not be available for any sickness resulting from the use of intoxicating liquors, drugs, controlled substances or willful self-inflection of injury or illness. In case of work incapacitating injury or illness for which an employee is eligible for the worker's disability payments under the WCDA, accrued sick leave may be utilized to maintain the difference between the compensation payment the employee's net regular salary or wage. Upon exhaustion of his sick leave bank, the employee shall draw only those benefits as are allowable under the Worker's Compensation Law of the State of Michigan, if any.
- E. An employee has exhausted his/her sick leave but still takes an unscheduled absence will be subject to discipline, and shall not earn any sick leave for the pay period in which such absence occurs. Where applicable, the Employer may also require a medical certificate setting forth reasons for such absence.
- F. An employee who has exhausted all sick leave and takes an unscheduled absence for an illness or injury shall, upon returning to work be required to utilize their accrued paid time off for the period of the unscheduled absence.
- The accrued time off shall be taken in the following order:
- 1) Personal leave
  - 2) Compensatory time off
  - 3) Vacation
- G. Sick leave benefits may not be taken in units of less than two (2) hours.
- H. Maximum sick leave accumulation shall be one thousand two hundred (1,200) hours.
- I. Upon an employee's death or retirement after completion of ten (10) years consecutive service with the County, an employee shall receive a lump sum payment representing fifty (50%) of such employee's accumulated and unused sick leave. Buy back of sick time shall be at the employee's current rate of pay.

- J. This provision shall be interpreted consistent with the Family and Medical Leave Act and the County's FMLA policy.
- K. Any employees who use zero sick leave during a calendar year shall receive an additional three (3) days of paid vacation leave at the commencement of the following calendar year. Any employee who uses only one day of paid sick leave during a calendar year shall receive an additional 2 days of paid-vacation leave the commencement of the following calendar year. Any employee who uses only two days of paid sick leave during a calendar year shall receive an additional day of vacation leave at the commencement of the following calendar year.

**12.7 Paid Personal Leave.**

A full-time non-probationary employee covered by this Agreement shall be allowed a maximum of thirty six (36) hours personal leave of absence with pay each year of employment. There shall be no accumulation or carryover of such leave days from one anniversary year to another. Requests for a personal day leave of absence must be made to his/her immediate supervisor twenty-four (24) hours in advance of the date requested, provided, however, that the supervisor may, in his/her discretion, if possible, shorten the notification period if necessary arrangements can be made in the Dispatch Center. Written verification of the number of personal leave hours taken and the date or dates involved must be submitted to the supervisor by all employees within the pay period following the employee's return from such leave. Failure to submit such verification may result in a loss of pay equivalent to the amount of personal leave time taken by the employee. The number of leave days to be taken at any one time shall be determined by the supervisor in his/her sole discretion. A request for a personal leave day may be denied if the absence of the employee would unreasonably interfere with the services required to be performed due to the existence of emergency conditions within the Center or the County. If an employee has 12 or more hours of unused personal leave at the end of an anniversary year because of a denial of the employee's request, twelve (12) hours of personal leave shall be converted to twelve (12) hours of additional vacation leave on the employee's anniversary date. All other unused hours of personal leave shall be forfeited.

- A. All non-probationary employees (one (1) year seniority) will be granted three (3) personal days each year on their anniversary date. Probationary employees shall be granted one (1) personal day to be used during the probationary period after successfully completing the training program.
- B. A personal day shall be equal to twelve (12) hours.

**ARTICLE XIII: HOLIDAYS**

**13.1 Holiday Pay.**

All full time employees occupying a job classification covered by this Agreement who have completed sixty (60) calendar days of employment with the Employer's shall receive 11.42

hours of pay at their straight time regular rate of pay upon the occurrence of each of the following recognized holidays:

New Year's Day	Veterans' Day
President's Day	Thanksgiving Day
Memorial Day	Day following Thanksgiving Day
Independence Day	December 24
Labor Day	Christmas Day

**13.2 Holiday Eligibility.**

Employees eligible for holiday pay are subject to the following conditions and qualifications:

- A. The employee must work the last regularly scheduled day before the first regularly scheduled day after the holiday, unless the employee provides written medical verification as proof of illness for such day(s) and has sufficient amount of sick leave to draw upon for such day(s).
- B. The employee must not be on layoff.
- C. The employee must not be suspended for disciplinary reasons.
- D. An employee who is scheduled to work on a holiday but fails to report for work shall not be entitled to holiday pay unless otherwise excused by the presentation of written documentation, such as medical verification.

**13.3 Holiday Pay.**

Employees who are called in to work on any holiday shall be paid two (2) times their hourly rate of pay for actual hours of work. Employees who work a scheduled holiday shall be paid time and one-half for actual hours of work.

**13.4 Time Off In-Lieu-of Pay.**

Commencing January 1, 1998, an employee may take compensatory time off in lieu of receiving holiday pay for one holiday per year. No holiday may be taken off under this provision, however, if it will cause the Employer to pay overtime to replace the employee or does not meet the qualification requirements set forth in 13.2 above.

**ARTICLE XIV: VACATIONS**

**14.1 Vacations.**

All full time employees shall be entitled to vacation with pay in accordance with the following schedule, provided they have worked the requisite and qualifying number of hours as set forth in this Agreement:

Entry Level 1.54 hours per pay period (40 hours). Upon successful completion of the training program, the probationary employee will receive vacation accrual equal to the number of weeks employed.

On one (1) year anniversary: 3.08 hours per pay period (80 hours)

On five (5) year anniversary: 4.62 hrs per pay period (120 hours)

On ten (10) year anniversary: 6.16 hours per pay period (160 hours)

Full-time employees shall be eligible to utilize accrued vacation leave after and six months of employment.

#### **14.2 Vacation Scheduling.**

Vacation requests for three (3) days or longer must be submitted in writing by the employee thirty (30) days in advance of the period requested. If an employee does not submit a vacation request, the Employer may assign a vacation time for the employee. Approval or denial shall be given within one week of the date of the request. Requests for three (3) days or less shall be made at least one calendar week in advance. Approval or denial shall be given within five (5) days and no less than forty-eight (48) hours before the vacation is to commence. Leave requests will be considered on a first come, first served basis. In the event of a conflict between two requests properly submitted on the same date (within a 24 hour period), seniority will be used to decide which request has priority.

An employee may cancel his or her vacation request up to fourteen (14) calendar days prior to the period requested off. If an employee cancels a vacation request that includes a holiday, the complete vacation request will be canceled. If the employee still wants to take off certain dates falling within the original request, the employee will need to resubmit a request for the specific dates needed. Such a replacement request will be considered a new request and shall not take precedence over previously made requests by others for the same dates.

In the proper circumstances, an employee may be permitted to work during his vacation if permission is granted by the Employer. Carryover vacation time may not be accumulated more than eighty (80) hours from anniversary year to anniversary year. If more than eighty (80) hours of vacation time exists at the end of the anniversary year, that amount in excess of eighty (80) hours shall be forfeited by the employee and he shall not receive pay in lieu of vacation. Vacation time accumulated in excess of eighty (80) hours prior to the execution of this Agreement may be carried over despite the foregoing if the employee request to use said time but is denied by the Director and no reasonable alternative time off is available.

**14.3 Benefit Upon Termination.**

Employees who leave the employ of the Employer shall be paid all unused vacation time which has been earned.

**14.4 Vacation Basis.**

Vacation pay will be computed at the straight time hourly rate an employee is earning at the time he takes vacation leave or works in lieu of such leave.

**ARTICLE XV: INSURANCE**

**15.1 Hospitalization.**

The Employer agrees to pay the full cost of BC/BS Community Blue 4 with the \$20 office visit and with a \$10 generic / \$40 brand name drug co-pay through the expiration of this Agreement.

Employees may buy up to BC/BS Community Blue Plan 1 or Plan 2 by paying the difference in premium cost from BC/BS Community Blue Plan 4 to BC/BS Community Blue Plan 1 or Plan 2, whichever level of coverage the Employee chooses.

The Employer agrees to pay the required premiums for each full-time employee, including dependent coverage (children until the age of 18 or age 23 if attending college), covered by the agreement who has completed sixty (60) calendar days of employment with the Employer.

If an Employee selects BC/BS Community Blue Plan 1 or Plan 2, such employee will be required to pay the premium differences above BC/BS Community Blue Plan 4 via payroll deduction. The Employer shall maintain a "Flexible Benefit Plan" to permit unit members to pay for eligible medical and day care expenses on a pre-tax basis.

**15.2 Dental Insurance.**

The dental coverage offered in each of the four (4) options specified in Section 15.1 shall be Blue Cross/Blue Shield's "preventative preferred" dental insurance program. Within the maximum benefit amount of eight hundred dollars (\$800.00) per member per insurance contract year, this program shall provide payment of seventy-five percent (75%) of covered diagnostic service and payment of fifty percent (50%) of the usual and customary charges for covered basic and comprehensive prosthodontic services, but shall not include orthodontic services.

**15.3 Optical Insurance.**

The optical coverage offered in each of the four (4) options specified in Section 15.1 shall be the County's optical insurance program as provided to other County employees.



**15.4 In-Lieu Payments.**

All Employees covered by health insurance from another source may, by option exercised in writing, elect to accept a cash alternative of \$100 per pay period. To qualify for this option Employees must provide proof of another source of insurance and must not be covered as a dependent on a County-paid health plan. An employee who elects to accept in-lieu payments may, by option exercised in writing, elect to participate in dental and/or optical coverage, and the actual cost of such coverage shall be deducted from the in-lieu payments.

**15.5 Term Life Insurance.**

The Employer will pay the required premiums for a term life insurance policy in the amount of twenty-five thousand dollars (\$25,000) and fifty thousand dollars (\$50,000) Accidental Death and Dismemberment for each insurable, full-time employee occupying a job classification covered by this Agreement who has completed sixty (60) days of employment with the Central Dispatch Department.

**15.6 Provisions of Insurance Carriers.**

No matter respecting the provisions or coverage of any of the insurance programs set forth in this Agreement shall be subject to the grievance Procedure or Arbitration provisions established under this Agreement except that, where the County exercises its right to select or change insurance carriers under Section 15.7, the Union shall reserve the right to process through the grievance procedure, including arbitration if necessary, the issue of whether or not the level of such benefits remain substantially the same.

**15.7 Selection of Insurance Carriers.**

The Employer reserves the right to select or change the insurance carriers, to be a self-insurer, either wholly or partially, with respect to such benefits, and to choose the administrator of such insurance programs, provided the level of benefits stated in Section 15.1, 15.2, 15.3 and 15.5 remain substantially the same.

**15.8 Continuation of Insurance Premium Payments.**

There shall be no liability whatsoever on the part of the Employer for any insurance premium payment for an employee or employees who are on layoff.

**15.9 Short Term Disability Insurance.**

Effective October 1, 2000, if administratively practicable, the Employer will provide a short-term disability plan identical to that provided to County non-union employees. This plan provides 66% of gross wages for up to six (6) months, with benefits beginning fourteen (14) calendar days after disability. Employees may use sick and vacation leave to supplement disability payments.

**15.10 Flexible Benefit Plan.**

The Employer shall maintain a "Flexible Benefit Plan" to permit bargaining unit members to pay for eligible medical and day care expenses on a pre-tax basis.

**15.11 General.**

All coverage referenced in this Article shall be available to employees subject to the terms and conditions set forth in the applicable contract between the Employer and its insurance carrier.

**ARTICLE XVI: UNIFORMS**

**16.1 Uniforms.**

All Isabella County 9-1-1/Central Dispatch employees will be provided with a quantity of Central Dispatch approved shirts with logos (t-shirts or polo shirts for summer, sweatshirts for winter), at no cost to the employee. Each employee shall be responsible for purchasing appropriate pants as specified in the Employer's work rules. Each employee shall be responsible for reporting for duty in said shirt and pants ("uniform"). Each employee will be responsible for the maintenance of their uniforms and shall maintain good grooming habits so as not to be a distraction to their duties and not offensive to fellow employees.

**ARTICLE XVII: WAGES**

**17.1 Wages**

	3%	2%	2%
	Effective October 1, 2008	Effective October 1, 2009	Effective October 1, 2010
ENTRY	\$30,470	\$31,080	\$31,701
One Year	\$31,523	\$32,154	\$32,797
Two Years	\$32,648	\$33,301	\$33,967
Three Years	\$33,852	\$34,529	\$35,220
Four Years	\$35,159	\$35,862	\$36,579
Five Years	\$36,565	\$37,296	\$38,042
10 Years	\$36,931	\$37,669	\$38,423

**17.2 Shift Differential.**

Employees scheduled to work during the hours of 7:00 p.m. and 7:00 a.m. on a regular schedule shall receive a shift differential of twenty-five cents (25¢) per for work performed during this time frame. See Section 11.12 reference Flex Position premium pay.

**17.3 Reporting Pay.**

Any employee called in to work on his/her day off or prior to the commencement of his/her shift on a work day shall receive pay at one and one-half (1½) time his regular rate after 40 hours have been worked, excluding accrued sick leave, and shall be guaranteed a minimum of two hours pay.

**17.4 Communication Training Officer (CTO) Pay.**

Members of the bargaining unit who have completed CTO training and are certified to train shall be paid a premium of ten percent (10%) of their hourly base pay when actively assigned to train a new employee during the new hire's training period. The amount of training time assigned to a CTO shall vary and be dependent upon the length and duration of the Director's assignment.

**ARTICLE XVIII: HEALTH**

**18.1 Annual Physical Examinations.**

All employees may be required to submit to a physical examination. The cost of the physical examination shall be borne by the Employer. The employee shall be allowed to see the results of the physical examination. The Employer may require an employee to sign a waiver in order that a copy of the physical examination be provided by the doctor to the Employer.

**18.2 Mandatory Leave.**

Where an employee's physical or mental condition reasonably raises a question as to an employee's capability to adequately perform his job, the Employer may require the employee involved to take a sick leave absence up to three (3) working days. If the employee's condition is such that a leave of absence of more than three (3) working days is deemed necessary by the Employer, the employee may be required to take a physical or mental examination and, if cause is found, the employee may be placed on extended medical leave.

**18.3 Medical Dispute Resolution.**

Before an employee who is absent from his/her duties for five (5) consecutive workdays returns to work, he shall satisfy the Employer he is fit again to perform his duties. In the event the Employer is not satisfied with the determination of the treating physician, the Employer may have the employee examined by a doctor of their own choosing and at their own expense. If the dispute still exists, final resolution, binding on both parties, shall be a report of a third physician chosen by the prior two. The determination rendered by the third physician shall not be subject to the grievance and arbitration procedure set forth in this Agreement.

**ARTICLE XIX: PENSION**

**19.1 Defined Benefit Plan.**

Employees included in the bargaining unit prior to July 18, 2000 shall continue their participation in the MERS defined benefit (DB) plan during the life of this Agreement, except as provided in Section 19.2.

**19.2 Defined Contribution Plan.**

Effective July 18, 2000, employees entering the bargaining unit shall participate in a MERS defined contribution (DC) plan established by the County. To the extent permitted by MERS policies, employees who were members of the bargaining unit prior to July 18, 2000 may choose to convert to the DC plan. Participation in the DC plan is subject to the provisions of the applicable MERS plan document.

- A. Contribution Rates: Employee – 2% of employee’s base wage  
Employer – 7% of employee’s base wage
- B. Vesting schedule for employer contributions: Employees hired on or after July 18, 2000 shall be 100% vested at five years.
- C. Participants in the DC plan will have the option to purchase a long term disability plan on a pre-tax basis through the County’s “Flexible Benefit” plan.

The bargaining unit has chosen to adopt a B-3 Pension Annuity Factor under the provisions of the Municipal Employees Retirement System (MERS). Upon implementation by MERS the cost differential between the B-3 benefit and the cost of the current benefit (B-2) shall be borne solely by the employees of the bargaining unit by means of pre-tax payroll deduction. The County shall incur no additional cost of the bargaining unit adopting the B-3 MERS benefit.

**ARTICLE XX: MISCELLANEOUS**

**20.1 Bonds.**

Whenever a bond is required of an employee in the bargaining unit for the performance of his duties, the bond premium shall be paid by the County.

**20.2 Captions.**

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

**20.3 Gender.**

The masculine pronoun, wherever used in this Agreement, shall include the feminine pronoun, and the singular pronoun the plural, unless the context clearly requires otherwise.

**20.4 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. 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 by the Steward of the Employer's answer in Step 3 of the Grievance Procedure, 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 to any arbitration proceeding. Any veteran whose grievance claim is withdrawn by the Union prior to selection of an arbitrator shall have the right to reinstate his veteran's preference claim within five (5) work days after receipt of notice of the Union's determination to withdraw the grievance.

**20.5 Business Travel.**

Rules for business travel and mileage reimbursement shall be as stated in the County's business travel policies.

**20.6 Jury Duty.**

An employee who is released from duty because of jury duty shall not suffer any wage loss. Under such circumstances, the employees shall return all jury pay to the County.

**ARTICLE XXI: WAIVER**

**21.1 Waiver Clause.**

It is the intent of the parties hereto that the provisions of this Agreement, which supersedes all prior agreements and understanding, oral or written, express or implied, between such parties, shall govern their entire relationship and shall be the sole source of any and all claims which may be asserted in arbitration hereunder, or otherwise. The parties acknowledge that during the negotiations which resulted in the 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 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 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.

**ARTICLE XXII: DURATION**

**22.1 Termination.**

This agreement shall remain in full force and effect from October 1, 2008 to 11:59 p.m., September 30, 2011. One hundred and twenty (120) days prior to expiration either party may 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 a notice to terminate unless before that date all subjects of amendment proposed by either party have been disposed of by the party proposing amendment, modification, alteration, negotiation, change, or any combination thereof. If either the Union or the Employer gives the notice specified in this Section, negotiations with respect to such modifications shall commence, if possible, ninety (90) days prior to the Agreement's expiration, but in any event not later than sixty (60) days prior to expiration.

**POLICE OFFICERS ASSOCIATION  
OF MICHIGAN**

**ISABELLA COUNTY BOARD OF  
COMMISSIONERS**

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James DeVries, Business Agent

---

David Ling, Chair

---

Union President

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Timothy J. Dolehanty, AICP  
Administrator / Controller