

**JACKSON COUNTY  
POLICE OFFICERS ASSOCIATION OF MICHIGAN**

**COLLECTIVE BARGAINING AGREEMENT**

THIS AGREEMENT made and entered into as of this 20<sup>th</sup> day of April, 2010, by and between the County of Jackson and the Sheriff of Jackson County, State of Michigan (herein referred to as the “Employer”) whose employees are recognized hereunder and the Police Officers Association of Michigan (herein referred to as the “Union”).

It is the purpose of this Agreement to promote and ensure harmonious relations, cooperation and understanding between the Employer and the employees covered hereby, to ensure true collective bargaining and to establish standards of wages, hours, working conditions, and other conditions of employment and to clarify the principle that labor relations between such employees and the Employer as herein defined are the exclusive province of the Jackson County Board of Commissioners, the Sheriff of Jackson County and the Police Officers Association of Michigan.

**ARTICLE 1  
RECOGNITION**

**Section 1. Bargaining Unit.** The County, the public Employer under the Public Employment Relations Act, being Public Employment Relations Act No. 336 of the Public Acts of 1947, as amended, and sometimes herein referred to as the Act, hereby recognizes the Union as the exclusive representative for purposes of collective bargaining with respect to rates of pay, wages, hours of employment, or other conditions of employment for the terms of this Agreement, classified as Deputy Sheriffs and excluding the Undersheriff, Corrections Officers, Sergeants, Lieutenants, Captains and Supervisors as defined in said Act.

**ARTICLE 2  
NON-DISCRIMINATION**

**Section 1. Non-Discrimination.** The Employer and the Union agree that neither shall discriminate against any employee because of religion, race, color, national origin, age, sex, height, weight, marital status, handicap, political belief, or membership in a union, as required by law, nor shall the Employer, or its agents or its members discriminate against any employee because of his or her exercising rights under the Act as required by law.

**ARTICLE 3  
UNION SECURITY AND PAYROLL DEDUCTION**

**Section 1.** Each bargaining unit member shall, as a condition of employment, on or before the 31<sup>st</sup> day following the beginning of employment or thirty-one (31) days from the time this Agreement is effective, whichever is later, either join the Union as a dues-paying member or pay a service fee to the Union in an amount equal to the dues uniformly required of Union members. Bargaining unit members may authorize payroll deduction for the payment of their dues or fees. In the event a bargaining unit members does not pay his or her service fee directly to the Union or authorize payment through payroll deduction, the Employer shall, pursuant to MCL 408.477, and at the request of the Union, deduct the service fee from the bargaining unit member's wages and remit same to the Union. All dues and fees deducted by the Employer shall be without charge to the Union and shall be promptly remitted to the Union. The Union assumes full responsibility for the disposition of the deductions so made once they have been sent to the Union.

**Section 2.** In the event of any legal action against the Employer brought because of its compliance with this Article, the Union agrees to defend such action at its own expense and through its own counsel provided the Employer gives timely notice of such action and gives its full cooperation to the Union in the defense of such action. The Union agrees that in any action so defended, it will indemnify and hold harmless the Employer from any liability for damages and costs imposed by settlement agreed to by the Union or by a final judgment of a court or administrative agency.

**ARTICLE 4  
UNION REPRESENTATION**

**Section 1. Bargaining Committee.** The employees shall be represented by a bargaining committee of three (3) employees, which shall be selected in a manner determined by the employees and the Union. A non-employee representative may also be present.

**Section 2. Grievance Representation.** Reasonable arrangements will be made to allow one (1) Union representative time off with pay for the purpose of investigating grievances and to attend grievance meetings during their working hours. Union representatives shall have access to Employer premises for the purpose of investigating and adjusting any complaints therein by arranging with the Employer to visit such premises during the regular working hours, but on none of such visits shall the Union representatives members interfere with maintenance of discipline of the regular work being carried on. Union representatives will be paid for time off their job during their working hours if they have properly reported off their job to investigate and process legitimate grievances or attending Employer scheduled meetings.

The Sheriff will be notified within a reasonable time, twenty-four (24) hours if possible, when a Union representative is performing Union business during duty hours and the expected duration.

## **ARTICLE 5 EMPLOYER RIGHTS**

**Section 1. Rights.** The management of the business of the Sheriff's Department is vested exclusively in the Employer and the Sheriff, and they reserve to them all management functions including full and exclusive control of the content of work and the direction and supervision of the operation of the Sheriff's Department business and of the employees of the Employer. This shall include, among others, the right to hire new employees, to direct the working force, to discipline, suspend, discharge for just cause (just cause is not required for probationary employees), to establish classifications, layoff employees, to combine or split up departments, to require employees to observe reasonable Employer rules and regulations not inconsistent with the provisions of the Agreement; to decide on the functions to be performed and what work is to be performed by the Employer or outside agencies, to subcontract, or to establish standards of quality, all of which shall be subject to the applicable express provisions but are merely an indication of the type of matters or rights which belong to and are part of the management of the business of the Employer and Sheriff's Department.

## **ARTICLE 6 DISCHARGE AND DISCIPLINE**

**Section 1. Union Representation/Report.** No employee shall be summoned before a superior officer for disciplinary action without the right of having a Union representative present. Every non-probationary employee shall receive a copy of information and documentation that is the basis for disciplinary action.

**Section 2. Notice of Disciplinary Action.** Notification within a reasonable time shall be given to the steward or Union officers prior to any disciplinary action taken against any employee which may result in any official entries being added to his/her personnel file.

**Section 3. Personnel Files.** The employee shall have the right to review his/her personnel file at any reasonable time. The employee shall be furnished a copy of any new disciplinary action entry and shall initial or sign such entry.

- a. **Use of Disciplinary Action.** Prior disciplinary action of more than twenty-four (24) months duration shall not be used in any subsequent disciplinary action nor shall the Union use any prior Employer actions exceeding twenty-four (24) months.

**Section 4. Written Statements.** Before any employee shall be required to make any written statement or written reply pertaining to any alleged misconduct on his/her part, the matter may first be discussed between the employee and the Sheriff or his/her designee. The employee shall have twenty-four (24) hours after such meeting to make the written statement.

**Section 5. Just Cause.** The Sheriff shall have the right to take disciplinary action against any non-probationary employee for just cause; however, non-probationary employee disciplinary action shall be reviewable to arbitration except as otherwise provided hereunder.

**Section 6. Grievances Concerning Disciplinary Action.** Grievances concerning discharge or discipline shall be submitted within five (5) working days from the date of such discipline or discharge.

## **ARTICLE 7 GRIEVANCE PROCEDURE**

**Section 1. Intent/Definition.** It is the intent of the parties to this Agreement that the procedure set forth herein shall serve as a means for peaceful settlement of disputes that may arise between the employees, the Union, and the Employer as to the application, interpretation or compliance with the provisions of this Agreement pertaining to wages, hours, and other conditions of employment. Both parties shall make an earnest effort to settle such differences.

- a. **Disciplinary Action Grievance.** In the event of discharge or other disciplinary action, the executed written grievance shall commence at Step 2 and be submitted directly to the Sheriff in writing.
- b. **Notification.** The Employer, through the Sheriff, shall properly notify a member of the committee assigned to review and process all grievances in his/her department in writing, concerning any discharge or substantial discipline. The discharged or disciplined employee will be allowed to discuss this action with a committee member of his/her department before being required to leave. This shall not apply to suspensions pending investigations made contemporaneously to a serious situation which is deemed to be in the best interest of the department or employee by the immediate supervisor. The immediate supervisor shall discuss the discharge or discipline with the employee and the committee member upon their request. Oral warnings need not be communicated to the committee member.

- c. Submission of Grievance Involving Disciplinary Action. Grievances concerning discharge or discipline shall be submitted within five (5) workdays from the date of such discipline or discharge.

Step 1. Oral Presentation to Supervisor. An employee having a grievance shall present it orally, in the presence of a committee member, to his/her immediate supervisor within five (5) workdays of the date he/she has knowledge of its occurrence. If it is not settled orally, the committee member shall reduce it to writing, stating the grievance and remedy desired. Both the committee member and the aggrieved employee shall sign the grievance and it shall be submitted by the committee member to the employee's immediate supervisor within five (5) workdays from the date of the oral presentation. The immediate supervisor shall answer the grievance in writing within five (5) days.

Step 2. Written Presentation to Sheriff. If the immediate supervisor's answer is not satisfactory, the grievance shall be referred by the committee member to the bargaining committee of the Union who may then submit the grievance to the Sheriff in writing within five (5) workdays from receipt of the grievance from the committee member. Written grievances must identify the grieved individual(s), section(s) of the contract allegedly violated and the remedy desired. The grievant(s) and committee members shall each sign the grievance. The resolution of a single grievance concerning a non-disciplinary matter shall be applied to all other like situations, except by mutual consent. The Sheriff shall answer the grievance within five (5) workdays from receiving it. Representatives of the Employer or the Union may have the privilege of assisting at this or any succeeding stage of the grievance procedure. The decision of the Sheriff shall not act as a precedent on an economic contract interpretation.

Step 3. County Administrator. If the Sheriff's answer is not satisfactory to the bargaining committee of the Union, it may submit the grievance to the County Administrator for non-disciplinary matters. A meeting will be held with at least two (2) representatives of the Union and the Sheriff or the Sheriff's designee and the County Administrator. A mutual decision shall be given within ten (10) calendar days from the date of said meeting or the County Administrator shall give his/her own written decision within such period.

Step 4. Arbitration. In the event that the parties are unable to settle the matter at Step 3, and the Union or the Employer wishes to carry the matter further, the parties may request the American

Arbitration Association to submit a list of suggested arbitrators. Notice of intent must be given within seven (7) working days from the decision at Step 3, and the request for an arbitrator must be made contemporaneously with the notice of intent, and the arbitrator will be selected under the rules of said Association.

**Section 2. Jurisdiction of Arbitrator.** The issues shall be specifically set forth by the party requesting arbitration and the arbitrator shall not have jurisdiction to subtract from or modify any of the terms of this Agreement or any amendments thereof, or to specify the term of a new agreement or to substitute his/her discretion for that of any of the parties hereto, unless otherwise specifically permitted herein.

**Section 3. Decision of Arbitrator.** The decision of the arbitrator shall be final, conclusive, and binding upon all employees, the Sheriff, the Employer, and the Union and may only be appealed as provided by law. It may be enforced by a Circuit Court of competent jurisdiction.

**Section 4. Fees and Expenses of Arbitrator.** The fees and expenses of the arbitrator will be paid equally by the parties. All other expenses of the arbitrator will be paid equally by the parties. All other expenses shall be borne by the individual parties.

**Section 5. Retroactivity.** Any grievance under this article relating to the payment of wages shall not be retroactive beyond the date the grievance was first presented in writing to the Employer.

**Section 6. Time Limits.** Any grievance not initiated or appealed by the Union within the time limits outlined within the grievance and arbitration procedure shall be considered as settled on the basis of the last answer and shall not be subject to further review.

**Section 7. Withdrawal of Grievance.** Grievances may be withdrawn at any stage of the proceeding by a mutual consent of the parties in writing.

**Section 8. Extension of Time Limits.** The parties by mutual agreement in writing may extend any of the time periods hereinbefore set forth.

**Section 9. Election of Remedies.** When remedies are available for any complaint and/or grievance of an employee through any administrative or statutory scheme or procedure, in addition to the Grievance Procedure provided under this contract, and the employee elects to utilize the statutory or administrative remedy, the Union and the affected employee shall not process the complaint through any Grievance Procedures provided for in this contract. If any employee elects to use the Grievance Procedure provided for in this contract and, subsequently, elects to utilize the statutory or administrative remedies, then

the grievance shall be deemed to have been withdrawn and the Grievance Procedure provided for hereunder shall not be applicable and any relief granted shall be forfeited. If an Unfair Labor Practice Charge is dismissed on the same issue due to it being covered by the collective bargaining agreement, the employee may use the contract grievance procedure. The above shall not apply if there are two (2) separate issues arising from the same incident. Employees still must adhere to the contract grievance procedure time limits.

## **ARTICLE 8 PROHIBITED ACTIVITY**

**Section 1. No Strike Pledge.** The Union will not authorize, sanction, cause or support a strike or work stoppage or work slow down nor will any employees or employee take part in a strike, intentional slowdown of services, picketing, boycott, work stoppage or any other interference with the Employer's services. Neither shall the Union or any employee refuse to cross any picket line by whomever established, where such refusal will interfere with or impede the performance of the employee's duties as an employee of the Employer.

**Section 2. Affirmative Action.** The Union agrees that as a part of the consideration of this Agreement, upon receipt of notice from the Employer, it will take immediate steps to end any work stoppage, strike, slowdown or suspension of work in violation of this Agreement.

**Section 3. No Lockout Pledge.** The Employer agrees it will not cause or sanction a lockout.

## **ARTICLE 9 WORK RULES**

**Section 1. Rules and Regulations.** The Employer may establish rules and regulations concerning employee conduct and standards. An electronic and/or paper copies of such Rules and Regulations to be given to every employee. Electronic and/or paper copies of the Rules and Regulations will be given to each employee as they are established or when they become employed.

## **ARTICLE 10 SENIORITY**

**Section 1. Definition.** The word "seniority", as used in this Agreement, shall mean departmental seniority unless specifically provided otherwise. Departmental seniority shall be defined as the length of an employee's continuous service with the Jackson County Sheriff's Department in this bargaining unit. County seniority shall be used for determining annual leave accrual, longevity, and pension credits.

**Section 2. Probationary Period for New Hires.** All new employees shall be considered probationary employees for a period of twelve (12) months from their date of hire as a full-time employee, provided, however, that such probationary period shall be extended for a period of time equal to the time that an employee is absent from duty, if such period of absence is greater than fifteen (15) workdays and provided further that it shall be shortened for a period of time equal to that time an employee works overtime if such period of overtime is greater than 120 hours. Probationary employees are considered at-will and may be terminated with or without just cause and may be assigned or laid off by the Employer without regard to this Agreement, except that after the first six (6) months of service, the probationary employee shall fall within the normal shift selection process. Permanent part-time employees shall be on probation until they have worked two thousand eighty (2080) hours.

**Section 3. Seniority Lists.** Seniority lists are to be prepared and maintained by Department within the Employer and such lists will show the names and job titles of all employees in the particular Departments who are entitled to seniority on the date of this Agreement. The Sheriff will keep the seniority list for the Department up to date at all times, and will provide the Union with an up-to-date copy at least by the 15<sup>th</sup> of January and July of each year.

**Section 4. Seniority Preference.** The Employer agrees to recognize and abide by the principle of departmental seniority in the event of layoffs, recall, shift preferences, and vacations. An employee working on any given shift shall have the preference of working at a shift over employees with less departmental seniority provided he/she has the qualifications, ability and training to immediately assume the job duties on such shift. This preference may be exercised every seven (7) full pay periods for shift assignment preference and the shift assignment preference shall be completed and posted a minimum of twenty (20) calendar days prior to the shift preference assignment taking effect. Once such shift selection has been made any change requested by an employee shall be at the discretion of the Sheriff. When an employee exercises preference, his/her departmental seniority shall apply to available pass days.

Notwithstanding any contrary provision, the Sheriff, within his discretion, may assign officers to the position and shift for (1) Detective; (2) JNET; and (3) Administrative Services.

**Section 5. Loss of Seniority.** An employee will lose seniority and his/her employment for the following reasons:

- a. He/she resigns.
- b. He/she is discharged for just cause.



- c. The employee is absent from work, including failure to return to work at the expiration of any approved leave of absence, paid time off, or layoff for three consecutive working days without notifying the Sheriff's Department and making acceptable arrangements for returning to work. After such absence, the Employer will send written notification to the employee at the employee's last known address that he/she has lost his/her seniority and his/her employment has been terminated.
- d. If the employee has been on layoff status for a period of two (2) years or the length of his/her seniority, whichever is less, or does not return to work when recalled from layoff as set forth in the recall procedure.
- e. Return from sick leave, leaves of absence, or paid time off will be treated the same as c. above.
- f. He/she is convicted or pleads guilty or nolo contendere to a felony; or a high court misdemeanor.
- g. Nothing shall preclude the Sheriff from taking appropriate action if an employee is convicted, pleads guilty or nolo contendere for any other misdemeanor.

Employees withdrawing their retirement contributions or quitting who are rehired, shall forfeit all seniority rights and salary step positions.

In the event an employees employment is terminated for any reason the Union will be notified by the Employer of the names of the employees following the end of each month in which termination took place.

**Section 6. Termination of Employment.** If an employee terminates his/her employment either by quitting and/or withdrawing their retirement contributions and subsequently are rehired, all seniority rights, vacation eligibility, and salary positions are forfeited. However, by refunding their retirement contributions, their retirement benefits only will be reinstated.

**Section 7. Transfer Out of Bargaining Unit.** If an employee is transferred to a position where he/she is no longer a member of the bargaining unit, his/her seniority shall continue to accumulate for a period of thirty (30) days, and thereafter, be frozen and he/she shall no longer accumulate any additional seniority. If an employee is returned to the bargaining unit, his/her seniority shall be reinstated to the same position it was at, at the time his/her seniority was frozen. A demoted employee shall be able to return to a position within the bargaining unit based upon his/her bargaining unit seniority.

## **ARTICLE 11 LAYOFF AND RECALL**

**Section 1. Notice.** Employees to be laid off indefinitely shall be given at least fifteen (15) calendar days prior notice.

**Section 2. Order of Layoff.** In the event of layoff, casual, probationary and seasonal employees (excepting Marine Deputies) will be laid off first, followed by part-time employees, followed by full-time employees with the least departmental seniority as set forth in the current posted seniority list shall be laid off first. However, the Employer may depart from the foregoing order of layoff where the remaining employees would not have the qualifications (including gender, where legally cognizable), certification and ability to fully and properly perform the remaining required work. Temporary layoffs will not involve the exercise of seniority rights in such case until the period of layoff exceeds five (5) working days.

**Section 3. Recall Procedure.** When the working force is increased after a layoff, employees will be recalled in inverse order of layoff. Notice of recall shall be sent to the employee at the last known address by certified mail. If any employee fails to report for work within ten (10) working days from date of mailing of notice of recall, he/she shall be considered to have quit. An employee shall notify the Employer in writing of any change in name, address or telephone number promptly and, in any event, within five (5) days after such change has been made. The Employer shall be entitled to rely upon an employee's last name and address shown on his/her record for all purposes involving his/her employment.

## **ARTICLE 12 LEAVES OF ABSENCE**

**Section 1. Short-Term Leaves of Absence Without Pay.** Leaves of absences are to be granted by the Employer for valid reasons including non-qualifying FMLA illness and accident. A leave without pay up to ten (10) days in length may be granted by the Department Head for other personal reasons such as court appearance, induction physicals, union representation or other causes deemed appropriate by the Employer without loss of seniority. These may be extended beyond this period if application is made prior to the expiration of the original leave if good cause is shown.

All leaves of absence shall be without pay and in the event of falsification of the reasons for leave, the employee will be subject to discharge. No leave will be granted for the purpose of engaging in gainful self-employment or as an employee of any other company or corporation.

**Section 2. Extended Leaves of Absence Without Pay.** In the event extended leaves are desired, these must be approved not only by the Sheriff but also by the Human Resources Director after due notice to the Union. Such leaves may be for a period of six (6) months, and during such period, the employee will continue to accumulate seniority.

- a. Seniority Continued. Continuous seniority requires regular full-time employment. Leaves of absence of less than six (6) months shall not interrupt service.
- b. Same Salary Schedule. Employees returning from leaves of absence of less than six (6) months shall continue the same salary schedule. When they have been on leave longer than six (6) months, the period of time shall be deducted from their seniority and shall also be deducted from their paid time off eligibility and continuous employment record.

**Section 3. Family and Medical Leave Act (FMLA) Leave.**

- a. Eligibility for FMLA. Employees who have completed twelve (12) months of employment and worked at least 1,250 hours for the Employer in the past twelve (12) months may request an unpaid FMLA leave for a period not to exceed twelve (12) weeks in a rolling twelve (12) month period. A FMLA leave shall be granted by the Employer in the following cases:
  1. A serious health condition that makes the employee unable to perform the functions of his/her position.
  2. In order to care for the employee's spouse, child or parent if the person being cared for has a serious health condition;
  3. Because of the placement of a son or daughter with the employee for adoption or foster care and to care for such son or daughter;
  4. Because of the birth of a son or daughter of the employee and to care for such son or daughter.
- b. Sick Bank/Paid Time Off. Prior to commencing an unpaid leave of absence employees shall have exhausted all available banked sick leave and paid time off.

All other articles and sections of this collective bargaining agreement shall be applicable and coordinated with the Family and Medical Leave Act.

Each party has the right to exercise its rights under the FMLA except as modified under b. above.

**Section 4. Military Leave of Absence.** Employees who are in some branch of the Armed Forces or the National Guard will be paid the difference between their reserve pay and their regular pay when they are on full-time active duty in the Reserve or National Guard, provided proof of service and pay is submitted. (A maximum of two (2) weeks per year.) An additional period of up to two (2) weeks may be allowed if the employee is called up for special duty under the Federal or State Law.

Absences or leaves without pay in excess of six (6) months, except for extended service with the Armed Forces of the United States, shall be deducted in computing total service, but shall not interrupt continuous service.

Employees returning from military leave of absence who are reinstated to their position previously held shall be entitled to receive compensation at the rate to which they would have been entitled had their service with the Sheriff's Department continued even though they were in the Armed Forces if this is required by Federal Law.

### **ARTICLE 13 BANKED SICK LEAVE**

From January 1, 2005 forward employees shall not earn or accrue sick leave. For those employees with banked sick leave the following shall apply.

**Section 1. Accumulation.** Unused sick leave shall be accumulated up to nine hundred sixty (960) hours which can be used for banked sick leave purposes.

**Section 2. Use of Banked Sick Leave.** An employee eligible for banked sick leave with pay may use banked sick leave, compensatory time, and paid time off for absence due to the weather, otherwise they will be docked.

An employee eligible for banked sick leave with pay may use such banked sick leave upon approval of the Sheriff for absence due to illness, injury, absence because of exposure to communicable contagious disease, and to illness or death in the employee's immediate family which are leaves otherwise permissible without pay under the provisions hereof.

**Section 3. Notification.** An employee who is absent from duty shall report the reason to his/her supervisor prior to the time of absence when possible, and failure to do so within a reasonable time may be cause for denial of banked sick leave. All unauthorized and unreported absences shall be considered absences without pay and deduction of pay shall be made for the period of absence.

**Section 4. Use in Connection with Worker's Compensation.** An employee on banked sick leave shall inform his/her immediate superior of the fact and the reason therefore as soon as possible, and failure to do so within a reasonable time may be cause for denial of banked sick leave with pay for the period of absence, provided, however, that in the event that any employee shall be drawing Workers Compensation, he/she shall not be entitled to receive any additional payments for banked sick leave during the period of time when such employee is being paid Workers' Compensation benefits.

Any payments received by the employer pertaining to a period where he is absent by reason of injury sustained in the course of employment shall not be charged to his/her banked sick leave.

The makeup pay to make the Workers' Compensation pay equivalent to the employee's take-home pay shall be limited to the period of twenty-six (26) weeks, or during the period Workers' Compensation pay is due, whichever is less, such pay shall not be chargeable to banked sick leave, if absence is due to compensable injury, but only for the below nine (9) reasons. If absence is not due to compensable injury, it shall be chargeable to banked sick leave.

1. An assault
2. Crashes while a passenger or driver of a conveyance.
3. While attempting to detain or take individuals into custody.
4. Attempting to quell a riot or disturbance.
5. Attempting a rescue.
6. While performing a first-aid function.
7. Conducting a search.
8. Firearms injury.
9. Authorized training which places the employee at a risk of physical injury.

For illness or injury other than those outlined above, employees with banked sick leave may elect to draw a portion of same while drawing Workers' Compensation an amount which, when added to their Workers' Compensation payment, will not exceed their regular take-home pay at the time of their injury. This supplement would commence upon receipt of Workers' compensation benefits and/or the period prior to commencement.

**Section 5. Brief Absence.** Absence for a fraction or a part of a day that is chargeable to banked sick leave in accordance with these provisions shall be charged proportionately in amounts not smaller than two (2) hours.

**Section 6. Payment Upon Termination, Retirement, Death.** Unused banked sick leave, up to 50% of 960 hours, upon the employee's resignation, retirement or death shall be paid to the employee (maximum of 480 hours) at the employee's December 31, 2009 rate of pay.

**Section 7. Cash Out of Banked Sick Leave.** Employees with banked sick leave will have the option to receive payout at 50% of their balance at any time at their December 31, 2009 rate of pay.

**Section 8. Reinstatement of Banked Sick Leave if Recalled Within Eighteen (18) Months.** An employee who is laid off from his/her position for reasons that are not discreditable to him/her may, if reappointed within eighteen (18) months have available for his/her necessary use any unused banked sick leave existing at the time of his/her layoff.

**Section 9. Verification of Banked Sick Leave.** Banked sick leave with pay in excess of three (3) consecutive working days for reason of illness or injury shall be granted only after presentation of a written statement by a reputable physician, if requested by the Sheriff, certifying the employee's condition which prevented him/her from performing the duties of his/her position. An employee may be required to establish illness or injury with medical verification when using banked sick leave when the Employer suspects improper use or a pattern of abuse.

## **ARTICLE 14 BEREAVEMENT LEAVE**

**Section 1. Immediate Family.** Employees shall be allowed three (3) working days excluding pass days as bereavement leave days not to be deducted from banked sick leave, or for a death in the immediate family, which is defined as follows:

Mother, father, brother, sister, wife, husband, son, daughter, or stepchild living in the dwelling, mother-in-law, father-in-law, grand-parents, or a member of the employee's household.

**Section 2. Others.** Employees serving as pallbearers, or attending the bereavement service of a grandchild, sister-in-law, brother-in-law, aunt, uncle, stepfather, stepmother, or a stepchild not a member of the employee's household, will be allowed one bereavement day with pay. Any leave in excess of three (3) days shall be without pay unless taken under the provisions of Article 13, Section 3.

## **ARTICLE 15 JURY LEAVE**

**Section 1. Pay.** Full-time employees who are called to serve on jury duty during scheduled work hours will be compensated for the difference between the rate of pay for the jury duty and the employee's regular rate for the hours scheduled to work. An employee shall return to regularly scheduled employment with the

Employer when temporarily excused from attendance at court, provided that the employee is able to return to perform at least two (2) hours remaining of scheduled work. Employees shall submit evidence of attendance at jury duty upon request.

**ARTICLE 16  
PAID TIME OFF**

**Section 1. Accumulation.** All employees covered by this Agreement who were on the seniority list of the Employer shall on each anniversary of their employment date be entitled to paid time off with pay in accordance to the following schedule:

For employees hired prior to 1/1/2010:

<u>Completion of:</u>	<u>Paid Time Off</u>	<u>Carry Over</u>
After probation to 1		
Year of service	56	0
1 to 6 years of service	184	120
7 to 11 years of service	224	160
12 to 15 years of service	264	200
16 or more years of service	304	240

For employees hired on or after 1/1/2010:

<u>Completion of:</u>	<u>Paid Time Off</u>	<u>Carry Over</u>
After probation to 1		
Year of Service	40	0
1 to 6 years of service	120	40
7 to 11 years of service	160	80
12 to 15 years of service	200	120
16 or more years of service	240	160

There will be no accrual of paid time off while an employee is absent from work and receiving short-term disability (STD), long-term disability (LTD), worker's compensation (with the exception of the specified compensable injuries listed in Article 13, Section 4), or unpaid time.

**Section 2. Paid Time Off Carry-Over.** Paid time off pay shall not be accumulated and in the event an employee fails to request paid time off or does not take his/her paid time off when requested during the calendar year, he/she will take paid time off when directed by the Sheriff. If he/she fails to take paid time off when directed, he/she shall forfeit his/her paid time off pay. Employees have the right to carry over paid time off per the schedule above.

**Section 3. Request for Paid Time Off.** Paid time off requests shall be submitted by the employee to the Employer no later than twenty (20) days prior to the beginning of each scheduled shift change. Such paid time off requests shall be authorized within five (5) days before the shift change commences. Road patrol shifts shall be allowed a minimum of two unit members off on paid time off simultaneously, subject to the operational needs of the department. However more than two unit members may be allowed off on paid time off, compensatory time or floating holidays, if the approval of the leave does not, in the Sheriff's discretion diminish the department's ability to provide necessary law enforcement coverage. Paid time off requests made at any time other than specified herein shall be authorized subject to the operational requirements of the department on the basis of the order in which the requests were submitted to the Employer.

**Section 4. Holiday During Paid Time Off.** If a paid holiday occurs during employee's time off for paid time off, he/she shall have the option of taking one (1) additional day of paid time off for each such holiday.

**Section 5. Other Uses.** Employees who are absent on account of sickness, injury or disability in excess of that allowed under the leave of absence provisions may, at the request of the employee and in the discretion of the Sheriff, be allowed to charge the same against their paid time off allowance.

**Section 6. Payment Upon Termination, Retirement, Death.** Employees who retire, die or terminate their employment with the Employer shall be paid for 75% of paid time off days earned and credited, at the employee's current rate of pay. There will be no payoff of paid time off to any employee separating with less than one year of service with the County.

## **ARTICLE 17 HOLIDAYS**

**Section 1. Recognized Holidays.** All employees covered by this Agreement shall be entitled to a holiday and shall be paid eight (8) hours, of either compensatory time or straight time hourly rate for each of the following holidays whether the holiday is worked or not.

New Years' Day  
Independence Day  
Memorial Day  
Veterans' Day  
Thanksgiving Day

Lincoln's Birthday  
Washington's Birthday  
Labor Day  
Columbus Day  
Christmas Day



**Section 2. Eligibility for Holidays.** Employees to be eligible for holiday pay have to be employed for ninety (90) days and must have been regularly working prior to and following the holiday, or have been laid off or on sick leave during the work week in the week in which the holiday falls. Employees who have accepted holiday work assignments and fail to report for work without cause acceptable to the Employer shall not receive pay for the holiday. Employees eligible for paid holidays who are required to work on a holiday after agreement by the Sheriff and the Union will receive time and one-half (1 ½) pay for each hour worked on such holiday, in addition to holiday pay for all hours worked on that holiday. The Sheriff may designate that a portion of the work force be given any holiday off with pay. If the work force is to be reduced on any scheduled holiday, said employees shall be given two (2) weeks notice unless extenuating circumstances exist.

Employees who work an identified holiday shall have a choice of taking overtime in either compensatory time off or pay, but in either case the employee working a holiday shall be required to take a minimum of eight (8) hours of pay for any holiday worked. When compensatory time is elected in either case the accumulation may not exceed the amount provided in Article 18, Section 4.

## **ARTICLE 18 HOURS, OVERTIME AND WORK WEEK**

**Section 1. Work Week.** The hours of work for all employees subject to this Agreement are eighty (80) hours per two (2) week pay period, and shall be rescheduled every seven (7) full pay periods by the Sheriff. Employees who worked more than such hours during each period and are so authorized in advance, shall be compensated on a time and one-half (1 ½) basis as specified below.

**Section 2. Non-Voluntary Overtime.** The Sheriff may prescribe reasonable periods of overtime work to meet operational needs. When it is necessary to order employees to work overtime, the following procedure should be used excepting, however, that an employee may be required to remain after their shift without following the below for a maximum of four (4) hours:

- a. Blocks of time shall generally be four (4) hours; however, they shall not be construed as limiting the Employer to only four (4) hour blocks in unusual circumstances.
- b. The first four (4) hours shall be assigned to the least senior regularly scheduled employee on duty.
- c. The remaining four (4) hours will be assigned to the least senior regularly scheduled employee on the shift following. If the least senior employee cannot be contacted, the next employee with the

least seniority who is regularly scheduled on the following shift shall be contacted, etc.

- d. In the event no employees who are regularly scheduled to a shift can be reached, and in the event no employees who are regularly scheduled to the following shift can be reached, the Employer may call in the least senior employee and move up the list until the vacancy is filled.
- e. Employees will not be ordered in on banked sick leave or paid time off days unless other employees are not available or if in the case of emergency.
- f. Employees will not be ordered to work more than sixteen (16) hours in any twenty-four (24) hour period unless there is an emergency.
- g. Nothing in this subsection shall be construed as limiting other provisions of this contract.

**Section 3. Compensation for Overtime Work.** Time and one-half (1 ½) will be compensated for over eight (8) hours per day within a twenty-four (24) hour period commencing with the employee's first regular scheduled shift based on the schedule at the beginning of the shift change period.

Employees shall be compensated for authorized overtime by payment at time and one-half (1 ½) unless mutually agreed by the Sheriff and employee to take compensatory time in lieu of overtime payment at time and one-half (1 ½). Only such hours as worked in excess of forty (40) hours of work per week as set forth herein shall be so compensated.

**Section 4. Compensatory Time.** This must be utilized within the calendar year except that a maximum of sixty (60) hours may be carried over to the following calendar year. Any excess will be lost unless the employee has sought to use it on a continuing basis commencing a minimum of ninety (90) calendar days prior to the following calendar year and is prohibited from doing so. The Employer may direct payment at any time when accrued compensatory time is in excess of sixty (60) hours at the time when overtime is worked.

**Section 5. Call Back.** Employees called in prior to their regular shift or called back following their regular shift shall be entitled to receive a minimum of two (2) hours pay regardless of the hours worked, but shall be required to perform two (2) hours of duties if such work is available. Such call ins or call backs shall be authorized only by the Sheriff or Undersheriff.

**Section 6. Court Time.** Officers subpoenaed into any Court or official hearing during off-duty hours shall receive a minimum of two (2) hours call back pay at

the rate of time and one-half (1 ½) their regular hourly rate of pay in lieu of fees and mileage. If they are required to spend more than one-half day in Court, only the hours after the first half-hour of the afternoon will be so compensated.

Officers subpoenaed for civil infraction hearings shall receive a minimum of two (2) hours call back pay at the rate of time and one-half (1 ½) their regular hourly rate of pay or pay at the rate of time and one-half (1 ½) for the actual time spent in said hearing, whichever amount is greater.

Officers subpoenaed into Court, civil infraction hearings, and formal hearings are not required to perform the call back work requirements as set forth in Section 5.

**Section 7. Assignment to a Higher Classification Pay.** Employees assigned to a Sergeant position shall receive pay at the equal step on the Sergeants wage scale for each hour assigned.

**Section 8. Shift Switching.** Shift switching will be allowed as follows:

- a. Shift switching will be permitted on a one-on-one basis between two employees.
- b. Employees who switch shifts will each maintain their own rate of pay, which they would have earned had each worked their own shift.
- c. Daily overtime (any time beyond eight [8] hours in a 24-hour period) will not accrue should the shift swap occur within a 24-hour period and result in one or both employees working more than eight (8) hours in a 24-hour period.
- d. All switches will be subject to the approval of the Sheriff or his designee, and requests shall not be unreasonably denied.
- e. Accurate time sheets, reflecting shift switches, must be maintained by the applicable employees.
- f. All shift switches must occur within the same pay period.
- g. Employees who switch shifts will assume the seniority of the person with whom they are switching for that particular shift.

## **ARTICLE 19 WAGES AND CLASSIFICATIONS**

### **Section 1. Wage Rates.**

2010 0% increase, add 15 year step at 1.5% above the 8 year step  
2011 0% increase

## **ARTICLE 20 SHIFT PREMIUM**

**Section 1. Shift Differential.** Employees regularly performing work on the second and third shift shall be entitled to a fifty cent (\$.50) per hour shift premium.

Second and third shifts are those which are regularly scheduled to commence after 2:00 PM or before 6:00 AM.

## **ARTICLE 21 MILEAGE AND PARKING**

**Section 1. Rate.** Employees required and authorized to have available and operate their own vehicles in the conduct of Employer business shall be paid an automobile allowance on the basis of the rate of reimbursement as established by the Jackson County Board of Commissioners for such use of vehicle.

**Section 2. Parking.** The Employer will furnish all employees subject to this Agreement a free parking area within the general vicinity of the County Building.

## **ARTICLE 22 UNIFORMS**

**Section 1. Issuance.** Sheriff employees required to wear and maintain prescribed items of clothing and personal equipment shall be furnished one (1) winter coat, one (1) spring jacket, six (6) shirts, three (3) pair of trousers, one (1) winter cap, one (1) summer cap, three (3) ties, and all necessary equipment (including safety) as may be required such as badges, guns and holsters. Equipment will be replaced on a direct exchange basis when necessary. Uniforms will be original issue.

**Section 2. Cleaning Allowance.** Effective December, 2001, the Employer shall annually provide a cleaning allowance of four hundred dollars (\$400.00) for the period 1/01 to 12/01. This allowance shall include reimbursement for approved footwear. The payment shall be made in December of every year. If an employee quits or is terminated or goes on leave of absence during the year, the Employer shall prorate the allowance on the basis of the amount of time worked during such year. If an employee retires, he/she shall receive a prorated amount. This cleaning allowance shall be paid to all members of the unit. New employees shall receive a prorated portion of the cleaning allowance based on the amount of time to be worked in the calendar year.

**ARTICLE 23  
INSURANCE**

**Section 1. Cafeteria Plan.** Cafeteria plan benefits, as reflected on Attachment A, will start within ninety (90) days after the employee has commenced actual service with the Sheriff's Department.

**Section 2. Hospital and Medical Coverage.** The Employer may change carriers if the coverage is comparable.

**Section 3. Medical Insurance.**

Employees will pay a premium share for health insurance as follows:

Pre-93 Hires	5% across the board
Post 93 Hires	10% across the board

Individualized Benefit Plan (IBP) dollars are \$5740 allowing the purchase of Community Blue PPO1, \$10/20/40 prescription option, and basic dental and optical options. Co-payments under the Group Health Plan will be as follows: all office co-payments \$10.00; all emergency room co-payments \$75.00.

Employees hired prior to 1/1/2007 and retirees who retired prior to 1/1/2007 may currently elect to opt out of the County's health insurance coverage and receive a cash payment in lieu of health insurance coverage if they are eligible for the County's health insurance coverage and have health insurance coverage through a secondary source, excluding Medicare.

However, employees hired on or after 1/1/2007 and retirees who retire on or after 1/1/2007 may only opt out of such coverage and receive a cash payment in lieu of health insurance coverage if they are eligible for the County's health insurance coverage and have health insurance coverage through a secondary source excluding Medicare and excluding County health insurance coverage offered to an employee or retiree spouse.

The amount of the cash payment shall be determined by the Board of Commissioners each year.

In order to waive coverage and receive the cash payment, the employee or retiree must meet the following criteria:

- Must certify and provide proof of health insurance coverage through a secondary source as explained above; and
- Must complete the Health Insurance Waiver Form

Termination of Waiver. Should insurance coverage through the secondary source described above be terminated for any reason, the employee or retiree is entitled to terminate the waiver agreement, cease the cash payment and re-enroll in the County's health insurance program provided notification is made to the County's Human Resources Department within thirty (30) days after coverage was lost. Otherwise, employees and retirees may elect to terminate the waiver agreement, cease the cash payment and re-enroll in the County's health insurance program only during an open enrollment period.

**Section 4. Life Insurance.** The Employer shall provide to each employee covered by the Agreement a group life insurance policy of thirty thousand dollars (\$30,000) with accidental death benefit provisions of thirty thousand dollars (\$30,000) at the Employer's entire expense.

The Employer shall provide to each retiree a group life insurance policy of fifteen thousand dollars (\$15,000) at the Employer's entire expense.

**Section 5. Hospital and Medical Coverage/Retirees.** Effective 1/1/2000 hospital and medical coverage provided by the employer will continue for employees retiring from the Sheriff Department with fifteen (15) or more years of service with the Sheriff Department, excluding service credit attributable to another municipal employer. Employees may purchase coverage for their eligible dependents based upon illustrative rates as determined by the Third Party Administrator on a year to year basis and upon the terms and conditions stated by the County. Coverage for employees retiring with less than fifteen (15) years of Jackson County Sheriff Department Service will be funded by the County as follows:

Fourteen (14) years	95%
Thirteen (13) years	90%
Twelve (12) years	85%
Eleven (11) years	80%
Ten (10) years	75%

Employees must have fifteen (15) or more years of service attributable to the Jackson County Sheriff Department to receive Employer funded spousal coverage.

Retiree spousal coverage for health insurance will not be available for employees hired on or after 1/1/2010.

In the event of a duty disability retirement, the spouse will be covered for health insurance if the disability is as a result of the following:

1. An assault
2. Crashes while a passenger or driver of a conveyance.

3. While attempting to detain or take individuals into custody.
4. Attempting to quell a riot or disturbance.
5. Attempting a rescue.
6. While performing a first-aid function.
7. Conducting a search.
8. Firearms injury.
9. Authorized training which places the employee at a risk of physical injury.

Employees with less than fifteen (15) years of service must be eligible to immediately begin drawing pension benefits upon termination of employment to be eligible for health insurance benefits.

Health and hospitalization coverage supplementing Medicare shall be provided for eligible retirees. Any cost over the Employer's premium obligation shall be paid for by the retiree on a monthly basis.

Further there shall be a requirement to coordinate with other available health insurance, Medicare, Medicaid, Federal insurance or any other health insurance which may be available in part or in total to the retired employee.

All questions of eligibility shall be determined by the regulations and rules established by the carrier providing such coverage.

The retiree shall apply for Medicare, Medicaid or similar federal program benefits as soon as he/she is eligible. As of that date, all benefits payable by the Employer shall be reduced by an amount equal to federal benefits pertaining at that time and shall be supplemental to such coverage. In the event the name of any of the coverages/benefits referred to herein shall be changed, this section shall be deemed to apply to any and all similar or replacement programs subsequently designated.

## **ARTICLE 24 RETIREMENT**

**Section 1.** The present retirement plan for employees of the Department shall be continued and shall provide normal retirement benefits at two percent (2%) of the employee's annual compensation as defined in the plan. Effective January 1, 1998, the retirement multiplier shall increase to two and one-quarter percent (2.25%). Employees shall pay the full cost of the increase amortized over thirty (30) years by payroll deduction. Effective 1/1/2010, the retirement multiplier shall increase to two and one-half percent (2.5%). Employees shall pay the full cost of the increase amortized over thirty (30) years by payroll deduction. The Union agrees to pay for the initial supplemental actuarial evaluation. Maximum Employer-financed portion is seventy-five percent (75%) of Final Average Compensation (FAC). FAC for employees represented by the Union shall be the annual average of the aggregate amount of compensation paid a Member during

the three (3) consecutive years of credited service contained within the ten (10) years preceding termination of Employer employment in which the aggregate amount of compensation paid a Member during the three (3) consecutive years of credited service contained within the ten (10) years preceding termination of Employer employment in which the aggregate amount of compensation paid was greatest. Employees represented by the Union may take normal retirement at:

- a. Age fifty-five (55) or thereafter with ten (10) years of credited service, or
- b. Age sixty (60) with eight (8) years of service, or
- c. Any age with twenty-five (25) years or more of service.

The Employer will make contributions to the Retirement System in the amounts recommended by the actuarial study approved by the Jackson County Employee's Retirement System Board of Trustees. Employees shall pay the cost in excess of 1.77% of compensation to allow employees to retire at any age with twenty-five (25) years or more of service in addition to the cost noted above. Employee contributions to the Retirement System will be made through payroll deduction.

**Section 2.** By December 31, 1995, for current employees or within twelve (12) months after an employee is hired, the employee will be eligible to buy up to four (4) years of military and/or municipal police or fire service.

Once an employee elects to buy military and/or municipal police or fire service, he/she shall have the option of paying for that service with equal payments over a period of time not to exceed thirty-six (36) months.

- a. The individual specifically requests credit for such military and/or municipal police/fire service and pays to the Retirement System an amount equal to 2.5% of his/her full-time or equated full-time annual compensation for the year in which such payment is made to the System, multiplied by the number of years and fraction of a year of Credited Service for which each Member elects to receive credit up to the allowable minimum of one (1) and maximum of four (4) years but not in excess of enabling an active employee to have twenty-five (25) years of service.
- b. In no case shall less than (1) or more than four (4) years of Credited Service be credited on account of all military and/or municipal police/fire service. Service shall not be credited until the Member has ten (10) years of Credited Service in force. Only completed years and months of military and/or municipal police/fire service shall be credited under this Section.



- c. Service shall not be credited if the Service is or would be credited under any other federal, state, or local publicly supported retirement system.

**Section 3. Purchase of Universal Credited Service.** Employees will be provided the opportunity to purchase up to a maximum of four (4) years of Universal Credited Service at no cost to the County. The combination of purchasing Universal Credited Service and Military/Municipal Police/Fire Service may not exceed a maximum of four years.

**Section 4. Deferred Retirement Option Plan (DROP).** Employees eligible for retirement based on age and/or years of service may elect to participate in the DROP per Retirement System By-Laws. Employees enrolling in the DROP on or after 1/1/2010 will have a fluctuating rate of return as follows: A guarantee of a minimum of 4.0% to a maximum equal to the actual annual rate of return of the pension system minus 1.0%.

**Section 5. Pension.** Effective January 1, 2000, the Employer shall provide for a pretax mechanism as permitted under Internal Revenue Service rules for the employees' portion of retirement costs.

**Section 6. Defined Contribution Plan.** Employees hired on or after 1/1/2010 will participate in the Defined Contribution Plan and will not be eligible to participate in the Defined Benefit Plan.

Employees will be required to make a mandatory minimum contribution of 1.0% (pre-tax) of their earnings but may contribute up to 12.0% of their annual earnings in the Defined Contribution Plan. The County will contribute a minimum of 1.0% of the employee's annual wage. The County will match up to an additional 4.0% of the employee contribution, not to exceed a total contribution of 5.0% of the employee's annual wage. Employees will be vested in the plan after the completion of five (5) years of service with the County.

## **ARTICLE 25 VEHICLES, SAFETY, AND PATROLS**

**Section 1.** The Employer shall purchase vehicles for the purpose of patrol related to the safety of the Officers in the performance of their duties.

**Section 2. Safety.** The vehicle shall be maintained at a high standard of repair.

**Section 3. One-Person Patrol Units.** One-person patrol units will not be scheduled on duty after 11:00 PM unless absenteeism, vacations or unexpected occurrences require the assignment of one person to a car.

One person cars may be assigned after 11:00 PM on a voluntary basis for special overtime such as OUIL enforcement, etc.

## **ARTICLE 26 BULLETIN BOARDS**

**Section 1. Location and Postings.** There will be a bulletin board available in each building where employees report, portions of which shall be made available to the Union for their announcements. No postings shall be made on such boards until first approved by the Sheriff, which approval shall not be unreasonably withheld.

## **ARTICLE 27 LONGEVITY**

**Section 1. Plan.** A longevity compensation plan based on the total base salary of the employee is hereby established. The longevity compensation provides that the employee shall receive two percent (2%) of his/her base salary at the commencement of seven (7) years of service with the Employer.

An employee shall receive three percent (3%) of his/her base salary at the commencement of eleven (11) years of service with the Employer.

An employee shall receive four percent (4%) of his/her base salary at the commencement of fifteen (15) years of service with the Employer.

Longevity shall be based on the total pay of an employee. Total pay means actual non overtime hours paid from November 1 through October 31. For 2010 only, this change will require a transition year whereby the longevity payment will be calculated on actual non-overtime hours paid between January 1, 2010 through October 31, 2010. All subsequent years will be calculated using the November 1 through October 31 period.

Longevity compensation shall be paid the first pay period of December of each year.

No longevity shall be paid to employees hired after January 1, 2005.

## **ARTICLE 28 VALIDITY**

**Section 1.** In the event any sentence, clause or phrase of this Collective Bargaining Agreement shall be held for any reason to be inoperative or void or invalid, the remainder of the portions of this contract shall not be affected thereby.

## **ARTICLE 29 ENTIRE AGREEMENT**

**Section 1. Agreement.** The parties acknowledge that during negotiations which resulted in the Agreement, each had the unlimited opportunity to make demands and proposals with respect to any subject matter of collective bargaining, and the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. 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 matter referred to or covered in the Agreement, even though such subjects may not have been within the knowledge or contemplation of either or both parties at the time they negotiated or signed the contract.

## **ARTICLE 30 PROMOTIONAL PROCEDURES FOR SERGEANTS**

**Section 1. Definition.** The purpose of this Article is to establish a system for promotion for the position of Sergeant.

**Section 2. Program.** This program involves the upward movement of selected personnel from within the Department. Each promoted employee must be a current member of the Department and must meet all the eligibility rules of the promotional procedure. This rule applies to every position from Deputy through Sergeant.

**Section 3. Posting.** Vacancies or newly created Sergeant position notices will be posted for a period of seven (7) calendar days and employees wishing to fill such positions shall apply in writing to the Sheriff during the said seven (7) day period.

**Section 4. Eligibility for Sergeants.** A road division deputy must have four (4) years of continuous experience in the Department and must have performed road patrol duty.

**Section 5. Qualifications.** In the event that those employees interviewed do not qualify, the Employer reserves the right to decrease the eligibility from four (4) years to two (2) years. In the event those persons with two (2) years of experience are unable to be qualified, by virtue of the promotional process, the Employer and the Association agree that if those events occur, then the Employer may go outside the bargaining unit to fill that promoted vacancy.

**Section 6. Testing Cutoff.** An applicant must score a minimum of seventy percent (70%) in order to continue in the promotional procedure. Scoring and notification of eligible participants shall be accomplished as soon as practicable after the testing process is completed. All employees taking and passing the

examination with a minimum seventy percent (70%) shall be equal and move on to the next step of the process.

**Section 7. Promotional Procedure.** The Sheriff and his/her designees shall conduct oral interviews with the candidates that have in writing, requested an interview. Consideration may be given to but not limited to the following: oral interview, work ethic, performance appraisals and leadership ability. The decision of the Sheriff is final and is not subject to further action or challenge.

**Section 8. Trial Period.** Commencing with the first full pay period following promotion, the promoted employee shall receive the rate of the new rank or classification which results in an increase if already employed by the Sheriff Department. Promoted employees shall be on a trial period of one hundred eighty (180) work days immediately following promotion. During such trial period, the Sheriff may demote the employee to his/her former rank or the employee may, of his/her own volition within sixty (60) calendar days, request in writing to be relieved of his/her new classification or rank and be returned to his/her former classification or rank. After completion of the trial period, an employee may be demoted for just cause.

### **ARTICLE 31 CLOTHING ALLOWANCE**

**Section 1.** The non-uniform personnel and the fire investigator shall be entitled to a clothing allowance each year of three hundred dollars (\$300.00) payable in December, with a proportionate payment to be made in the event of termination.

### **ARTICLE 32 CONTRACTUAL SERVICES**

**Section 1. One-Deputy Patrol Units.** One-Deputy Patrol Units may be scheduled between 11:00 PM and 7:00 AM in those villages, townships, governmental units in which a contract for police services exists provided that there is a regularly scheduled police unit in a contiguous township/village after 11:00 PM.

**Section 2. Assignment.** In any contract detail that provides for less than full coverage (seven [7] day-twenty-four [24] hours), the Sheriff may assign and exclude such details from the normal scheduling process.

### **ARTICLE 33 PART-TIME EMPLOYEES**

**Section 1. Definition.** A part-time employee is one who may be scheduled to work not more than one thousand five hundred sixty (1,560) hours in a fifty-two (52) week period. All hours paid are considered hours worked.

**Section 2. Probationary Period.** Probationary period shall be based on hours worked. A part-time employee who is upgraded to a full-time position shall serve a probationary period as a new hire as outlined in Article 10, Section 2, of this Agreement.

**Section 3. Step Increases, Seniority, Other Benefits.** Step increases, seniority and other benefits as enumerated will accrue/be prorated on the basis of hours worked with two thousand eighty (2,080) hours used to constitute one (1) year.

**Section 4. Fringe Benefits.** Part-time employees shall be entitled to fringe benefits as enumerated. These benefits are holiday leave, paid time off and bereavement leave. Such leave shall be prorated based on hours worked. Such employees shall not be entitled to health or life insurance or dental/optical benefits.

**Section 5. Union Dues.** Part-time employees shall pay Union dues.

**Section 6. Retirement System.** Part-time employees shall contribute to the retirement system.

**Section 7. Promotional Process.** Part-time employees may not participate in the promotional process.

**Section 8. Displacement of Full-Time Positions.** Part-time employees shall not be used to displace full-time positions in the bargaining unit.

**Section 9. Full-Time Openings.** The Sheriff reserves the right to transfer full-time employees to full-time openings prior to consideration to part-time employees. In the event that full-time employees are not transferred or assume the full-time vacancy, qualified part-time employees shall be given priority before new hires, subject to the remainder of this Article.

**Section 10. Casual Employees.** A casual employee is one who is called to work as needed. However, such employee shall not work more than three hundred ninety (390) hours in a fifty-two (52) week period. Such employees shall have no seniority status and have no rights under the provisions of this Agreement. There shall be no more than two (2) casual employees at any one time performing bargaining unit work.

## **ARTICLE 34 TUITION REIMBURSEMENT**

**Section 1.** Bargaining unit employees shall be eligible to participate in the County-wide tuition reimbursement program on the same terms as non-union

County employees. Conditions of participation and eligibility requirements are available from the Human Resources Department. The terms and conditions of the policy may be changed by the Employer in its discretion.

**ARTICLE 35  
TRAVEL REIMBURSEMENT**

Employees are eligible for travel expense reimbursement per County Policy #5070 Conference and Travel Expenses.

**ARTICLE 35  
DURATION**

This Agreement shall become effective as of the 1<sup>st</sup> day of January, 2010, unless otherwise noted. It shall remain in full force and effect until December 31, 2011. Notices shall be given in writing and shall be sent to the Union addressed to their chairperson of the bargaining committee at such place as he/she shall designate. Notice to the Employer is sufficient if given to the County Human Resources Director at the Jackson County Tower Building, Jackson, Michigan.

IN WITNESS WHEREOF, the parties hereto have caused the instrument to be executed on the 20th day of April, 2010.

**POLICE OFFICERS ASSOCIATION  
OF MICHIGAN**

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**JACKSON COUNTY**

\_\_\_\_\_  
Chair, Board of Commissioners  
  
\_\_\_\_\_  
Chair, Personnel & Finance

SHERIFF:

\_\_\_\_\_  
Daniel Heyns

**POAM WAGE RATES  
2010 - 2011**

<b>Start Rate</b>	<b>1 Year</b>	<b>2 Year</b>	<b>3 Year</b>	<b>4 Year</b>	<b>5 Year</b>	<b>8 Year</b>	<b>15 Year</b>
\$17.54	\$19.64	\$20.30	\$21.29	\$22.92	\$24.79	\$25.06	\$25.44
\$36,487.18	\$40,853.59	\$42,233.78	\$44,291.52	\$47,679.26	\$51,568.88	\$52,130.28	\$52,915.20

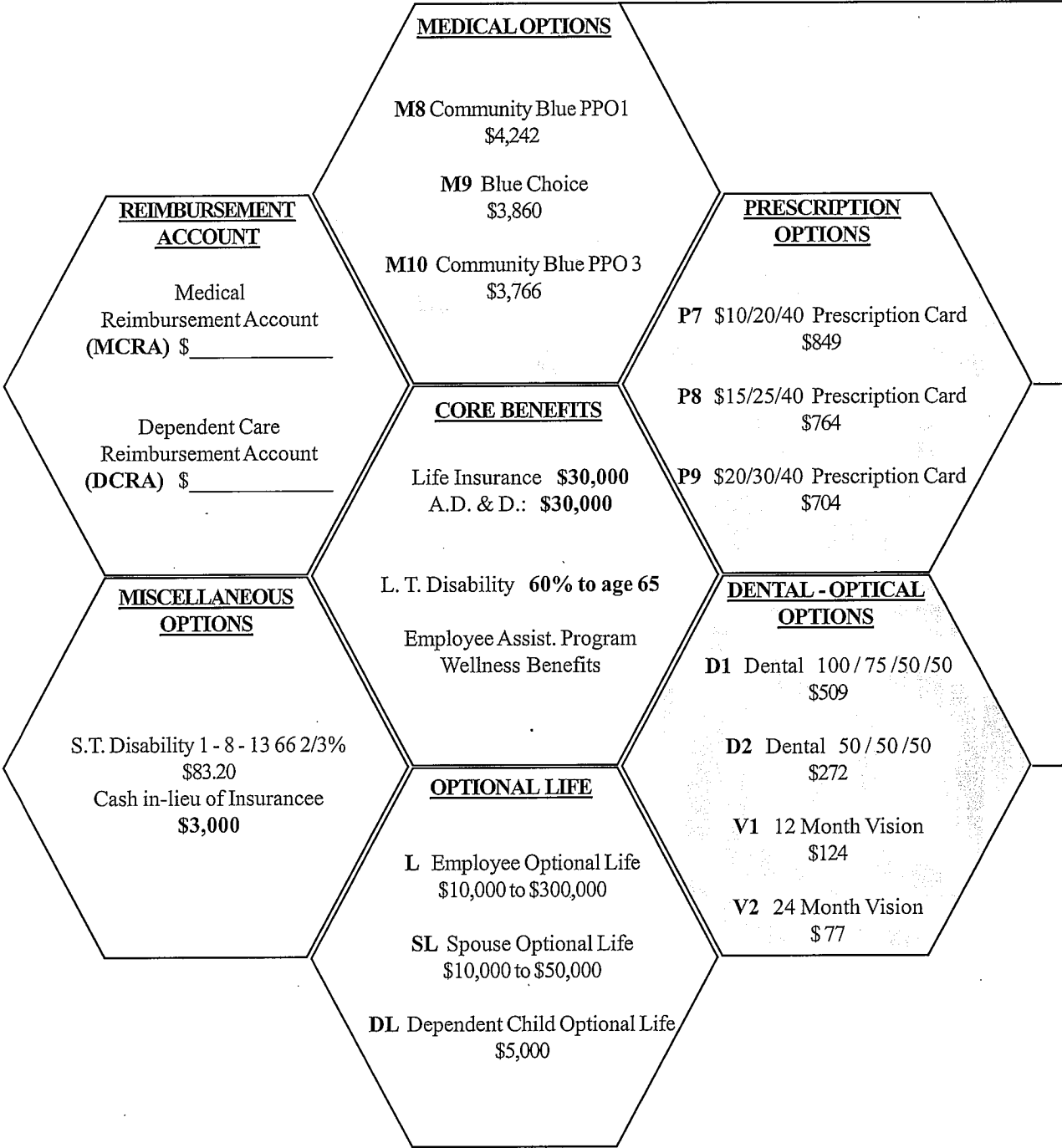


# Individualized Benefit Plan

**2010 - 2011**

**IBP DOLLARS ALLOWABLE - \$5,740**

**NOTE: If Opting Out of Medical Benefits, \$3,000 IBP Dollars  
Are Available For Additional Benefits or Cash**



# Planning for Tomorrow