

**AGREEMENT**

**BETWEEN**

**MUSKEGON COUNTY BOARD OF COMMISSIONERS**

**AND THE**

**MUSKEGON COUNTY SHERIFF**

**AND**

**TEAMSTERS LOCAL UNION NO. 214  
AFFILIATED WITH THE INTERNATIONAL  
BROTHERHOOD OF TEAMSTERS, CHAUFFEURS,  
WAREHOUSEMEN AND HELPERS OF AMERICA**

**(CORRECTIONS OFFICER UNIT)**

**EFFECTIVE: September 14, 2010, Through September 30, 2011**

**TABLE OF CONTENTS**

<u>TITLE</u>	<u>SECTION</u>	<u>PAGE</u>
Acceptance of Gifts . . . . .	22.23	37
Accidents . . . . .	22.7	32
Appeal of Disciplinary Action . . . . .	7.4	8
APPENDIX A . . . . .		40
Application of Seniority . . . . .	11.2	14
Arbitrator's Powers . . . . .	5.5	6
Benefit Anniversary Date . . . . .	11.5	15
Benefit Program Compensation . . . . .	22.16	36
Bereavement Leave . . . . .	14.1	18
Birthday Holiday . . . . .	17.4	25
Bulletin Board . . . . .	22.14	35
Cancelled Vacation . . . . .	16.6	24
Captions . . . . .	22.20	37
Chief Steward and Steward . . . . .	4.4	4
Classifications and Wage Rates . . . . .	18.1	25
Collective Bargaining Unit . . . . .	1.1	1
COMPENSATION . . . . .		25
Court and Call-Back Time . . . . .	8.4	11
Definition of Grievance . . . . .	5.1	5
Definition of Seniority . . . . .	11.1	14
Dental Coverage . . . . .	19.4	29
Departmental Organization . . . . .	22.1	31
DISCIPLINARY ACTION . . . . .		8
Discipline for Just Cause . . . . .	7.5	9
DRUG POLICY . . . . .		30
Drug Policy . . . . .	21.1	29
Dues Deduction . . . . .	1.3	1
DURATION . . . . .		37
Effect of Leaves Without Pay . . . . .	13.2	16
Election of Remedies . . . . .	22.17	36
EMPLOYER'S RIGHTS . . . . .		2
Equipment Reports . . . . .	22.8	32
Extra Contract Agreements . . . . .	1.4	2
FAMILY AND MEDICAL LEAVE ACT APPLICATION . . . . .		15
Family and Medical Leave Act Application . . . . .	12.1	15
General Medical Plan Provisions . . . . .	19.5	29

## TABLE OF CONTENTS

<u>TITLE</u>	<u>SECTION</u>	<u>PAGE</u>
GRIEVANCE AND ARBITRATION PROCEDURE . . . . .		5
Grievance Committee . . . . .	4.1	3
Grievance Committee Meetings . . . . .	4.2	3
Grievance Investigation . . . . .	4.5	4
Grievance Procedure . . . . .	5.2	5
Holiday Eligibility . . . . .	17.3	25
HOLIDAYS . . . . .		24
HOURS OF WORK . . . . .		9
Inactivation . . . . .	7.8	9
INSURANCE . . . . .		26
Insurance Coverage Limitation . . . . .	19.6	29
Jury Duty Leave . . . . .	14.2	18
Layoff . . . . .	10.1	13
LAYOFF AND RECALL . . . . .		13
Layoff Pay . . . . .	10.3	13
Leave of Absence Definition . . . . .	13.1	16
LEAVES OF ABSENCE WITHOUT PAY . . . . .		16
Legal Counsel . . . . .	22.11	34
Life Coverage . . . . .	19.2	27
Longevity . . . . .	18.3	26
Loss or Damage by Employee . . . . .	22.6	32
Lost Time . . . . .	4.3	3
Maternity Leave . . . . .	14.3	19
Medical Coverage . . . . .	19.1	26
Medical Leave . . . . .	15.4	21
Merit Increases . . . . .	18.2	26
MISCELLANEOUS . . . . .		29
No Strike . . . . .	3.1	3
Non-Bargaining Unit Personnel . . . . .	9.5	12
Non-Discrimination . . . . .	22.22	37
Notice of Arbitration . . . . .	5.3	5
Notice of Disciplinary Action . . . . .	7.2	8
Notice of Special Conferences . . . . .	6.1	7
Notice of Union Representatives . . . . .	4.6	4
Other Employment . . . . .	8.5	11
OVERTIME . . . . .		11

**TABLE OF CONTENTS**

<u>TITLE</u>	<u>SECTION</u>	<u>PAGE</u>
Overtime Authorization . . . . .	9.3	12
Overtime Distribution . . . . .	9.2	12
Pay for Day of Injury . . . . .	15.3	21
Pay for Holiday Work . . . . .	17.2	25
Penalties . . . . .	3.2	3
Personal Belongings . . . . .	22.13	35
Personal Days . . . . .	17.5	25
Premium Pay for Overtime Work . . . . .	9.1	11
Premium Rate Exception . . . . .	9.4	12
PROHIBITIONS . . . . .		3
Re-Assignment . . . . .	7.7	9
Recall . . . . .	10.2	13
Reclassification . . . . .	22.2	31
RECOGNITION . . . . .		1
Recognized Holidays . . . . .	17.1	24
REPRESENTATION . . . . .		3
Reserved Rights . . . . .	2.1	2
Residency Requirements . . . . .	22.15	35
Rest Periods . . . . .	8.3	11
Retiree's Coverage . . . . .	19.3	27
Retirement Plan . . . . .	22.12	34
Return From a Leave Without Pay . . . . .	13.4	18
RETURN TO THE BARGAINING UNIT . . . . .		30
Return to the Bargaining Unit . . . . .	20.1	30
Following Promotion		
Save Harmless . . . . .	1.5	2
Scheduling of Special Conferences . . . . .	6.3	7
Section 125 Plan . . . . .	19.7	29
Selection of Arbitrator . . . . .	5.4	6
SENIORITY . . . . .		14
Seniority List . . . . .	11.4	15
Separability and Savings Clause . . . . .	22.19	36
Sheriff Department Personnel Files . . . . .	22.10	34
SICK LEAVE . . . . .		19
Sick Leave Benefits . . . . .	15.1	19
Sick Leave During Vacation . . . . .	16.5	24

## TABLE OF CONTENTS

<u>TITLE</u>	<u>SECTION</u>	<u>PAGE</u>
SPECIAL CONFERENCES . . . . .		7
Special Conference Meetings . . . . .	6.2	7
Special Consideration . . . . .	15.5	22
SPECIAL LEAVES . . . . .		18
Super Seniority . . . . .	4.7	4
Temporary Assignments . . . . .	8.2	10
Term of Agreement . . . . .	23.1	37
Termination . . . . .	16.3	23
Termination of Seniority . . . . .	11.3	14
Time Computation . . . . .	5.6	6
Training Programs . . . . .	22.18	36
Types of Leave Without Pay . . . . .	13.3	17
Unemployment Compensation . . . . .	22.4	30
Uniform Allowance . . . . .	22.9	32
Union Representation During Disciplinary Action	7.1	8
Union Security . . . . .	1.2	1
Unsafe Equipment . . . . .	22.5	30
Use of Sick Leave . . . . .	15.2	20
Use of Special Conferences . . . . .	6.4	7
Vacation Benefits . . . . .	16.1	22
Vacation Eligibility . . . . .	16.4	24
Vacation Pay Advance . . . . .	16.7	24
Vacation Scheduling . . . . .	16.2	23
VACATIONS . . . . .		22
Verbal Reprimand . . . . .	7.6	9
Waiver . . . . .	22.21	37
Work Schedule . . . . .	8.1	9
Worker's Compensation . . . . .	22.3	31
Written Incident Reports . . . . .	7.3	8

## A G R E E M E N T

**THIS AGREEMENT** made and entered into this 14th day of September, 2010, by and between the Muskegon County Board of Commissioners and the Muskegon County Sheriff (hereinafter termed the "Employer"), and Teamsters Local Union No. 214, affiliated with the International Brotherhood of Teamsters, Chauffeurs, Warehousemen, and Helpers of America (hereinafter called the "Union").

### RECOGNITION

#### **Section 1.1**                      **Collective Bargaining Unit**

The Employer hereby recognizes the Union as the exclusive representative for purposes of collective bargaining with the Employer for all full-time permanent Corrections Officers, employed at the Muskegon County Sheriff Department, excluding all part-time, temporary, and seasonal employees, all Sheriff Deputies and all other full-time permanent employees.

#### **Section 1.2**                      **Union Security**

The Employer agrees that during the term of this Agreement it shall be a condition of employment that all present and future employees (after completion of thirty (30) days' employment) shall either become members of the Union or pay a reasonable service charge for representation by the Union. Such employees may pay the service charge by means of a check-off as hereinafter provided.

#### **Section 1.3**                      **Dues Deduction**

- A. The Employer agrees to deduct from the pay of each seniority employee all dues, or a service charge in lieu of Union dues and/or initiation fees of Teamsters Local Union No. 214, for each and every employee; provided, however, that the Union presents to the Employer authorizations signed by such employee allowing such deductions and payment to the Union. Dues will be deducted from the first payroll of each month.
  
- B. It is agreed that all employees who come within the provisions of this Agreement will be requested to sign a card or form as provided by the Union authorizing the deduction from the employee's wages of all Union dues, or a service charge in lieu of Union dues, and/or initiation fees and special

assessments as may be established by the Union and become due to it during the life of this Agreement. The Employer agrees to comply with such written authority and to transmit such sums to the Union within two (2) weeks following the dues deduction.

**Section 1.4**                      **Extra Contract Agreements**

The Employer agrees that it will not enter into any agreement with another labor organization during the term of this Agreement with respect to employees within the bargaining unit nor will the Employer enter into any agreement with individual collective bargaining employees which conflicts with the terms of this Agreement.

**Section 1.5**                      **Save Harmless**

The Union shall indemnify and save harmless the Employer against any and all claims, demands, suits, or other forms of liability that may arise by reason of compliance with the terms of Sections 1.2 and 1.3.

**EMPLOYER'S RIGHTS**

**Section 2.1**                      **Reserved Rights**

It is understood and hereby agreed that the Employer reserves and retains, solely and exclusively, all of its inherent and customary rights, powers, functions and authority of management to manage the Employer's operations, not inconsistent with the express terms of this Agreement. These rights vested in the Employer include, but are not limited to, those provided by statute or law along with the right to direct, hire, promote, transfer, assign and retain employees in positions within the County consistent with the employee's ability to perform the assigned work. Further, to suspend, demote, discharge for just cause, or take such other disciplinary action which is necessary to maintain the efficient administration of the Employer. It is also agreed that the Employer has the right to determine the method and means of work and the number of personnel, by which the business of the Employer shall be conducted and to take whatever action is necessary to carry out the duty and obligation of the Employer to the taxpayers thereof. The Employer shall also have the power to make rules and regulations relating to personnel policies, procedures and working

conditions not inconsistent with the express terms of this Agreement, said rules and regulations shall be reasonable.

## **PROHIBITIONS**

### **Section 3.1**

#### **No Strike**

No employee, Union member or agent of the Union shall call or cause any strike, work stoppage or cessation of employment of any kind whatsoever.

### **Section 3.2**

#### **Penalties**

Any individual employee or group of employees who willfully violate, or disregard the arbitration and grievance procedure set forth in this Agreement, may be summarily discharged by the Sheriff without liability on the part of the Sheriff, the Employer or the Union.

## **REPRESENTATION**

### **Section 4.1**

#### **Grievance Committee**

The Union shall be entitled to form a Grievance and Negotiation Committee consisting of a Chief Steward and one (1) steward, the Business Representative, and any other Teamster Local Official.

### **Section 4.2**

#### **Grievance Committee Meetings**

Meetings of the Grievance Committee may be called at reasonable intervals by the Committee members and may be called at any reasonable time by the Sheriff, Human Resources Director or their designees.

### **Section 4.3**

#### **Lost Time**

The members of the Grievance and Negotiation Committee shall be compensated at their normal rate of pay for all regularly scheduled working time expended in adjusting grievances or in contract negotiations. Such time shall be counted as time worked. Work schedules may be changed for negotiation meetings.



**Section 4.4**

**Chief Steward and Steward**

The Union will appoint two (2) stewards who will act as representatives of the Union receiving reasonable time off with pay during his/her regular working hours to conduct Union business involving grievance investigations and contract negotiations.

**Section 4.5**

**Grievance Investigation**

The Steward, during regular working hours, without loss of time or pay, in accordance with the terms of this Article, may investigate and present grievances to the Employer and may attend negotiating sessions upon having received permission from his/her Supervisor to do so. The Supervisor shall grant permission within a reasonable time after the first (1st) hour of the shift for the Steward to leave his/her work for these purposes subject to necessary emergency exceptions. The privilege of the Steward leaving his/her work during working hours, without loss of time or pay, is subject to the understanding that the time will be devoted to the proper processing of grievances and will not be abused.

The Steward may be required to record time spent. The Steward will perform their regularly assigned work at all times except whenever necessary to leave their work to process grievances as provided herein.

**Section 4.6**

**Notice of Union Representatives**

The Union will furnish the Employer with the names of its authorized representatives and members of its committee who are employed within the unit and such changes as may occur from time to time in such personnel so that the Employer may at all times be advised as to the authority of the individual representative of the Union with which it may be dealing.

**Section 4.7**

**Super Seniority**

Notwithstanding his/her position on the seniority list, the Stewards, in the event of a layoff of any type, shall be continued at work as long as there is a job in his/her bargaining unit which he/she can perform and shall be recalled to work in the event of a layoff on the first open job in his/her bargaining unit which he/she can perform. The Stewards shall be permanent and non-probationary employees.

## **GRIEVANCE AND ARBITRATION PROCEDURE**

### **Section 5.1                    Definition of Grievance**

A "grievance" as used in this Agreement is limited to a complaint which involves the interpretation of, application of or compliance with the provisions of this Agreement.

### **Section 5.2                    Grievance Procedure**

Any alleged violation of this Agreement or any disagreements as to the interpretation or application of this Agreement shall be considered matters subject to review through the grievance procedure as follows:

Step 1 An attempt shall be made to adjust grievances on an informal basis between the employee and, if he/she desires, his/her designated representative, and the immediate supervisor within seven (7) working days of the incident causing the grievance or seven (7) days of when the employee should have reasonably known of the incident.

Step 2 If the grievance is not settled at Step 1, then within five (5) working days of the discussion with the supervisor in Step 1, the employee shall submit the signed, written grievance to the Sheriff. Within five (5) working days of the receipt of the written grievance, the Sheriff or his designee shall meet with the employee and/or his/her Steward and Business Representative to discuss the grievance. The Sheriff or his designee will provide his written response to the employee within five (5) working days following the meeting.

Step 3 If the grievance is not settled at Step 2, then within five (5) working days of the receipt of the written response in Step 2, the employee shall submit the grievance to the County Human Resources Director. The Employer shall then affirm its position in writing within ten (10) days after receipt of the written grievance.

### **Section 5.3                    Notice of Arbitration**

If the grievance is not settled at Step 3 of the grievance procedure, it may be submitted by the Union to final and binding arbitration. Within sixty (60) calendar days of the date of the

receipt of the written reply from Step 3, the Union shall proceed with the selection of an arbitrator as indicated in Section 5.4.

If the grievance is concerning a discharge from employment, within ten (10) days of the date of the receipt of the written reply from Step 3, the Union shall proceed with the selection of an arbitrator as indicated in Section 5.4.

#### **Section 5.4**                      **Selection of Arbitrator**

Within the time frames indicated in Section 5.3, the Union shall request from the Federal Mediation and Conciliation Service a list of arbitrators in accordance with the rules of the Service. A copy of the Union's request for arbitration shall be forwarded to the Human Resources Director. The arbitrator shall be selected by each party alternately striking a name from the list, the remaining name shall serve as arbitrator. The fees and services of the arbitrator shall be shared equally by the Union and the Employer, but each party shall bear the cost of its own expenses and witnesses.

#### **Section 5.5**                      **Arbitrator's Powers**

The Arbitrator's powers shall be limited to the application and interpretation of this Agreement as written. He/she shall at all times be governed wholly by the terms of this Agreement. The Arbitrator shall have no power or authority to amend, alter or modify this Agreement either directly or indirectly. If the issue of arbitrability is raised, the Arbitrator shall only decide the merits of the grievance if arbitrability is affirmatively decided. The arbitration award shall not be retroactive earlier than the date that the grievance was first submitted in Step 1. The arbitration award shall be final and binding on the Employer, Union and employees. However, each party reserves all of its legal rights to challenge the arbitration process or awards thereunder, if the arbitrator has or will exceed his jurisdiction.

#### **Section 5.6**                      **Time Computation**

The time limits established in the grievance procedure shall be followed by the parties. If the time procedure is not followed by an employee or the Union, the grievance shall be considered settled. If the time procedure is not followed by the Employer, the grievance shall remain active and automatically advance to the next step; provided, however, that arbitration shall not occur unless the Union submits written notice of its desire to arbitrate. The time limits established herein may be extended by mutual agreement

in writing. In computing days under the grievance and arbitration procedures, Saturday, Sunday and holidays shall be excluded.

## **SPECIAL CONFERENCES**

### **Section 6.1            Notice of Special Conferences**

Special conferences for important matters not normally subject to the grievance procedure will be arranged upon mutual agreement of the Union and the Employer or its designated representative upon the request of either party.

### **Section 6.2            Special Conference Meetings**

Such meetings shall be between not more than two (2) representatives of the Employer and not more than two (2) representatives of the bargaining unit. Arrangements for such special conferences shall be made in advance and an agenda of the matters to be taken up at the meeting shall be presented at the time the conference is requested. Matters taken up in special conference shall be confined to those included in the agenda. Conferences shall be held between the hours of 9:00 a.m. and 4:00 p.m., and limited to one (1) hour duration. The members of the Union shall not lose pay for the time lost in such special conferences.

### **Section 6.3            Scheduling of Special Conferences**

Special conferences shall be scheduled within ten (10) days after the request is made unless otherwise agreed.

### **Section 6.4            Use of Special Conferences**

The Union and the Employer agree that neither party shall be obligated to bargain collectively on any such matter not referred to nor covered by the terms of this Agreement. Such conferences shall not be used as a substitute or to contravene the terms of the grievance procedure.

## **DISCIPLINARY ACTION**

### **Section 7.1      Union Representation During Disciplinary Action**

At any stage of a disciplinary procedure, an employee may be represented by the Steward, a Union officer or an attorney retained by and for the Union.

### **Section 7.2                      Notice of Disciplinary Action**

When any disciplinary action is taken against an employee, the employee shall be given an opportunity for Union representation and then to state his/her position and offer any immediately available evidence to his/her superior officer rendering such discipline. Notice of any disciplinary action shall be given to the Union by the Employer within forty-eight (48) hours excluding Saturday, Sunday, and holidays of the invocation of the disciplinary action except as specifically excepted herein. The notice will normally be delivered to the Chief Steward or Steward. If neither is at work, a telegram to the Union Headquarters shall be sufficient notice.

### **Section 7.3                              Written Incident Reports**

An employee may be required to prepare and file a written incident report regarding any incident related to his employment with the Department. In the event the incident may constitute a criminal offense, and result in disciplinary action, the employee shall be advised of the situation and shall have the right to consult counsel before filing said report. However, after being given such an opportunity, the employee shall be required to file a report concerning the incident for administrative and disciplinary purposes, but such statements shall not be offered as evidence in a criminal proceeding.

### **Section 7.4                              Appeal of Disciplinary Action**

If an employee disagrees with a disciplinary action taken against him/her, he/she may, within five (5) days of the imposition of the disciplinary action, file a grievance which shall be taken up at Step 2 of the grievance procedure.

**Section 7.5**

**Discipline for Just Cause**

The Employer and Union subscribe to the doctrine of progressive discipline. The Employer shall not discipline, discharge nor suspend without pay any employee except for just cause. Discharge must be by proper written notice to the employee and the Union citing specific charges.

In imposing any discipline, the Employer will not base its decision upon any written reprimand imposed more than one (1) year previously nor on any disciplinary suspension imposed more than two (2) years previously. The warning notice, other than as provided above, shall not remain in effect for a period of more than six (6) months from the date of said warning notice. Discharge must be by proper written notice to the employee and the Union citing specific charges.

**Section 7.6**

**Verbal Reprimand**

The procedure as outlined above shall be applicable in all disciplinary procedures except for verbal reprimands which are exempt from the provisions of this Agreement. Verbal reprimands shall not be considered disciplinary action for the purpose of this Agreement.

**Section 7.7**

**Re-Assignment**

The Department may, at its discretion, reassign any employee while an investigation of possible wrongful behavior is completed. Such assignment shall be without prejudice.

**Section 7.8**

**Inactivation**

If any member shoots, while in the line of duty, another person, that member may be inactivated, receiving full pay and benefits for period of up to three (3) days except periods of emergency, unless such action is cause for disciplinary action. During the three (3) days, the employee must make himself/herself available for investigative purposes.

**HOURS OF WORK**

**Section 8.1**

**Work Schedule**

- A. The Sheriff reserves the right to maintain and make the most effective use of personnel within the Corrections Officer Unit.

B. The Sheriff reserves the right to adjust schedules if necessary to maintain efficiency of the department or in cases of emergency. However, such changes shall not be made to avoid the payment of overtime.

C. Jail Unit

Employees will be assigned one of the following shift schedules:

1. a. Twelve (12)-hour, permanent shifts totaling eighty-four (84) hours in two (2) bi-weekly pay periods and seventy-two (72) hours in one (1) bi-weekly pay period over a six (6) week cycle; or
- b. Eight (8) hour, permanent shifts totaling eighty (80) hours in one (1) bi-weekly pay period.
2. Shift subject to bid by seniority each year.

D. General Principles

1. No employee shall be required to work six (6) or more consecutive days, except in case of emergency, or in the case of rotating days off.
2. Wherever possible, shift preference shall be bid by seniority, each year during the first week of December, for the following year. The December 2005 shift bid will be for the period from January to September. Starting in 2006, the shift bid will be conducted in September.
3. Employees can trade off their work days, provided seventy-two (72) hours advance notice is given the Department.

## **Section 8.2**

### **Temporary Assignments**

When temporary assignments are made to a higher classification, the Sheriff shall consider seniority but it shall not be the primary factor in the assignment. The Sheriff shall also consider whether the employee has previously temporarily served in the higher classification. If the assignment is to a higher classification which is an approved budget position with a temporary vacancy and the assignment is for thirty (30) work days or more, then the employee so assigned will be paid at the minimum step of the higher classification or that pay step of the employee's current class which would give the employee a one (1) step increase above his/her current pay step, whichever is greater, but not to exceed the maximum step of the pay range for the higher class.

**Section 8.3**

**Rest Periods**

Employees shall be normally granted a minimum of eight (8) hours before having to report back to duty in situations of manpower shortage or emergencies. Employees reporting back other than the regular shift time will be subject to all overtime provisions of this Agreement.

**Section 8.4**

**Court and Call-Back Time**

All employees who are required to report for work other than their regular shift will receive a minimum of two (2) hours guarantee at the premium rate called for under the terms of this Agreement. All employees who are required to appear in any legal proceeding which occurs outside their regularly scheduled shift shall receive a guaranteed minimum of two (2) hours for such assignment at the appropriate rate called for in this Agreement.

**Section 8.5**

**Other Employment**

No employee may engage in other employment which in any way causes a conflict of interest or materially diminishes the performance of County duties. All other employment shall be approved in writing in advance by the Sheriff. Requests for approval of other employment shall be answered by the Sheriff within fourteen (14) calendar days from the date such request was made in writing. The Sheriff agrees to enforce this policy in a fair and consistent manner. Employment by any other police agency shall be prohibited unless specifically authorized in writing by the Sheriff.

**OVERTIME**

**Section 9.1**

**Premium Pay for Overtime Work**

- A. For employees on a twelve (12) hour shift, work extending beyond twelve (12) hours in a day or over eighty-four (84) hours in a regular two (2) week pay period (or over seventy-two (72) hours as applicable per the work schedule cycle in Section 8.1 above), shall be compensated for at one and one-half (1-1/2) times the employee's regular hourly rate for base pay.
- B. For employees on an eight (8) hour shift, work extending beyond eight (8) hours in a day or over eighty (80) hours in a



regular two (2) week pay period shall be compensated for at one and one-half (1-1/2) times the employee's regular hourly rate for base pay.

- C. If such employee works at least one-half (½) hour after the end of this regular shift, he/she shall be paid at least one (1) hour additional pay and any work in excess of one (1) hour in overtime shall be paid on a proportionate basis to the last full quarter (1/4) hour of work.
- D. Annual leave and paid holidays shall be counted as time worked when determining eligibility for overtime payment.

**Section 9.2                                  Overtime Distribution**

Overtime shall be offered to full-time employees before calling part-time or seasonal employees. Overtime, other than that of an emergency, extension of shift or court time nature which is scheduled by the Sheriff or his designated representative, shall be distributed equally among the employees. In the initial preparation of the overtime rotation list, the employees shall be ranked in order of their seniority within the Corrections Officer Unit. The employee at the top of the rotation list shall be offered the overtime assignment first. That employee shall rotate to the bottom of the list if (1), he/she takes the assignment, or (2), if he/she turns down the assignment. The process shall then be continued for future assignments. In the event no one accepts an offered assignment, the overtime will be assigned in inverse order of seniority rotating upward after each ordered assignment.

**Section 9.3                                  Overtime Authorization**

All overtime worked in accordance with the above provisions must be authorized by the employee's immediate superior or the Sheriff.

**Section 9.4                                  Premium Rate Exception**

Overtime rates shall not be paid when more than eight (8) hours in a twenty-four (24) hour period are worked as a result of regular shift changes or as a result of employees trading shifts for their own convenience.

**Section 9.5                                  Non-Bargaining Unit Personnel**

Persons other than the Sheriff, Undersheriff, or Captains will not be used to fill in for personnel who may receive overtime under the terms of this Agreement except in cases of emergency.

## **LAYOFF AND RECALL**

### **Section 10.1**

### **Layoff**

The word "layoff" shall mean a reduction in the working force. A layoff shall be accomplished in the following manner:

Part-time, seasonal, temporary, and probationary employees employed in the class of Corrections Officer shall be laid off first in an order as determined by the Employer. Seniority employees will be laid off next according to seniority on a bargaining unit seniority basis provided the employees retained are able to perform the available work. Employees to be laid off for an indefinite period of time will have at least seven (7) calendar days' notice of layoff. The Chief Steward shall receive a list from the Employer of the employees being laid off on the same date the notices are issued to the employees.

### **Section 10.2**

### **Recall**

When the work force is to be increased after a layoff, employees will be recalled according to bargaining unit seniority, in reverse order of layoff, provided the employees recalled are able to perform the available work.

- A. Notice of recall may be by telephone call, confirmed by certified mail to the employee's last known address.
- B. Employees will be granted up to one (1) week to return to work upon request.
- C. Employees shall be carried on the seniority list for two (2) years or length of seniority, whichever is less.
- D. An employee shall notify the Employer of his/her intent to return to work within three (3) days of his receipt of notice to return.

### **Section 10.3**

### **Layoff Pay**

In the event of a layoff, any such laid off employee shall receive layoff pay consisting of his/her regular rate of base pay for eighty (80) hours. Such payment shall be made at the effective date of layoff. Accumulated vacation pay and pay for his/her accumulated sick leave shall be paid to a laid off employee sixty (60) days after layoff.

## **SENIORITY**

### **Section 11.1                      Definition of Seniority**

Bargaining unit seniority shall be defined as the length of continuous service since the most recent date of hire with the County within the Corrections Officer bargaining unit. Employees employed on or before December 31, 1996, shall retain their seniority date in effect on that date subject to future adjustments as specified elsewhere in this Agreement.

### **Section 11.2                      Application of Seniority**

Seniority shall begin on the first day of employment but shall not apply until the probationary period has been completed. Each new hire shall serve a one (1) year probationary period. Probationary employees shall not have access to the grievance procedure regarding evaluations or termination, but shall be otherwise represented.

### **Section 11.3                      Termination of Seniority**

Seniority shall be defined as in Section 11.1, but an employee shall cease to have seniority and is no longer employed if:

- A. He/she quits.
- B. He/she retires under the County retirement system.
- C. He/she is discharged for just cause.
- D. He/she is absent from work for a period of three (3) consecutive work days without notifying the Employer.
- E. If he/she fails to return from a leave without pay as described in Section 13.4.
- F. He/she fails to return after being recalled from lay-off within the time limits allowed.
- G. An employee is laid off for a continuous period of two (2) years or the length of his/her seniority whichever is less.
- H. If he/she fails to return at the expiration of a leave of absence.

**Section 11.4**

**Seniority List**

The Employer shall maintain a bargaining unit seniority list. This list shall be updated annually and submitted in writing to the Stewards and Business Representative on or before September 1.

**Section 11.5**

**Benefit Anniversary Date**

For all other fringe benefits except retirement, length of service shall be determined by the employee's "Benefit Anniversary Date", in accordance with this Agreement.

**FAMILY AND MEDICAL LEAVE ACT APPLICATION**

**Section 12.1 Family and Medical Leave Act Application**

- A. The Employer shall abide by the provisions of the Federal Family and Medical Leave Act of 1993 for eligible employees as defined in the Act.
- B. To the extent that the Act allows either the Employer or the Employee to substitute any accrued paid annual leave, and accrued paid sick leave for any of the leave provisions under the Act, nothing in this Agreement shall be construed to preclude such right of substitution.
- C. To the extent that the leave provisions under Article 16, Vacations (annual leave); Article 15, Sick Leave; and Article 13, Leaves of Absence Without Pay provide for leave time for purposes also provided by the Act, such leave time up to twelve (12) work weeks in any twelve-month period shall be credited toward the leave time allowed by the Act.
- D. For purposes of any leave provided for by the Act which is also provided for in this Agreement, those provisions of the Act relating to notice, medical certification and restoration of work will apply to the leave.
- E. A claimed violation of the Act or this Section shall be subject to the grievance procedure up to, but not including arbitration, the intent being that any such claim shall be settled through the procedures in the Act unless mutually agreed otherwise.

## LEAVES OF ABSENCE WITHOUT PAY

### Section 13.1            Leave of Absence Definition

For the purpose of this Agreement, a leave of absence without pay shall be defined as all time for which a County employee is to be continued as an employee but not paid whether it be one (1) day or the maximum time allowable under the reason for the leave.

When an employee is granted a leave of absence without pay, the Sheriff commits himself to allowing the employee to return to work at the end of the leave to the same duties and the same salary that the employee was performing and earning when he/she went on leave, as specified in Section 13.3. During the Leave of Absence, the Employer can fill the employee's position through whatever means it deems appropriate. Any person utilized to replace an employee placed on a Leave of Absence under this Section, shall not be subject to the terms of this Agreement.

When granted a Leave of Absence without pay, the employee commits himself to returning to work at the end of the leave.

The Leave of Absence will expire based on the type of leave specified in Section 13.3.

### Section 13.2            Effect of Leaves Without Pay

- A. Does not receive pay from the County.
- B. Does not earn annual leave.
- C. Does not earn sick leave.
- D. Does not get paid for legal holidays occurring during the leave.
- E. Has no time deducted from his/her annual leave or sick leave to cover the time off on the leave of absence without pay.
- F. Remains a member of the Michigan Municipal Employees' Retirement System but cannot withdraw retirement contributions while on leave of absence, only on separation, and cannot pay retirement contributions.
- G. The employee does not earn any additional credit for seniority but retains the length of seniority credited at beginning of the leave, except for uses listed in (B) of Section 13.3.

- H. The employee does not earn credit toward longevity or credit toward the rate of annual leave or sick leave accumulation for the period covered by the leave.
- I. Must pay any group hospitalization premiums falling due during any month in which the employee has not worked at least one (1) week. (Such premiums are normally paid by the County for eligible employees.) Employees on such leaves should contact payroll.
- J. Will retain full coverage under the Employees' Group Life Insurance Plan for up to six (6) months. For all leaves up to six (6) months, the County will continue to pay the premium for the employee's Group Life Insurance. If the employee fails to return to active County employment by the end of his/her approved leave of absence without pay, his/her group life insurance coverage is terminated.

**Section 13.3**                      **Types of Leave Without Pay**

- A. To cover time off because of personal illness beyond that covered by earned sick leave with pay.
  - 1. To be used when the employee has exhausted his/her accumulations of earned sick leave with pay and earned annual leave.
  - 2. To be granted only on the written recommendation of the employee's physician.
  - 3. Such leave shall not exceed six (6) consecutive calendar months commencing with the month following the date that earned sick leave with pay and earned annual leave is exhausted.
- B. To cover time off because of a compensable injury beyond that covered by sick leave with pay and annual leave with pay.
- C. To cover time off while running for County elected office filled by partisan election. If such a leave is requested, it must be granted, except no more than two (2) leaves may be granted for the purpose of running for elected office in any one (1) calendar year and each leave must be no less than fifteen (15) calendar days nor more than thirty (30) calendar days.
- D. To cover disciplinary leaves (suspension without pay).

- E. To cover time off because of personal reasons. Such a leave requires the approval of the Sheriff and the Human Resources Director and may not exceed twelve (12) months.
- F. To cover time off if an employee is elected or appointed to a full-time Union position for a period of up to twelve (12) calendar months, provided however, that approval to fill such position is obtained from the County Board of Commissioners. Any renewal of such leave shall be at the Sheriff's discretion.

**Section 13.4**                      **Return From a Leave Without Pay**

If an employee fails to return to County employment at the end of a leave of absence without pay, and no extensions of the leave are granted, the employee must submit a resignation from County service. Failure to contact the Sheriff or the Human Resources Department at the end of the leave shall be grounds for labeling the separation from County Service a voluntary quit.

**SPECIAL LEAVES**

**Section 14.1**                      **Bereavement Leave**

Employees will be granted up to three (3) days' leave with no loss of compensation because of the death of the employee's spouse, child, parent, step-parent, sister, brother, mother-in-law, father-in-law, sister-in-law, brother-in-law, grandchild, grandparents, grandparents of spouse or anyone who raised the employee from childhood. One (1) day with pay may be granted for a military funeral in which an employee is an official participant. In the event of lengthy travel, sick leave up to a maximum of three (3) days may be used, in addition to the above. Written proof of relationship, death and/or funeral location may be required by the Employer prior to final approval of such leave.

**Section 14.2**                      **Jury Duty Leave**

Employees on jury duty or subpoenaed as witness, except where such subpoena is the result of secondary employment, shall be paid by the employer an amount equal to the difference between the amount of wages the employee would have earned by working during straight time hours for the Employer on that day and the daily jury duty fee paid by the courts, not including traveling allowances or reimbursement of expenses, for each day on which the employee

reports for or performs jury duty and on which the employee otherwise would have been scheduled for work for the Employer. Such time will not be charged against the employee's annual leave or sick leave. An employee on a jury panel or appearing as a witness shall return to work for the balance of the day when he/she is excused by the court from further attendance.

**Section 14.3                      Maternity Leave**

Employees who become disabled due to pregnancy shall be entitled to use the benefits of the sick leave procedure subject to the following:

- A. The Sheriff shall be notified as soon as possible after medical confirmation of the pregnancy is received; such notice to include estimated date of delivery.
- B. An employee will not be allowed to return to work after delivery until she has supplied the Sheriff with a statement from her physician that she is physically and medically able to return to her duties as a County employee. A copy of this statement shall be forwarded to the Human Resources Department.
- C. In any case, if an employee has not returned to work within two (2) months after delivery, she shall provide a doctor's statement substantiating her continued disability and expected date of recovery. Employees failing to comply with this Section or failing to return to work when found able by their physician will be separated from County employment.

**SICK LEAVE**

**Section 15.1                      Sick Leave Benefits**

A. Employees shall accumulate sick leave as follows:

<u>Years of Service</u>	<u>Days Sick Leave Earned</u>		<u>Maximum Sick</u>
	<u>Per Pay Period</u>	<u>In 12 Months</u>	<u>Leave Accumulation</u>
0 - 10	.4615	12	Unlimited
10 -	.6923	18	Unlimited

- 1. Upon termination and after completing at least one (1) continuous full year of employment, accumulated sick leave



shall be compensated for on the basis of one-half (½) of accumulated unused sick leave and paid at the employee's current rate of pay, not to exceed one hundred and eighty (180) days.

2. Upon retirement from County service, as defined by the State of Michigan Municipal Employee Retirement System (MERS), accumulated sick leave shall be compensated for on the basis of three-quarters (¾) of the accumulated unused sick leave and paid at the employee's current rate of pay, not to exceed one hundred and eighty (180) days.
  3. An equivalent amount of sick leave shall be cancelled for each period of work time an employee is off sick based on the hours the employee is scheduled to work.
- B. For employees hired on or after September 14, 2010, employees shall accumulate sick leave at the rate of twelve (12) sick leave days per year. Sick leave time will be accumulated by two (2) week pay periods based on the number of hours paid not to exceed eighty (80) hours per pay period or .4615 sick leave days per pay period. Each employee shall be allowed to accumulate up to one hundred and eighty (180) days of sick leave. For the purposes of this schedule a day is defined as eight (8), eight and one-half (8 ½), ten (10) or twelve (12) hours pay at the employee's regular rate based on the assigned work schedule.
1. Payment when separating from County employment for reasons of death or to become a retirant member of the Michigan Municipal Employees' Retirement System: An employee separating from County employment for these reasons shall receive three-quarters (¾) pay for all unused accumulated Sick Leave, up to ninety (90) days [maximum payout - sixty-seven and one-half (67 ½) days]. Payment shall be based on the rate the employee is earning at the time of separation.
  2. Payment when separating from the County for reasons other than Retirement or Death; after completion of at least one (1) year of continuous County employment; Any employee separating for these reasons shall receive one-half (½) pay for all unused accumulated sick Leave, up to ninety (90) days [maximum payout - forty-five (45) days]. Payment shall be based on the rate the employee is earning at the time of separation.

## **Section 15.2**

### **Use of Sick Leave**

Sick leave may be taken after six (6) months of employment for the following reasons:

- A. Any illness an employee may contract, or any exposure to contagious disease he/she may experience in which the health of others may be endangered by his/her attendance at duty, or a critical illness to spouse or child.
- B. For compensable injury or illness, to supplement the Worker's Compensation Benefits, to equal such employee's regular rate of pay, charged against sick leave bank.
- C. Any non-duty connected disability an employee may sustain, except for an injury that may be sustained while being in the employ of another during his/her off duty time which is covered by Worker's Compensation furnished by the other Employer.

**Section 15.3**                      **Pay for Day of Injury**

If an employee becomes injured during his tour of duty, he/she shall be paid for that day and it shall not be deducted from his/her sick leave credits.

**Section 15.4**                      **Medical Leave**

- A. Physician's Verification. A doctor's written verification may be required as evidence of an employee or family illness as outlined in Section 15.2 or any injury that prevented his/her attendance at work for a period in excess of three (3) continuous days. Falsification of such evidence will be sufficient cause for disciplinary action. The employee will sign a medical release if additional medical evidence is required by the Sheriff.

In addition, proof of disabling illness may be required for any sick leave usage when an employee's sick leave accumulation falls below 50% of possible accumulation during the first two (2) years of employment. After two (2) years of employment, an employee with a history of short-term sick leave usage may be required to provide a medical statement of illness (for self or family member) if their sick leave accumulation falls below 96 hours. Falsification of such evidence will be sufficient cause for disciplinary action.

- B. Sick Leave During Vacation. If an employee becomes ill while on vacation, the use of sick leave shall be granted only if written proof from a doctor is submitted describing the illness, the length of incapacity and further evidenced by a receipted bill for services of the attending physician. The employee shall return to work on the originally scheduled date unless that date is changed by his/her supervisor.

C. Medical Examination. Employees suffering from a chronic or recurring illness necessitating absences in excess of the absences for which sick pay is payable may, at the Employer's option, be required to submit to an examination by a physician chosen by the Employer. If corrective surgery or other therapy is recommended to remedy or alleviate such illness and the employee does not submit to such surgery or therapy within a reasonable time, he/she may be discharged due to such physical disability.

**Section 15.5** **Special Consideration**

In the event an employee has a serious illness and has used up all his/her accumulated sick leave and vacation leave, the employee may request the Board of Commissioners to extend the sick leave with pay. The Board of Commissioners may, in its discretion, for exceptional circumstances, grant an extension of sick leave at such rate of pay and for such time as it deems appropriate, but its exercise of discretion will not be subject to the grievance procedure.

**VACATIONS**

**Section 16.1** **Vacation Benefits**

Employees shall earn vacation pay as follows:

<u>Years of Service</u>	<u>Annual Accumulation</u>	<u>Days Per Pay</u>	<u>Maximum Accumulation*</u>
1 - 5	13 days	.500	26
6 - 10	16 days	.615	32
11 - 15	19 days	.731	38
16	20 days	.769	40
17	21 days	.808	42
18	22 days	.846	44
19	23 days	.885	46
20	24 days	.923	48

\*The maximum accumulation is based on two (2) years' worth of annual leave earnings. When the maximum accumulation of annual leave is reached, additional time spent in County service, while an employee's annual leave is at the maximum, will not earn annual leave, either for immediate or future use when the employee's accumulation is below maximum.

An equivalent amount of annual leave shall be cancelled for each period of work time an employee is on annual leave based on the hours the employee is scheduled to work.

For employees hired on or after September 14, 2010, Annual Leave shall be earned and accumulated per pay period according to the following chart:

<u>Years of Service</u>	<u>Annual Accumulation</u>	<u>Days Per Pay</u>	<u>Maximum Accumulation*</u>
1 - 5	13 days**	.500	19.5
6 - 10	16 days	.615	24
11 - 15	19 days	.731	28.5
16	20 days	.769	30
17	21 days	.808	31.5
18	22 days	.846	33
19	23 days	.885	34.5
20	24 days	.923	36

\* The maximum accumulation is based on one and one half (1 ½) years worth of Annual Leave earnings. When the maximum accumulation of Annual Leave is reached, additional time spent in County service, while an employee's Annual Leave is at the maximum, will not earn Annual Leave, either for immediate or future use when the employee's accumulation is below maximum.

\*\* For the purposes of this schedule a day is defined as eight (8), eight and one-half (8 ½), ten (10) or twelve (12) hours pay at the employee's regular base rate based on the assigned schedule.

### **Section 16.2                      Vacation Scheduling**

Employees may elect to take either a split or complete vacation. Vacations are subject to departmental personnel complement required to effectively staff the Department. In all cases, approval of the Sheriff is necessary in scheduling vacations.

In December the department will post a notice on which each employee will indicate when he/she desires to take his/her vacation for the following calendar year. Should two (2) or more employees of the same classification select the same vacation period, the desire of the employee with the greater service time in that classification shall be given preference. Vacation requests will be approved or denied by the Sheriff within a two (2) week time frame following the request. Vacation requests received at times other than the normal posting period will be considered on a first come, first served basis.

### **Section 16.3                      Termination**

Any employee who has been on the payroll for a continuous period of at least six (6) months and who terminates County employment shall be paid for his/her accumulated vacation days at the rate of pay currently received by said employee.

**Section 16.4**

**Vacation Eligibility**

No employee shall be entitled to any vacation, or pay therefore, until he/she has been on the payroll for a continuous period of at least six (6) months. Vacation days shall be earned during the first six (6) months of employment in the manner provided in Section 16.1. Vacation with pay will not be granted before vacation time has been earned.

**Section 16.5**

**Sick Leave During Vacation**

Sick leave taken during a vacation (not exceeding the accumulated sick leave of the employee) shall be counted as time worked for the purpose of computing vacation benefits. Absence due to duty-connected disability shall also be counted as time worked; however, this shall be limited to one (1) year.

**Section 16.6**

**Cancelled Vacation**

If a properly scheduled vacation must be cancelled by the Sheriff, the employee shall be paid his/her normal hourly rate for the lost vacation time and, in addition, shall be paid his/her normal hourly rate for the actual time worked. However, upon the request of the employee, the Sheriff and the County Human Resources Director may grant that the vacation be rescheduled either the same calendar year or the following year.

**Section 16.7**

**Vacation Pay Advance**

If a regular pay day falls during an employee's vacation and he/she is to be on vacation for two (2) weeks or longer, he/she will be entitled to receive that check in advance before going on vacation. An employee must make a request to the Accounting Director for his/her check two (2) weeks before the pay day he/she expects to receive the check if he/she desires to receive it in advance. All Union deductions due will be taken out of vacation checks at the time of issue.

**HOLIDAYS**

**Section 17.1**

**Recognized Holidays**

For the purpose of computing holiday pay, the following days shall be designated as paid holidays:

New Year's Day  
Martin Luther King Day  
Good Friday  
Memorial Day  
Fourth of July  
Labor Day

Veteran's Day  
Thanksgiving Day  
Friday following Thanksgiving  
Christmas Eve  
Christmas Day  
New Year's Eve  
Employee's Birthday

**Section 17.2**

**Pay for Holiday Work**

Holiday pay is defined as the regular scheduled work day at the employee's regular hourly rate. Employees required to work the holiday shall be paid in addition to holiday pay, time and one-half (1-1/2) for the hours worked on the holiday. Employees required to work in excess of a regular shift on the holiday shall be paid two and one-half (2-1/2) times their regular hourly rate for those hours worked in excess of the regular shift.

**Section 17.3**

**Holiday Eligibility**

Employees not working on such holidays shall be paid eight (8) hours base pay for the above designated holidays, providing they meet all of the following eligibility rules and qualifications:

- A. The employee must have worked his/her last day scheduled before the holiday and his/her first day scheduled after the holiday, unless excused by the Sheriff, or;
- B. He/she is off work on an authorized sick leave and has accumulated sick leave time due, or;
- C. He/she is on his/her annual vacation and has accumulated annual leave time due, or;
- D. He/she is on one of his/her regularly scheduled days off. Employees are allowed two (2) days off work per week as regularly scheduled days off.

**Section 17.4**

**Birthday Holiday**

The Sheriff reserves the right to substitute another day for the employee's birthday if the complement of the Department is adversely affected. In such case Section 17.2 shall not apply.

**Section 17.5**

**Personal Days**

For contract year 2010/2011 only, to be used by September 30, 2011, add four (4) personal days effective upon execution of the contract. Scheduling of personal days will be treated in the same manner as Vacation Scheduling, Section 16.2.

**COMPENSATION**

**Section 18.1**

**Classifications and Wage Rates**

The wages for employees covered in this Agreement are set forth in Appendix A and made a part hereof.

**Section 18.2**

**Merit Increases**

Merit increases will be granted or denied in accordance with the outcome of evaluation interviews and ratings. When the results of such evaluations are objected to, timely grievances are required for consideration to be warranted.

**Section 18.3**

**Longevity**

A. Compensation for continuous service with the County shall be provided on the basis of the following schedule:

Years of Continuous Service as of December 1 <u>of each Year</u>	<u>Amount of Payment</u>
5 years	\$250.00
For each completed year after 5 years	\$ 50.00 additional

Compensation for continuous service with the County shall be provided on the basis of the following schedule for employees hired on or after September 14, 2010:

Years of Continuous Service as of December 1 <u>of each Year</u>	<u>Amount of Payment</u>
10 years	\$500.00
For each completed year after 10 years	\$ 50.00 additional to a Maximum of \$1,250

Longevity payment shall be paid where applicable in December. Employees must be in pay status as of December 1 in order to be eligible for longevity payments.

B. An employee on leave of absence without pay during the period, who retires under MERS during the period or who dies during the period, will be paid on a pro rata payment based on hours worked during the period. An employee who separates from County service during the period for any other reason shall receive no payment.

**INSURANCE**

**Section 19.1**

**Medical Coverage**

Any insured or self-funded benefit program referred to herein is subject to the terms and conditions of such policies and programs, unless specifically provided otherwise in this Agreement.

The Employer's liability with respect to benefits shall be limited

to the payment of its portion of the applicable premium or to the benefit provisions of any self-funded plan for the coverage specified, and upon such payment or compliance, all obligations of the Employer under this section shall be fully satisfied. Under no circumstances shall this Agreement be construed to impose upon the Employer a duty to pay benefits greater than those required by the applicable plan or greater than those payable by stop loss reinsurance coverage.

The plan in effect is:

Muskegon County Medical Plan 1A (HMO type)

Each employee enrolled in Muskegon County Medical Plan 1A shall pay a fifty-five (\$55.00) per month contribution amount through regular payroll deduction which deduction is hereby authorized by this Agreement.

Effective September 14, 2010, change contribution amounts as follows:

The plan(s) in effect are:

Muskegon County Medical Plan 2P (PPO type)  
Muskegon County Medical Plan 1A (PPO type)

Each employee enrolled in Muskegon County Medical Plan 2P shall pay an employee contribution amount of 7% of the monthly premium equivalent amount for the employee and applicable dependents. The contribution amount, will be paid to the County by the employee via payroll deduction, which deduction is hereby authorized by this Agreement.

If the employee selects Muskegon County Medical Plan 1A, the employee shall pay the additional cost of this coverage in excess of the cost of Muskegon County Medical Plan 2P in addition to the contribution amount set forth above. The contribution amount and additional cost, will be paid to the County by the employee via payroll deduction, which deduction is hereby authorized by the Agreement.

### **Section 19.2**

### **Life Coverage**

The Employer agrees to provide "straight term" life insurance or coverage for each permanent employee, equivalent to the employee's annual salary rate rounded to the next highest thousand dollars.

### **Section 19.3**

### **Retiree's Coverage**

The Employer shall provide medical coverage through insurance or a self-funded plan for individuals who retire under the MERS plan by meeting age and service requirements and go from County employment



immediately into retirement, and for individuals who apply to MERS for disability retirement before separation, or within 30 calendar days of their separation from County employment and said application is subsequently approved by MERS. In addition, active retirees' dependents will be allowed to participate in the Employer's group health insurance program, but cost for coverage for any retiree's dependents shall be paid by the retiree.

The County will pay for individual retiree's coverage based on the following schedule for all bargaining unit employees hired on or after January 1, 1994.

<u>Years of Continuous Service at Date of Retirement</u>	<u>Percentage of Individual Retirees Coverage Paid by County</u>
10	40
11	44
12	48
13	52
14	56
15	60
16	64
17	68
18	72
19	76
20	80
21	84
22	88
23	92
24	96
25	100

The County will pay for individual retiree's coverage based on the following schedule for all bargaining unit employees hired on or after September 14, 2010.

<u>Years of Continuous Service at Date of Retirement</u>	<u>Percentage of Individual Retirees Coverage Paid by County</u>
15	40
16	44
17	48
18	52
19	56
20	60
21	64
22	68
23	72
24	76
25	80
26	84
27	88
28	92
29	96
30	100

The cost of individual retiree coverage above the percentage shown on the schedule shall be paid by the retiree.

**Section 19.4**                      **Dental Coverage**

Upon execution of Agreement, the Employer agrees to provide Delta Dental Plan A insurance or coverage at no cost to the Employee.

**Section 19.5**                      **General Medical Plan Provisions**

- A. While for the sake of simplicity reference is made in some instances to the specific plan or plans, the Employer has retained the right to contract with any other insurance carrier or to self-fund any or all insurance plans as long as the current benefit level remains substantially equal. Although a general description of the current plan is provided above, employees should refer to the summary plan description or benefit guide as provided by the plan and application/eligibility requirements as provided by the plan. Each employee shall complete and submit all papers and forms required by the plan. The Employer shall be reimbursed for any amount which was paid to a plan for dependent coverage for which the employee was not eligible. The employee will reimburse the Employer via payroll deduction, which is hereby authorized by this Agreement.
  
- B. The self-funded medical plan in effect as of the effective date of this Agreement and described in Section 19.1 above shall remain in effect for the term of the Agreement subject to the reserved right of the Employer to contract with any carrier or to self-fund as set forth in A above.

**Section 19.6**                      **Insurance Coverage Limitation**

Medical, dental and life insurance or plan coverages will become available and effective for new employees six (6) months after date of hire into a permanent position.

**Section 19.7**                      **Section 125 Plan**

Effective October 1, 2010, the County shall make available to each qualified employee included in the Bargaining Unit participation in the County of Muskegon Section 125 Plan on the terms set forth in the plan document (as amended for inclusion of the voluntary benefits) for this bargaining unit.

## **RETURN TO THE BARGAINING UNIT**

### **Section 20.1 Return to the Bargaining Unit Following Promotion**

An employee who has been promoted to a rank excluded from this bargaining unit may voluntarily return to his/her former classification within the bargaining unit during the first six (6) months of such promotions without loss of seniority as such seniority shall continue to accrue while employee is out of the unit for a period of up to six (6) months. Thereafter, a return to this bargaining unit shall be at the Sheriff's sole discretion.

Thereafter, an employee who is returned to this bargaining unit, either voluntarily or involuntarily, shall have such seniority rights as are provided in this Agreement based upon the employee's seniority acquired immediately prior to such promotion to a rank excluded from this bargaining unit.

## **DRUG POLICY**

### **Section 21.1 Drug Policy**

- A. The Employer may require an employee to submit to a random alcohol and/or drug test for alcohol, illegal drugs, controlled substances or hallucinogens.
- B. Such testing may require the employee to provide a blood and/or urine sample. If the test discloses the presence of illegal drugs, controlled substances or hallucinogens, or if the test indicates that the employee is impaired or intoxicated by alcohol, the employee is subject to discipline up to and including immediate discharge. Refusal to submit to the test is grounds for immediate discipline, up to and including immediate discharge.
- C. An employee is urged to consult with his/her supervisor if he/she is using prescription or over-the-counter medication which the employee believes may affect his/her performance.
- D. An employee determined, as a result of properly implemented medical tests, to be impaired by alcohol or to test positive for illegal drug(s) while at work will, on first occurrence, be allowed a choice between immediate termination of employment or agreement to enter a rehabilitation or counseling program, providing such employee enters into a "Last Chance Agreement." A blood/alcohol level meeting or exceeding .05% or 10mg/DL shall constitute alcohol impairment for purposes of this policy.

## MISCELLANEOUS

### Section 22.1                      Departmental Organization

The following illustrates the current organization of the operation in which bargaining unit members are assigned. However, the Sheriff reserves the right to reorganize by modification or otherwise, the Department as he shall deem necessary.

#### Corrections Division

Jail Unit

### Section 22.2                      Reclassification

The Sheriff shall not unilaterally reclassify any existing employee during the life of this Agreement.

### Section 22.3                      Worker's Compensation

The Employer agrees to cooperate toward the prompt settlement of employee's on-the-job injury and sickness claims when such claims are due and owing. The Employer shall provide Worker's Compensation protection for all employees.

Employees on compensable injury may use sick leave as specified in Section 13.2 or annual leave to make up the difference between worker's compensation benefits and the employees regular wage, less deductions. Employees on compensable injury placed on a leave of absence shall continue to accumulate seniority in keeping with Section 13.2 (G).

### Section 22.4                      Unemployment Compensation

The County will provide for all employees of the bargaining unit unemployment compensation as prescribed by law. Such unemployment compensation shall provide the maximum coverage by law for each employee of the bargaining unit.

### Section 22.5                      Unsafe Equipment

- A. The Employer shall not require employees to take out on the streets or highways any vehicle that is not in safe operating condition or equipped with the safety appliances prescribed by law. If an employee refuses to operate said equipment without justification, said employee may be subject to disciplinary

action, including discharge. "Justification" shall mean a determination made by the departmental mechanic, or, in the event of dispute, by an outside mechanic from an established garage or dealership.

- B. The Employer shall not require a member of this bargaining unit to use, operate or carry any equipment that is in disrepair, that malfunctions, or is unsafe where such disrepair, malfunction or unsafe status would impair or endanger the assigned activity.

**Section 22.6**                      **Loss or Damage by Employee**

Employees shall not be charged for loss or damage to County equipment and/or property unless clear proof of negligence is shown.

**Section 22.7**                      **Accidents**

Any employee involved in any accident shall immediately report said accident and any physical injury sustained to his/her Command Officer. When required by his Employer, the employee, before starting his next shift, shall make out an accident report, in writing, on forms furnished by the Employer and shall turn in all available names and addresses of witnesses to any accidents. Failure to comply with this provision shall subject such employee to disciplinary action by the Employer.

**Section 22.8**                      **Equipment Reports**

- A. Employees shall immediately, or at the end of their shift, report all defects of equipment. Such report shall be made on a suitable form furnished by the Employer and shall be made in multiple copies; one copy to be retained by the employee.
- B. When the occasion arises where an employee gives written report on forms in use by the Employer of a vehicle being in an unsafe operative condition for the assigned activity, and receives no consideration from the Employer, he/she shall take the matter up with the Officers of the Union who will take the matter up with the Sheriff.

**Section 22.9**                      **Uniform Allowance**

- A. Uniform Complement. The Employer will provide each Corrections Officer who is required to wear and continuously maintain prescribed items of uniform clothing and personal

equipment, the following items of clothing and equipment:

One Pair of Handcuffs	One All-Weather Coat
Three Summer Shirts	Two Badges
Three Winter Shirts	Two Name Bars
Two Neckties	ID Card and Leather Holder
Five Trousers or Slacks	One Handcuff Holder
One Waist Belt	One Key Holder
	One Tie Clasp

Sam Browne Belt, Holster, Keepers and Cartridge Holder will be provided as necessary in the event a Corrections Officer transports prisoners.

- B. Clothing Allowance. In each year of the Agreement, each Corrections Officer will receive a uniform maintenance allowance of \$400.00 per year. Employees who terminate within the year subsequent to receipt of the uniform maintenance allowance payment will reimburse the Employer for that portion of uniform maintenance allowance payment attributed to the time subsequent to the termination, with such reimbursement being made as a deduction from the employee's final paycheck.
- C. Clothing Replacement. Articles of uniform clothing and personal equipment rendered unserviceable by virtue of normal wear or damage in the line of duty will be replaced by the Employer. The Sheriff of Muskegon County shall determine when replacement is necessary. Worn or damaged articles shall be surrendered to the Sheriff upon replacement of same. All uniforms and equipment shall be ordered within thirty (30) days of request.
- D. Employer Property. All present uniform clothing and equipment (not to exceed the basic uniform listed above) and future procurement and replacement of uniform clothing and equipment shall become and shall remain the property of the Employer.
- E. Surrender of Uniforms. Upon termination of employment with the Muskegon County Sheriff Department, all uniform clothing and personal equipment shall be surrendered to the Muskegon County Sheriff Department prior to the issuance of the final pay check. Serviceable equipment so surrendered may be reissued to a new officer of the same or approximately the same measurements.
- F. Cleaning and Laundry. All employees covered by this Agreement shall be personally responsible for proper cleaning, altering and laundry of the items provided.

**Section 22.10**      **Sheriff Department Personnel Files**

- A. A member of the Union's personnel file shall be kept under the direct control of the office of the Sheriff or Undersheriff.
- B. The Employer shall not allow anyone other than the Sheriff Department personnel, or its legal counsel, to read, review, have a copy of or in any review in whole or in part, a member of the Union's personnel file or any document which may become part of his/her file not including; however, job application, sick and vacation records, disciplinary action forms, pay records, fringe benefits or any matter which is customarily kept by the County unless legally subpoenaed.
- C. A member may, by right, review his own personnel file as to its total content except the background investigation report upon request to the Sheriff so long as it is reasonably exercised.
- D. All personnel files shall be kept and maintained in the confines of the Sheriff Department so as to secure their privacy.

**Section 22.11**                      **Legal Counsel**

The Employer shall provide to each employee of the bargaining unit such legal assistance in conjunction with existing insurance coverage as shall be required or needed as a result of the acts occurring when and while said employee is in the performance of his/her police duties and responsibilities. This shall apply to all civil suits and criminal prosecutions. Unless there is a conflict of interest, the Corporate Counsel's office shall be used.

**Section 22.12**                      **Retirement Plan**

During the term of this Agreement, the Employer shall provide to all permanent employees and at no cost to the employees, the State of Michigan Municipal Employees Retirement System Plan known as Benefit Program B-3 with Benefit Program identified as F55(25) as described in the Michigan Municipal Employees Retirement Act.

Effective September 14, 2010, the County agrees to provide to all permanent employees the MERS Benefit Program identified as F50/25 with the employee contribution of 1.19%, with such contribution deducted from the employee's wage through payroll deduction, such deduction being hereby authorized by this Agreement.

Employees hired on or after September 1, 2010 will have a 4.19% contribution with such contribution deducted from the employee's wage through payroll deduction, such deduction being hereby authorized by this Agreement.

An employee shall be eligible to earn credit for retirement benefits effective with their date of hire provided that they are in a position scheduled to work at least ten (10) six hour days per month.

**Section 22.13**                      **Personal Belongings**

The County shall replace or reimburse the value, up to \$125.00 (up to \$200.00 for eye glasses only), and subject to depreciation, of any article ruined or destroyed belonging to a Corrections Officer who is lawfully performing his duty.

**Section 22.14**                      **Bulletin Board**

The Employer will provide a bulletin board in the Sheriff Department which may be used by the Union for posting notices, including but not limited to, notice of the following types:

- A. Notices of recreational and social events.
- B. Notices of elections.
- C. Notices of results of elections.
- D. Notice of meetings.
- E. Miscellaneous items placed on the board by employees, such as "for sale" notices.
- F. Union activities.

**Section 22.15**                      **Residency Requirements**

All employees of the Muskegon County Sheriff Department shall live within twenty (20) miles of the nearest Muskegon County boundary line (Act 212 of 1999).

This requirement does not apply to a person who is married and both of the following conditions are met:

- A. The person's spouse is employed by another public employer;
- B. The person's spouse is subject to a condition of employment or promotion that, if not for this Section, would require him or her to reside a distance of less than twenty (20) miles from the nearest boundary of the public employer.

This Section would not affect current employees unless they move from their present address after effective date of this contract.



**Section 22.16**                    **Benefit Program Compensation**

No benefit program or combination of benefit programs shall allow an employee to be compensated at a rate in excess of the hourly base rate of pay the employee would receive if working and in pay status.

**Section 22.17**                    **Election of Remedies**

When remedies are available for any complaint and/or grievance of an employee through any administrative or statutory scheme or procedure, such as, but not limited to, a veteran's preference hearing, civil rights hearing, or Department of Labor hearing, in addition to the grievance procedure provided under this Agreement, 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 procedure provided for in this Agreement. If an employee elects to use the grievance procedure provided for in this Agreement and subsequently elects to utilize the statutory or administrative remedies, then the grievance procedure provided for hereunder shall not be applicable and any relief granted shall be forfeited.

**Section 22.18**                    **Training Programs**

The Employer shall determine training requirements for employees to establish and maintain skills, proficiencies and certification necessary to the performance of work assignments in the Sheriff Department. If the training program occurs outside of the employee's regularly scheduled work day, the employee will be compensated in accordance with Section 9.1, Premium Pay for Overtime Work.

**Section 22.19**                    **Separability and Savings Clause**

If any Section of this Agreement or any riders thereto should be held invalid by operation of law, or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any Section should be restrained by such tribunal pending a final determination as to its validity, the remainder of this Agreement and of any riders thereto, or the application of such Section to persons or circumstances other than those as to which it has been held invalid or as to which compliance with or enforcement of has been restrained, shall not be affected thereby.

In the event that any Section is held invalid or enforcement of or compliance with which has been restrained, as above set forth, the parties affected thereby shall enter into collective bargaining negotiations upon the request of the Union for such Sections during the period of invalidity or restraint for the purpose of arriving at mutually satisfactory replacement.

There are no agreements which are binding on either of the parties other than the written provisions contained in this Agreement. No further agreement shall be binding on either of the parties until it has been put in writing and signed by the parties.

**Section 22.20**

**Captions**

The titles to each Section or subsection are for identification purposes only and shall not be a substantive part of this Agreement.

**Section 22.21**

**Waiver**

The Agreement expressed herein, in writing, constitutes the entire Agreement between the parties and no oral statement shall add to or supersede any of its provisions. The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining and that the understandings and Agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the Employer and the Union, for the life of this Agreement each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated, to bargain collectively with respect to any subject or matter referred to or covered by 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 parties at the time they negotiated or signed this Agreement.

**Section 22.22**

**Non-Discrimination**

- A. The Employer and the Union agree that the provisions of this Agreement in accordance with applicable federal and state laws shall be applied equally to all employees without discrimination as to race, color, religion, sex, age, national origin, height, weight or marital status.
  
- B. The parties hereby agree that no officers, agency, representatives, members or anyone connected with either party shall in any manner intimidate, coerce, restrain, or interfere with the rights of employees to form, join, or assist labor organizations or to refrain from any of these activities, including the right of employees to withdraw, revoke, or cancel Union membership.

**Section 22.23**

**Acceptance of Gifts**

No employee shall accept loans, gifts, money, or goods, services or other preferred arrangements for personal benefit under any circumstances directly involving influence upon the manner in which he/she performs his/her work, makes his/her decisions, or otherwise discharges his/her duties as a County Employee.

**DURATION**

**Section 23.1**

**Term of Agreement**

This Agreement shall be in full force and effect from the date hereof to and including September 30, 2011. It is further provided that where no such cancellation or termination notice is served and the parties desire to continue said Agreement but also desire to negotiate changes or revisions in this Agreement, either party may serve upon the other a notice at least sixty (60) days prior to the expiration or of any subsequent contract year advising that such party desires to continue this Agreement but also desire to revise or change terms or conditions of such Agreement.

In the event of war, declaration of emergency, or imposition of civilian controls during the life of this Agreement, either party may reopen the same upon sixty (60) days' written notice and request renegotiation of matters dealing with wages and hours. If governmental approval of revisions should become necessary, all parties will cooperate to the utmost to attain such approval.

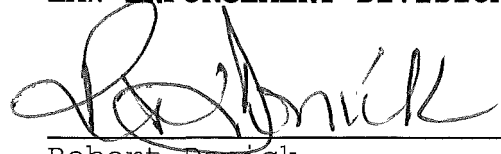
The parties agree that notice provided herein shall be accepted by all parties as compliance with the notice requirements of applicable law.

IN WITNESS WHEREOF, the parties have hereunder set their hand and seals this 14th day of September, 2010.

**COUNTY OF MUSKEGON**

**TEAMSTERS LOCAL NO. 214  
LAW ENFORCEMENT DIVISION**

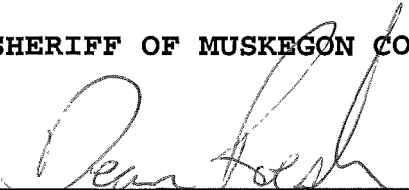
  
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Kenneth Mahoney, Chairman  
Muskegon Co. Board of Commissioners

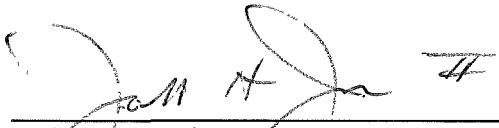
  
\_\_\_\_\_  
Robert Donrick  
Business Representative

  
\_\_\_\_\_  
Nancy Waters, County Clerk

  
\_\_\_\_\_  
Eric Anderson

**SHERIFF OF MUSKEGON COUNTY**

  
\_\_\_\_\_  
Dean Roesler, Sheriff

  
\_\_\_\_\_  
John Jenkins

**APPENDIX A**

**A. CORRECTIONS OFFICER**

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>	<u>Step 8</u>
Hrly	19.22	20.14	21.17	21.95	22.78	23.67	24.57	25.64

**CORRECTIONS OFFICER/NR**

	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>	<u>Step 8</u>
Hrly	17.04	17.77	18.56	19.46	20.42	21.19	21.99	22.85

Effective the first full pay period following January 1, 2011 - the hourly rate for each step will be increased based upon the change in the September, 2010, index as compared to the September, 2009, index from the official Consumer Price Index for Urban Wage Earners and Clerical Workers - United States City Average - "all items," published by the Bureau of Labor Statistics, U.S. Department of Labor (1982=100), such increase shall not be less than 1% nor more than 2%.

- B. College Degree Pay.** Any Corrections Officer who has received a four (4) year B.A. Degree in Police Science or Criminal Justice from an accredited college or university shall receive an additional pay adjustment of five percent (5%) above and beyond the normal pay as shown in the above ranges. Any Corrections Officer who has received a two (2) year A.A. Degree from an accredited college, including the successful completion of a minimum of thirty (30) credit hours in Police Science or Criminal Justice course work, shall receive an additional pay adjustment of two percent (2%) above and beyond the normal pay as shown in the above ranges.

LETTER OF UNDERSTANDING  
CORRECTIONS OFFICER UNIT

Subject: MERS F 50/25 Pension Co-pay


It is understood that the MERS F 50/25 Pension Benefit for current employees will not go into effect until January 1, 2011 and the employee contribution of 1.19% will commence at that time.

**COUNTY OF MUSKEGON**



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Kenneth Mahoney, Chairman  
Muskegon County Board  
of Commissioners



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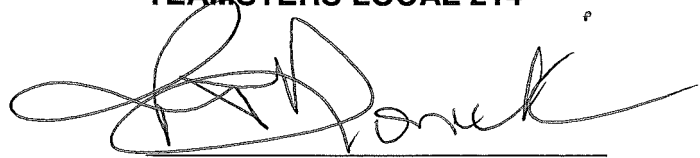
Dean Roesler  
Sheriff



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Deborah Groeneveld  
Human Resources Director

**TEAMSTERS LOCAL 214**



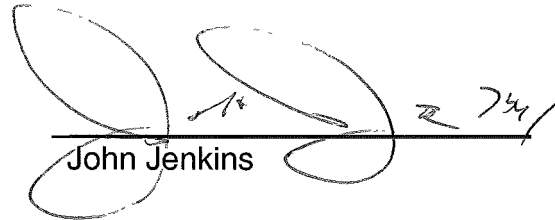
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Robert Donick  
Business Representative



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Eric Anderson



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John Jenkins