

2007 – 2010

COLLECTIVE BARGAINING AGREEMENT

CLERICAL

AND

NON-SWORN POLICE PERSONNEL

CITY OF TROY, MICHIGAN

AND

**MICHIGAN ASSOCIATION OF POLICE
(MAP)**

TABLE OF CONTENTS

<u>ARTICLE</u>		<u>PAGE</u>
III.	Aid to Other Unions	2
XLIV.	Civil Service	37
XXXIV.	Cleaning Allowance.....	33
XXXVIII.	Demotion	36
XIV.	Discipline.....	10
XLIII.	Drug and Alcohol Testing.....	37
XLV.	General.....	38
XIII.	Grievance Procedure.....	8
XXVII.	Health Insurance	25
XXII.	Holidays	19
XVII.	Job and Shift Preference	15
XVIII.	Job Testing.....	16
XVI.	Layoffs and Recall	14
XXV.	Leave of Absence with Pay.....	23
XXXI.	Longevity	29
XXX.	Long-Term Disability Insurance - Non-Work Related Sickness or Disability	29
X.	Management Rights	6
XL.	Military Leave.....	36
VI.	Negotiation Meetings.....	3
XXXIX.	New Jobs.....	36
IV.	Non-Discrimination	3
XXI.	Overtime	17
I.	Purpose and Intent.....	1
II.	Recognition of Union.....	1
XLII.	Reporting Absences	37
XI.	Representation	7
XXXVII.	Request for Transfers and Promotions.....	34
XXXII.	Retirement.....	30
XV.	Seniority.....	11
XLVII.	Separability and Savings Clause.....	38
XXXV.	Shift Premium	33
XXIX.	Short-Term Disability Insurance - Non-Work Related Sickness and Accident.....	28
XXVIII.	Short-Term & Long-Term Disability Insurance - Work Related Injury	26
XXIV.	Sick Leave.....	22
XII.	Special Conferences.....	8
IX.	Strikes and Lockouts	6
XLVI.	Supplemental Agreement	38
XLIX.	Termination.....	39
XXXVI.	Tuition Reimbursement	33
XXXIII.	Uniforms	32
XLI.	Union Bulletin Boards	37
VIII.	Union Dues	4
VII.	Union Security	3
XXVI.	Unpaid Leaves of Absence	24
XXIII.	Vacation Leave	20
V.	Visits by Union Representatives.....	3
XLVIII.	Waiver of Negotiations	38
XIX.	Working Hours	16
XX.	Work Week.....	16

PREAMBLE

This Agreement entered into on this 18th day of February, 2008 between the City of Troy (hereinafter referred to as the "Employer" and Michigan Association of Police (MAP) (hereinafter referred to as the "Union").

ARTICLE I.

PURPOSE AND INTENT

1. The general purpose of the agreement is to set forth terms and conditions of employment and to promote orderly and peaceful labor relations for the mutual interest of the Employer, the employees, the Union, and the citizens of the City of Troy.

The parties recognize that the interest of the City of Troy and its citizens, and the job security of the employees depend upon the Employer's success in establishing a proper service to the community, and its ability to provide such proper service in an economic and efficient manner.

To these ends, the Employer and the Union encourage to the fullest degree friendly and cooperative relations between the respective representatives at all levels and among all employees.

ARTICLE II.

RECOGNITION OF UNION

2. Pursuant to and in accordance with all applicable provisions of Act 336 of the Michigan Public Acts of 1947, as amended, the City of Troy, hereinafter referred to as the Employer, does hereby recognize Michigan Association of Police (MAP), hereinafter referred to as the Union, as the sole and exclusive representative for the purpose of collective bargaining in respect to rates of pay, wages, hours of employment, and all other conditions of employment of all permanent full-time Office Assistant I's, Office Assistant II's, Account Clerk I's, Account Clerk II's, Records Clerks, Secretaries, Police Service Aides, Police Service Aide or civilian performing Property Officer work, and Animal Control Officers employed by the Employer, excluding all elected officials, the Secretary and Office Assistant classification employees to the City Manager, Secretary classification employees to the Human Resources Director, all other confidential employees as that term is defined by the Michigan Employment Relations Commission, all Administrative Clerks, all regular part-time employees, all temporary employees, all co-op student employees, all employees who are hired and whose compensation is funded under CETA Title VI programs, or persons in similar projects for definite time periods as specified in CETA regulations and all supervisors including the Account/Supervisor. This section is limited strictly to recognition of the Union as a bargaining agent as required by the provisions of Act 336 and shall not be interpreted or expanded in any other manner or for any other purpose. The City retains the right to assign at any time property officer work to sworn police personnel who are excluded from the bargaining unit represented by the Union.

3. Temporary employees, for purposes of this Agreement, shall be defined as those persons employed by the City for a limited duration and who shall not be permitted to work beyond four (4) months continuously in any one position unless the temporary employee is replacing a permanent full-time employee who is on extended sick leave or an approved leave of absence. Temporary employees are not subject to the terms of this Agreement.

The above paragraph does not apply to persons employed by a temporary service agency. Such persons are not 'temporary employees' within the above definition. However, persons employed through a temporary service agency to replace a full-time employee while the position is in the process of being recruited shall not be permitted to work beyond six (6) months continuously in any one position.

4. Part-time employees, for purposes of this Agreement, means persons who work not more than twenty (20) hours per week unless filling in during a vacation period or an approved leave of absence not to exceed four (4) weeks during a calendar year; part-time employees are not subject to the terms of this Agreement. Office Assistant I's and II's in the Parks and Recreation Department are not subject to this section during periods of program registration.

The Employer agrees not to replace regular full-time employees of this bargaining unit who resign, transfer, or are laid-off with part-time employees in a combination of hours equal to 40 or more per week.

5. Co-op student employees, for purposes of this Agreement, means persons employed by the Employer pursuant to an established program between the Employer and a school under which such persons spend time both in the classroom and working for the Employer; co-op student employees are not subject to the terms of this Agreement.
6. It is recognized by the Employer and the Union that supervisors, temporary employees, part-time employees, co-op student employees, and other persons excluded from the bargaining unit also perform work performed by persons within the bargaining unit represented by the Union and that this Agreement does not in any way restrict any such work by such persons who are not in the bargaining unit, provided that the Employer agrees that it will not increase the bargaining unit work being performed by a supervisor so as to result in the layoff of a bargaining unit employee.

ARTICLE III.

AID TO OTHER UNIONS

7. The Employer will not aid, promote, or finance any labor group or organization which purports to engage in collective bargaining or make any agreement with any such group or organization for the purpose of undermining the union.

ARTICLE IV.

NON-DISCRIMINATION

8. The parties recognize that the Employer is legally and morally obligated to guarantee to all citizens a fair and equal opportunity for employment and to these ends agree that no person shall be denied employment, nor in any way be discriminated against because of sex except where based on a bona fide occupational qualification, age, race, color, creed, national origin, disability, political or religious beliefs. The Union recognizes its joint responsibility with the Employer in assuring that there shall be no discriminatory conduct as prohibited under this section. In this contract, the specification of the masculine gender implies the feminine, and the specification of the singular implies the plural, and vice-versa. The parties recognize that the Union is legally obligated to guarantee membership in the Union of employees working under this contract without regard to the person's race, age, sex or creed, national origin, disability, political or religious beliefs.

ARTICLE V.

VISITS BY UNION REPRESENTATIVES

9. Provided that at least twenty-four (24) hours notice is given to the Human Resources Director or his Assistant, the Employer agrees that representatives of the Michigan Association of Police (MAP) may visit the Employer's premises for purposes of negotiations, and may visit with the President for purposes of investigation of grievances at any level of the Grievance Procedure, provided that such representatives notify the supervisor of the department when they arrive in the department and conduct their activities so as not to disrupt normal operations.

ARTICLE VI.

NEGOTIATION MEETINGS

10. During the term of the contract, if the parties mutually agree to meet during normal working hours, the Employer agrees that it will pay up to four (4) employees representing the Union for straight time hours engaged in such meeting, provided that such employees are regularly scheduled to work during such time.

ARTICLE VII.

UNION SECURITY

11. To the extent that the laws of the State of Michigan permit, it is agreed that:
 - A. Employees covered by this Agreement who are not members of the Union at the time it becomes effective and who have been employed for a period of thirty (30) days, who do not make application for membership in the Union within thirty (30) days after the effective date of this Agreement, shall, commencing with the first bi-weekly payroll period thereafter and for the duration of this Agreement, pay to the Union a service charge in an amount equal to the regular monthly dues as a contribution toward the administration of this Agreement.

- B. Employees covered by this Agreement who are not members of the Union at the time it becomes effective and who have been employed for less than thirty (30) days, and employees hired, rehired, or transferred into the bargaining unit after the effective date of this Agreement, or who do not make application for membership in the Union within thirty (30) days after completion of 30 days of service, shall, commencing with the first bi-weekly payroll period thereafter and for the duration of this Agreement, pay to the Union the service charge defined in (a) above.
12. Failure to comply with the provisions of this Article, Section 11 shall be cause for the discharge of the employee.
13. No employee shall be terminated under this Article except as provided below:
- A. The Union has first notified the Employer in writing that the employee has elected not to join the Union.
- B. Within ten (10) working days from the date the Union notifies the Employer that the employee has elected not to join the Union, the Employer shall:
- (i) Notify the employee of the provisions of this Agreement.
- (ii) Obtain the employee's response, and
- (iii) Notify the Union of employee's response.
14. In the event the employee has neither joined the Union nor signed the "Authorization for Deduction of Service Charge" form after the above, the Union may proceed to request termination of the employee by written notice to the Employer, with a copy to the employee, registered mail, return receipt requested.
15. Upon receipt of such written notice, the Employer shall within fifteen (15) working days notify the employee that, unless there is immediate compliance, the employee will be terminated not later than the end of the next pay period.
16. The employee shall then be terminated unless the employee can produce evidence of compliance.
- The Union shall protect, indemnify, and save harmless the Employer from any and all claims, demands, suits, and any other forms of liability which arise from action taken by the Employer for the purpose of complying with the language of Article VII of this agreement.
17. An employee who shall tender the periodic dues or service fee uniformly required as a condition of acquiring or retaining membership shall be deemed to meet the conditions of this section. In no cases shall the service fee exceed the amount of the membership dues.

ARTICLE VIII.

UNION DUES

18. Payment of Check-Off or Direct to Union: Employees may tender the monthly membership dues by signing the Authorization for Check-Off of Dues Form, or may pay the pay the same directly to the Union.

19. Check-Off Forms: During the life of this Agreement in accordance with the terms of the form of Authorization for Check-Off of Dues hereinafter set forth, and to the extent the laws of the State of Michigan permit, the Employer agrees to deduct Union membership dues levied in accordance with the Constitution and By-Laws of the Union from the pay of each employee who executes or has executed the Authorization for Check-Off of Dues Form.
20. Deductions: Deductions shall be made only in accordance with the provisions of this Agreement. The Employer shall have no responsibility for the collection of membership dues, special assessments, or any other deductions not in accordance with this provision.
21. Delivery of Executed Authorization of Check-Off of Dues Form: A properly executed copy of such Authorization for Check-Off of Dues Form for each employee for whom union membership dues are to be deducted hereunder, shall be delivered to the Employer before any payroll deductions are made. Deductions shall be made thereafter only under Authorization for Check-Off of Dues Forms which have been properly executed and are in effect. Any Authorization for Check-Off of Dues Form which is incomplete or in error will be returned to the Union Financial Secretary by the Employer.
22. When Deductions Begin: Check-Off deductions under all properly executed Authorization for Check-Off of Dues Forms shall become effective at the time said form is tendered to the Employer and shall be deducted from the appropriate pay of the month and each month thereafter.
23. Delivery of Additional Check-Off Forms: The Union will provide to the Employer any additional Authorization for Check-Off of Dues Forms under which the Union membership dues are to be deducted.
24. Refunds: In cases where a deduction is made that duplicates a payment that an employee has already made to the Union or where a deduction is not in conformity with the provisions of the Union Constitution and By-Laws, refunds to the employee will be made by the Union.
25. Remittance of Dues to Financial Officer: Deductions for any calendar month shall be remitted to the designated financial officer of the Union by the 25th day of the month in which the deduction is made. The Employer shall furnish the designated financial officer of the Union monthly with a list of those for whom deductions have been made.
26. Disputes Concerning Check-Off: Any dispute between the Union and the Employer which may arise as to whether or not an employee properly executed or properly revoked an Authorization for Check-Off Dues Form, shall be reviewed with the employee by a representative of the Union and a designated representative of the Employer. Should this review not dispose of the matter, the dispute may be referred to the grievance procedure whose decision shall be final and binding on the employee, the Union, and the Employer. Until this matter is disposed of, no further deduction shall be made.
27. Limit of Employer's Liability: The Employer shall not be liable to the Union by reason of the requirements of this Agreement for the remittance or payment of any sum other than that constituting actual deductions made from wages earned by employees. The Union will protect and save harmless the Employer from any and all claims, demands, suits, and other forms of liability by reason of action taken, for the purpose of complying with Section 24 of this Article.

ARTICLE IX.

STRIKES AND LOCKOUTS

28. Under no circumstances will the Union, any of its officers, or employees, cause, authorize, or condone, nor will any member of the bargaining unit cause, authorize, condone, or take part in any picketing, demonstration on the Employer's premises or adjacent thereto, strike, sit-down, stay-in, or slowdown in any building or property of the Employer or any curtailment of work or restriction of work or interference with the operations of the Employer, during the term of this Agreement.
29. In the event of a work stoppage or other curtailment or interference of work, the Employer shall not be required to negotiate on the merits of the dispute which gave rise to the stoppage or curtailment until such has ceased.
30. In the event of a work stoppage, or other curtailment or interference of work, Union officers shall immediately instruct the involved employees in writing that their conduct is in violation of the contract, that they may be discharged, and instruct all such persons to immediately cease the offending conduct.
31. In the event an individual employee or group of employees engage in any of the prohibited activities set forth in Section 28 above, the Employer shall have the right to, at his discretion, discipline or discharge such employee or group of employees. However, it is understood and agreed that if there is a dispute as to whether an employee has engaged in the prohibited activities set forth in Section 28, the employee or employees may process a grievance limited to the issue of whether they engaged in the prohibited activity, starting at the third (3rd) step of the grievance procedure, provided a written grievance is filed with the Human Resources Department within three (3) work days after the date upon which the employee was disciplined or discharged.
32. The Employer agrees that it will not lockout any employee during the term of this Agreement. However, if any employee is unable to work because equipment or facilities are not available due to a strike, work stoppage, slowdown, or other interference by employees of another employer, such inability to work shall not be declared a lockout, or a slowdown, or stoppage of work by the employees or the Union.

ARTICLE X.

MANAGEMENT RIGHTS

33. It is recognized that the management of the Employer, the control of its properties, and the maintenance of order and efficiency is solely a responsibility of the Employer. Other rights and responsibilities belonging solely to the Employer are hereby recognized, prominent among which but by no means wholly inclusive are: the rights to decide the number and location of buildings, work stations and work areas, work to be performed within the unit, maintenance and repair, amount of supervision necessary, machinery and tool equipment, methods, schedules of work, the right to purchase the services of others for economic reasons, together with the selection, procurement, designing, engineering and the control of equipment and materials, and the right to determine which services are to be performed and the number of employees needed to perform such services.

34. It is further recognized that the responsibility of the management of the Employer for the selection and direction of the working forces, including the right to hire, suspend or discharge for just cause, assign, promote or transfer, to determine the amount of overtime to be worked, to relieve employees from duty because of lack of work, the right to establish and maintain reasonable work rules, regulations and personnel policies governing the operation of the various departments, the training necessary and those employees who are to receive said training, is vested exclusively in the Employer, subject only to the seniority rules, grievance procedure and other express provisions of this Agreement as set forth herein.

ARTICLE XI.

REPRESENTATION

35. For the purpose of processing grievances under the Grievance Procedure at the steps provided therein, the Employer will recognize two districts which shall be (1) Police (which includes Police Service Aide, civilian or Police Service Aides performing Property Officer work, and Animal Control Officers covered by this contract), and (2) Clerical (which includes Office Assistant I's, Office Assistant II's, Account Clerk I's, Account Clerk II's, Records Clerks and Secretaries covered by this contract). In the Clerical district, the Employer will recognize two stewards and two alternate stewards. The two Clerical stewards, in order to provide broader representation, will come from two different departments. In the Police district, the Employer will recognize a steward and an alternate steward for each shift on which there are more than two employees covered by this Agreement. Alternate stewards shall function only in the absence of the steward.
36. Stewards and alternate stewards shall be selected in any manner determined by the Union provided that they must work in the district they represent and are employees who have completed their probationary period, and in the Police district they must work on the shift for which they are the representative.
37. The Union agrees that the names of the stewards and alternates shall be given in writing to the Employer within five (5) work days after their election. No person claiming to be a steward or alternate steward will be permitted to act as such until the Employer is advised in writing that the person has become such a representative.
38. No employee, including a steward, alternate steward, or other union representative shall stop his assigned work for any reason related to the investigation or processing of grievances without promptly notifying and obtaining approval from his immediate supervisor. No such person shall leave his assigned job if efficient operations require the employee to continue working. In such event, such person will be able to leave the job during the shift on which the supervisor has been notified.
39. Stewards or alternate stewards who leave their jobs to settle grievances, shall be paid their regular hourly rate while settling or investigating grievances at their appropriate step of the Grievance Procedure. An employee, other than a union representative, presenting a grievance at Step 1 of the Grievance Procedure shall not lose pay for the active time he is involved in such step. If, during the course of such activities, a steward or alternate steward is taken beyond the Employer's premises, the Employer will pay them only for the time spent during regular working hours at meetings conducted with Employer representatives present and held for the purpose of settling or investigating grievances.

40. The right of a steward or alternate steward or employee to leave his work during work hours without loss of pay is extended with the understanding that the time will be devoted to the prompt handling of legitimate grievances and will not be abused, and that the steward or alternate steward or employee will continue to work at his assigned job at all times, except when leaving his work to handle grievances as provided in the Grievance Procedure. If a dispute arises as to whether a steward or alternate steward or employee is abusing the right provided herein, the steward, alternate steward, or employee shall return to his assigned job and the matter shall be taken up at Step 3 of the Grievance Procedure.
41. During periods of layoff, Union officers will be retained on jobs that are operating within their classification which they are capable of performing. Union officers shall be deemed to have top seniority for layoff purposes as follows: first President, second Stewards. Stewards shall be retained only by using their seniority as a steward in their own district.
42.
 - A. The Union President or designee will be provided not more than 8 hours total leave with pay to attend the funeral(s) of members of the unit.
 - B. One to two union members, upon 15 days notice, not of same department at the same time, allowed up to total of 40 working hours per calendar year paid, to attend a conference(s) with no change in seniority date.

ARTICLE XII.

SPECIAL CONFERENCES

Special conferences for important matters will be arranged between the Chapter President and the employer or its designated representative upon the request of either party. Such meetings shall be between two (2) but not more than three (3) representatives of the Employer and two (2) but not more than three (3) representatives of the Union. 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.

ARTICLE XIII.

GRIEVANCE PROCEDURE

43. A grievance is defined as a dispute with respect to an alleged violation of, or with respect to, the interpretation of this Agreement or disciplinary action. To be considered a grievance, such dispute must be processed according to the following procedure:

STEP ONE: When an employee has a grievance, he shall first notify his supervisor and discuss the grievance with him, provided that, upon the employee's request, the employee's steward or alternate steward may take part in such discussion. The discussion provided herein must take place within seven (7) calendar days after the incident or knowledge of the incident which gave rise to such grievance.

STEP TWO: If the grievance is not satisfactorily settled at STEP ONE, the employee may so inform his steward or alternate steward, who shall, if the steward or alternate steward believes the grievance should be processed, reduce the grievance to writing and present it, within fourteen (14) calendar days after the discussion at STEP ONE, on a standard form, in triplicate and

signed by the employee or employees involved, to the Department Head. The written grievance shall identify the section of the contract which the employee believes was violated, contain a specific statement of facts as to what caused the grievance and the remedies sought by the grievant. Within fourteen (14) calendar days after receipt of the grievance, the Department Head shall hold a meeting with the steward to discuss the grievance. The employee and employee's supervisor may be present. The Department Head shall give his answer to this grievance within fourteen (14) calendar days of the meeting by delivering the answer to the President and a copy of the answer to the steward, employee, and supervisor. Should the Department Head not respond, the Union may advance the grievance to the next step within seven (7) calendar days.

STEP THREE: In the event the Department Head's answer does not resolve the grievance, the Union may appeal the grievance in writing to the City Manager (or his designee) within seven (7) calendar days of receipt of the Employer's STEP TWO answer. The City Manager (or his designee) shall schedule a meeting within fourteen (14) calendar days of receipt of the Union's appeal to STEP THREE. Persons who may attend such meeting are the Council Representatives of the Union, the Steward, the Chapter President, the City Manager or his designee, the Department Head or his representative and the employee's supervisor. The City Manager (or his designee) shall give his written answer to the grievance within fourteen (14) calendar days after such meeting.

STEP FOUR: In the event the City Manager's answer does not resolve the grievance, the Union may submit such grievance to arbitration by filing a notice of intent to arbitrate with the City within fourteen (14) calendar days of receipt of the City Manager's answer or within fourteen (14) calendar days of the expiration of the City Manager's time limit, and a request for arbitration with the American Arbitration Association within 30 calendar days of receipt of the City Manager's answer (or failure to answer). The grievance and arbitration procedure provided herein shall be the Union's and the employee's exclusive recourse for disputes arising under the terms of this Agreement; the employees covered by this Agreement shall have no recourse to any City Civil Service, City Personnel Boards, or City Commissions.

44. The selection of an impartial arbitrator shall be in accordance with the applicable rules of the American Arbitration Association. The cost of the arbitration shall be shared equally by the Union and the Employer. The arbitrator shall have authority only to apply and interpret the express terms of this contract and shall have no authority to render a decision contrary to, or inconsistent with, the express terms of this Agreement, or which modifies or in any way varies the express terms of this contract, change any wage or salary scale, grant a right or relief which applies to any time period prior to the execution of this Agreement, or to in any way subtract from or alter the express terms of this Agreement. Grievances shall be arbitrated separately, unless otherwise mutually agreed in writing. The arbitrator's decision shall be delivered in writing to the Employer and the Union as soon as possible after close of the arbitration hearing. If made in accordance with his jurisdiction and authority under this Agreement, the arbitrator's decision shall be final and binding on the Employer, on the employee or employees, and on the Union.
45. The Employer and Union shall pay their own cost for the attendance of representatives and witnesses at an arbitration proceeding. Arbitrations, whenever possible, shall be conducted on the premises of the Employer. However, the grievant and the City employee who is the Union representative shall not lose wages or benefits and will be paid by the City if conducted during normal working hours and on City premises.

46. The time limits specified in the grievance procedure are of the essence. If the Union or employee fails to act within the time limits set forth in any step of the grievance procedure, the grievance shall be considered settled on the basis of the Employer's last answer. Any grievance not answered by the Employer within the time limits established in the grievance procedure may be advanced to the next step by the Union by written appeal within the proper time limit after the Employer's answer was due. The Employer and Union may extend the time limits established in the grievance procedure by executing a written extension.
47. Grievances processed to arbitration may be withdrawn only on mutual agreement of the Employer and the Union.
48. The retroactive effect of any claim shall be limited to 60 calendar days prior to the date of the written presentation of a grievance at STEP TWO of the grievance procedure. No claim for back wages shall exceed the amount of wages the employee would otherwise have earned at his regular rate, less any unemployment or other compensation he may have received from any source of employment during the period in question.
49. In accordance with 423.211 of Act 336, individual employees within the bargaining unit, and whether or not they are members of the Union, shall retain the right to present grievances individually to the Employer. The Union shall be notified of the grievance and provided an opportunity to be present. Grievances filed by individuals on the same contract violations may be combined into one grievance upon mutual consent of the parties.
50. An agreement reached in the Grievance Procedure between the Employer and the Union, including a steward or alternate steward, is binding on the Employer, the Union, and the employees and cannot be changed by an individual.

ARTICLE XIV.

DISCIPLINE

51. All discipline shall be for just cause. In all disciplinary action, as well as upon the discharge or suspension of any employee, the Employer agrees within twenty-four (24) hours, unless otherwise impossible, to notify in writing the employee and the steward in the district in which the disciplined, discharged, or suspended employee worked. If the steward cannot be reached, the following order shall be followed: 1) alternate Steward, 2) Chapter President. In the case of discharge or suspension, a copy shall also be furnished to the President and the MAP staff representative.
52. A discharged or suspended employee will be allowed to discuss his discharge or suspension with his steward or alternate steward and the Employer will make available an area where he may do so before he is required to leave the property of the Employer. Upon request, the Department Head or his designated representative will discuss the discharge or suspension with the employee and his Union representative in an attempt to resolve the dispute.
53. Should the discharged or suspended employee consider the discharge or suspension to be improper, the employee shall file a grievance in writing at STEP THREE of the Grievance Procedure within three (3) regularly scheduled working days of the discharge or suspension. Thereafter, the grievance shall proceed as provided in the Grievance Procedure.

54. The Employer shall, upon written request of the employee, remove records of discipline from an employee's personnel file which are over three (3) years old providing the employee has corrected the matter in question, and has received no other discipline within a three year period after receipt of the discipline. However, records of discipline more severe than a written reprimand shall be retained permanently in the employee's personnel file.
55. An employee may review his Department or Personnel file in the Human Resources Department no more than three one-hour periods during normal working hours without loss of pay per calendar year provided that the employee gives their supervisor twenty-four (24) hours notice of the request to review such files; the employee may not remove any material contained in such file. An employee may comment in writing about any adverse material in his personnel file and such comment shall be included in the file.

ARTICLE XV.

SENIORITY

56. Each employee shall have seniority which shall be an employee's continuous service since the first date he actually started work in the bargaining unit and the district. Date of start in classification shall be used to determine placement of employee in case of layoff. Such seniority shall apply for all purposes under this Agreement, unless otherwise expressly provided; such seniority shall not be applicable for purposes of pension benefits, which benefits shall be based on credited service as defined in the Employee's Retirement System, Chapter 10 of the Troy City Code, nor for fringe benefits which shall be determined by the service date (seniority date less unpaid leaves of absence).

Notwithstanding the provisions of Article XXVI, Unpaid Leave of Absence, employees who are absent from work on extended leave will continue to accrue paid leave time. However, in the event the method of accrual of paid leave time during an extended absence changes for the classified employee group, it will be changed in the same manner for this bargaining unit.

57. Seniority lists shall be kept separately for the following districts:

- | | |
|-------------|---|
| District A) | Clerical District (Office Assistant I and Office Assistant II, Account Clerk I and Account Clerk II, Records Clerk and Secretary classifications) |
| District B) | Police District (Police Service Aide and Animal Control Officer classifications) |

When employees transfer from one district to another, the employee shall have their seniority frozen in the district which they left. The employee shall begin accruing seniority in the new district from the first day worked in said district. Employees transferring from one district to another shall not lose service date credit.

An employee who returns to his original seniority district shall hold his original seniority date in that district.

Within thirty (30) calendar days after the execution of this Agreement, the Employer will post two seniority lists showing the employee's classification date and date of employment, and provide such lists to the Chapter President and Treasurer. Any employee shall have five (5) work days to file a grievance if he disagrees as to his classification or amount of seniority. If an employee does not grieve, his classification and amount of seniority shall be as it appears on such lists. The Employer shall update such seniority lists every three (3) months and post such updated lists. Any employee shall have five (5) work days to file a grievance with respect to any additions or changes shown on such updated lists. If an employee does not grieve, his classification and amount of seniority shall be as it appears on such lists.

58. In the event that two or more employees start work on the same date and have the same seniority, the employee with the highest test scores shall have the higher seniority. Seniority list prior to 8/1/80 will not be changed. Except for Police Service Aides, a new employee shall be regarded as a probationary employee for six months from the date he actually starts work, at which time his name shall be placed on the seniority list with his amount of seniority. A Police Service Aide shall be regarded as a probationary employee for a period of one (1) year from the date of hire, less time spent in a training academy to which he has been sent by the City, at which time his name shall be placed on the seniority list with his amount of seniority. During an employee's probationary period, the Employer retains the right to discharge the employee without regard to any other provision of this Agreement. The discharge or termination of any employee during the probationary period shall not be subject to the Grievance Procedure. There shall be no seniority among probationary employees.
59. Except as specifically provided in Section 58, the Union shall represent probationary employees for the purpose of collective bargaining and in respect to rates of pay, wages, hours of employment, and other conditions of employment.
60. If an employee is granted another position or promoted to a position under the Employer not included in the bargaining unit, he shall have six (6) calendar months to determine if he wants to remain in such position. If he elects not to remain in such position, he shall be returned to his former classification provided he has sufficient seniority. After such six-month period, the employee may return to a bargaining unit position only at the discretion of the Employer, who retains the right to terminate such employee without any recourse under this Agreement. If, after such six months, the Employer elects to permit such employee to return to the bargaining unit, he shall be returned to his former classification, provided he has sufficient seniority.

Employees shall not accrue bargaining unit seniority during periods spent in a classification outside of the bargaining unit. However, this shall not apply to an employee who returns to the unit during the first 6 months of promotion or during the probationary period in the case of promotion to Police Officer for the City of Troy.

61. For purposes of this Agreement, seniority shall be recognized in the following classification districts (If transferred or promoted from one district to the other, seniority will start in new district on starting date and frozen in the old (leaving district). No employee may transfer, be promoted, or bump into a position in the Police Department without passing a background check as determined by the department):

CLERICAL
SERVICE
DISTRICT - A

Office Assistant I
Office Assistant II
Account Clerk I
Account Clerk II
Records Clerk
Secretary

POLICE
SERVICE
DISTRICT - B

Police Service Aide
(Including Police Service Aide or
civilian performing Property Officer
work and Police Service Aide
performing Animal Control Functions)

Animal Control Officer

62. Loss of Seniority. An employee shall lose his seniority and be deemed terminated under the following circumstances:
- a. If he resigns;
 - b. If he is discharged for just cause;
 - c. If he is absent for three (3) consecutive work days (which includes the original date of absence) without notifying the Employer (exceptions on the merits of the absence may be made by the Employer.
 - d. If he fails to return to work upon expiration of a leave of absence;
 - e. If he fails to return to work within fourteen calendar days after being recalled from a layoff as set forth in the recall procedure;
 - f. If he is laid off for a continuous period equal to his length of seniority two (2) years, whichever is lesser;
 - g. If he retires;
 - h. If an employee gives a false reason to obtain a leave or is employed elsewhere during a leave of absence;
 - i. If an employee separates from employment upon settlement covering total disability;
 - j. If an employee is off the payroll for more than two years with evidence that the employee will not be able to perform the duties of his/her previous position without restriction.

XVI.

LAYOFFS AND RECALL

63. Layoff means an indefinite reduction of the working forces. Whenever possible, employees being laid off shall be given at least fourteen (14) calendar days notice of layoff. The Employer shall furnish the Union by the Chapter President with a copy of such layoff notice.
64. Layoff shall be by total seniority of City employment. The following procedure shall govern the layoff of employees:
- A. Seasonal, temporary, part-time, and probationary employees (in that order), performing Bargaining Unit work, shall be laid off first within a classification in a department before the layoff of any Bargaining Unit members within that classification. When an employee exercises bumping rights into a classification as a result of a layoff as explained above, the seasonal, temporary, part-time, and probationary employees within the department (in that order) who perform Bargaining Unit work shall be laid off before the layoff of any bargaining unit members within that classification.
 - B. Thereafter, seniority employees who are serving a trial period in a classification shall be removed from that position in order of their date of entry into such classification and shall be returned to their former classification, provided they have sufficient seniority;
 - C. Thereafter, employees who are displaced by elimination of their job, or another employee bumps them, shall displace an employee with lesser classification seniority in that classification. The employee who cannot displace an employee within their classification shall displace a less seniority employee in a lower classification if the employee is fully capable of performing such work with minimal additional training.

However, an employee may bump another employee in the same classification who has more classification seniority if said employee cannot bump into a lower classification and has more district seniority than the same classification seniority employee.

65. When the working force is increased after a layoff, the employees shall be called back in reverse order of the Layoff Section. The employees shall be returned to the same pay step that they were on at the time of the layoff.
66. Notice of recall shall be sent by certified mail return receipt requested to the employee at the last address on file with the Employer.

If the employee fails to appear or call to the Human Resources Department within five (5) calendar days of the mailing date of notice, he shall be considered as having quit. If the employee calls the Human Resources Department within five (5) calendar days of the notice, he shall report to work as directed, but be allowed up to fourteen (14) calendar days from the date of the phone call or personal appearance to report to work provided reasons satisfactory to the Employer are given for the requested extension of time. It is the employee's responsibility to notify the Human Resources Department of any change of address.

ARTICLE XVII.

JOB AND SHIFT PREFERENCE

For the purposes of this Article, the terms "shift" and "job" shall have the same meaning.

67. Effective February 7, 2005, employees shall work the shift/job for which they were hired, or to which they are currently assigned (i.e. Communications or Lock-up) subject to the following exceptions:

- A. Employees who have completed their probationary period in the Police Service Aide classification shall have two or more shift/job selections per calendar year, as determined by the department. Assignment selection shall be by seniority.
- B. Employees who have completed their probationary period in other classifications covered by this contract may, in the event there is a vacancy in their classification on another shift/job, elect to transfer to such vacancy prior to the Employer hiring a new person for such job.

However, PSA's in Communications or Lockup who elect to transfer to the other assignment (Communications to Lockup or vice versa) must have completed their probationary period in their primary assignment. The employee shall sign up by seniority and receive training at that time. Upon successful completion of the training program and eligibility to sign up for a shift, the employee shall commit to two years in the position. Subsequent signup periods shall require refresher training for an assignment change and a one year commitment.

- C. Employees hired before February 7, 2005, who wish to maintain eligibility to work in both assignments must be able to demonstrate their proficiency by working in both assignments on a regular basis. The Lockup Sergeant or a Communications Supervisor may remove an employee from an eligibility list who is unable to demonstrate their proficiency. Refresher training may be provided to have eligibility reinstated.

68. The Employer, at all times, retains the right to transfer an employee, except Police Service Aides, to a shift/job other than his regular shift/job for a temporary period of time not to exceed thirty (30) calendar days to fill a vacancy. The Employer at all times retains the right to transfer Police Service Aides to a shift/job other than his regular shift/job for a temporary period of time to fill a vacancy.

69. Probationary employees shall work any shift/job to which they are assigned and may not change shifts/jobs during their probationary period.

70. A seniority employee who is not permitted to transfer shifts/jobs as provided herein may file a grievance as provided in the Grievance Procedure.

71. Laid off employees shall have the right to apply for vacancies in other classifications as provided in Article XXXVII.

ARTICLE XVIII.

JOB TESTING

72. An employee who has applied for a vacancy and who has taken the required tests for such vacancy shall be given the opportunity to review his/her test and total score within twenty (20) calendar days after the scores are computed and certified by the Human Resources Director.

ARTICLE XIX.

WORKING HOURS

73. The regular work day shall begin at 12:00 AM and extend to 11:59 PM. For purposes of Holiday Pay or premium pay, the holiday shall be deemed to commence at 12:00 AM on the actual day the holiday occurs, irrespective of when it is celebrated, and an employee will be deemed to have worked on such holiday if his shift originates on such holiday.
74. A. Employees, except employees in the Police Service Aide and Animal Control Officer classifications, shall have a scheduled one-half (1/2) hour unpaid lunch period, and are entitled to two (2) fifteen (15) minute breaks, one in the first half of their shift and one in the second half of their shift.
- Employees in the Police Service Aide and Animal Control Officer classifications may, whenever possible, receive a one-half (1/2) hour paid lunch period and two (2) fifteen (15) minute breaks, one in the first half of their shift, and one in the second half of their shift.
- B. During a scheduled overtime, or unscheduled overtime of four hours in length, an employee shall receive a paid fifteen (15) minute break.
- C. If an employee works more than four (4) hours overtime, in conjunction with his regular work shift, he shall receive a one-half (1/2) hour unpaid lunch break, if the employee so desires.

ARTICLE XX.

WORK WEEK

75. The standard work week shall begin at 12:00 AM Saturday and end at 11:59 PM Friday. The regular work week for regular employees shall be 5 consecutive 8 hour days, forty (40) hours per week or four (4) consecutive work days, ten (10) hours per day, 40 hours per week. Nothing herein shall be construed as constituting a guarantee of work.
76. The Employer shall establish the working hours for each position in order to meet operating requirements within the schedule below:
- A. Day Shift - either 8 or 10 consecutive hour schedules shall start between the hours of 7:00 AM through 9:00 AM.

- B. Afternoon Shift - either 8 or 10 consecutive hour schedules shall start between the hours of 3:00 PM through 5:00 PM.
- C. Midnight Shift - either 8 or 10 consecutive hour schedules shall start between the hours of 9:00 PM through 12:00 AM.
- D. Animal Control Officer classification will be subject to varied hours winter and summer.

The Employer agrees not to change an employee's regular starting time on a day-by-day basis solely for the purpose of avoiding the payment of overtime to such employee. If the Employer chooses to change job starting times to other than the above schedule, notice shall be given by the Employer to the Union by the Chapter President and, if a conference is desired by the Union, the Employer and the Union shall meet to confer on the proposed changing of times.

ARTICLE XXI.

OVERTIME

77. Overtime shall be considered as all authorized hours worked in excess of forty hours in a week (Saturday 12:00 AM - Friday 11:59 PM) or in excess of eight hours in a work day, except for employees who are regularly scheduled to work ten hours in a work day, in which event overtime shall be considered as all authorized hours worked in excess of ten hours in a work day, provided that an employee who works more than eight hours in a work day, or ten hours in a work day if on a ten-hour schedule, and during the same work week takes unpaid time off shall receive overtime compensation only for hours worked in excess of forty hours during the work week.

An employee who works more than forty (40) hours in a work week or in excess of eight (8) hours in a scheduled work day or ten (10) hours in a work day if on a ten hour schedule, shall be paid time and one-half for all such hours, or granted paid time off equivalent to the hours worked at the employee's request; such paid time off shall be taken during the work week in which the overtime was worked. If the employee does not take the paid time during the same work week in which it was worked, the employee shall be paid for such overtime at the rate of time and one-half.

Time paid for sick leave, funeral leave, holidays, or vacation leave shall be construed as time worked in the computation of overtime.

78. Employees will be paid two times their regular hourly rate for all overtime hours worked on:
- A. The employee's 7th work day when the employee has worked 7 consecutive days.
 - B. Holidays (when the holiday is not a part of the employee's regular work schedule). For purposes of this section, the holiday shall be the actual holiday, not the designated day when a holiday falls on a weekend.

79. When an employee is called in to work at other than his scheduled working time, he shall be paid a minimum of three (3) hours at the appropriate premium rate. This minimum shall not be applicable if the overtime is contiguous with the regular working hours.
80. Overtime of less than fifteen (15) minutes in any one day is not included in determining the total hours worked.
81. Employees scheduled to work holidays as part of their regular work schedule shall receive one and one-half (1-1/2) times their regular hourly rate for all hours worked on those holidays. For purposes of this section, the holiday shall be the actual holiday, not the designated day when a holiday falls on a weekend.
82. A. Overtime shall be assigned at the discretion of the Employer provided that the Employer shall notify an employee as early as practicable. The Employer will attempt to equalize overtime within classifications and department where qualifications permit.
- When the Employer is unable to get the required number of employees to volunteer for overtime, the lowest seniority employees in the Division will be required to work overtime. Mandatory overtime for an entire Division may, at the option of the Employer, be invoked by notifying the employees and the union steward of that Division, or a union officer in the absence of the steward, prior to the end of the shift just prior to the mandatory overtime.
- B. No employee shall be ordered, or be eligible to sign up for, overtime with less than an eight (8) hour break between shifts (or up to fifteen (15) consecutive hours of work). An employee's work schedule shall not be changed to avoid this requirement.
- Exceptions may be made only if there are no eligible employees available to work (i.e. due to employees already working extended shifts, on pre-approved leave, emergencies).

ARTICLE XXI.

OVERTIME - POLICE SERVICE AIDES AND ANIMAL CONTROL OFFICERS

83. For purposes of scheduling overtime for Police Service Aides and Animal Control Officers, employees will be considered on a leave day until they work up to ten (10) hours overtime.
- A. Overtime shall first be offered in order of seniority to the employees in the classification in which the overtime is to be worked (herein "affected classification") who are scheduled for a leave day but who are regularly assigned to the shift on which the overtime is to be worked.
- B. If such employees decline the overtime, the overtime shall be offered in order of seniority to other employees in the applicable classification who are scheduled for a leave day.
- C. If such employees in the applicable classification decline the overtime, the overtime shall be offered in order of seniority to those employees in the applicable classification scheduled to work on the day such overtime occurs but whose work schedule for such day does not conflict with the time during which the overtime is to be worked.

- D. If sufficient Police Service Aides have not accepted the overtime after the procedures in sub-sections a, b and c above have been exhausted, then the junior employee in the classification in which the overtime occurs who is scheduled for a leave day shall work the overtime.
84. There shall be no pyramiding of premium pay for hours worked on the same day. Police Service Aides and Animal Control Officers may trade working days under the rules as established and with approval of the Shift Commander. No action by the Employer or agent concerning the trading of days under this action is grievable.

ARTICLE XXII.

HOLIDAYS

85. Employees covered by this contract, including probationary employees (except Police Service Aides, Animal Control Officers, and other employees who work on a schedule which regularly includes holidays as designated days worked), who are full-time employees (persons regularly scheduled to work 40 hours or more) and who are on the payroll as defined in Section 92, Vacations, on the date of the holiday and not on leave without pay on such date, shall be eligible for holiday pay equal to their current rate, excluding any premium pay, for 104 hours of holiday leave a year; this leave shall include the day off with pay for each of the following designated holidays, and the balance of the leave as floating holidays:

New Year's Day	Thanksgiving
Good Friday	Friday after Thanksgiving
Memorial Day	Day before Christmas
Independence Day	Christmas Day
Labor Day	Day before New Year's

86. For those employees covered by Section 85 above, when a holiday falls on Saturday, it shall be observed on the preceding Friday, unless that day is also a holiday, in which case the holiday will be observed on the following Monday. When a holiday falls on Sunday, it shall be observed on the following Monday, unless that day is also a holiday, in which case the holiday will be observed on the preceding Friday. For such employees on a work week other than Monday through Friday, in a division which operates during a holiday, the City Manager shall designate the work day that shall be observed as the holiday.
87. Police Service Aides, Animal Control Officers, and other employees who work on a schedule which regularly includes holidays as designated above as days worked shall be credited 104 hours or 110 hours if on the 4/40 schedule with the total hours attributable to the above designated holiday in January of each year and the time off shall be taken throughout the year as scheduled by the applicable department in accordance with the employee's request. The Employer retains the right to grant or deny a request for holiday leave based on its determination of the manpower requirements of the department. In the event that an employee terminates his employment with the Employer having used more holiday leave than had actually been observed in the calendar year, his last paycheck will be reduced by the excess amount of holiday leave he has taken. In the event that an employee terminates his employment with the Employer having used less holiday leave than had actually been observed in the calendar year, his last paycheck will include payment for the holidays not taken. Probationary employees who work on a schedule which regularly includes holidays as designated above shall be assigned an amount of holiday leave equal to the number of designated holidays occurring between the date of hire and the end of the calendar year.

88. Holiday leave for Police Service Aides and Animal Control Officers may be taken in conjunction with vacation leave provided that the time off shall not exceed 160 consecutive working hours.
89. Unused holiday leave for Police Service Aides and Animal Control Officers may not be accumulated and must be taken during the calendar year in which the holiday actually occurs; provided that an employee who has not taken time off for holiday leave as of December 31st of each calendar year, shall be paid the straight time rate less shift premium, if any, for such holiday leave.
90.
 - A. In order to receive pay for a designated holiday, an employee must be paid by the Employer for both the work day before and after the holiday.
 - B. To use floating holidays, the employee must give three (3) days notice to his supervisor and obtain approval from the supervisor.

ARTICLE XXIII.

VACATION LEAVE

91. Employees shall accrue vacation leave in accordance with the following schedules:
 - A. For all months worked prior to the employee's accumulation of four years of service date with the Employer, an employee shall accumulate vacation leave at the rate of 6-2/3 hours for each month worked. (2 weeks)
 - B. For all months worked beyond the fourth and prior to the ninth year of service date with the Employer, an employee shall accumulate vacation leave at the rate of 10 hours for each month worked. (3 weeks)
 - C. For all months worked beyond the ninth year of service date with the Employer, an employee shall accumulate vacation leave at the rate of 13-1/3 hours for each month worked. (4 weeks)
 - D. For all months worked beyond the eighteenth year of service date with the Employer, an employee shall accumulate vacation leave at the rate of 16-2/3 hours for each month worked. (5 weeks)
92. For purposes of this Article, an employee must have been on the Employer's payroll for at least 15 days within a month to accrue a vacation leave for such month. Except as provided in Section 56, Seniority, an employee shall be deemed on the payroll for a day if he/she receives compensation from the Employer for such day or part of a day.
93. During January of each year, an employee shall receive a record showing the amount of vacation credits he has accrued during the previous calendar year and which he is eligible to take during the current calendar year. An employee may not take paid time off for accrued vacation until after such vacation has been credited to him during the first week of January of each year.

94. Employee requests for vacation shall be submitted to the Department Head no later than April 1st of each year.
- A. Where two or more employees request the same period for vacation time off and the Employer determines that some but not all of such employee's request may be granted, the employee with the most seniority shall be given preference. Employees with vacation leave not scheduled by April 1st will not be given preference based upon their seniority in the selection of vacation time and may select only periods not in conflict with periods previously selected by other employees. It shall be at the discretion of the Department Head to determine how many employees may be on vacation at any one time.
 - B. For Police Service Aides and Animal Control Officers, the use and time selection of available vacation leave for Police Service Aides and ACO's shall be on a seniority basis among those working the same shift and section. Those PSA's / ACO's wishing to exercise their seniority right-of-choice of vacation periods shall submit a time-stamped Vacation Time Request form to their supervisor by April 1st of each year. The form shall indicate the month and week of each vacation as well as the order of preference (employees may specify up to five vacation preferences). These vacation requests shall be forwarded to the employee's supervisor at the beginning of the bump period within which the vacation request occurs. A Police Service Aide or ACO who has accrued a minimum total of 120 hours of vacation time may submit their first preference as a continuous 80 hour vacation block. When an employee splits his vacation time, he shall select his second or subsequent periods of vacation time only after all Police Service Aides with less seniority on the same shift have chosen their first vacation period and so forth for remaining preference selections. A minimum of one Police Service Aide / ACO, on each shift and section shall be granted their first preference of vacation based on seniority. For purposes of this rule, leave days in conjunction to vacations shall not be considered part of the vacation when approving additional employee vacations around the same time period. Employees on leave days prior to and immediately following their vacation are not, however, required to work overtime assignments.
95. Vacation leave may be taken for a period of less than one week with the prior approval of the Department Head.
96. Forty (40) hours of the employee's accrued vacation leave must be taken in the year following the year in which it was earned. Any balance of unused vacation leave shall be paid in January, unless advance written approval to carry over accumulated unused vacation from the City Manager is obtained prior to December 31st of the year in which the vacation leave is to be taken.
97. Vacation leave will not be charged for a holiday when that holiday falls within an employee's scheduled vacation.
98. In the case of retirement, payment for accumulated vacation leave shall be exempt from the computation of Final Average Compensation (FAC) for pension purposes.
- A. Subject to provisions of Section 98(c), upon termination of employment, employees shall be entitled to receive pay for vacation credits which he had received during January of the year in which he terminates his employment which he has not utilized as of the date of his termination;

- B. Subject to the provisions of 98(c), if an employee who voluntarily terminates gives the Employer two weeks notice prior to his termination, he shall, in addition to the vacation credits he is paid for as provided in Section 98(a), be paid any vacation which has accrued during the calendar year in which he terminates.
- C. No employee shall receive vacation pay upon termination of employment if, as of the date of such termination, he has not completed his probationary period.

ARTICLE XXIV.

SICK LEAVE

- 99. An employee shall accrue 8 hours of sick leave for each month he is on the Employer's payroll as defined in Section 92 of Article XXIII (Vacation), beginning with the first full calendar month of service. If an employee is receiving benefits from an insurance carrier as a result of his sickness or disability, his sick leave allowance shall be used to supplement such insurance benefits as provided in Articles XXVIII, XXIX, AND XXX.
- 100. Sick leave shall be paid only for regular time actually lost from work due to sickness or disability of the employee or the employee's legal spouse, children, mother, or father who reside with the employee, which sickness or disability prevents the employee from performing his normal work functions and is a sickness or disability which would be covered under the short-term non-work related injury policy; an employee shall not be permitted to take sick leave until he has completed his probationary period and has actually accrued the sick leave credit. If the Employer believes there is abuse of sick leave, at the discretion of the Employer, the employee may be required to submit a physician's statement verifying the employee's disability, in order to be eligible for paid sick leave, provided that the Employer will notify the employee in advance if the Employer is going to require him to submit a physician's statement verifying the employee's disability, in order to be eligible for paid sick leave. Any employee who is off work for three consecutive work days because of illness or injury shall be required to submit a physician's certificate indicating that he is capable of returning to work. The Employer shall have the right to have an employee examined by a physician selected by the Employer to determine either, 1) the validity of the employee's sickness or disability for which he claims sick leave, or 2) to determine the employee's capability of returning to work if the employee has been absent for three consecutive work days or more and such determination shall be binding on all parties.
- 101. An employee may accumulate sick leave up to a maximum of 288 hours.
- 102. A current list of accumulated sick leave shall be maintained by the Department Head and may be examined by the employee upon request.
- 103. In order to receive sick leave, the employee must notify the Employer of his absence as provided in Section 143.
- 104. Unauthorized or improper use of sick leave shall be cause for disciplinary action.
- 105. On or before the 20th of December of each year, employees with accumulated sick leave in excess of the 288 hours maximum as of the last pay period of October of such year, shall receive a bonus payment of 100% of the unused time over the maximum.

Upon payment of such bonus, the accumulated sick leave shall return to the maximum 288 hours.

An employee may notify the Employer before October 15 of each year that the employee chooses to accept in lieu of pay, to receive an added vacation day (8 hours) for every two days (16 hours) banked over 288 hours.

During the sick leave benefit year, November 1 through October 31, if the total amount of sick leave used by the bargaining unit is reduced by 10% from the previous sick leave benefit year, each employee will have 2.5 hours added to their holiday leave time bank, to a maximum of ten (10) hours, for each quarter in which they do not use sick leave. For purposes of this section, "quarter" refers to one of the four 3-month periods in the sick leave benefit year.

106. An employee who is eligible for and receives a Normal Retirement, Early Retirement, or Disability Retirement under the Employees Retirement System or dies while in the Employer's employ, shall receive or, in the event of death, his beneficiary designated for life insurance, shall receive an amount equal to his accumulated unused sick leave up to a maximum of 288 hours computed at his rate of pay at the time of such retirement or death.

In the case of retirement, payments made under this section shall be exempt from the computation of Final Average Compensation (FAC) for pension purposes.

ARTICLE XXV.

LEAVE OF ABSENCE WITH PAY

Any request for a leave of absence with pay as provided in Sections 107, 108, and 109 shall be submitted in writing by the employee to his immediate supervisor. The request shall state the reason for the leave of absence and the length of time of same.

The Employer shall respond to such request within ten (10) working days.

107. Jury/Civil Leave - A seniority employee may be given time off at straight time wages for actual time lost from work while performing jury duty or serving as a non-party witness under subpoena or while he is party defendant in an action originating out of the performance of his regular duties for the Employer. This leave will not be permitted if the employee is a plaintiff in an action or a defendant in an action originating from his personal activities. Witness or jury duty fees as authorized for such services shall be paid to the Employer, less specific allowances for meals or travel. The maximum amount of hours payable under this section shall be a normal 40 hours per week.

108. Personal Business Time:

- A. An employee may be granted up to the number of hours equivalent to three (3) regular workdays as paid personal business time in any one calendar year.
- B. Requests for personal business time shall be granted if submitted 36 hours in advance. However, personal business time will not be granted under the following conditions:
 - 1. Clerical Service District Employees: on days where the granting of such request places the department below the required work strength as determined by the Department Director.

2. Police Service District Employees: on designated holidays or from December 23 to December 31 or on days when a recognized departmental function occurs (as defined by the Police Chief, such as a department member's wedding), if the granting of such request places the shift below minimum strength it shall not be granted unless an employee volunteers to work the shift at the appropriate overtime rate.

C. Probationary employees are not eligible to take personal business time until the completion of their probationary period.

109. Funeral Leave - In the event of the death of one of the following listed relatives of an employee, or the employee's spouse, the employee shall be entitled to leave, without loss of pay, for a period not to exceed forty (40) hours:

Mother
Sisters
Spouse
Children

Father
Brothers
Grandparents
Grandchildren
Step-(of above-listed relatives)

An additional period of time equivalent to one (1) regularly scheduled work day with pay may be taken off for such reason and deducted from sick leave.

If death occurs under these provisions of immediate family while the employee is on vacation, the employee's status will be changed from vacation to funeral leave if the City receives written notice from the employee.

ARTICLE XXVI.

UNPAID LEAVES OF ABSENCE

110. Leaves of absence may be granted by the Employer at its discretion, without pay or loss of seniority, for the following reasons and reasonable periods of time:
- A. The Employer may grant a seniority employee, for justifiable reason, a leave of absence without pay for up to 12 months. Leaves shall be considered on an individual basis, and the length of time approved shall be at the discretion of the Employer. Justifiable reason shall include active military service, attendance at a court trial, personal illness or injury satisfactory to the Employer, maternity, family illness (family shall consist of mother, father, spouse, children, grandparents, grandchildren, brother, and sister), or education leaves of absence.
 - B. Personal Leave: Up to thirty (30) days; such leave will not be granted for the purpose of obtaining other employment.
 - C. Service in any public elected position, except Troy Municipal, for a period not to exceed two (2) years.
111. A member of the Union elected to a Union position or selected by the Union to do work which takes him from his employment with the Employer may, at the written request of the Union, receive a temporary leave of absence without pay and without loss of seniority for a period of one (1) year. This may be extended for a period not to exceed one additional year, upon request of the Union, and at the option of the Employer.

112. Any employee who enters into active service in the Armed Forces of the United States while in the service of the Employer shall be granted a leave of absence in accordance with the Veterans Preference Act and for the period as provided in such Act.
113. Employees on an unpaid leave of absence as provided in this Article shall not be entitled to any fringe benefits during the period of the leave.

ARTICLE XXVII.

HEALTH INSURANCE

114. All employees covered by this contract shall be entitled to the following insurance coverage subject to the terms and conditions set forth herein and the insurance contract between the Employer and its insurance carrier:
 - A. Blue Cross/Blue Shield PPO Health Insurance, Group # 65337-661 for the employee, legal spouse, and dependent children under the age of 19 years (employees enrolled in BCBS traditional health insurance as of 3/04/02 may continue to subscribe to traditional coverage, however no new enrollees will be permitted into traditional coverage); For employees hired on or after 1/1/04, the optical coverage applies every two (2) years.
 - B. Blue Cross/Blue Shield Drug Rider - \$5.00 deductible for the employee, legal spouse, and dependent children under the age of 19 years; For employees hired on or after 1/1/04, the drug rider is \$5 for generic drugs, \$10 for brand name drugs.
 - C. Blue Cross/Blue Shield Master Medical Insurance - Option 3 (Option 1 for employees hired on or after 1/1/04), for the employee, legal spouse, and dependent children under the age of 19 years;
 - D. As to the benefits provided in a, b, and c above, the City may purchase equivalent or better medical insurance from another carrier provided prior notice is given to the union in a special conference.
 - E. The employer pays the premiums for medical insurance up to \$700 per month. Any premium cost over this amount will be paid by deducting 50% of the premium amount over \$700 from the employee's paycheck, but not more than \$85 per month. (Note: Future changes (additions or subtractions) to the health insurance or premium cap for Classified employees during the period of this contract shall also apply to this bargaining unit.)
 - F. Employees who, after 10/13/04, choose not to subscribe to medical insurance will receive \$250 per month. For employees who, prior to 10/13/04, have opted not to subscribe to medical insurance, the amount of "cash-in-lieu" payment they are receiving will be frozen at the amount being paid as of 10/13/04.
 - G. Dental insurance for Class I and Class II dental work as defined in the Employer's insurance contract with the insurance carrier, based on the insurance carrier paying ninety percent (90%) of the cost of the dental work and the employee paying ten percent (10%) of the cost for such work, up to a maximum of \$1,000 per year.

- H. Orthodontic coverage with a 50% employee co-payment of claims for dependents under the age of 19 years with a \$2,000 maximum lifetime benefit.
 - I. Effective July 1, 1986, the Employer has the right, at its option, to provide the benefits in (g) and (h) above through a self-funded program.
 - J. The Life Insurance program shall provide participating employees with \$1,000 of life insurance per \$1,000 of salary with a minimum of \$14,000 in life insurance. These insurance terms, conditions and benefits shall be as contained in the master policy and shall include Accidental Death and Dismemberment (AD&D) but shall not include paid-up life insurance.
 - K. The employer pays 50% of the cost of dependent care coverage for eligible children between the ages of 19 and 25 years. The remaining cost is deducted from the employee's paycheck on a monthly basis.
 - L. Employees who are married to each other are not permitted to both subscribe to health or dental insurance provided by the City of Troy. One employee must opt out of health/dental insurance and receive the cash-in-lieu payment. The employee (who is married to another City employee) who chooses to opt out of employer provided health/dental insurance after February 18, 2008 is not eligible for the cash-in-lieu payment.
115. Health insurance, dental insurance and life insurance will be effective on the first date of employment or return to work from an unpaid leave of absence or layoff. Health insurance, dental insurance and life insurance shall terminate as of the first day following the date which an employee is placed on an unpaid leave of absence, terminates, or is laid off (except during any period of COBRA coverage).

ARTICLE XXVIII.

SHORT-TERM AND LONG-TERM DISABILITY INSURANCE - WORK RELATED INJURY

116. The parties to this agreement understand that Worker's Compensation benefits are paid in accordance with applicable Worker's Compensation laws of the State of Michigan, but that supplemental payments for the first thirty (30) days are made subject to the employee:
- A. Immediately upon reasonable knowledge of the injury, reporting the injury to his immediate supervisor;
 - B. Completing the appropriate forms documenting the injury and cause of same;
 - C. Treating with the City designated clinic for the first ten (10) days after the injury or disability;
 - D. Providing periodic updated reports from the employee's physician if requested by the City;
 - E. Performing in a light duty capacity or a transitional work assignment if directed by the City consistent with the recommendations of the attending physicians; and

- F. Consenting to any examination by a third physician when, in the opinion of the City, there is a conflict between the opinion of the City's physician and the employee's physician. The third physician shall be chosen through the mutual agreement of the City's physician and the employee's physician. The opinion of the third physician shall be binding on the City and the employee relative to the supplemental payments of this Article. The City will pay the cost for the examination of the third physician.

It is further understood that the denial of supplemental benefits does not affect the receipt of Worker's Compensation benefits.

An employee who is injured on the job shall receive the following benefits:

- A. The employee shall utilize any accrued leave time he may have accumulated for the initial five (5) work days following the date of injury if he is unable to work during such five work days due to the on-the-job injury; if the employee receives worker's compensation benefits attributable to such five work day period, the employee shall pay such amount to the Employer and the Employer will credit such employee with five (5) leave days.

Effective January 1, 1985, the City shall pay 80% of the employee's daily rate (excluding overtime and shift premium) for each day during the first week of the job incurred disability which is not covered by Worker's Compensation benefits. An employee shall be limited to a total of five (5) days per calendar year under this language. Any disability claims in excess of the five (5) day limit shall be covered by the language of the first paragraph of part (a) of Section 116.

- B. If the employee is unable to return to work upon conclusion of such five (5) work days, the employee shall, if otherwise eligible, receive worker's compensation benefits as provided by law and the employee shall utilize accrued sick leave or any other accrued paid leave or credit so as to receive the difference between such worker's compensation benefit and approximately eighty percent (80%) of the employee's base wage, excluding premium for the next twenty-five (25) calendar days.
- C. If the employee is unable to return to work upon completion of such twenty-five (25) calendar days, the employee shall, if otherwise eligible, receive worker's compensation as provided by law and a short-term insurance benefit equal to the difference between such worker's compensation benefit and approximately eighty percent (80%) of the employee's base wage, excluding any premium less any offsets permitted under the insurance contract between the Employer and the insurance carrier for an additional fifty-two (52) weeks; in order to be eligible for such short-term insurance benefit, an employee must supplement such short-term disability insurance benefits by using four (4) hours per pay period of holiday pay, accrued sick leave credit, vacation credit, or floating holidays.
- D. If the employee is unable to return to work upon termination of such short-term insurance benefit, the employee, if he is enrolled and eligible for the long-term insurance benefit shall, if otherwise eligible receive worker's compensation benefits as provided by law, equal to the difference between such worker's compensation benefit and seventy percent (70%) of the employee's base wage excluding any premium or less any offsets permitted under the insurance contract, until such employee either dies, returns to work, is no longer eligible for worker's compensation, or is no longer eligible for benefits as defined in the insurance contract between the Employer and the insurance carrier. To be eligible for long-term insurance benefits for work-related

injuries, an employee must have three (3) years service date at the enrollment date following such three years. To be eligible for such long-term insurance, an employee shall supplement the insurance benefit he receives provided herein by using four (4) hours per pay period of holiday credits, accrued sick leave credits, vacation credits, or floating holidays.

117. The terms and conditions for eligibility and receipt of such short term and long term disability insurance coverage shall terminate on the earliest date on which an employee either terminates (on a voluntary or involuntary basis), is no longer deemed on the payroll as defined in Section 92, Vacation, or is laid off. It is the right to include therein a clause or rider which prevents the duplicate payment for coverage in cases where both the employee, his spouse, or his dependent, are eligible for such coverage.
118. Eligibility and qualification for insurance benefits are as provided in the contract between the Employer and the insurance carrier, copies of which contracts will be provided to the Union; the Employer shall have no liability except to pay the premiums to obtain the insurance coverage as provided in such contracts.

ARTICLE XXIX.

SHORT-TERM DISABILITY INSURANCE - NON-WORK RELATED SICKNESS AND ACCIDENT

119. The Employer will provide short-term disability insurance for employees who have completed one full day of employment. Such short-term disability insurance policy shall cover disabilities resulting from non-work related sickness and accident, provided that such policy shall not cover other disabilities excluded from coverage under the insurance contract between the Employer and the insurance carrier.

Such policy shall provide that an employee shall receive approximately sixty percent (60%) of his regular base salary excluding any premium pay, less any offsets permitted under the insurance contract between the Employer and the insurance carrier; if an employee is eligible as provided in the insurance policy for such benefits, he shall commence receiving benefits under such policy commencing on the 31st calendar day following the date on which the employee was first absent from work due to such sickness or disability and shall be paid for a maximum of fifty-two (52) weeks or until such time as he receives long-term disability benefits, whichever shall first occur.

120. The terms and conditions for eligibility and a receipt of such insurance benefits shall be governed by the insurance contract between the Employer and the insurance carrier.
121. An employee shall be covered by such insurance policy commencing with the day following the first complete full day of employment; such insurance coverage shall terminate on the earliest date on which an employee either terminates his employment (on a voluntary or involuntary basis), is no longer deemed on the payroll, as defined in section 92, Vacation, or is placed on layoff. An employee's short-term insurance benefit shall be enhanced each pay period by a supplement of up to eight (8) hours of holiday pay, accrued sick leave credits, vacation credits, or floating holidays provided the employee has the listed time available.

ARTICLE XXX.

LONG-TERM DISABILITY INSURANCE - NON-WORK
RELATED SICKNESS OR DISABILITY

122. The Employer will provide a long-term disability insurance policy for an employee who has three (3) or more years of service, effective with the enrollment date following completion of such three years, which shall provide a benefit for non-work related long-term disabilities equal to fifty percent (50%) of an employee's base salary, less any premium and less any offsets permitted under the insurance contract between the Employer and the insurance carrier.
123. If an employee is eligible as provided in the insurance contract between the Employer and the insurance carrier for such long-term disability benefit, such benefit shall commence with the day following expiration of any short-term disability benefits received provided in Article XXIX and shall be paid for up to five (5) years or until the employee either dies, reaches age 65, or returns to work, whichever first occurs, or is otherwise eligible for benefits as defined in the insurance contract between the Employer and the insurance carrier.
124. The terms and conditions for eligibility and receipt of such long-term disability benefits shall be governed by the insurance contract between the Employer and the insurance carrier.
125. Such insurance coverage shall terminate on the earliest date on which an employee either terminates (on a voluntary or involuntary basis), is no longer deemed on the payroll (as defined in Section 92, Vacation), or is laid off. However, such coverage shall not exceed a period of five (5) years. An employee's long-term insurance benefit shall be enhanced each pay period by a supplement of up to eight (8) hours of holiday pay, accrued sick leave credits, vacation credits, or floating holidays provided the employee has the listed time available. This insurance, together with the leave time supplement and a supplement from the City, will provide approximately 70% of the employee's gross salary.

ARTICLE XXXI.

LONGEVITY

126. In addition to salary, an employee hired into the bargaining unit prior to July 1, 1995, who is covered by this Agreement and meets the eligibility requirements set forth in this Article, shall be entitled to an annual longevity payment paid on or before December 20th of each year in accordance with the following schedule:

<u>Years of Continuous City Service as of November 30 of the Payment Year</u>	<u>Longevity Payment</u>
Five (5) years	\$ 560
Ten (10) years	\$1,120
Fifteen (15) years	\$1,680
Twenty (20) years	\$2,240

127. Longevity pay shall be payable on or before December 20th of each year to those employees who are eligible.

- 128. To be eligible for longevity pay, an employee must meet the requirements set forth in Section 126 above as of November 30th of the year in which the longevity pay is paid and be on the City payroll as defined in Section 92 on such November 30th.
- 129. An employee's longevity pay shall be less applicable tax and retirement deduction.

ARTICLE XXXII.

RETIREMENT

- 130. A. Defined Benefit Plan: Employees hired before 12/21/98 may participate in the defined benefit (DB) plan as explained in Chapter 10 of the Troy City Code. The City shall furnish each employee a complete copy of the retirement system pension plan and any changes from time to time to the Union and employees. For the period of this contract, the employee's contribution will be 1.5% of gross pay. Subject to the employee's meeting the requirements of years of service currently provided in Chapter 10 of the City Code, entitled Employees Retirement System, for employees retiring after 7/1/2000, the pension computation factor will be 2.5% from age 50-62, 2.25% after age 62.

Lump sum payments for unused sick leave, provided under Section 106, and for accumulated vacation leave credits, as provided in Section 98, shall be excluded from the computation of Final Average Compensation (FAC) for all employees.

Members of this Union shall, upon retirement, be offered the opportunity to select a "pop-up provision" which will allow the employee who selects either Option A or Option B, as provided in Section 6.3 of Chapter 10, to return to the straight life pension amount in the event that the employee's designated beneficiary predeceases the employee. The cost of the pop-up provision will be borne by the employee.

"Final Average Compensation" means the average of the annual compensation paid member during the period of any three (3) calendar years of his/her service, producing the highest average contained within the ten (10) calendar years, or parts of calendar years, immediately preceding termination of his/her last employment with the City.

- B. Defined Contribution Plan: Employees hired on or after 12/21/98 shall participate in the Defined Contribution (DC) Pension Program. The DC plan is elective for employees hired before 12/21/98.

1. Contribution rates:

<u>Current employees:</u>	Employee - 4% Employer - 12%
<u>Employees hired on or after 12/21/98:</u>	Employee - 5% Employer - 11%
<u>Employees hired on or after 2/7/05:</u>	Employee - 5% Employer - 10%

2. Vesting Schedule for Employer Contributions: Employees hired after 12/21/98 shall be 50% vested at three years, 75% vested at four years and 100% vested at five years. Employees hired before 12/21/98 electing to convert to the DC plan shall be immediately vested.
3. Conversion: Employees hired before 12/21/98 will be given a window period from the date of ratification of the Agreement by both parties until August 3, 1999 during which they may opt out of the DB plan and elect participation in the DC plan. The employer may, at its discretion, choose to open a window period again at a later date. Once an employee elects to participate in the DC plan, the decision is irrevocable; the employee cannot revert back to the DB plan.

Employees electing to participate in the DC plan shall have the actuarially-determined value of their DB plan rolled over into the DC plan, and shall be immediately vested.

4. Participants in the defined contribution plan shall also participate in a disability plan equivalent to the defined benefit disability plan as set forth in the retirement ordinance. The City's liability for the disability benefit shall be offset (1) by an amount which may be payable pursuant to the workers' compensation act, if applicable, and (2) by the lifetime annuity value of the employee's 401 (a) defined contribution retirement account, determined as of the effective date of the employee's disability-related separation from service. Defined contributions shall include all contributions and income accumulated in the plan account whether derived by the contributions made by the employee or employer, including any amounts transferred into the plan. While the employee is receiving disability benefits or is receiving worker's compensation the City shall contribute the employer rate as contained in subsection 1 above of the disabled employee's taxable wage for deposit in the defined contribution plan for the employee's benefit.
 5. Participants in the defined contribution plan shall also be covered in the event of death including non-duty death with a benefit equivalent to the defined benefit plan as set forth in the retirement ordinance. The City's liability for a death benefit shall be offset (1) by an amount which may be payable pursuant to the workers' compensation act, if applicable, and (2) by the lifetime annuity value of the employee's 401 (a) defined contribution retirement, determined as of the effective date of the employee's death.
- C. The employee, at his option, may participate in a deferred retirement program as offered by the Employer.
 - D. The City and employees of this bargaining unit shall continue to participate in the Social Security Action (FICA).
 - E. 1. Upon regular retirement, early retirement or disability retirement, employees may be eligible for retiree health insurance. For employees retiring after July 1, 2001, the City pays 4% of the monthly cost of retiree health care for each year of credited retirement service with the City of Troy, or \$400 per month, whichever is greater, for two (2) person coverage for retiree, spouse at the time of retirement, or a dependent child, provided that the retiree or spouse is drawing pension benefits pursuant to the City of Troy Retirement Ordinance. A retiree may pay, at his/her own option and expense, the difference between a two-person and family rate. A retiree may elect, at

his/her expense, family continuation coverage for eligible children between the ages of 19 and 25 years.

Retirees who are eligible for retiree health insurance coverage will have available to them BCBS PPO, HAP, Blue Care Network or health insurance plans made available by the City. Retirees must apply for Medicare when eligible at which time the Medicare becomes the primary coverage and City of Troy insurance becomes the secondary coverage.

2. Employees hired after February 18, 2008 shall participate in the Retirement Health Savings (RHS) plan to fund for the cost of health care in retirement.

(a) Contribution rates: Employee - 2%
Employer - 4%

(b) Vesting Schedule for Employer contributions: Employees shall be 50% vested at three years, 75% vested at four years and 100% vested at five years.

F. Effective upon ratification, members of the bargaining unit with five (5) years or more of credited service shall be vested as to their years of credited service required for a non-duty disability pension. All other members of the bargaining unit shall be required to have ten (10) years of credited service in order to be eligible for a non-duty disability pension.

Effective upon ratification, all employees, in order to be eligible for a non-duty disability pension, must be totally and permanently incapacitated for full-time work by reason of personal injury or disease and in receipt of disability benefits from Social Security or have received a favorable determination letter with a current effective date for the commencement of disability benefits under Social Security.

ARTICLE XXXIII.

UNIFORMS

131. Each fiscal year, employees in the Police Service Aide and Animal Control Officer classifications shall have a uniform account established and shall have \$500 allotted to such account.
132. Twenty-five dollars (\$25.00) of the unused clothing allowance provided in Section 131 above may be carried forward to the following fiscal year.
133. The type of uniform and equipment to be purchased and used shall be determined by the Employer; the employee may use money credited to his account as provided in Section 131 above to purchase clothing and equipment as specified and approved in advance by the Chief of the Police Department and for no other purpose.

The amount of any mandatory changes in uniform which exceeds \$50 per year shall not be deducted from the employee's clothing allowance.

ARTICLE XXXIV.

CLEANING ALLOWANCE

134. The Employer will provide a cleaning allowance to all Police Service Aides and Animal Control Officers of \$300 per year. Such allowance shall be paid on or about May 1. In order to receive this allowance, the employee must be employed by the Employer on January 1 of the applicable year in which the allowance is paid and on the date it is paid.

ARTICLE XXXV.

SHIFT PREMIUM

135. Employees regularly scheduled by the City to work on the afternoon or midnight shift shall receive a shift premium as provided below for each such regularly scheduled day. The shift premium shall be as follows:

Afternoon Shift	\$.25/hr.	(\$.35/hr. effective 2/18/08)
Midnight Shift	\$.35/hr.	(\$.45/hr. effective 2/18/08)

ARTICLE XXXVI.

TUITION REIMBURSEMENT

136. A seniority employee may be eligible for tuition reimbursement under the following conditions:
- A. Reimbursement shall be for 100% of such employee's actual tuition cost and shall not duplicate any financial aid such as scholarships, grants and aids, GI Bill, etc.
 - B. Reimbursement shall be tuition costs only and shall not include other fees, books, or any other expenses.
 - C. Courses included in this program must be required for an Associates degree, Bachelors degree, or a certificate program that is organizationally related, and approved by the City Manager or his designee.
 - D. The course must be taken at an accredited school, college or university, but does not have to be a credit course.
 - E. A final grade of "C" or better, or a passing grade in the case of a certificate program, must be achieved.
 - F. No employee shall receive more than \$2,000 under this program in any fiscal year.

137. To participate in this program, seniority employees must submit an application and request reimbursement through the following procedures:
- A. Such employee must submit an application form together with satisfactory evidence of tuition cost which must then be reviewed by the City Manager or his designee for approval.
 - B. The application must be submitted at least 10 days before the starting date of the course.
 - C. To receive reimbursement, within one year of the completion of the course, the employee must submit verification of 1) his payment of the tuition, and 2) a final grade of "C" or better for the course. If the actual cost of the tuition is higher than the tuition cost submitted on the application to the Employer, reimbursement shall be at the higher cost, provided such higher cost resulted from a change in tuition by the school or college.
 - D. Prior to receiving the reimbursement, the employee shall sign an agreement to repay to the City the entire amount of the reimbursement if the employee terminates his/her employment with the City or is terminated by the City for any reason except disability within three (3) years of the completion of the course for which he/she was reimbursed.

ARTICLE XXXVII.

REQUEST FOR TRANSFERS AND PROMOTIONS

138. In the event there is a vacancy (vacant position) in the bargaining unit and the Employer elects to fill it, members of the unit and seniority in the unit will be given consideration as follows:
- A. The Employer shall first post on the official bulletin board located in City Hall and Police Department bulletin board for a period of five (5) calendar days, notice of such vacancy containing the hours, class, examples of duties, department, and examination elements within the bargaining unit which it elects to fill. Employees who are interested in applying for such vacancy either as a transfer (same class in a different department), reassignment (same class within the same department) or promotion (class with higher pay) shall file in the manner prescribed by the Human Resources Department. The person who applies for such vacancy, including persons outside of the bargaining unit, who may be offered the opportunity to apply, with the best qualifications as established by the Employer may be awarded the job. However, an employee who meets the basic requirements as posted, does take the test(s), and obtains a final score that places him number three or better on the list shall be offered the position. Should more than one employee place number three or better, the Employer shall offer the position to one of the employees.

The employer retains the right to fill vacancies by reassigning employees within the department (on the same shift and days off) prior to posting the vacancy.

- B. Seniority within the bargaining unit will be recognized by giving credit for seniority of 1/2 point (1/2%) for each 12 full months of continuous employment with the City from service date. The total of points will be added to the final total passing score on any examination given. If an employee within the bargaining unit is awarded a permanent vacancy, which is a promotion (not within such employee's current classification), he shall have a qualifying period of up to 180 calendar day period (excluding leaves of absence and other absences for more than three calendar days) during which he must demonstrate to the Employer's satisfaction that he is fully capable of performing the work. If at any time during such 180 calendar day period, as defined above, the Employer determines that such employee is fully qualified, the employee on his 180th calendar day, as defined above, on the job shall be credited with seniority (including the seniority accrued during such 180 day calendar period) within such classification. The employee will be paid at the first step in the new classification that provides an increase of not less than \$500 but not over last step and thereafter be paid on the basis of the salary scheduled for such classification. If at any time during the first 180 calendar days, as defined above, the Employer determines that the employee is not fully qualified or is not performing the job, the employee shall be returned to his or her former job. Any person transferred or hired to fill such disqualified employee's bid for the permanent vacancy shall be transferred back to his former job. If an employee within the bargaining unit is awarded a transfer for a permanent vacancy (which is within such employee's current classification) he shall have a qualifying period of thirty (30) calendar days (excluding leaves of absence and other absences for more than three (3) calendar days) during which he must demonstrate to the Employer's satisfaction that he is fully capable of performing the work. If at any time during such thirty (30) calendar day period, as defined above, the Employer determines that such employee is fully qualified, the employee on his thirtieth (30th) calendar day, as defined above, on the job shall be credited with seniority (including the seniority accrued during such thirty (30) calendar day period) within such classification and continue to be paid on the basis of the salary scheduled for such classification. If at any time during the first thirty (30) calendar days, as defined above, the Employer determines that the employee is not fully qualified to perform the job, the employee shall be returned to his or her former job. Any person transferred to fill such disqualified employee's former job or other jobs made available by such disqualified employee's bid for the permanent vacancy shall be transferred back to his former job.
- C. For those positions within the Bargaining Unit which, at the discretion of the Employer, receive an upward re-classification to a higher classification yet one which is still represented by this Bargaining Unit (i.e. Office Assistant to Secretary), the Employer will give opportunity to all members of this Bargaining Unit who apply for such position. If a Bargaining Unit member is the incumbent in the position to be re-classified yet still within the Bargaining Unit, that employee will be given first consideration for the position if he/she is among the top three applicants by virtue of total test score.

“Employees who are temporarily assigned to perform all of the duties of a higher classification to fill a vacancy for a period which exceeds thirty (30) work days shall be paid at the pay step in the temporary classification that provides not less than \$500.00 increase per year over their present salary, but in no event more than the highest step in the classification pay range. The temporary pay rate shall apply for each full day that the employee is assigned to that vacancy that exceeds thirty (30) work days.

- D. The employer retains the right to temporarily reassign or transfer employees in the same classification and on the same shift for a period not to exceed 90 days.

ARTICLE XXXVIII.

DEMOTION

- 139. A demotion shall be placement of an employee in a lower job classification or pay grade than that which he presently holds, other than for a layoff.

The Employer may elect to demote an employee for the following reasons:

- A. The employee does not possess the necessary qualifications and/or is not performing satisfactorily in the position he now holds.
- B. The employee requests to be demoted and an appropriate vacancy is available.

All demotions must receive the prior approval of the City Manager and the Department Director involved with notice to the Union.

An employee may appeal an involuntary demotion through the Grievance Procedure.

Nothing herein shall prohibit the Employer from terminating an employee who repeatedly is not satisfactorily performing the job which he currently holds. Discharge for such reason shall be subject to the Grievance Procedure.

ARTICLE . XXXIX.

NEW JOBS

- 140. Should any new job be created in the City that performs a majority of tasks or duties normally done by the bargaining unit, the wages, hours, and other terms and conditions of the job shall be established by the Employer. The Employer shall immediately notify the Union of such job. Thereafter, the Union may negotiate concerning the wages, hours, and other terms and conditions for such new job with the Employer if it so desires, and shall meet originally with Employer not later than sixty (60) days after the Employer gives notice to the Union about the creation of such job.

ARTICLE XL.

MILITARY LEAVE

- 141. The Employer will grant military leave as required under the provision of the Uniformed Services Employment and Reemployment Rights Act of 1994 (USERRA).

ARTICLE XLI.

UNION BULLETIN BOARDS

142. The Employer agrees to furnish two bulletin boards, one in the employee lounge in the Employer's main Municipal Building and one in the Police Department for use by the Union. The bulletin boards are to be used only for notices of Union meetings, Union elections and results, and social functions in connection with the Local Union. The Union shall designate a person who shall be responsible for all notices posted on the Board.

The bulletin board in the employee lounge of City Hall will be made into two (2) bulletin boards: one (1) for MAP use only, and one (1) for general use by the Employer.

ARTICLE XLII.

REPORTING ABSENCES

143. Irrespective of any other provision of this Agreement, an employee, except a Police Service Aide, is required to notify his supervisor or his designee within the thirty (30) minute period prior to or the thirty (30) minute period after his scheduled starting time if he is not going to report for work or will be tardy. A Police Service Aide must notify his supervisor one (1) hour prior to the start of his shift if he is not going to report for work or will be tardy. Failure to so notify the department as specified herein subjects the employee to discipline, unless mitigating circumstances make such notification physically impossible. Failure to so notify the department as specified herein may result in the loss of pay for the day.

ARTICLE XLIII.

DRUG AND ALCOHOL TESTING

144. The Employer has the right to conduct drug/alcohol testing under the following circumstances: 1) Applicants from the bargaining unit who apply for the positions of Police Service Aide or Animal Control Officer; 2) Whenever an employee discharges a firearm; 3) Whenever an employee is involved in an accident while on duty; 4) As part of a physical examination required by the employer upon returning to work from disability leave; 5) Whenever there is reasonable suspicion that the employee is under the influence of drugs or alcohol while on duty, or illegally uses/possesses controlled substances. Any positive results of drug tests shall be subject to confirmative testing.

All drug and alcohol tests, including confirmatory tests, shall be conducted according to the procedures and standards as approved by Michigan Commission on Law Enforcement Standards (MCOLES) and as may be modified by the Council.

ARTICLE XLIV.

CIVIL SERVICE

145. Employees covered by the term of this labor agreement shall not be covered by the City's Civil Service System for any purposes provided therein.

ARTICLE XLV.

GENERAL

146. No employee shall be required to drive his private vehicle in performing his assigned job duties.
147. Attached to and incorporated herein is Exhibit A - Wage Schedule.

ARTICLE XLVI.

SUPPLEMENTAL AGREEMENT

148. All supplemental agreements must be in writing and shall be subject to the approval of the Employer and the Michigan Association of Police (MAP). They should be approved or rejected within a period of the ten (10) days following the date they are filed by the Local Union.

ARTICLE XLVII.

SEPARABILITY AND SAVINGS CLAUSE

149. If any Article or Section of this Agreement or if 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 Article or Section should be restrained by such tribunal pending a final determination as to its validity, the remainder of this Agreement and of any rider thereto, or the application of such Article or 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.
150. In the event that any Article or 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 immediate collective bargaining negotiations, upon the request of either party for the purpose of arriving at a mutually satisfactory replacement for such Article or Section during the period of invalidity or restraint.

ARTICLE XLVIII.

WAIVER OF NEGOTIATIONS

151. 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 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 the 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 agrees that the other shall not be obliged to bargain collectively with respect to any subject or matter referred to, or covered in this Agreement, or with respect to any subject or matter not specifically referred to or covered by 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 that they negotiated or signed this Agreement.

ARTICLE XLIX.

TERMINATION

152. This Agreement supersedes and cancels all previous agreements, verbal or written, or based on an alleged past or City practice, between the Employer, the Union or employees, and constitutes the entire agreement between the parties. Any amendment or agreement supplemented hereto shall not be binding upon either party unless executed in writing by the parties herein.
153. This Agreement shall remain in full force and effect until June 30, 2010 and thereafter for successive periods of one year unless either party shall, on or before the sixtieth (60th) day prior to expiration, serve written notice on the other party of a desire to terminate, modify, alter, renegotiate, change, or amend this Agreement. A notice of desire to modify, alter, amend, renegotiate, or change or any combination thereof, shall have the effect of terminating the entire Agreement (on the expiration date) in the same manner as a notice of desire to terminate unless before that date all subjects of amendment proposed by either party have been disposed of by agreement of withdrawal by the party proposing the amendment.

IN WITNESS WHEREOF, the parties hereto have, by their duly authorized representatives, signed and sealed this Agreement on this 18th day of February, 2008

FOR THE UNION:


MICHIGAN ASSOCIATION OF POLICE



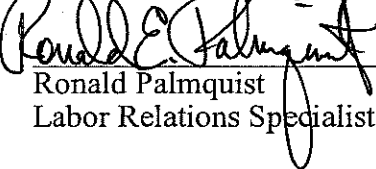
Stephen Vaillancourt, President



Kathy Jearls, Treasurer



Sam Kalef, Secretary



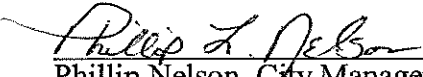
Ronald Palmquist
Labor Relations Specialist 6/6/08

FOR THE CITY:

CITY OF TROY,
OAKLAND COUNTY, MICHIGAN



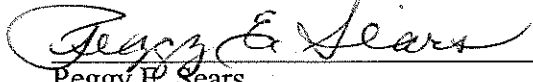
Louise Schilling, Mayor



Phillip Nelson, City Manager



Tonni Bartholomew, City Clerk



Peggy E. Sears,
Human Resources Director

EXHIBIT - A

CITY OF TROY WAGE SCHEDULE
CLERICAL AND NON-SWORN POLICE PERSONNEL

<u>Classification</u>	<u>Step</u>	<u>7/1/07</u>	<u>7/1/08</u>	<u>7/1/09</u>
		\$	\$	\$
Office Assistant I	Start	28,703	29,564	30,303
	Step 1	29,839	30,734	31,502
	Step 2	31,169	32,104	32,907
	Step 3	33,875	34,891	35,763
	Step 4	37,858	38,994	39,969
Account Clerk I	Start	30,224	31,131	31,909
	Step 1	31,321	32,261	33,068
	Step 2	32,594	33,572	34,411
	Step 3	35,120	36,174	37,078
	Step 4	38,695	39,856	40,852
Office Assistant II	Start	30,052	30,954	31,728
	Step 1	31,242	32,179	32,983
	Step 2	32,635	33,614	34,454
	Step 3	35,467	36,531	37,444
	Step 4	39,637	40,826	41,847
Records Clerk	Start	31,325	32,265	33,072
	Step 1	32,458	33,432	34,268
	Step 2	33,788	34,802	35,672
	Step 3	36,417	37,510	38,448
	Step 4	40,135	41,339	42,372
Account Clerk II	Start	31,647	32,596	33,411
	Step 1	32,793	33,777	34,621
	Step 2	34,126	35,150	36,029
	Step 3	36,773	37,876	38,823
	Step 4	40,518	41,734	42,777

<u>Classification</u>	<u>Step</u>	<u>7/1/07</u>	<u>7/1/08</u>	<u>7/1/09</u>
Secretary	Start	33,768	34,781	35,651
	Step 1	34,906	35,953	36,852
	Step 2	36,236	37,323	38,256
	Step 3	38,861	40,027	41,028
	Step 4	42,844	44,129	45,232
Police Service Aide	Start	36,623	37,722	38,665
	Step 1	39,196	40,372	41,381
	Step 2	41,628	42,877	43,949
	Step 3	44,181	45,506	46,644
	Step 4	45,451	46,815	47,985
Animal Control Officer	Start	41,105	42,338	43,396
	Step 1	42,001	43,261	44,343
	Step 2	43,279	44,577	45,691
	Step 3	45,833	47,208	48,388
	Step 4	48,079	49,521	50,759

Any adjustment to wages, including annual salary, shall be effective on the pay period beginning dates closest or prior to the dates specified in this Agreement.

NOTES - EXHIBIT A

Advancements up the steps shall thereafter be at the employee's pay change date (one year from last step increase in that classification or promotion class). Employees on start shall advance in six months.

An employee who is receiving a salary higher than the salary applicable to the classification shall continue to receive the same amount of salary over any new scales agreed upon, until such time as the employee either changes classification or terminates.

The Employer retains the right to hire a new employee at any salary equivalent up to and including the starting salary and step one salary.

Employees who are promoted shall be assigned a step in their new classification that provides not less than \$500.00 increase per annum over their present (current salary before promotion) salary, but in no event more than the highest step in the classification pay range.

Police Service Aides who are training officers shall receive an additional 5% pay adjustment on the base pay. The Employer has the right to determine when and if to fill a training officer position, the number of trainers needed and the selection.

NOTES