

LETTER OF UNDERSTANDING  
BETWEEN  
CITY OF TRAVERSE CITY  
AND  
POLICE OFFICERS ASSOCIATION OF MICHIGAN (POAM)  
[Employee Appreciation Week]

This Letter of Understanding (LOU) is entered into between the City of Traverse City (the "City") and the Police Officers Association of Michigan (the "Union"), representing the City of Traverse City Patrol Officers. The City and the Union are collectively referred to as "the Parties".

The City and the Union are parties to a Collective Bargaining Agreement (CBA) in effect from July 1, 2021 through June 30, 2026.

Employee Appreciation Week was created and approved by the Traverse City Commission at the City Commission Special Meeting held on October 25, 2021. Employee Appreciation Week has been designated as the week of December 27, 2021 to December 31, 2021 in light of the additional pressure and challenges the pandemic has brought and how City Staff has handled the pandemic and maintained services during a challenging time.

Full time employees shall receive twenty-four (24) hours of paid Staff Appreciation Time off starting December 27, 2021. Employees who provide essential services and who are not able to close during that week will be able to use those hours until June 30, 2022.

Utilization of Staff Appreciation Time hours shall be approved in the same manner as vacation requests, where requests for leave shall be approved by the Police Chief or his designee. Staff Appreciation Time is non-accumulative. There shall be no payout for unused Staff Appreciation Time at the end of June 2022.

This is a one-time exception and shall not establish precedent and shall not be used as a basis for a "past practice".

**CITY OF TRAVERSE CITY**

**POLICE OFFICERS ASSOCIATION OF MICHIGAN**

By: 

By:  POAM

Date: 11-18-2021

Date: 11-19-21

Martin Colburn, City Manager

Dan Kuhn, Labor Representative