

A G R E E M E N T

between

CITY OF TRAVERSE CITY

and

LOCAL UNION NO. 214

Affiliated with

INTERNATIONAL BROTHERHOOD OF TEAMSTERS

dealing with

SERGEANTS OF THE TRAVERSE CITY POLICE DEPARTMENT

Effective: July 1, 2024 through June 30, 2027



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AGREEMENT

This Agreement, made and entered into effective July 1, 2024, by and between the CITY OF TRAVERSE CITY, hereinafter referred to as the "City", and TEAMSTERS LOCAL 214, affiliated with the INTERNATIONAL BROTHERHOOD OF TEAMSTERS, CHAUFFEURS, WAREHOUSEMEN AND HELPERS OF AMERICA, hereinafter called the "Union".

RECOGNITION

Section 1.1 Collective Bargaining Unit.

The City hereby recognizes the Union as the exclusive collective bargaining representative, as defined in Act. No. 336, State of Michigan Public Acts of 1947, as amended, for all of the employees employed by the City in the following described unit:

All Sergeants in the Police Department of the City, excluding Patrol, Lieutenants, Clerks, Captains, Chief of Police, and all other employees.

Section 1.2 Employee Definition.

An employee for purposes of this agreement shall be a person regularly employed by the City in the Sergeant classification. Sergeants shall be considered supervisors.

UNION SECURITY

Section 2.1 Agency Shop.

Membership in the Union is not compulsory. Employees covered under this agreement have the right to join, not join, maintain or drop their membership in the Union as they see fit. Neither party shall exert any pressure on or discriminate against an employee as regards such matters. Employees covered under this agreement shall be governed by State and Federal law.

The Union is required under this Agreement to represent all of the employees in the bargaining unit fairly and equally without regard to whether or not an employee is a member of the Union. The terms of this Agreement have been made for all employees in the bargaining unit and not only for members in the Union, and this Agreement has been executed by the Employer.

Section 2.2 Deduction of Dues.

During the period of time covered by this Agreement, the Employer agrees to deduct from the pay of any employee who chooses to become a member of the union, all dues and/or initiation fees of Local 214, provided, however, the Union presents to the Employer, authorizations signed by such employees, allowing such deductions and payments to the Local Union. This may be done through the Steward of the Union.

- A. Amount of initiation fee and dues will be certified to the Employer by the Secretary-Treasurer of the Union.
- B. Authorized monthly, Union dues and initiation fees will be deducted by the Employer and transmitted to the Union as prescribed above.
- C. Such payments shall commence thirty-one (31) calendar days following the effective date or on the date of execution of this Agreement, whichever is the later, and for new employees who choose to become members of the union, the payment shall start thirty-one (31) calendar days following the date of employment

The Union agrees that in the event of litigation against the City of Traverse City, its agents or employees arising out of this provision, the Union will co-defend and indemnify and hold harmless the City, its agents or employees for any monetary award arising out of such litigation.

REPRESENTATION

Section 3.1 Steward.

The City agrees to recognize one (1) steward elected or appointed by the Union from among employees in the unit with one or more years of seniority for the purpose of processing grievances. An alternate steward will be recognized by the City when the regular steward is absent from work. The Union agrees that the steward will not let the stewardship interfere with their duties or the operations of the Police Department, and the City agrees to give the steward reasonable time and access to other officers to fulfill their stewardship obligations hereunder. The authority of the job steward and alternate so elected by the Local Union shall be limited to, and shall not exceed, the following duties and activities:

- (a) The investigation and presentation of grievance with the employer or the designated City representative in accordance with the provisions of the Collective Bargaining Agreement;
- (b) The transmission of such messages and information, which shall originate with, and are authorized by the Local Union or its officers, provided such messages and information:
 - (1) have been reduced to writing, or,
 - (2) if not reduced to writing, are of a routine nature and do not involve work stoppage, slow-downs, refusal to handle goods, or any other interference with the City's business.

Section 3.2 Notification.

The City shall be informed in writing of the names of the steward and alternate. All official communication from or to the City shall be from or to the steward.

Section 3.3 Visitation.

Authorized representatives of the Union shall be permitted to visit the operation of the City during working hours to talk with the steward of the local Union and/or representatives of the City concerning matters covered by this Agreement, provided the representatives of the Union first announce their intentions to the officer in charge who shall make the necessary arrangements for such consultation so as not to disrupt the work of the department or the employee(s) involved.

Section 3.4 Bargaining Team.

The Bargaining Team shall be selected by the Union and shall be limited to two (2) members. Of that number, no more than two (2) members, when bargaining occurs during their normal work shift, shall be released for such purposes without loss of time or pay. In no event will the City compensate an officer for hours spent in bargaining or other Union activities beyond the Officer's normal work shift.

MANAGEMENT RIGHTS

Section 4.1 Rights.

The Management of the City, the determination of all matters of Management policy; the services to be furnished; the nature and number of facilities and departments to be operated and their location; the direction of the working force, including only by way of illustration and not by way of limitation, the right to hire, discipline, suspend, or discharge for just cause, promote, transfer or lay off employees, or to reduce or increase the size of the working force: to establish rules and regulations, or to make judgments as to the ability and skill, is within the sole prerogative of the City, provided, however, that they will not be used in violation of any provisions of this Agreement. The City shall be the exclusive judge of all matters pertaining to the services that it provides; the methods, processes and means of providing service, the schedules and standards of work, methods, processes, means and materials to be used, and except as prohibited in this Agreement, the City shall have the right to continue and maintain its services and operations as in the past and prior to the execution of this Agreement with the Union, but it shall also have the right to study and use improved methods of equipment and outside assistance (sub-contracting) if necessary. It is understood that except as expressly limited in this Agreement, the City reserves and retains, solely and exclusively, all of its inherent and customary rights to manage the City's operations.

Section 4.2 Inter-Local Agreement.

If the City, in its sole discretion, decided to enter into an inter-local agreement, under the terms of the Urban Cooperation Act, with the County Sheriff or other police unit, it must first notify the Union in advance of entering such an agreement. The City and the Union agree to bargain about the effects of such an agreement on the bargaining unit personnel. If such bargaining does not result in agreement between the City and the Union, then referral of that dispute only to Mediation and, if necessary, Compulsory Arbitration under the provisions of Act 312 is required.

If the City, in its sole discretion, decides to enter into integration of emergency services, it will notify the Union in advance of entering such integration. The Union agrees to participate in discussion about the effects of such integration on the bargaining unit. This provision does not constitute a contract re-opener.

LIMITATION OF AUTHORITY AND LIABILITY

Section 5.1 No Strike Clause.

It is the intent of the parties of this Agreement that the grievance procedure herein shall serve as a means for the peaceable settlement of all disputes that may arise between them concerning the terms of this Agreement. Recognizing this fact, the Union agrees that during the life of this Agreement, neither the Union, its agents, nor its members will authorize, instigate, aid or engage in a work stoppage, slowdown or a strike against the City of Traverse City. The City agrees that during the same period there will be no lockout.

Section 5.2 Penalty for Strike.

An individual employee or group of employees who violate or disregard the prohibition of Section 5.1 above may be summarily discharged by the City without liability on the part of the City or the Union.

GRIEVANCE AND ARBITRATION PROCEDURE

Section 6.1 Definition of a Grievance.

A grievance shall be a complaint by an employee or the Union concerning the application and interpretation of this Agreement which is subject to the grievance and arbitration procedures established herein.

Step 1 Verbal Procedure

An employee with a complaint shall discuss the matter with their immediate supervisor within seven (7) work days of the employee's knowledge of the incident which gave rise to the complaint or within seven (7) work days of the date by which an employee should have been reasonably aware of such incident. If requested by the employee, the employee may have the steward present. If the complaint is not satisfactorily settled, it may be advanced according to the written procedure.

Written Procedure.

Within seven (7) work days from the supervisor's answer in the verbal procedure, the complaint shall be reduced to writing, reciting the sections of the contract which are alleged to have been violated and signed by the employee or the Union and then presented to the Chief of Police. The Chief of Police, the steward, and grieving party, if requested by the steward, shall discuss the grievance in an attempt to resolve the matter. The Chief shall place the answer on the grievance form and return it to the steward within seven (7) work days after the grievance is presented to the Chief. If the grievance is not satisfactorily settled, it may be advanced according to Step 2.

Step 2 Appeal.

Within seven (7) work days after the City's written answer in Step 1, the grievance may be presented to the City Manager. The City Manager and the steward shall discuss the grievance in an attempt to resolve the matter. Either party may have non-employee representatives present if desired. The City shall give its answer on the grievance and return it to the steward within (10) work days after the grievance is presented to the City. If the grievance is not satisfactorily settled, it may be advanced by the Union according to Step 3.

Step 3 Mediation (Optional).

If the grievance has not been resolved in the foregoing steps, and if both the grievance may be submitted to the Michigan Employment Relations Commission for the purposes of grievance mediation in advance of proceeding to arbitration within thirty (30) calendar days after receiving the Step Three answer from the City Manager, or his/her designee. If the matter is not resolved through mediation either party may submit for arbitration.

Step 4 Arbitration Request.

In the event the last step fails to settle the grievance, the Union, within sixty (60) calendar days, may submit the issues to an Arbitrator selected from the Federal Mediation and Conciliation Service for final determination. Such decision will be binding on both parties.

Section 6.2 Selection of Arbitrator.

Any grievance that is arbitratable, upon proper notification as provided in this Agreement, may be submitted to one arbitrator chosen by mutual agreement by the parties. If mutual agreement cannot be obtained, the arbitrator will be selected from a panel of arbitrators obtained from the Federal Mediation and Conciliation Service by each party alternately striking a name from the panel with the remaining name serving as the Arbitrator. The compensation and expenses of the Arbitrator shall be shared equally by the City and the Union. The employee involved, or if a group grievance, one representative from the group may be in attendance without loss of pay. Witnesses shall be compensated for lost time by the party calling the witness.

Section 6.3 Power of the Arbitrator.

The Arbitrator shall be limited to the application of interpretation of this Agreement and shall have no power to add to, subtract from, or modify this Agreement in any respect. The arbitrator shall also be obligated to interpret this Agreement in light of laws applicable to and affecting municipalities.

Section 6.4 Time Sheets.

The Union shall have the right to examine time sheets and other records pertaining to the computation of compensation for an employee who has submitted a specific grievance relative to such compensation. Other records pertaining to a specific dispute may be examined by the Union upon specific grievance subject to applicable State laws.

Section 6.5 Time Computation.

Saturday, Sunday and holidays shall not be counted under the time procedures established in the grievance procedure.

Section 6.6 Grievance Form.

The grievance forms shall be mutually agreed upon.

Section 6.7 Pursuit of Remedy State or Federal.

During the grievance process, the parties agree that once an employee has elected to pursue a remedy under State or Federal law for alleged conduct which may be a violation of the Collective Bargaining Agreement, such employee shall not have simultaneous resort to the grievance procedure and any grievance then being processed shall be deemed withdrawn by the party filing. Any decision rendered shall be binding on both parties. This shall not preclude employees from exercising their rights guaranteed under State or Federal law.

DISCIPLINE AND DISCHARGE

Section 7.1 Just Cause.

In the case of disciplinary action taken by the City, involving removal, discharge, reduction in rank or pay, suspension from office or other punishment against any member of the bargaining unit, all appeals to such action shall be in accordance with the Grievance and Arbitration Procedure provisions of this Agreement.

- (a) The City shall not discharge or suspend for disciplinary reasons any non-probationary employee except for just cause based on a preponderance of the evidence. It is mutually agreed that progressive discipline for minor offenses should be employed and, therefore, the non-probationary employee shall first receive an oral and a written warning notice before more severe discipline is issued. It is acknowledged, however, that a warning notice, whether verbal or written, need not be issued first for major infractions.

Discharge must be by proper written notice to the employee and a member of the bargaining unit who is a Union official citing specific disciplinary reasons against such employee within a reasonable time after the employer becomes aware of incident or grounds for discharge or suspension.

- (b) The discharged or suspended non-probationary employee will be permitted to review the discharge or suspension with their steward and the employer will make available an area where they may do so before the employee is required to leave the property of the City. Upon request, the City or designated representative may

discuss the discharge or suspension with such employee and the steward.

- (c) Where a non-probationary employee is discharged or suspended based upon being under investigation for a criminal offense and after investigation a warrant is not issued by the Prosecuting Attorney against the employee, the employee shall be reinstated with full back pay.
- (d) Should a non-probationary employee who has been discharged or given a disciplinary suspension consider such discipline to be improper, a grievance may be processed initially at the written step of the grievance procedure, provided the grievance is submitted within seven (7) working days from the date discipline was imposed on the grieving employee. Discharge of probationary employee is not subject to the grievance procedure.
- (e) This shall not preclude employees from exercising their rights guaranteed under State or Federal law.
- (f) Any disciplinary action issued by the City may include a review and consideration of any previously issued disciplinary action(s) issued within the preceding thirty-six (36) months. Disciplinary action(s) issued prior to the preceding thirty-six (36) months may not be considered in subsequent disciplinary actions unless such prior disciplinary action(s) demonstrate(s) a pattern of behavior.

SENIORITY

Section 8.1 Seniority Definition.

Seniority shall be defined to mean the length of the employee's service with the City in the Police Department commencing from the last date of hire. The application of seniority shall be limited to the preferences recited in this Agreement.

Section 8.2 Seniority List.

The City shall post a list of the employees arranged in order of their seniority. This list shall be posted in a conspicuous position at the place of employment. An up-to-date copy of the seniority list will be mailed to the Teamster Business Representative.

Section 8.3 Loss of Seniority.

An employee's seniority with the City will terminate for the following reasons:

- (a) If the employee quits or retires.
- (b) If the employee is discharged for cause.
- (c) After three (3) consecutive days of unauthorized absence.
- (d) If the employee fails to return to work within three (3) days of the date following a leave of absence or vacation, unless a satisfactory reason is given or because of an emergency situation.

LAYOFF AND RECALL

Section 9.1 Layoff Defined.

- (a) The word "layoff" means a reduction in the working force.

Section 9.2 Layoff Procedure.

- (a) Layoff of employees shall be by seniority, and the following order shall be followed, provided that the employees who remain are capable of performing the work available:
 - (1) Probationary employees.
 - (2) Remaining seniority employees shall then be laid off in the order of their seniority.
- (b) When employees have the same classification seniority, the employee with the least seniority in the department shall be laid off first.
- (c) Upon being laid off from their classification, an employee who so requests shall, in lieu of layoff, be permitted to take another classification in the department provided, however, that the employee is able to perform the required duties of that classification and that the employee has more seniority than the employee that is to be replaced. Employees who change classification in lieu of layoff shall be paid the salary in accordance with the schedule for that classification.
- (d) Employees to be laid off for an indefinite period of time will have at least ten (10) working days' notice of layoff. The steward shall receive a list from the City of the employees being laid off on the same date the notices are issued to the employees.

Section 9.3 Recall Procedure.

A laid-off seniority employee, if recalled to a job identical or higher in rate to the job from which the employee was laid off and provided said employee has the ability to perform the job, shall be required to take the recall. Failure to take such offered work shall result in loss of seniority and discharge.

- (a) The order of recalling of laid-off employees shall be in the inverse order in which the employees are laid off and shall be subject to the same conditions of layoff.

Section 9.4 Notice of Recall.

- (a) In the event of a layoff, an employee so laid off shall be given two (2) weeks' notice of recall to work, mailed to the employee at the last known address by registered or certified mail. In the event the employee fails to make themselves available for work at the end of two (2) weeks, the employee shall lose all seniority rights under this Agreement.
- (b) Notices of recall shall be sent by certified or registered mail, or telegram to the employee's last known address as shown on the City's records and it shall be the obligation of the employee to provide the City with the current address and telephone number. A recalled employee shall give notice of their intent to return to work within three (3) consecutive calendar days, and shall return within seven (7) calendar days or their employment shall be terminated without recourse to this Agreement. Exceptions may be made due to circumstances beyond the control of the employee.
- (c) In the event a recall is necessary on less than three (3) days' notice, the City may call upon the laid off employee(s) either personally or by telephone, until an employee able to return to work immediately is located. In such case, the employee able to return to work immediately will be given a temporary assignment not to exceed three (3) days, and employee(s) passed over (because of their inability to return to work immediately) will be given notice to report for work at the end of said three (3) day period.

VACANCIES AND PROMOTIONS

Section 10.1 Vacancies.

The City will fill all permanent classification vacancies as soon as possible, when need for such action is necessary, as determined and/or established by the City.

- (a) A classification may not be removed from the bargaining unit by merely changing the title or by modifying the classification specifications for purpose of undermining the Union.
- (b) The City will not change, modify, or delete any of the present work specifications of the classification covered by this Agreement where it would change the present class concept.

Section 10.2 Promotions.

Promotions within the Traverse City Police Department to the positions of sergeant, lieutenant, and captain shall be based on the following factors:

1. Promotions shall be on a competitive basis.
2. Eligible employees must have five (5) years continuous service with the Traverse City Police Department in the patrol classification to be eligible for the promotion to sergeant; and all eligible employees must have at least three (3) years of continuous service in the sergeant's classification to be eligible for promotion to lieutenant or captain.
3. Employees must meet the eligibility requirements for promotion prior to taking any test for promotion in order to be placed on the eligibility list.
4. Written and oral examinations are to be based upon the classification of vacancy to be filled.

The City agrees that eligibility for full-time promotional vacancies within the Police Department as stated above shall be determined by competitive examination using the following criteria:

- | | | |
|----|--------------------|------------|
| 1. | Assessment Center | 80 percent |
| 2. | Internal Interview | 20 percent |

The assessment center process shall be completed first, followed by the internal interview.

A three-person panel scoring the employees in the internal interview shall consist of the Chief of Police, City Human Resources and the City Manager or his/her designee.

The City shall establish an eligibility list of those employees. In ranking order of the scores obtained in the Assessment Center Testing and Internal Interview. Such eligibility list shall remain in effect for a minimum of twenty-four (24) calendar months from the date the results of the examinations are received by the City. If mutually agreed the eligibility list may remain in effect an additional six (6) months. This list shall be used to fill vacancies occurring in the respective classifications.

Employees who attain equal scores shall be chosen by using department seniority.

Section 10.3 Testing Criteria.

The assessment centers shall be developed in accordance with the Guidelines and Ethical Consideration for Assessment Center Operations (2009), International Taskforce on Assessment Center Guidelines. These guidelines establish specific requirements and procedures for conducting assessment centers. The specific job-related exercises shall be used in a custom assessment center will be developed by an approved third party administrator. The assessment center testing may consist of the following criteria: Interview Exercise; Oral Presentation Exercise; In-Basket Exercise; and Role-Play Scenario Exercises.

Section 10.4 Voluntary or Involuntary Return to Bargaining Unit.

In the event that a former bargaining unit employee voluntarily returns to the bargaining unit or the employee's return is due to disciplinary action against the employee, such employee may do so provided:

- (a) Such employee may not disrupt the shift assignments then in effect and may not bid on a shift assignment until the next regular shift bid occurs;
- (b) Such employee may not displace a bargaining unit employee;
- (c) Such employee's seniority shall be limited to the sum of seniority earned in the patrol, sergeant's and captain's units.

In the event that a former bargaining unit employee involuntarily returns to the bargaining unit due to layoff or other reasons beyond the employee's control the conditions recited above shall apply except that such employee may displace a bargaining unit employee provided that the employee has more seniority than the employee that will be displaced and that the displacing employee is able to perform the duties required of the position and/or assignment.

HOURS OF WORK

Section 11.1 Work Schedule and Work Period.

The workday shall consist of twelve (12) hours and the tour of duty shall consist of eighty-four (84) hours within a fourteen (14) day period. If, due to mandated schedule changes, an officer's pay hours fall short of eighty (80) for a pay period, that officer will have the option of using accumulated compensatory, vacation, or short-term leave time to make up the difference, or with the permission of the shift commander, work the difference on a directed patrol assignment. All hours worked under this circumstance will be paid at the straight time rate. The Sergeant assigned to the Detective Bureau and the Administrative Sergeant will normally work an eight (8) hour, Monday through Friday day shift.

Section 11.2 Special Assignment Relief.

Employees assigned to special duties denying them the opportunity to take meal periods will be provided relief from such duties. Said relief to be provided at such time and such lengths as reasonable under the conditions surrounding such assigned duties.

Section 11.3 Overtime Pay.

Overtime pay shall be one and one-half (1½) times the employee's hourly rate for all hours worked in excess of twelve (12) hours in any one (1) day or in excess of eighty (80) hours in any one (1) pay period. Payment for overtime shall be made within the same pay period in which it was earned. Employees assigned to eight (8) hour shifts will be compensated at one and one-half (1 ½) times their hourly rate for hours worked in excess of eight (8) hours in a twenty-four (24) hour period and/or in excess of eighty (80) hours in a pay period. Payment for overtime shall be made within the same pay period in which it is earned.

Section 11.4 Compensatory Time.

Employees may, in lieu of overtime payment or holiday premium pay, opt to be paid for such time in compensatory time, the same amount. Such compensatory time shall be limited to a sixty (60) hours bank. Included with the last pay day of June each year, compensatory time off banks will be cashed out at the appropriate rate of pay.

Section 11.5 Shift Differential.

Employees assigned and working the hours between 6:00 a.m. and 6:00 p.m. shall receive no additional shift differential. Employees assigned and working the hours between 6:00 p.m. and 6:00 a.m. shall receive a shift differential of one dollar (\$1.00) per hour.

Section 11.6 Overtime Rotation.

The Shift Commander or designee will be the determining authority on the necessity of overtime. The Shift Commander shall be responsible for calling the necessary personnel and the City shall maintain a current list of employees by seniority for purposes of overtime assignments. Call-ins for overtime shall start with the most senior hourly employee, based on years served with the City, for every overtime event.

Officers will be offered either 6 hours or 12 hours of an available 12 hour shift. The Shift Commander or designee will use the seniority list for call in.

No employee shall be subject to overtime assignments if off on vacation, sick leave, or leave of absence of personal nature. No employee shall be required or permitted to work in excess of eighteen (18) hours in a twenty-four (24) hour period inclusive of overtime except in exigencies in law enforcement.

Rotation of overtime as contained herein shall not include court required functions, Cherry Festival functions, or O.U.I.L. Grant functions, downtown foot and motor patrol, and other events similar to the Cherry Festival. These exclusions are not to be used for computation for equalization of overtime assignments.

Section 11.7 Shift Preference.

After one (1) year of service (seniority) an employee shall be considered for a shift upon making written application after having worked in their assigned shift for at least three (3) months. During the months of May through October motorcycle officers assigned to the night shift (6pm - 6am) will have the discretion as to operating the motorcycle later than midnight outside the downtown area.

Seniority in the position of Sergeant shall be recognized as the primary basis for shift preference. The City shall grant such request for shift preference provided that said request shall not be detrimental to the efficient operation of the Department. Denials for shift preference shall not be arbitrary or capricious. Detectives shall not be included in this shift preference system during the period of assignment as detective.

The City may, for proper cause, temporarily reassign a sergeant to another shift for the purpose of evaluating the officer's performance. Such temporary reassignment shall not be considered discipline and shall not exceed sixty (60) days unless this time period is extended by mutual agreement of the city and the affected officer(s). A thirty (30) day review of the officer's performance will be held with the steward and Chief. Disruption or change of another officer's shift as a result of temporarily reassigning an officer pursuant to this section shall be accomplished, if possible, on a voluntary basis. If no officer volunteers to exchange or disrupt their shift to accommodate the temporary reassignment of another officer, then the City shall make the necessary change of shift on the basis of seniority in the position of Sergeant.

Section 11.8 On-Call Duty.

On-Call Duty The Police Chief shall place a minimum of four (4) assigned personnel, including Captain(s), Lieutenant(s), and Sergeants assigned by the Chief, on a weekly (a week being from 0800 Monday to 0800 the next Monday) rotational basis, on On-Call Duty. The On-Call duties require an employee so assigned.

1. To be ready to respond immediately to calls from the City and to be called into work,
2. To be reachable by phone,
3. To remain within a reasonable distance of the work locations, and
4. To refrain from activities which might impair their ability to perform any assigned duties.

5. Captains, Lieutenants, and Sergeants shall receive a stipend of \$200 for every week scheduled to be On-Call.

Such stipend shall not be considered in calculating the Final Average Compensation (F.A.C.). Stipend shall be paid through the bi-weekly payroll process.

LEAVES OF ABSENCE

Leave will be granted in accordance with the Family Medical Leave Act (FMLA). The employee must exhaust any accrued vacation, short-term leave (STL) compensatory, and personal leave time. Such accrued leave shall be used to supplement any difference between an employee's regular wage and any work comp and/or short-term disability payments, and/or unpaid leave of absence, and to cover the employee cost of premiums, 457 loans, and other payroll deductions. Total leave time, including FMLA and use of accrued banked time shall not exceed twelve (12) weeks.

Section 12.1 Personal Leave.

The City, for good cause shown, may grant a personal leave of absence without pay. If such leave of absence exceeds thirty (30) days, then such leave shall be without accumulation of any vacation, sick leave, longevity pay, or step increases within the salary range credits during such leave. The request for leave of absence shall be made on the prescribed form and shall be submitted in advance of the time the leave of absence is requested.

Section 12.2 Military Leave.

A full time employee who enters active service of the Armed Forces of the United States or in the United States National Guard or Reserves, shall receive a leave of absence of the period of such duty, and seniority shall continue. An employee returning from military service shall be re-employed in accordance with the applicable Federal and State Statute and shall be entitled to any other benefits set forth in this Agreement provided that they satisfy the eligibility requirements established in this Agreement.

Section 12.3 Labor Conventions.

Subject to the prior approval of the City, time off without pay may be granted without discrimination or loss of seniority rights to any employee designated by the Union to attend a labor

convention, provided forty-eight (48) hours' written notice is given to the City by the Union, specifying the purpose of the time off and the length of time off desired.

Section 12.4 Funeral Leave.

Each full-time employee covered by this Agreement shall be allowed up to forty (40) hours leave with full pay, for absences resulting from the death of a spouse or significant other, or the death of a child, stepchild, grandchild, parent or stepparent of either the employee or the employee's spouse or significant other and up to twenty-four (24) hours of leave with full pay for absences resulting from the death of other members of the employee's immediate family, as defined below.

"Other members of the immediate family" shall mean the guardian, brothers, stepbrothers, sisters, stepsisters, wards, in-laws of the current marriage, and grandparents of the employee.

"Significant other" means that a relationship exists between two people, neither of whom is married, that is intended to remain indefinitely and where there is joint responsibility for each other's common welfare, there are significant shared financial obligations, and there is a shared primary residence.

Section 12.5 Short-Term Disability Insurance.

All regular full-time employees shall, following completion of their probationary period if a new hire, receive Short-Term Disability Insurance Coverage which shall provide, at a minimum:

- (a) Up to twenty-six (26) weeks of coverage per occurrence.
- (b) Coverage which shall be effective upon the first (1st) day of an accident and the eighth (8th) day of illness.
- (c) A weekly benefit shall be 66 2/3% of the employee's gross wage.

Section 12.6 Short-Term Leave Pay.

Effective December 1st of each year thereafter, each regular full-time employee shall receive fifty-six (56) paid short term leave hours. Pursuant to the Michigan's Paid Medical Leave Act, the short term leave hours includes the 40 hours required for compliance with the Paid Medical Leave Act of 2018 (PMLA). Short term leave may be taken in increments of one (1) hour or greater

upon the approval of the Chief of Police. Short term leave may not be accumulated. New hires shall receive an initial prorated amount of short term leave hours based on their date of hire and a benefit period from December 1, to November 30. Following the first full pay period after December 1st of each year, each regular full time employee shall receive payment for all unused short term leave, not to exceed fifty-six (56) hours, at the employee's regular rate of pay. Such payment shall be made separate from the employee's regular payroll check.

Section 12.7 Long Term Disability Insurance.

Effective the first of the month following execution of the agreement, the City will pay the cost of providing non-occupational Long Term Disability Insurance coverage for sergeants upon their eligibility for fringe benefits. The benefit schedule will provide:

- 1) 60% of basic monthly earnings to a maximum benefit amount of \$4,000.
- 2) Qualifying period for benefits: 6 months

Section 12.8 Maternity Leave.

Leave will be granted in accordance with the Family Medical Leave Act (FMLA). Any accrued vacation, sick, short term leave (STL) compensatory, and personal leave time shall be used to cover the employee cost of premiums, 457 loans, and other payroll deductions. Total leave time, including FMLA and use of accrued banked time shall not exceed twelve (12) weeks.

Section 12.9 Snow Days.

If an employee after good faith efforts is unable to report to work for their scheduled duty period because of weather conditions, and if a disaster due to weather is declared by the governor or the Grand Traverse County Chairman of the Board of Commissioners, the employee at the employee's option may take a day's leave without pay or work on a pass day to make up the loss day, or may utilize an accumulated sick leave day or vacation day.

12.10 Insurance Premiums.

The Employer shall pay its portion of the insurance premiums for life insurance, health/hospitalization insurance, and dental and vision insurance for up to six (6) months following the date that the employee takes an authorized leave of absence. The employee must continue to

pay his/her portion of the insurance premiums for the same duration. If the employee's payment is more than thirty (30) days late, the employee's coverage may be dropped for the duration of the leave.

If the leave of absence is for a disability sustained while working for the Employer, the Employer shall pay its portion of the insurance premium for up to six (6) months or until the employee terminates employment with the Employer, whichever occurs first. Upon discontinuance of the Employer's payment of insurance premiums, an employee shall assume responsibility for the full cost of the required insurance premiums to maintain coverage. The Employer agrees to notify the employee one (1) calendar week before any Employer paid premiums would be terminated pursuant to this understanding.

Effective February 5, 1994, the Family Medical Leave Act (FMLA) provisions may apply to this Section. The Employer shall comply with the regulations thereof.

WAGES, BONDS AND TRAINING

Section 13.1 Classification and Rates.

Listed in Appendix "A" and incorporated herein are the regular rates of pay for the classification of sergeant.

Section 13.2 Pay Periods.

The City shall provide for biweekly pay periods. Each employee shall be provided with an itemized statement of their earnings and of all deductions made for any purpose. Pay day will be every other Friday. When a recognized legal holiday falls on a regular pay day, the pay day will be one (1) day earlier. The pay period shall cover the two (2) weeks prior to the Sunday preceding the pay day. An employee who wishes advance pay, up to and including forty (40) hours prior to normal pay day, for hours actually worked may be paid upon approval by the Personnel Office after notification of the Chief of Police.

Section 13.3 Authorized Payroll Deduction.

In addition to mandatory deductions, employees may authorize the following deductions in their paychecks: Health insurance, contributions to United Way, credit Union and other deductions as applicable and agreed upon by the parties.

Section 13.4 Bonds.

Should the City require any employee to give bond, cash bond shall not be compulsory, and any premium involved shall be paid by the City.

Section 13.5 Training and Schooling.

The City shall post a list of all schooling and training that it makes available to employees of the bargaining unit on a rotation system. Such posting shall remain posted for a period of ten (10) days. Applicants shall be notified within a reasonable time thereafter of their acceptance.

Seniority will be considered in the selection of the employees to attend such schooling or training and where two (2) or more candidates are considered equal, seniority will be the primary factor in determining the applicant(s).

Employees who are selected to attend schooling or training shall be compensated at the straight time hourly rate for all hours not to exceed forty (40) hours in one (1) week. All time in excess of the forty hours per week shall be paid at the appropriate rate of pay contained in Section 11.3, of the collective bargaining agreement.

The City will adhere to the regulations under hours worked of the Fair Labor Standards Act for those employees who are required to travel to training and/or school outside the City of Traverse City limits.

Employees who are required by the City to attend schooling and/or training which is mandated either by State law or at the direction of the City of Traverse City, shall be paid the appropriate rate called for under the terms of the Overtime Section contained in Section 11.3 of this Agreement.

Section 13.6 Off-duty Call-in or Court Appearance Pay.

Any employee, who in the line of duty, must appear in a court outside their scheduled hours or is called in outside their scheduled hours in a duty case, shall be entitled to three (3) hours call in pay. For court appearances before the Magistrate involving traffic matters an employee shall be entitled to two (2) hours call-in pay minimum. Civilian clothes may be worn before the Magistrate in traffic cases. Such payment shall be made in accordance with Section 11.3. This Section shall

not apply to hours worked immediately prior to or after a regularly scheduled shift. An officer called in for the sole purpose of signing a warrant shall be entitled to a minimum of two (2) hours call-in pay to sign such warrant(s).

UNIFORMS AND PERSONAL PROPERTY

Section 14.1 Uniforms and Equipment.

The City shall furnish all uniforms and equipment it deems necessary for the employee to perform assigned duties. It shall be the responsibility of the City to clean and maintain such uniforms and equipment.

Section 14.2 Personal Property.

The City shall pay the cost of personal property, i.e., watches, up to a maximum of one hundred dollars (\$100.00) and any and all clothing that may be damaged in the line of duty.

VACATION, DISABILITY AND HOLIDAY PAY

Section 15.1 Vacation Pay.

Full time employees of the City shall earn vacation leave with pay in accordance with the following schedule:

<u>Length of Service</u>	<u># of Hours</u>
After 1 Year	Forty(40) hours
After 2 Years	Eighty (80) hours
After 5 Years	Eighty-eight (88) hours
After 6 Years	Ninety-six (96) Hours
After 7 Years	One hundred four (104) hours
After 8 Years	One hundred twelve (112) hours
After 9 Years	One hundred twenty (120) hours
After 12 Years	One hundred forty (140) Hours
After 15 Years	One hundred fifty (150) Hours
After 17 Years	One hundred sixty (160) hours

- (a) Service shall mean any period of time for which an employee received wages.
- (b) Continuous service shall mean service (as described in above subsection (a)) uninterrupted by termination of employment.

- (c) Annual vacation leave days may be accumulated by an employee not to exceed one hundred sixty (160) hours carried over into a new fiscal year. Upon separation of service, employees shall be entitled to compensation for any unused portion of their accumulated vacation leave.
- (d) The Police Chief shall schedule vacation leaves for employees with particular regard to seniority to enable efficient and effective operation of the department. Eligible employees shall submit their vacation requests along with their shift bid every six (6) months for the periods from January 1 to June 30 and from July 1 to December. Any request submitted after the semi-annual bid is awarded and posted shall be considered on a first come basis regardless of seniority. Vacations scheduled and approved may be canceled in the event of an emergency requiring the services of those scheduled for leave.

Section 15.2 Disability Pay.

If any employee is disabled in the course of and arising out of their employment and as such is eligible for work disability benefits under the Worker's Compensation Law of the State of Michigan, such employee shall be allowed salary payments which, with this compensation benefit, will equal their regular gross salary or wage.

The City shall pay the difference between the employee's regular gross wage and worker's compensation for the initial 3 months which the employee is actually receiving worker's compensation payments in the event the employee suffers a direct injury caused by another person. In all other cases salary payments that are in addition to worker's compensation benefits shall be deducted from the employee's accrued sick leave banks. Upon exhaustion of the sick leave bank, short-term leave bank, and compensatory bank, then accrued vacation bank hours may be used and deducted from appropriate banks in accordance with this section.

Section 15.3 Holiday Pay.

Eligible employees shall be entitled to holiday leave with pay on the following recognized holidays:

New Year's Day	Labor Day
Martin Luther King, Jr., Day	Thanksgiving Day
Presidents' Day	Day after Thanksgiving Day
Good Friday	Christmas Eve Day
Memorial Day	Christmas Day
Independence Day	New Year's Eve Day

- (a) Each employee shall work the schedule in effect at the time irrespective of the holidays. Each employee not scheduled to work on the holiday shall receive eight (8) hours' pay at the employee's regular rate for the holiday. An employee who works on the holiday shall receive time and one-half (1½) their regular rate for all hours worked, in addition to the eight (8) hour's pay for the holiday.
- (b) To be eligible for holiday pay, an employee shall have worked their last scheduled work day immediately preceding the holiday and the next scheduled work day immediately following the holiday.
- (c) When a holiday falls within an employee's vacation period or during an excused leave of absence with pay and the absence from work is due to these leaves, the employee will be paid holiday pay in addition to such vacation or leave pay for that day.
- (d) When a holiday falls during an employee's vacation or sick leave absence and such employee received such holiday pay, the holiday pay shall not be used to reduce the number of such vacation or sick leave days deducted from the employee's accumulated vacation or sick leave.
- (e) The hours paid in holiday pay shall not be used in computing overtime payments.

INSURANCE

Section 16.1 Life Insurance.

The City agrees to pay the full premium for term life insurance, after six (6) months' service for regular full time employees in the amount of Fifty Thousand (\$50,000) dollars.

Section 16.2 Dental Insurance Coverage.

The City agrees to provide Delta Dental 4979-0001 or equivalent. Effective July 1, 2016, the City shall pay one hundred percent (100%) of the monthly premium cost for single, two person or family coverage, as appropriate.

There shall be an Insurance Committee consisting of equal representation by the City and the Union. This committee shall examine the employer's dental insurance program including, but not limited to, alternative providers, benefit levels, and premiums and shall make recommendations to the employer regarding such.

Section 16.3. Hospitalization Insurance.

The employer shall provide group medical insurance and prescription drug plan(s). The plan(s) coverage, premium limits, deductibles, employee premium contributions or cost sharing, and all other related requirements will be governed by all applicable State and Federal laws and/or mandates. It shall be a requirement of the insurance carrier to provide benefits guides/descriptions fully explaining covered benefits. There may be the other plans or insurance carriers offered as options to the employees.

The City shall make this coverage available to all regular full-time employees, the employee's spouse, and the employee's dependents in accordance with Federal Law. Employees shall be required to complete an application for coverage and be required to promptly notify the City of any changes in status affecting the employee's coverage. Such notice shall be on forms provided by the City. New employees shall be eligible for health insurance coverage pursuant to terms and conditions of the City's health insurance contract.

Section 16.4. Medical Insurance Opt Out Provision.

The City agrees to compensate employees who have other health insurance coverage, thirty six hundred dollars (\$3,600.00) per year pro-rated at three hundred dollars (\$300.00) per month for opting out of the Employer's health insurance coverage. Opt-out compensation will be payable at the end of the health insurance year for the eligible employee. For those employees who terminate during the year, the applicable monthly opt-out compensation will be paid out in the employee's last paycheck. Eligible employees will be required to sign a Payment In Lieu of Insurance Waiver and Release form annually and provide proof of other medical insurance coverage.

Section 16.5. Insurance Committee

There shall be a City of Traverse City Group Health Insurance Committee consisting of representatives from each union and administrative group. Up to two (2) members of the Union will be part of this committee. The committee shall examine the health insurance program including, but not limited to, alternate providers, benefit levels, and premiums and shall make recommendations to the City regarding such.

The City reserves the right to change health insurance providers and/or programs. The health insurance provided selected by the City shall be licensed in the State of Michigan and shall be generally recognized and accepted by the health services community. The health insurance program selected by the City shall conform to all of the terms of this agreement.

Section 16.6 Insurance Premiums

The Employer shall be responsible for eighty percent (80%) of the cost of the plan deductible and premium. Employees shall be responsible for twenty percent (20%) of the cost of the plan deductible and premium.

The City shall provide the union with written notice of any increase in health insurance premiums or any change in health insurance providers. The union may request that the City not change providers or request that it seek alternative coverage in lieu of a premium increase.

The parties agree to reopen affected articles, should the Federal or State government take-over or substantially change the current system of employer provided group medical insurance coverage or costs related thereto.

Section 16.7 Health Care Savings Plan

Effective May 1, 2008, the Employer agrees to provide an I.R.S. qualifying health savings plan that allows employees to save for retiree medical expenses with pre-tax dollars. The Employer agrees to match a maximum of one-half percent (½%) of an employee's gross salary provided an employee contributes a minimum of one-half percent (½%) of an employee's gross salary to the plan. Employees can individually choose investment options offered through this program. All employees are required to enroll in accordance with I.R.S. regulations covering such plans.

Effective for any new employee hired after July 1, 2009, there will be no Retiree Health Insurance coverage. Instead the City will add 1.5% to the current .5% (for a total of 2%) contribution into the I.R.S. qualifying health savings plan for retiree health expenses, matched by an employee share of .5%.

Section 16.8 Retiree's Health Insurance Coverage.

Effective for any employee whose date of hire is prior to July 1, 2009, and who retires on or after July 1, 2016 the City will provide the same health insurance cost sharing toward retiree medical insurance coverage as provided to current employees, subject to the following:

1. The employee must have at least 10 years of services with the City, and,
2. The employee must take a Normal, Early (Unreduced) Retirement, or Disability Retirement under the retirement system (Act 345), and
3. The employee must be receiving an Act 345 Pension.

This health insurance cost sharing will continue for the life of the retiring employee and the spouse, provided that such health insurance cost sharing will terminate in the event of a divorce or remarriage of the surviving spouse. Additional eligible dependents may participate in the city's group insurance plan with any additional premium cost to be borne by the retiree.

Consistent with IRS Regulations, the City's and retiree's contributions to the Health Savings Account shall cease on the retiree's 65th birthday.

Effective for any new employee hired after July 1, 2009, there will be no Retiree Health Insurance coverage.

Section 16.9 Insurance Premiums on Layoff or Leave of Absence.

The City shall pay the required insurance premiums for the first full month following the month in which an employee is laid-off or takes a leave of absence. If the leave of absence is for a work-related disability, the City shall pay the required insurance premiums for six (6) consecutive months. An extension beyond six (6) months may be granted upon approval of the City Manager and Chief of Police up to a maximum of not more than twelve (12) consecutive months for an employee who suffers a direct injury caused by another person or in the event of an automobile accident while on active duty. Provided, however, that in all of the above cases, the employee pays their portion for continuation of these benefits. Upon discontinuance of the City's payment of insurance premiums, an employee shall assume the full cost of the required insurance premiums in order to maintain insurance coverage.

Section 16.10 Vision Insurance.

The City makes available vision insurance coverage for employees who wish to purchase the coverage. The City pays 100% of the insurance premium.

There shall be an Insurance Committee consisting of equal representation by the City and the Union. This committee shall examine the employer's vision insurance program including, but not limited to, alternative providers, benefit levels, and premiums and shall make recommendations to the employer regarding such.

Section 16.11 Health Savings Account.

In July of 2024, employees enrolled in the High Deductible Health Plan shall receive the full cost of the plan's deductible amount paid into the individual employee's health savings accounts by the Employer. Employees shall reimburse the employer their cost share through payroll deduction 20% of the deposited amount. For future Plan Years beginning July of 2025, the Employer will deposit on a pro-rated quarterly basis the cost of the plan's deductible amount paid into the individual employee's health savings accounts. Employees shall continue to reimburse the Employer the employee cost share through payroll deduction 20% of the deposited amount.

New hires and/or employees who increase coverage level from single to double/family after July 1 shall receive a pro-rata payment into their health savings account beginning with the first full month of insurance eligibility or coverage change through the end of the plan year. Employee shall be responsible for the remainder of the deductible. For employees separating from employment within the plan year shall receive a pro-rated payment into their health savings account for those months enrolled in the plan as an active employee.

SPECIAL CONFERENCE

Section 17.1

Special conferences on important matters will be arranged between the Union and the Chief of Police or the City or their designated representative upon the request of either party. Such meetings shall be between one (1) and not more than three (3) representatives of the City and representatives of the Union unless mutually agreed. Arrangements for such 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 conferences shall be confined to those matters included in the agenda, unless both parties agree to include other matters.

SEPARABILITY AND SAVINGS CLAUSE

Section 18.1

In the event that any provision of this Agreement shall at any time be declared invalid by any court of competent jurisdiction, the decision shall not invalidate the entire Agreement, it being the express intention of the parties that all other provisions shall remain in full force and effect.

In the event that any provision of this Agreement is held invalid, as set forth above, the parties shall enter into negotiations for the purpose of arriving at a mutually satisfactory replacement for the provision held invalid.

SPECIAL INACTIVATION

Section 19.1

At the City's discretion, if any member while in the line of duty shoots another person, either injuring or killing that person, that member may be placed on paid inactive duty for a period

of three (3) days except during periods of emergency. At the City's discretion, the member may be required to participate in counseling through the City's Employee Assistance Program (EAP) after an incident involving a shooting.

RETIREMENT AND LONGEVITY

Section 20.1 Retirement Plan.

The retirement provisions shall be governed by Public Act 345 of the Public Acts of 1937, as amended.

A) Pension Multiplier

Effective July 1, 2007, any member including future retirement credit of employees who are promoted into the bargaining unit, age fifty (50) with twenty-five (25) years of service or age sixty (60) regardless of service shall have a pension as authorized under Public Act 345, payable at the rate of two and eight-tenths percent (2.8%) of the average of the three (3) years of highest annual compensation received during the five (5) years of service immediately preceding retirement or leaving service, multiplied by the first twenty-five (25) years of service, and all other benefits and compensation as set forth in said Act. (Michigan Act 345 of 1937 provides for "1% of the member's average final compensation multiplied by the number of years, and fraction of a year, of service rendered by the member in excess of 25 years.")

Effective July 1, 2016, the pension multiplier shall be two percent (2.0%) for the first twenty-five (25) years of service for all new employees hired on or after July 1, 2016. The pension multiplier and years of service for those employees hired between July 1, 2009 and July 1, 2016 who are promoted to Sergeant after July 1, 2016 shall be frozen at the 2.0% multiplier for those years of service earned prior to the promotion. In addition, for those employees hired between July 1, 2009 and July 1, 2016 who are promoted to Sergeant after July 1, 2016, shall receive a pension multiplier of 2.8% for the years in which he/she are in that position.

B) Employee Contributions

Retirement contributions shall be by payroll deduction. The employee shall make a retirement contribution of 2% of gross salary.

C) Annual Post-Retirement Adjustment

An annual post-retirement adjustment will be made of up to two and one-half percent (2.5%) based upon the annual increase in CPI, of the annual pension amount. The non-compounded adjustment would begin one (1) year after retirement and would continue annually for twenty (20) years. The provision will apply to all current and future members of this bargaining unit.

Employees hired on or after July 1, 2021, are not eligible for an annual post-retirement adjustment. Wages for “Final Average Compensation” shall be computed as described in the ACT 345 benefit plan summary.

Section 20.2 Longevity Payments.

Employees who were hired after January 1, 1999, shall have the following longevity schedule:

After eight (8) years’ continuous service:	\$0.10
After twelve (12) years’ continuous service:	\$0.20
After sixteen (16) years’ continuous service:	\$0.29
After twenty (20) years’ continuous service:	\$0.45

MISCELLANEOUS

Section 21.1 No Discrimination.

The parties agree not to discriminate against an employee or applicant for employment with respect to hire, tenure, terms, compensation, work classifications, promotion or demotion, termination, transfers, or other conditions of employment or a matter directly or indirectly related to employment because of their actual or perceived race, color, national origin, sex, age, height, weight, marital status, religion, physical or mental disability, family status, sexual orientation, or gender identity or gender expression.

Section 21.2 Bulletin Boards.

The City will provide a bulletin board in the Police building which may be used by the Union for posting notices limited to:

- (a) Notices of Union recreational or social events
- (b) Notice of Police Union elections and results
- (c) Notices of Union meetings and results
- (d) Official Teamster communications
- (e) Fraternal Police communications
- (f) Other information which is not derogatory to the City or its administration

The City reserves the right to police the bulletin board so that no offensive material is posted thereon.

Section 21.3 Rules and Regulations.

The City reserves the right to establish and publish from time to time, reasonable rules and regulations which it shall deem proper to govern the conduct of its employees.

Section 21.4 Washrooms.

The City will provide washrooms and lockers for the changing and storing of clothing. Such lockers may be inspected monthly by the commanding officer and once a month other than for general inspection by the commanding officer in the presence of the employee assigned such locker; the latter to be made subject to five (5) days' notice to the employee.

Section 21.5 Mileage.

When an employee is required by the City to provide their own vehicle to perform their duties, the employee shall be compensated at the current IRS reimbursement rate.

Section 21.6 Changes.

Any time a new Division is established or an existing Division is combined with another, the City will notify the Union prior to implementing such change. The effect of such change shall be a proper subject of the Special Conference and shall be governed by the provisions of this Agreement.

Section 21.7 Manning of Police Cars.

The City, in its sole discretion, shall determine the number of officers required in any patrol car during any shift. The City shall dispatch sufficient manpower to any area to handle a problem be it day or night.

Section 21.8 Legal Assistance.

The City will provide to the employee such legal assistance as provided by present insurance policy and as required by law.

Section 21.9 Janitorial Duties.

The employees will not be required to perform any janitorial or building maintenance functions except by mutual agreement or in the case of unusual circumstances or an emergency, except for those officers with personally assigned offices (sector) whose responsibility it shall be to keep these offices clean and orderly.

Section 21.10 Safety Committee.

There shall be a Police Department Safety Committee composed of one (1) representative of patrol and one (1) of sergeants and (2) two designated by the City Manager. Questions of safety concerning items seriously endangering the life or physical safety of the Police Department patrol and sergeants may be submitted to the Committee after the Police Chief and the City Manager have been notified of the issue and given an opportunity to decide the questions. The Committee shall advise the City and in the event the Committee is unanimous in its decision, its decision shall be final. If the decision requires the expenditure of money above that authorized by the City Manager, the City Manager agrees to make a positive recommendation to the City Commission, but the City Commission's decision shall be final.

Section 21.11 Change of Address.

An employee changing their place of permanent residence shall make such change known to their immediate supervisor as soon as possible on a form provided by the City for such purposes. Such change of address may then be forwarded by the Department Head to all other City offices requiring such information.

Section 21.12 Telephone Numbers.

All employees shall be required to give their home address and phone numbers to the Chief of Police. Such phone numbers shall be held in strict confidence and will not be given out to anyone except City Manager or City Attorney or designee without the permission of the employees and then only by the shift supervisor.

Section 21.13 Beneficiary.

Earned pay and earned benefits specified in this Agreement which are due to an employee, upon employee's death shall be paid to the employee's named beneficiary, and if no beneficiary is named, to employee's estate.

Section 21.14 Residency.

Employees must live within a radius of thirty (30) miles of the City limits as measured from the nearest City limit. New Hires have one (1) year from date of hire to attain such residence. Failure to comply with this provision shall be a reason for termination with no recourse by the employee. Change of address shall be reported within seven (7) calendar days to the Office of Human Resources.

Section 21.15 Gender.

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

Section 21.16 Captions.

The captions used in each Section of this Agreement are for the purpose of identification and are not a substantive part of this Agreement.

Section 21.17 Assignment and Recognition of Special Assignments.

Detective Sergeant

The parties recognize that sergeants and patrol are assigned to the plainclothes investigative function as their normal duties. Henceforth, any such assigned employee shall be referred to as "Detective Sergeant" or "Detective" in the case of patrol.

- a) Employees who volunteer for the assignment of the Detective position and are granted such assignment shall be required to make a commitment to remain in said assignment for a minimum of two (2) years.
- (b) Detective Sergeants and Detectives shall not be included in the present six (6) week work cycle but instead shall have a day shift schedule, Monday through Friday and shall not work holidays except upon prior authorization of the Chief of Police.
- (c) The City shall post vacancies for assignments to the Detective positions for a minimum of ten (10) days. The employees desiring the assignment shall request, in writing, to the Chief of Police within the ten (10) day posting.
- (d) Assignments shall be made on the basis of the employee’s ability to perform the duties of the Detective position. Seniority shall be considered in the assignment but shall not be the prime consideration. The City shall not be arbitrary or capricious in the selection. The following is the selection process to be followed for such assignments:
 - 1. Assignment shall be on a competitive basis.
 - 2. Employees must have the knowledge and ability to perform the work in question.
 - 3. Written, oral, and internal examinations are to be based upon the assignment to be filled.

The competitive examination shall include:

- 1. Written examination 50%
- 2. Internal review 40%
- 3. Oral examination 10%

A written examination shall be given first. The applicant must receive 70% on the written examination to proceed to the next step which is the internal review, followed by the oral examination. The City shall choose the highest scoring and eligible employee to offer the assignment to.

If applicants did not receive a 70% on the written examination, the posting shall be expanded to other Sergeants first, then to Patrol.

A three-person panel scoring the employees in the oral examination shall consist of one member chosen by a majority of the sergeants, one member chosen by the City, and the third member to be selected mutually by the above two members.

A three-person panel scoring the employees in the internal examination shall consist of one sergeant within the department chosen by a majority of the sergeants, one sergeant within the department chosen by the City, and the third being the Chief of Police, or designee.

A written test shall be acquired through the Michigan Municipal League, or other mutually agreeable testing service.

The City shall establish an eligibility list of those employees scoring 70% or more from each assignment examination. Such eligibility list shall remain in effect for a minimum of twelve (12) calendar months from the date the results of the examination are received by the City, and the City may, at its discretion, extend the lists eligibility an additional twelve (12) months.

Employees who attain equal scores shall be chosen by using department seniority.

Administrative Sergeant

a) Employees who apply for the assignment of the Administrative Sergeant position and are granted such assignment shall be required to make a commitment to remain in said assignment for a minimum of two (2) years; however, excluding the promotion to Lieutenant or Captain.

(b) Administrative Sergeants shall not be included in the present six (6) week work cycle, but instead may typically have a day shift schedule, Monday through Friday. At the discretion of the Command Staff, work shifts may vary, including but not limited to hours, days off, and work holidays.

(c) The City shall post vacancies for assignments to the Administrative Sergeant positions for a minimum of ten (10) days. The employees desiring the assignment shall request, in writing, to the Chief of Police within the ten (10) day posting.

(d) Assignments shall be made on the basis of the employee's ability to perform the duties of the Detective position. Seniority shall be considered in the assignment but shall not be the prime consideration. The City shall not be arbitrary or capricious in the selection. The following is the selection process to be followed for such assignments:

1. Assignment shall be on a competitive basis.
2. Eligible employees must have the knowledge and ability to perform the work required for the position.
3. Written and oral examinations are to be based upon the assignment to be filled.

The competitive examination shall include:

1. Written examination 60%
2. Oral examination 40%

A written examination shall be given first. The applicant must receive 70% or higher on the written examination to proceed to the next step which is the Oral examination. The City shall choose the highest scoring and eligible employee to offer the assignment to.

If no applicants who are members of the Sergeant's bargaining unit receive a 70% or higher on the written examination, the City may expand the opportunity to Patrol members on the active Sergeant Eligibility List.

A three-person panel scoring the employees in the oral examination shall consist of either the Patrol Captain or the Patrol Lieutenant (depending on availability), a representative from the Human Resource Department, and the Chief of Police, or his or her designee.

The City shall establish an eligibility list of those employees scoring 70% or higher from each assignment examination. Such eligibility list shall remain in effect for a minimum of twelve (12) calendar months from the date the results of the examination are received by the City, and the City may, through the Chief of Police and at its sole discretion, extend the effective period of the list for an additional twelve (12) months. Such notice of extension shall be written on the applicable eligibility list and signed by the Chief of Police.

Employees who attain equal scores shall be chosen by using department seniority, with the most senior person receiving the assignment.

Community Affairs Sergeant

a) Employees who apply for the assignment of the Community Affairs Sergeant position and are granted such assignment shall be required to commit to remain in said assignment for a minimum of two (2) years. This two-year minimum shall not apply if the Community Affairs Sergeant is promoted to Lieutenant or Captain within the two-year time period.

(b) Community Affairs Sergeant shall not be included in the present six (6) week work cycle. The schedule will consist of a flex schedule based upon community policing strategies at the

discretion of the command staff. Work shifts may vary, including but not limited to hours, days off, and work holidays.

The selection process for specialty assignments will be as follows:

- (a) The Chief of Police will determine the need for specialty assignments.
- (b) Upon determination, the department will post the position requirements and description on the department bulletin board and email the announcement to department members. Absent exceptional circumstances, interested members will have 10 days to respond.
- (c) Interested applicants will respond in accordance to the Requests for Change of Assignment policy.
- (d) The selection process for special assignments will include an administrative evaluation as determined by the Chief of Police to include:
 - 1. Supervisor recommendations - The applicant's current supervisor will submit a recommendation.
 - (a) The applicant's most recently completed performance evaluation will be considered and attached to the recommendation.
 - (b) The supervisor's recommendations will be submitted to the Division Commander for whom the candidate will work.
 - 2. Division Commander recommendation - The applicant's current Division Commander will submit a recommendation.
 - (a) Interview - The Division Commander will schedule interviews with each candidate. Depending on the number of applicants, and at the discretion of the Division Commander, team/unit supervisors/managers/coordinators/human resources should be included in the interview process.
 - (b) Department seniority and other specialty assignments/workload will be considered in the recommendation.

(c) Based on the supervisor's recommendations and those of the Division Commander after the interview, the Division Commander will submit both recommendations to the Chief of Police.

3. Assignment by the Chief of Police.

Section 21.18 Clothing Allowances for Special Assignments

Any sergeant so assigned to a Special Assignment shall also receive an annual clothing allowance in the amount of one thousand dollars (\$1000.00) per year. If the Sergeant is reassigned to the uniform division, the officer will pay back the unused portion on a biweekly basis. It shall be the responsibility of the City to dry clean the Detective clothing under this section.

Section 21.19 Personal Leave Days.

Employees classified as sergeants in the Police Department shall be granted twenty-four (24) hours of personal leave time per fiscal year. Personal leave time is non-accumulative.

Section 21.20 Educational Reimbursement.

Employees who receive a prior written approval for educational courses directly related to the employee's current job or deemed to improve job skills relative to potential advancement opportunities available within the City may receive tuition reimbursement from the Employer in accordance with City policies.

Section 21.21 Tobacco Products.

Effective on or after January 1, 1998, a no usage of tobacco products as a condition of employment is established during the work shift for all sergeants hired/promoted.

Effective July 1, 2001, upon promotion or hire to the classification of sergeant, no tobacco products shall be permitted to be used while “on” or “off” duty.

Section 21.22 Physical Maintenance Program

Participation in the Police Physical Maintenance Program is voluntary. The Program shall not be changed by the City except after notice to the Union and then subject to collective bargaining permitted by law regarding changes. The meaning, application and effect of the policy are not subject to the grievance procedure or other contract or labor remedies.

Beginning in July 2009 and annually thereafter, employees who attain a score of 75% or higher will receive a payment of \$0.48 per hour. Employees who attain a score of 65% to 74% will receive a payment of \$0.36 per hour. Following the completion of the physical maintenance test, the rate of payment shall be updated within 14 calendar days of the scores being submitted to Human Resources, with a maximum of one update per calendar year.

DURATION

Section 22.1

This Agreement shall be effective on the first (1st) day of July 2024, and shall remain in full force and effect until the thirtieth (30th) day of June 2027. It shall automatically be renewed from year to year thereafter, unless either party notifies the other in writing at least sixty (60) days prior to the anniversary date that said party desires to modify or renegotiate this Agreement.

Section 22.2

In any event, the conditions of employment, including wages and benefits, shall remain in effect providing that the Union files consistent with Act 312 until such time a new labor agreement is negotiated or established.

This Agreement was negotiated by the following listed representatives:

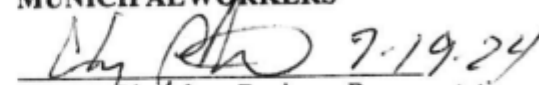
CITY OF TRAVERSE CITY	TEAMSTERS STATE, COUNTY AND MUNICIPAL WORKERS LOCAL 214:
Elizabeth Vogel	Clayton Pletscher
Steven Swartz	Adam Verschaeve
Kristine Bosley	

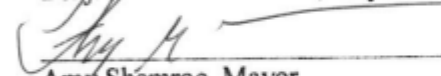
IN WITNESS WHEREOF, the parties hereto have, by their representatives, duly authorized in the premises, executed this agreement.

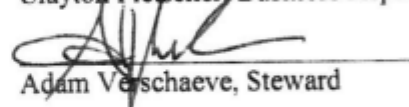
CITY OF TRAVERSE CITY

LOCAL NO. 214 OF THE TEAMSTERS STATE, COUNTY AND MUNICIPAL WORKERS

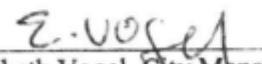
By: 
Benjamin C. Marentette, City Clerk

By:  7-19-24
Clayton Pletscher, Business Representative

By: 
Amy Shamroe, Mayor

By: 
Adam Verschaeve, Steward

APPROVED AS TO SUBSTANCE:


Elizabeth Vogel, City Manager

Dated: 07-22-2024

APPENDIX "A"

ANNUAL WAGE ATTACHMENT

POLICE SERGEANTS

	Pay Scale	7/1/2024	7/1/2025	7/1/2026
Sergeant Base Pay Scale	Adjustment	6%	5%	4%
start	\$34.0039	\$36.0441	\$37.8463	\$39.3602
Any sergeants designated by the City to perform a Special Assignment, shall receive three thousand dollars (\$3,000) per year rolled in as part of their pay.				
		7/1/2024	7/1/2025	7/1/2026
Sergeant Base Pay	\$34.0039	\$36.0441	\$37.8463	\$39.3602
Special Assignment Stipend	<u>\$1.4423</u>	<u>\$1.4423</u>	<u>\$1.4423</u>	<u>\$1.4423</u>
Total Base Pay for Special Assignment	\$35.4462	\$37.4864	\$39.2886	\$40.8025

Special Assignment

A Sergeant shall be assigned to a special assignment as determined by the Chief of Police such as Detective Sergeant, Administrative Sergeant, Community Affairs Sergeant, or similar position.

OFF-DUTY CARRY

Effective the first pay of July each year, an annual stipend in the amount of two hundred fifty dollars (\$250.00) (*subject to all required deductions*) shall be included for the voluntary off-duty carry of a weapon.

EDUCATION STIPEND

A stipend shall be paid annually the first payroll date in July and/or a pro-rated amount when the sergeant first successful completion of the following:

1. \$1,000 School of Police Staff and Command
 2. \$1,000 Law Enforcement Executive Leadership Institute (LEELI) or MCOLES certified Advance Police Supervision Course or Leadership in Police Organizations Course as determined by the Chief of Police (maximum of \$1000 annually)
 3. \$1,000 Bachelor Degree from an accredited college or university with concentration area of Criminal Justice or related field
- OR
- \$2,000 Master's degree from an accredited college or university with concentration area of Criminal Justice or related field.

Only the highest level degree achieved shall be paid out

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