

**AGREEMENT**

**Between**

**THE CITY OF KALAMAZOO**

**And**

**KALAMAZOO PUBLIC SAFETY OFFICERS' ASSOCIATION**

December 1, 2013

**To**

December 31, 2017

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## **AGREEMENT**

THIS AGREEMENT by and between the CITY OF KALAMAZOO, hereinafter referred to as the "Employer", and KALAMAZOO PUBLIC SAFETY OFFICERS' ASSOCIATION, hereinafter referred to as the "Association."

WITNESSETH:

The general purpose of this Agreement is to set forth the wages, hours, and working conditions which shall prevail for the duration of this Agreement, and to promote orderly and peaceful labor relations for the mutual interest of the Employer, its employees and the Association. Recognizing that the interest of the community and the job security of the employees depends upon the Employer's ability to continue to provide proper services to the community, the Employer and the Association, for and in consideration of the mutual promises, stipulations and conditions hereinafter specified, agree to abide by the terms and provisions set forth herein for the duration of the Agreement.

### **ARTICLE I – RECOGNITION**

**SECTION 1 - RECOGNITION:** Pursuant to and in accordance with the applicable provisions of Act 379 of the Public Acts of 1965, the Employer recognizes the Association as the sole and exclusive collective bargaining agent for all full-time regular and part-time regular employees occupying, or who may, during the life of this agreement, occupy any of the job classifications set forth in Appendix "A", attached hereto. It is understood and agreed that the Employer shall not transfer or assign bargaining unit work to personnel outside of the bargaining unit.

(a) During the life of this Agreement, the Employer may employ up to four regular part-time dispatchers.

**SECTION 2 - EMPLOYERS RIGHTS:** The Association recognizes that, except as specifically limited or abrogated by the terms and provisions of the Agreement, all rights to manage, direct or supervise the operations of the Employer and the employees are vested solely and exclusively in the Employer.

**SECTION 3 - POLICY & PROCEDURE CHANGES:** The Employer agrees that, except as specifically provided in this Agreement, all conditions of employment, working conditions and fringe benefits that are set forth in the Civil Service Ordinances, City Personnel Rules, Regulations and Personnel Policies of the City of Kalamazoo, and the Kalamazoo Department of Public Safety General, Divisional, and Special Orders shall remain and be applied as applied on the effective date of this Agreement. Prior to implementation of any change in the above, the Employer agrees to give the affected employees notice of such change and place a copy of such notice in the Association's mailbox. In the event the Association believes that such amendment or new rule, policy or regulation is unreasonable, it shall have the right to file a grievance, provided such grievance is filed within five (5) regularly scheduled working days after the date

of implementation for such change. The grievance shall be processed starting at the Second Step of the Grievance Procedure.

**SECTION 4 - ANTI-DISCRIMINATION:** The City and the Association agree that for the duration of this Agreement, neither shall discriminate against any employee because of age, ancestry, citizenship, color, disability, ethnicity, gender identity, height, marital status, national origin, race, religion, sex, sexual orientation, veteran status, weight or any other civil infraction as protected by State and Federal laws. Nor shall the City or its agents discriminate against the employee because of his or her membership or non membership in the Association or his or her activities on behalf of the Association.

**SECTION 5 - UNION ACTIVITY:** The Association agrees that, except as specifically provided by the terms and provisions of this Agreement, employees shall not be permitted to engage in Association activities during working hours. Working hours shall exclude lunch and break periods.

**SECTION 6 - GRIEVANCE CHAIRPERSON:** The Employer agrees to recognize as representatives for employees within the bargaining unit the following:

(a) An Association Executive Committee of five (5) bargaining unit employees to be selected in any manner deemed appropriate by the Association.

(b) The Grievance Committee Chairperson will serve as the primary representative for the Association for the purposes of (1 ) receiving, investigating, and processing grievances including preparation for arbitration; and (2) representing bargaining unit employees during investigation and administration of discipline. If the Employer calls the Grievance Committee Chairperson to come in for the purpose of representing bargaining unit members, he or she shall be paid a minimum of two hours at time and one-half his or her regular hourly rate or if needed for more than two (2) hours shall be permitted to select compensatory time off or be paid actual time spent at time and one-half his or her regular hourly rate. Under normal circumstances, the Employer will either (1) obtain the Grievance Committee Chairperson's consent to use an alternate Association Committee person or (2) will defer holding meetings and will waive applicable time limits in order to facilitate the presence of the Grievance Committee Chairperson during his or her regularly scheduled work hours. The Grievance Committee Chairperson shall upon request be allowed necessarily spent time away from his or her normal assigned duties without loss of pay to perform Association duties. In addition, the Grievance Committee Chairperson's job responsibilities shall be reduced to reflect the time spent on Association business.

When the Grievance Committee Chairperson is unavailable for his or her regular shift duties because of pre-determined need to perform Association business then he or she shall not be counted for minimum manning purposes. On such days that are pre-scheduled for Association business, the shift commander may correspondingly deny a request from an employee for compensatory time in order to maintain minimum shift strength. It is further agreed that when the Grievance Committee Chairperson is scheduled only for one (1 ) day during the business



week (Monday through Friday) he or she shall be paid 4 hours at time and one half his or her regular rate to conduct Association business.

(c) A Grievance Committee consisting of the Grievance Committee Chairperson and three (3) other non-probationary employees in the bargaining unit selected in any manner determined by the Association.

(d) The Executive Board of the Association shall not exceed five (5) non-probationary employees in the bargaining unit elected by the Association. The Association Executive Board (also referred to as the Executive Committee) shall be released from duty, without loss of pay, for time necessarily lost from regularly scheduled working hours while preparing for and conducting negotiations.

(e) The Employer shall provide a private, lockable office at a location to be mutually agreed upon, for the exclusive use of the Association.

Immediately following the selection of the Association's representatives, the Employer shall be furnished with a list of the names of the Association representatives and any alternates and their assignments. The Association shall promptly notify the employer in writing of any change in the names of the assignments of the Association's representatives. Such representatives shall suffer no loss of pay for time necessarily lost from the regularly scheduled working hours while investigating and presenting grievances as provided in the Grievance Procedure. Association representatives, other than grievance chairperson, shall request permission from their immediate supervisor when it is necessary for them to leave their assignment for grievance purposes. Such permission shall be granted, unless in the judgment of the supervisor, the employee cannot be spared from his or her work until the urgent aspects of an assignment are completed, in which event, permission shall be granted upon completion of the urgent aspects of the assignment.

**SECTION 7 - UNION SECURITY:** As a condition of continued employment, all present employees covered by this Agreement shall become and remain members in good standing of the Association or cause to be paid to the Association a service fee equivalent to the amount of dues uniformly required of members. All employees covered by this Agreement who are hired or transferred into the bargaining unit after the effective date thereof, shall become and remain members of the Association in good standing or pay a service fee equivalent to the amount of dues uniformly required of members, within thirty-one (31) days after the date of hire, or transfer into the bargaining unit.

**SECTION 8 - UNION DUES:**

(a) Labor Dues: The Financial Secretary for the Association shall annually inform the employer, in writing, the amount of the regular labor dues or fees to be deducted from each member paycheck. The Employer agrees to deduct said amounts from each paycheck as certified by the Financial Secretary, in equal amounts from the first and second paycheck each month, and to forward same to the Financial Secretary during the month in which the deductions occur. The Association shall indemnify and hold the Employer harmless from any liability that

may arise out of the Employer's deduction and forwarding of said labor dues and fees to the Association.

(b) Fraternal Dues: The Financial Secretary for the Association shall annually inform the employer, in writing, the amount of the regular monthly fraternal dues to be deducted from each member paycheck and a listing of those members that said fraternal dues are to be deducted from. Said fraternal dues shall be deducted, in equal amounts from the first and second paycheck of each month, and forwarded to the financial secretary of FOP Lodge #98 monthly. The member shall indemnify and hold the Employer harmless from any liability that may arise out of the Employer's deduction and forwarding of said fraternal dues to FOP Lodge #98.

## **ARTICLE II - LABOR/MANAGEMENT MEETINGS**

**SECTION 1 - COMMUNICATION**: In order to facilitate communication, the Employer and the Association agree to meet and confer pursuant to this Article on matters of interest, excluding grievances.

**SECTION 2 - REPRESENTATION**: The Association shall be represented at labor/management meetings by its Executive Board. The Employer shall be represented by the Chief or designated representative and any other Employer representatives he or she so designates.

**SECTION 3 - MEETINGS**: Labor/management meetings will be held on a monthly basis. The agenda will be due in the Chief's office two (2) days prior to the scheduled meetings. The meetings will be scheduled between 8 AM and 5 PM at a place specified by the Employer. Meetings may be postponed or canceled by mutual consent of both parties.

**SECTION 4 - ASSOCIATION REPRESENTATION**: Association representatives may meet at a suitable place designated by the Employer on the Employer's property for a period of, unless otherwise approved in advance by the Chief, not to exceed fifteen (15) minutes immediately preceding a labor/management meeting. Employees shall be paid by the Employer at the regular rate of pay for all time necessarily lost from regularly scheduled work while attending labor/management meetings. For the purpose of computing overtime, time necessarily lost from regularly scheduled work in labor/management meetings shall be treated as hours worked.

## **ARTICLE III - GRIEVANCE PROCEDURE**

**SECTION 1 - DEFINITION**: A grievance shall be defined as any dispute regarding the meaning, interpretation, application or alleged violation of the terms and provisions of this Agreement.

**SECTION 2 - GRIEVANCE STEPS**: Prior to any grievance being processed under this procedure, it must first be discussed between the affected employee and his or her immediate supervisor. In the event the grievance is not resolved during the oral discussion, the following procedures shall apply:

**FIRST STEP:** Within five (5) regularly scheduled working days after the employee has knowledge of the occurrence of the event upon which the grievance is based or, if he or she has no knowledge of the occurrence of the event, then within five (5) regularly scheduled working days after the conditions were such that the employee should have had knowledge, whichever is the sooner, the grievance must be reduced to writing and signed by the employee and the Grievance Chairperson, or in his or her absence, the committee person, and presented to the Chief or designee. The Chief or designee and the Association Grievance Chairperson shall meet within five (5) regularly scheduled working days to consider the grievance. The grievant may be present at such meeting if he or she so desires, but the meeting will be scheduled for the convenience of the Association and the Employer representatives. The Chief or designee shall give the written answer, which shall include a general statement of the reasons for the answer within five (5) regularly scheduled working days after the date of such meeting to the Grievance Chairperson or in his or her absence, the Association's Committee person.

(a) A written grievance shall state (1) who is affected; (2) what happened; (3) when it happened; (4) where it happened; (5) what section of the Agreement, Ordinance, Personnel Rules and Regulations and/or the Policies and Procedures which allegedly have been violated; (6) what adjustment is requested; and (7) the name of the supervisor and the date the grievance was orally reviewed.

**SECOND STEP:** If the grievance has not been resolved, then within five (5) regularly scheduled working days after receipt of the First Step answer by the Association's Grievance Chairperson, the Grievance Chairperson shall present the grievance, in writing, to the Human Resources Director or designated representative, along with a general statement of the reasons why the First Step answer is being appealed. Within five (5) regularly scheduled working days after the grievance has been presented to the Human Resources Director or designee, a meeting between the Association's Grievance Committee and the Employers Grievance Committee, shall be held. Within five (5) regularly scheduled working days after such meeting, the Human Resources Director or designated representative shall give a written answer, which shall contain a general statement of the reasons for the answer, to the Chairperson of the Association's Grievance Committee.

**THIRD STEP:** If the grievance has not been resolved in the foregoing Steps and the Association desires to carry it further, the Association shall, within ten (10) working days following receipt of the Employer's Second Step answer, advise the Employer in writing, of the general reasons why the Second Step answer is unacceptable and in such communication further advise the Employer that the matter is being referred to the Appeal Board.

(a) The Appeal Board shall consist of one (1) representative selected by the Employer and one (1) representative selected by the Association. The Appeal Board shall meet within fourteen (14) working days after receipt of the above appeal notice by the Employer and the Employer's representative shall render a decision within seven (7) working days following such meeting.

(b) In the event the decision by the Employer's Appeal Board representative is not accepted by the Association, and either the Association or the Employer desire to carry the

grievance further, it shall submit-the grievance to arbitration by the American Arbitration Association in accordance with its voluntary Labor Arbitration Rules, provided such submission is made within thirty (30) calendar days after the decision of the Appeal Board.

(c) Neither the Appeal Board is (a) above, nor the arbitrator in (b) above, shall have authority to add to, subtract from, change or modify any provisions of this Agreement, Civil Service Ordinances, City Personnel Rules, Regulations and Personnel Rules, Regulations and Personnel Policies of the City of Kalamazoo, and the Kalamazoo Public Safety Department Rules and Regulations and/or Policies and Procedures, but shall be limited solely to the interpretation and application of the specific provision contained therein. However, nothing shall be construed to limit the authority of the Appeal Board or the arbitrator, in their respective judgment, to sustain, reverse or modify an alleged unjust discipline or discharge that may reach this stage of the Grievance Procedure. The decision of the Appeal Board or the arbitrator shall be final and binding upon the parties hereto.

(d) The expenses and fees, if any, of the members of the Appeal Board shall be borne by the parties by whom they are selected. The expenses and fees of the arbitrator shall be shared equally by the Employer and the Association.

**SECTION 3 - TIME LIMITS:** Time limits at any step of the Grievance Procedure may be extended only by mutual agreement in writing. In the event the Employer fails to reply to a grievance at any step of the procedure within the specified time limit, the grievance shall be automatically processed to the next step. If the 3rd step time limits are not met, the Association reserves the right to process grievance to arbitration. In the event the Association does not appeal a grievance from one step to another within the time limits specified, the grievance shall be considered as settled on the basis of the Employer's last answer.

**SECTION 4 - UNION WIDE GRIEVANCES:** Grievances on behalf of the bargaining unit shall be filed with the Chief within ten (10) working days from the date that conditions are such that the chairperson of the Association Grievance Committee reasonably should have known of the event upon which the grievance is based. Such grievance shall be filed by the Chairperson of the Association's Grievance Committee and shall be processed starting with the First Step of the Grievance Procedure.

**SECTION 5 - JOINT GRIEVANCE COMMITTEES:** Meetings of the Joint Grievance Committees provided for in the Second Step of the Grievance Procedure shall be scheduled at a time that is mutually agreeable. The Association Committee members, not to exceed-a total of four (4) in number, shall be paid their straight time hourly rate of pay for all time away from their regularly scheduled work to attend such meetings. The Employer shall be promptly informed in writing as to the membership of the Association's Grievance Committee and any changes therein.

**SECTION 6 - SCHEDULED WORK DAYS DEFINITION:** Wherever used in this Agreement, the words "regularly scheduled working days" shall be defined as those days which are scheduled for work between Monday and Friday, both inclusive, excluding holidays recognized under this Agreement.

**SECTION 7 – ARBITRATION AWARDS:** Arbitration Awards: Arbitration awards will not be made retroactive beyond the date of the occurrence or nonoccurrence of the event upon which the grievance is based. In no event shall monetary adjustments of a grievance cover a period prior to ninety (90) days before the filing of the written grievance.

#### **ARTICLE IV - DISCIPLINARY CASES**

**SECTION 1 - CONTESTING DISCIPLINE:** In the event an employee in the bargaining unit shall receive a written warning, be suspended from work for disciplinary reasons, or is discharged from his or her employment after the date hereof, and he or she believes that the discipline was unjustified, such discipline shall constitute a case arising under the Grievance Procedure, provided a written grievance with respect thereto is presented to the Chief or designated representative within five (5) regularly scheduled working days after receipt of the written warning, notice of discharge, or after the start of an unpaid suspension. Grievances involving suspensions or discharges shall be initially filed at the Second Step (Human Resources Director or designee) within five (5) regularly scheduled work days of the date of imposition of the suspension or discharge.

(a) The Employer agrees to promptly notify in writing the employee's Grievance Chairperson (or, in his or her absence, the Grievance Committee person) of any suspension or discharge.

(b) A suspended or discharged employee, if he or she so desires, will be allowed to discuss the suspension or discharge with the Grievance Chairperson (or, if her or she is not readily available, with his or her Grievance Committee person) before being required to leave the property of the Employer.

(c) It is understood and agreed that when an employee files a grievance with respect to a disciplinary action, the act of filing such grievance shall require the release of relevant information available to the employer concerning the alleged offense to participants in the grievance procedure, if requested, and such filing shall further constitute a release of the Employer from any and all claimed liability by reason of such disclosure.

(d) Any employee covered by this Agreement may view the contents of his or her personnel file which is located in the Human Resources Department in the presence of a member of the Human Resources staff at any reasonable time, upon request.

**SECTION 2 - GRIEVANCE DISPOSITION:** In the event it should be decided under the Grievance Procedure that the employee was unjustly suspended or discharged, the Employer shall reinstate such employee and pay full compensation, partial or no compensation as may be decided under the Grievance Procedure, which compensation, if any, shall be at the employee's regular rate of pay at the time of such discharge or the start of such suspension, less the amount of any unemployment compensation received or any compensation earned as a result of being available for other work during the period of suspension or discharge.

## **ARTICLE V - STRIKES AND LOCKOUTS**

**SECTION 1 - NO STRIKE-NO LOCKOUT PLEDGE:** The Association agrees that during the life of this Agreement neither the Association, its agents nor its members will authorize, instigate, aid or engage in a work stoppage, a slowdown, strike, or sympathy strike. The Employer agrees that during the same period there will be no lockouts.

**SECTION 2 - DISCIPLINE FOR VIOLATION OF STRIKE PLEDGE:** Individual employees or groups of employees, who instigate aid or engage in a work stoppage, slowdown, strike, or sympathy strike, may be disciplined or discharged at the sole discretion of the Employer. It is understood and agreed that the question as to whether the actions of such employees constitute such prescribed activity may be subject to the Grievance Procedures.

## **ARTICLE VI - SENIORITY**

**SECTION 1 - DEFINITIONS:** Seniority shall be defined as an employee's length of continuous service with the Employer since his or her last hiring date.

Departmental seniority shall be defined as an employee's length of continuous service with the Employer's Police, Fire, or Public Safety Department since his or her last hiring date.

Classification seniority shall commence upon an employee's date of entry into a classification and shall include his or her seniority in a higher classification in which he or she has served a satisfactory probationary period.

Public Safety Officer Classification seniority shall include any classification seniority in the classifications of Fire Fighter or above and Police Officer or above, that was accrued prior to the date of entry into the Public Safety Officer Classification.

Classification seniority shall accrue in the Community Service Officer and Police Officer classifications for certified Sworn Officers from their last date of entry into the classification of Police Officer or above while employed by the Employer. "Last hiring date" shall mean the date upon which an employee first reported to work at the instruction of the Employer since which he or she has not quit, retired or been justifiably discharged.

No time shall be deducted from an employee's seniority due to absence occasioned by authorized leaves of absence, vacations, sick or accident leaves or for layoffs except as hereinafter provided.

(a) It is understood and agreed that an employee who bids down to a lower rated classification shall not obtain classification seniority in the new classification based upon his or her service in a higher rated classification, unless he or she had previously established classification seniority in the new classification.

**SECTION 2 - PROBATIONARY PERIOD:** All new employees shall be probationary employees until they have completed one (1) year of employment. The one (1) year period shall

not include time spent in the Police Academy. The purpose of the probationary period is to provide an opportunity for the Employer to determine whether the employee has the ability and other attributes which will qualify him or her for regular employee status. During the probationary period, the employee shall have no seniority status and may be terminated at the sole discretion of the Employer without regard to his or her relative length of service, and without recourse to the Grievance Procedure. At the conclusion of his or her probationary period, the employee's name shall be added to the seniority list as of his or her last hiring date. Employer acknowledges the value of input from the union officers in making the final probationary evaluation of employees. Management agrees to receive and consider input from the Executive Board in making its determination of permanent status.

**SECTION 3 - SENORITY LIST:** The Employer shall maintain an up-to-date seniority list. A copy of the seniority list will be posted on the appropriate bulletin boards each six (6) months, and placed in the Association's mailbox. The names of all employees who have completed their probationary periods shall be listed on the seniority list in order of their last hiring dates, and the date of entry into each classification, starting with the senior employee at the top of the list. Employees hired who have the same last hiring date, shall have their seniority listing determined by a blind draw to be conducted by a representative of the Human Resources Department and the Association. The same procedure shall apply for determining date of entry into a classification. Fire Marshals shall be listed on Public Safety Officers seniority list.

**SECTION 4 - TERMINATION OF SENORITY:** An employee's seniority shall terminate:

- (a) If he or she quits, retires or is justifiably discharged.
- (b) If following a layoff he or she fails or refuses to notify the Employer of the intention to return to work within seven (7) calendar days after a written notice by certified mail of such recall is sent to his or her last address on record with the Employer unless the Chief or designated representative is informed in writing by the employee that he or she will be on vacation and will not be able to be reached at a specified location, in which event, he or she shall not be subject to recall until he or she has notified the Chief or designated representative of an address where he or she can be reached (during such period of time employees with less seniority may be recalled to work pursuant to Section 5 of this Article, subject to the bumping rights of the vacationing employee) or having notified the Employer of his or her intent to return fails to do so within fourteen (14) calendar days after such notice is sent.
- (c) If he or she is absent for two (2) regularly scheduled working days without notifying his or her Command Officer or the Human Resources Director prior to or within such two (2) day period of a justifiable reason for such absence if it was possible for such notice to be given.
- (d) If he or she accepts employment elsewhere while on a leave of absence unless he or she has prior written approval for such employment from the Chief, or does not return to work immediately following the expiration of a leave of absence, unless, in the latter case, he or she presents evidence satisfactory to the Employer that it was impossible to return to work at the expiration of such leave.

(e) When he or she has been laid off for a continuous period of time in excess of twelve (12) consecutive months. Such period shall be extended for a Sworn Police Officer for up to a maximum of twenty-four (24) consecutive months, provided that he or she continues to satisfy the certification requirements established by the Michigan Law Enforcement Officers Training Council.

**SECTION 5 - LAYOFF PROCESS:** If it is necessary to reduce the number of employees in the department, departmental probationary employees, shall be laid off first. Thereafter, if it is necessary to further reduce the number of employees in the department, the Employer shall determine the number of employees to be removed from each job classification. Employees in the affected job classifications shall be removed on the basis of their classification seniority provided always that the remaining employees have the skill to perform the available work in the classification. Employees removed from a classification may exercise their classification seniority in any other classification in which they have classification seniority, provided they have the skill to perform the available work in such classification, and accept the salary established for such job classification. Sworn Police Officers may, but shall not be required to, displace employees in the Community Service Officer classification, provided that they have greater classification seniority than the Community Service Officer. Part-time Dispatchers will be laid off first when there is a reduction in the number of classified dispatcher positions before full-time regular dispatchers.

(a) Notwithstanding Section 5 and 6, a Police Officer who has not become a Public Safety Officer shall not be laid off from his or her Police Officer classification if there are Public Safety Officers with less departmental seniority still employed.

**SECTION 6 - LAYOFF WITHIN CLASSIFICATION:** If it is necessary to reduce the number of employees in a job classification, employees shall be removed on the basis of their classification seniority, provided always that the remaining employees have the skill to perform the available work in the classification. Employees removed from a classification may exercise their classification seniority in any other classification in which they have classification seniority, provided they have the skill to perform the available work in such classification. Employees shall be recalled in accordance with their classification seniority.

## **ARTICLE VII – FILLING VACANCIES AND PROMOTIONS**

**SECTION 1: FILLING VACANT POSITIONS:** When it is necessary to fill a new permanent job classification or a permanent vacancy in the existing job classification within the bargaining unit or the Sergeant's job classification, such position shall be filled or if no current eligibility list is in effect, then posted within thirty (30) calendar days from the date the position became vacant. If the Chief determines that it is not necessary to fill the position within such period of time, he or she shall notify the President of the Association. If the position to be filled is in a classification other than Community Service Officer or Police Officer, the following procedure shall apply:



(a) Posting:

Lab Technician, Crime Lab Specialist I & II, Fire Marshal, Polygraph Examiner, Group Leader, Fleet Manager or Evidence/Quartermaster CSO. When an eligibility list is to be established, notice shall be posted on the appropriate bulletin board for a period of fifteen (15) days, during which time employees who are eligible may indicate their interest in competing for the position by notifying the Chief's Office in writing.

Detective or PSO Sergeant. In February of each year notice shall be posted on the appropriate bulletin board for a period of fifteen (15) days during which time employees who will satisfy the eligibility requirement as of April 1st of that year may indicate their interest in competing for a position by notifying the Chief's Office in writing. The examination will be conducted approximately thirty (30) days following the posting.

CSO Computer Position: Selection and appointment to this position is at the discretion of the Chief of Public Safety. The person filling this position will have no seniority bidding rights to other KPSOA positions identified or contained within the CBA. This does not preclude the person from applying for posted positions within the City of Kalamazoo. Conversely, other KPSOA members shall not have any bidding rights to this position. Applications will be taken and the position filled at the discretion of the Chief.

(b) Eligibility Requirements:

The minimum eligibility requirements for established positions are as follows:

Detective, Crime Lab Technician, Polygraph Examiner: Three (3) years as a KDPS employee in a sworn position (5 years for Polygraph Examiner). NOTE: Polygraph Examiner applicants must be able to satisfy the minimum criteria established by the polygraph training institute selected by the Employer and must be able to satisfy licensing requirements as established by the State of Michigan.

Crime Lab Specialist: Effective 6/2/05, candidate must be a Crime Lab Technician and/or a certified Relief Lab Technician and have 5 years of service with the Kalamazoo Department of Public Safety.

Public Safety Sergeant: Effective 1/1/95, five years as a Public Safety Department employee as a sworn police officer or above.

Fire Marshal: Three (3) years as a sworn employee of KDPS or three (3) years as a firefighter, or a combination thereof but employee must already be a member of KPSOA.

Group Leader. Non-probationary full time dispatcher.

Investigative Aide: All non-probationary CSO's are eligible; selection shall be made by the Chief.

CSO - Dispatcher. Open to all Community Service Officers (CSO) for bid. Applicants will be selected on the basis of seniority. Appointees shall serve for a period of ninety (90) days to demonstrate proficiency to perform the job. If there are no CSO applicants, new hires will be made.

(c) Promotional Process: For promotional purposes only, the date an employee enters Public Safety Officer Training shall be used as the eligibility date for qualifications to compete for the position. This date shall be titled PSO Entry Date on the seniority list.

1. Written Examination. Eligible employees who bid for a job in other than the Polygraph Examiner and CSO classifications shall be allowed to take a written examination which shall be practical in character and designed to fairly and fully test the comparative merit and fitness of the person examined to discharge the duties of the position sought by them, including the supervisory skills of applicants to Sergeants' classification. The examination shall be either prepared or selected under the supervision of the Human Resources Department. All employees who participate in the preparation of the examination shall have access to only those portions of the examination upon which they are being consulted and shall keep such information in strict confidence. The examination shall be conducted by an employee of the Human Resources Department, who shall assign a number to each applicant. Following completion of the examination, the test will be scored by an employee in the Human Resources Department. The passing score for all examinations shall be established at seventy (70%) percent. The Human Resources Department may conduct an item analysis of the examination to determine if any of the questions should be excluded before final scores are assigned. If the written examination involves applicants for the Detective or Sergeant classifications, the balance of the promotional procedures shall not be completed until the Chief determines there is a need to fill a permanent vacancy in the classification. However, the score of those applicants successfully passing the written examination shall be posted. Passing the written examination assures the candidate eligibility to move onward in the promotion process to the personnel file examination step of the process.

2. Personnel File Examination. The personnel file of each applicant shall be reviewed by the Oral Examining Board, sitting together as a Board. The members of the Oral Examining Board shall rate each applicant's ability to perform the job for which he or she has made application based upon the information contained in such file. The personnel file shall be rated using the rating form used for said purpose in the personnel file rating during the promotional process immediately prior to January 1, 1998, and the scoring of each Board member will be made known to each other Board member as they sit together as a Board. The personnel file shall be graded on a pass/fail basis with a score of fifteen (15) or more out of twenty (20) points being a passing score. Each applicant that passes the written and the personnel file examination shall be eligible to move to the Oral Board Test.

3. Oral Board Test. The Oral Examining Board shall consist of the Public Safety Chief, or designated representative, a Command Officer and one additional member both selected by the Chief. In addition, a Union representative and a Human Resources representative shall serve as monitors. The Command Officer will be selected by the Association from a list of two (2) nominees made by the Chief. The bargaining unit representative will be chosen by the Chief from a list of two (2) nominees made by the Association. The Oral Examining Board shall inquire concerning the employee's experience, training, qualifications, attitude and any other factors deemed relevant by the members of the Board in order to determine the applicant's ability to perform the job for which he or she has made application. The basic questions for each area of inquiry shall be prepared in advance and asked of each applicant. Members of the Oral Examining Board shall score each applicant at the completion of the interview and shall not thereafter be allowed to change the score. The scores of each Oral Board member will be added and the scores of all Board members will be averaged and made known to all Board members while sitting together immediately upon conclusion of the oral examination. Scoring by the Oral Examining Board will be on a 1 to 40 point system, with 40 points being the maximum score, and seventy percent (70%) or twenty-eight (28) points being the passing score. The present Oral Examining Board scoring method and form will be adjusted to accommodate the 40 point scale.

4. Seniority. Each applicant shall receive one-half (½) point for each year of service as a Sworn Police Officer or above with the Department as of the date of the job posting up to a maximum of twenty (20) years. Each Public Safety Officer Sergeant or Fire Marshal applicant shall receive one-half (½) point for each year of service in the classification of Police Officer or above and in the classification of Fire Fighter or above as of the date of the job posting up to a maximum of twenty (20) years. (No period of employment shall be counted more than once in making the calculation.)

5. Eligibility List. Each applicant who has passed the written examination, oral board and the personnel file examination shall be eligible for placement on the promotional eligibility list. Placement on the promotional eligibility list will be as follows. The score obtained by the employee on the written examination will be divided by two (2) and the resulting number will be added to the employee's Oral Board score and the employee's seniority points. The total of these three scores will determine the placement of each employee on the promotional eligibility list starting with the applicant receiving the highest score and ranking downward in descending order. If two (2) or more applicants have the same total score, then they shall be ranked on the list in order of seniority using the seniority specified in subsection (c) above for the position list being ranked. Each applicant shall be notified of their ranking.

The Public Safety Chief shall fill any permanent vacancy by selecting from among the top five (5) employees on the Sergeant and Detective eligibility lists and the top three (3) employees on the Technician and Polygraph Examiner eligibility lists.

The eligibility lists shall remain in effect until such time as less than three (3) names appear on the list or for a period of one (1) year from the date of posting of the eligibility list for Detective's, Technician's or Polygraph Examiner's positions, and until such time as less than five (5) names appear on the Sergeant eligibility list or the following April 1st, whichever occurs first. Upon the expiration of an eligibility list for a Technician's or Polygraph Examiner's classification, it shall not be reestablished until the Public Safety Chief determines that within a

period of three (3) months, it will be necessary to fill a permanent vacancy in the classification. In the Detective's or Sergeant's classification, a list that expires before April 1st shall be reestablished as provided above and remain in effect for one (1) year after the following April 1st. The list of employees eligible to test for the position shall be expanded to include those who would have been eligible in the next year if a test had been given that year. Those expanded eligible individuals will not be eligible to be placed on the eligibility list for promotion until the date they would have been eligible to test.

If the Chief is initially presented with a list consisting of less than five (5) employees on the Sergeant eligibility list, or less than three (3) names on the Detective, Technician or Polygraph Examiner eligibility list, the Chief will fill the then vacant position(s) from that list. Upon the filling of the then vacant position(s), the list will become void.

Any Community Service Officer who makes application to the Human Resources Department for a Police Officer I or Public Safety Officer I vacancy will automatically qualify for consideration by the Oral Board when it meets to establish a candidate list, provided that he or she successfully passes a physical agility test. These applicants who pass the Oral Board will be placed on a candidates list for selection to fill any vacancy in the Police Officer I or Public Safety Officer I classification. The actual selection will be made by the Public Safety Chief from the list, based upon his or her judgment concerning the abilities of the applicants, the needs of the department for female and minority police officers, and the needs of the department in terms of appointing State Certified applicants to the vacant position. If, in the judgment of the Public Safety Chief, all factors are relatively equal, a vacancy will be filled by an applicant who is a Community Service Officer. If a position is accepted by an applicant, he or she must, as the final step of the selection process, pass a complete physical examination.

Notwithstanding the above procedures, the eligibility list for the position of Polygraph Examiner will be established utilizing the following procedure. Any sworn KPSOA member with five (5) or more years of experience as a sworn employee of the Kalamazoo Department of Public Safety may bid on the position. To be eligible to receive the bid, the employee must meet the minimum criteria set by the State of Michigan Licensing Board under the Forensic Polygraph Examiner's Act. Among those criteria is the requirement that the employee possesses an academic degree of at least a Baccalaureate level from an accredited college or university, with such degree including specialized study in one academic major or two minors which the Board determines to be suitable for and related to specializing as a Polygraph Examiner. An oral board will be conducted, consisting of the Captain of the C.I.D. or his designee, three (3) licensed polygraph examiners, one of whom shall be from the Department, if one is available and a KPSOA Board member or designee. A list ranking the individuals, based on their oral board scores, will be submitted to the Chief, who may select from the top three (3) candidates.

Protocol for selection of a Lab Technician will consist of a file review graded on a pass/fail basis only, an oral board examination constituting 50 percent of the total available score and a written examination constituting 50 percent of the total available score.

Protocol for selection of a Lab Specialist will consist of an oral board examination constituting 50 percent (one half) of the total available score, a personnel file review constituting

40 percent of the total available score, and seniority points given at one (1) point per each completed year of service (completed as of the date of the job posting) to a maximum of 10 points constituting 10 percent of the total available score. In lieu of a written examination, an essay paper, consisting of no more than 500 words written on a topic related to the forensic laboratory discipline will be submitted to the oral board and will be weighted as a portion of the oral board examination.

**SECTION 2 - PROMOTIONS:** When an employee is promoted to a higher paying job classification within the bargaining unit, he or she shall be on job probation in the classification to which he or she is promoted for a period of six (6) months [one (1) year if promoted from the Community Service Officer classification, or if promoted to Public Safety Officer classification.] The purpose of the job probation is to give the Employer an opportunity to observe the employee at work in such classification and to form an opinion as to whether the employee has the ability, knowledge, and skills required to satisfactorily perform the job duties. During the job probation, the employee may be removed therefrom at any time he or she demonstrates that he or she is or will be unable to satisfactorily perform the requirements of the job. If so removed, the employee shall be returned to the last previous job classification he or she had permanently occupied. For new hires and persons promoted to PSO removal from the classification within one (1) year probationary period shall not be grievable.

- (a) When promoting from one pay scale to a higher pay scale the employee will be placed at the lowest step in the new pay scale which provides at least a 5% increase in pay rate up to the maximum rate of the new pay scale.

**SECTION 3 - TEMPORARY TRANSFERS:** The Employer shall have the right to temporarily transfer employees within the bargaining unit for up to sixty (60) days, irrespective of their seniority status, from one job classification to another to cover the employees who are absent from work due to illness, accident, vacations or leaves of absence for the period of such absence. The Employer shall also have the right to temporarily transfer employees within the bargaining unit, irrespective of their seniority status and shifts, to fill jobs or temporary vacancies and to take care of unusual conditions or situations which may arise for a period of not to exceed twenty (20) working days in any calendar year. It is understood and agreed that any employee within the unit temporarily transferred in accordance with the provisions of this section, shall not acquire any permanent title or right to the job to which he or she is temporarily transferred, but shall retain his or her seniority in the permanent classification from which he or she was transferred.

**SECTION 4 - PROMOTION OUT OF BARGAINING UNIT:** If an employee is promoted to a position in the department not included in the bargaining unit and is thereafter returned to a position within the bargaining unit, he or she shall have accumulated departmental and classification seniority while working in the position to which he or she was promoted except as provided in (i) and (ii) below.

- i. An employee who is promoted to a non-bargaining unit position, Sergeant or higher, effective 9/15/11 or later, shall continue to accumulate classification seniority within the KPSOA until their position becomes permanent, at which time their classification seniority shall be frozen.

- ii. If an employee, in a position of Sergeant or higher voluntarily or involuntarily transfers back into the bargaining unit, their classification seniority will re-commence. They shall not accrue seniority for the time spent in any position outside the bargaining unit. The employee's classification seniority shall not include time spent in the non-bargaining unit position(s).

Employees returned to the bargaining unit under the above circumstances shall retain all rights accrued for the purpose of any benefits provided for in this Agreement.

(a) In the absence of a layoff, an employee cannot return to the bargaining unit without the Public Safety Chief's approval. If an employee returns with the Public Safety Chief's approval, it will not result in an employee being displaced from the classification to which the employee is returned.

## **ARTICLE VIII - LEAVES OF ABSENCE**

**SECTION 1 - PERSONAL LEAVE:** The Employer may grant a leave of absence for personal reasons not to exceed thirty (30) calendar days without pay and without loss of seniority to an employee who has completed his or her department probationary period. Permission for a leave of absence shall not be unreasonably withheld; however, the judgment of the Employer shall be the determining factor concerning the work force requirements of the department.

**SECTION 2 - MEDICAL LEAVE:** Employees who because of illness, injury or pregnancy are unable to perform all aspects of their regularly assigned work shall be given a leave of absence for the duration of such disability, but not to exceed twenty-four (24) consecutive calendar months, thirty-six (36) months if a duty related disability, provided they promptly notify the Employer of the necessity therefore, provided further, that they supply the Employer with a certification from a medical doctor of the necessity for and continuation thereof when the same is requested by the Employer.

(a) The Employer will attempt to assign employees who are temporarily unable to perform all aspects of their regularly assigned work to limited duty assignments within the bargaining unit for the duration of the temporary disability, provided in its judgment, such work is available. (This may include remaining on the same assignment with accommodations being made for the temporary disability).

### **SECTION 3 - REGULAR MILITARY LEAVE:**

(a) Leaves of absence shall be granted to employees who are active in the National Guard or a branch of the Armed Forces Reserves for the purposes of fulfilling their annual field training obligations and when called out due to temporary civil disturbances.

(b) Applications for leaves of absence for such purpose must be made as soon as possible after the employee's receipt of his or her orders.

(c) Employees who are ordered to report for annual field training or called out due to temporary civil disturbances hereunder and who present evidence that they reported for and fulfilled such obligation, upon presenting evidence as to the amount of compensation received from the government, shall be paid the difference, if any, between what they received in the form of pay therefore, and what they would have received from the Employer had they worked during such period. The compensation thus paid by the Employer shall not exceed the difference in pay for eighty-four (84) hours in any one (1) calendar year. For purposes of this section only, a "calendar year" will be treated as the fiscal year used by the military, October 1 – September 30<sup>th</sup>.

(d) Iraq Conflict: It is agreed that the City of Kalamazoo will expand the language under Article VII, Section 3 for the duration of the war in Iraq. The expanded language shall allow:

(1) Commencing January 1, 2003, supplemental pay of KPSOA members who are called up for military service in the National Guard or a branch of the Armed Forces Reserves during the term of the war in Iraq. During this time employees will be paid the difference in their gross military pay and their City base pay.

(2) Benefits and accruals will continue as provided to active employees. Medical benefits shall continue with the employee's normal contribution being deducted. Pension contributions and other scheduled payroll deductions will be made as well.

(3) This agreement shall not set precedent for any future actions. It is only valid during the conflict in Iraq that began on March 20, 2003.

**SECTION 4 - FULL-TIME MILITARY LEAVE:** A full-time employee who enters the military service by draft or enlistment shall be granted a leave of absence for that purpose and at the conclusion of such leave of absence shall be reinstated in accordance with all applicable provisions of the Selective Service and Training Act and any other applicable laws then effective.

**SECTION 5 - CRITICAL LEAVE/FUNERAL LEAVE:** Qualified employees who furnish proof satisfactory to the Employer that a critical illness exists or a death has occurred within their immediate family may apply for a paid leave of absence, subject to the following limitations:

(a) Paid leaves for critical illness of a member of the employee's immediate family shall be available only in case of such illness on the part of the employee's then current spouse, the employee's child, step-child, parent or step-parent and for a period not to exceed three (3) regularly scheduled working days (one (1) regularly scheduled working day for fifty-six (56) hour employees) at any one time.

(b) Paid funeral leaves for the death of a member of an employee's immediate family shall be available in the event of the death of the employee's then current spouse or child, step-child, brother, sister, parent, step-parent, grandparent, grandparent-in-law, grandchild, mother-in-law, father-in-law, brother-in-law, or sister-in-law, provided the employee actually attends the funeral. Relatives other than those herein designated shall not be considered members of the immediate family for the purposes of this subsection. Paid funeral leaves shall be granted for the amount of time reasonably necessary, but may not be granted for a period in excess of four (4)

consecutive calendar days ending with the day following the funeral unless the leave is for the purpose of attending a funeral which is to take place beyond a radius of three hundred (300) miles from Kalamazoo, in which event, the maximum paid funeral leave that may be granted shall be five (5) consecutive calendar days ending with the day following the funeral.

(c) One (1) day of paid critical illness or funeral leave shall be equivalent to the straight time hours lost from regularly scheduled work paid at the rate applicable to the employee's permanent job classification assignment at the start of the absence for which compensation is requested.

**SECTION 6 - LEAVE FOR UNION FUNCTIONS:** Employees who are designated or selected by the Association or the Kalamazoo Fraternal Order of Police to attend national and state conventions of the Fraternal Order of Police as its delegate, or to attend educational conferences or Association related matters shall be allowed time off with pay and without loss of seniority for a period of not to exceed five (5) calendar days to attend such conventions or educational conferences, provided the Public Safety Chief or designated representative is advised in writing by the Association of such intended absence at least ten (10) regularly scheduled working days prior to the start thereof, and the needs of the department will not be seriously impaired by such absence, and provided further, that no more than five (5) officers are requesting a leave at any one time for such purpose and that, unless otherwise approved by the Chief, no more than three (3) such officers would be assigned to the same shift during the period of such absence. The cumulative number of hours for which the Employer will pay one or any combination of employees under this Section during a calendar year shall not exceed a total of three hundred (300) hours. The Association may carry-over unused hours from a non-convention year into a National Convention year.

**SECTION 7 - JURY DUTY:** The Employer agrees that when a full-time regular employee is called for jury duty he or she should not lose financially because of such duty. The Employer therefore agrees that it will schedule the employee for the day shift on the days he or she is scheduled for jury duty and will pay to such employee the difference between what the employee received as pay for jury duty and what he or she would have earned had he or she been able to work the entire regularly scheduled shift. Such payment will only be made on days when the employee otherwise would have been scheduled to work. An employee shall report promptly to work when he or she is excused from jury duty, provided he or she is excused during the regularly scheduled shift. Failure of the employee to so report shall cause him or her to forfeit all right and claim to jury pay under this Section. This Section does not apply to employees who volunteer for jury duty and the Employer's obligation to pay an employee for jury duty shall be limited to a maximum of forty-five (45) days in any calendar year.

## **ARTICLE IX- HOURS OF WORK**

**SECTION 1 - WORK HOURS:** Except as stated below, the normal work week for all sworn personnel will average forty-two (42) hours. The normal work week for these employees will consist of four (4) ten and one-half (10-1/2) hour work days unless otherwise approved by the Chief or his designee.



(a) The normal work week for Public Safety Officers assigned to a district station as an Equipment Operator or back up Equipment Operator shall average fifty-six (56) hours and the normal work day shall consist of twenty-four (24) hours. The normal duty is from 0700 hrs until 1600 hrs each work day. However, station assigned personnel will be expected to handle walk in complaints and those teleserve complaints transferred to them up to 1900 hrs. Absent such complaints, employees are free to pursue other legitimate interests in the station pending an alarm. All days worked are considered normal duty days with respect to station duties and training which may be scheduled, provided however, that members need not perform any building inspections or building maintenance on Sundays or Holidays. Members need not perform training on Holidays, but up to four (4) hours of training may be performed on Sundays between the hours of 0700 hrs and 2300 hrs.

**SECTION 2 - WORK WEEK:** The normal work week for all other sworn personnel will consist of an average of forty-two (42) hours. Except for those assigned as Dispatchers and Dispatcher/Group Leader, the normal work week for CSO's will be a forty (40) hour week based on either a four (4) day or a five (5) day schedule. Dispatchers will continue to work the forty (40) hour schedule specified in (c) below.

(a) PSO's working in Operations Division, Zone Officer and Beat Officer assignments will work a twelve (12) hour day, scheduled as follows:

First shift	0700 hrs to 1900 hrs
Power shift	1500 hrs to 0300 hrs
Second shift	1900 hrs to 0700 hrs

(b) Except as stated above for PSO Zone/Beat Officers, Court Officers and PSO/Equipment Operators, the normal work week for sworn personnel will consist of four (4) ten and one-half (10-1/2) hour days unless otherwise agreed to by the Chief and the Association.

(c) The regularly scheduled work day for Dispatchers and Dispatch Group Leaders will be a twelve (12) hour shift, with regular duty hours consisting of six (6) twelve (12) hour shifts and two (2) four (4) hour shifts per pay period. These employees' regular pay period will consist of eighty (80) hours.

**SECTION 3 - BREAKS AND LUNCH PERIODS:** Employees working a forty (40) or forty-two (42) hour work week shall be entitled to a fifteen (15) minute break period at or near the midpoint of the first half of their shift and a fifteen (15) minute break period at or near the midpoint of the second half of their shift, except employees working twelve (12) hour shifts, who shall be entitled to a twenty (20) minute break period at or near the midpoint of the first half of their shift and a twenty (20) minute break period at or near the midpoint of the second half of their shift. (During such breaks, the employees must remain in radio contact and respond immediately to emergency calls, and at the end of the break to non-emergency calls). Employees working a forty (40) or forty-two (42) hour work week shall be entitled to a thirty (30) minute

paid lunch period at or near the midpoint of their shift, except all twelve (12) hour employees shall be entitled to a forty (40) minute paid lunch period at or near the midpoint of their shift. The timing of such breaks and lunch period shall be arranged by the immediate supervisor of station personnel. All field personnel shall take their breaks and lunch periods as scheduled and approved by the Dispatcher. It is understood and agreed that the timing of the break and lunch period may vary depending on the nature of the work being performed by the employee at the time, it being recognized that under certain conditions it will be impossible for an employee to take a break period until the urgent aspect of an assignment has been completed.

(a) Employees working a four (4) hour shift are entitled to a fifteen (15) minute break period at or near the midpoint of their shift. No backfill will be required for such employees during these break periods. If an employee works two (2) consecutive four (4) hour shifts, these fifteen minute break periods at or near the midpoint of the four (4) hour shifts are the only break periods to which the employee is entitled. When possible, and when it does not cause additional overtime, CSO's are permitted to take both fifteen (15) minute breaks back to back, for a 30 minute break.

**SECTION 4 - SHIFT ASSIGNMENTS:** Employees shall be assigned their respective shifts designated in Section 2 of this Article on the basis of classification seniority through the following shift procedure:

(a) Shift Bid: The Public Safety Chief shall post for each division by shift the number of employees needed in each of the following assignments:

Yearly on or about December 1<sup>st</sup>

PSO Zone Officer	Mobile Lab Technician
Dispatcher	Radar
Headquarters Tele-Serve	PSO Equipment Operator
Downtown Beat Officer	Court Officer (PSO)

If management determines a vacancy exists on a shift, it will be filled on the basis of classification seniority.

When someone transfers shifts or platoons they may re-select vacation. It will be granted if the choice does not require identifiable overtime at the time of the request.

(b) Once the shift schedule has been posted a seniority list along with the shift schedule shall be furnished to each division and circulated therein and employees regularly assigned to the assignments listed above shall bid on the shift and day off schedule (platoon) they desire based upon their classification seniority. This provision does not alter the Employer's right to temporarily transfer employees per ART. VI, Section 10. If management determines the need to transfer station assigned personnel on a daily basis to another station, it will identify the station from which an employee can be spared and will first seek volunteers from that station. If no volunteers are secured, the least senior employee at such identified station who has the

requisite skills to perform the assignment will be transferred. The fourteen (14) day rule set forth in Article VI, Section 10 will not apply to such transfers.

(c) At 7 a.m. on the first Sunday of the first pay period in February of each year the shift schedule developed in subsection (a) above shall be implemented and remain in effect for the succeeding twelve (12) months.

**SECTION 5 - SPECIALITY UNITS:** Employees assigned to the COPS/Kalamazoo Valley Enforcement Team shall be excluded from the definite shift and shift bid concepts of this Article so long as the procedure for assignment remains as it was at the effective date of this Agreement. Evidence/Quartermaster (CSO), Computer Service (CSO), Fleet Manager, KVET, K-9, Training Officer, School Liaison Officer, Investigative Aide CSO, Communications Coordinator (CSO), CSO/Group Leader, Evidence Technician and Community Police Officer (CPO) are filled by the Chief requesting memos. The Chief may personally interview employees submitting memos as part of the selection process.

**SECTION 6 - DETECTIVE BUREAU:** All sworn Employees of the CID shall work a 42-hour week schedule, with work hours between 0700 hours and 2400 hours.

(a) Detectives assigned to jail duty must begin work between the hours of 0700 and 0900. Detectives on jail duty that are working the 10-1/2 hour shift must find another Detective to perform jail duty work on their scheduled day off and this change must be noted on the weekly schedule.

(b) Detectives and Polygraph Examiners agree not to schedule a day off if they have a subpoena, other scheduled meetings, training sessions, or events that would create overtime or comp time.

(c) When selecting 10-1/2 hour shifts, Detectives have a designated day off, either Monday or Friday. The Detective may elect to take Tuesday, Wednesday, or Thursday off instead of the designated day off, but may not trade Monday for Friday or vice versa, without the approval of CID Command, unless the Monday or Friday is a holiday.

(d) One Detective each week is designated on the schedule to attend the City Commission meeting. That Detective must schedule himself/herself to work up until 2200 hours. If the Detective that is scheduled to cover the City Commission meeting is going to be absent from work, he/she will notify CID Command prior to the posting of the schedule. The least Senior Detective scheduled to work will then be required to adjust his/her hours of work and attend the City Commission meeting, if no volunteers are found. If no Detective is scheduled to attend the City Commission meeting the least Senior Detective that is working will be required to adjust his/her hours of work and attend, if no volunteers are found.

(e) Detectives agree and understand that they may be required to attend neighborhood meetings. Detectives agree that their work schedule will be adjusted to prevent overtime when attending these meetings.

## ARTICLE X - WAGES

**SECTION 1 - WAGE SCHEDULE:** For the life of this Agreement the hourly wage schedule set forth in Appendix "A" attached hereto and by this reference made a part hereof, shall remain in full force and effect.

- (a) Any employee assigned to a Public Safety Officer classification from the equivalent Police classification shall receive the rate applicable to the same time in grade step that he or she occupied in the previous Police classification.

**SECTION 2 - NEW JOB CLASSIFICATION:** When and if the Employer creates a new job classification or effects a substantial alteration of the job content of an existing job classification, it shall set an hourly wage therefore, and advise the Association in writing of the proposed hourly wage. If the Association disagrees, it shall notify the Employer in writing ten (10) regularly scheduled working days after receipt of such written notice of its desire to negotiate with the Employer regarding such proposed salary. If a mutually satisfactory solution is not reached within thirty (30) calendar days after serving such notice on the Employer, the issue may be referred to the Grievance Procedure starting at the Second Step thereof. If, in the above procedure, a different hourly rate is arrived at, the different rate shall become effective retroactively to the date the job classification was created or the job content thereof was changed. Failure of the Association to notify the Employer in writing of its desire to negotiate within the ten (10) day period of having served such notice or failure to refer the matter to the Grievance Procedure within the aforementioned thirty (30) day period shall constitute acceptance by the Association of the hourly rate set by the Employer.

**SECTION 3 - OVERTIME RATE:** Time and one-half the employee's regular hourly rate of pay will be paid for all approved time necessarily spent on the job (including in-service training) in excess of his or her regularly scheduled work day, or in excess of the regular work schedule which will not exceed 160 hours per two, two-week work schedule period for the 40 hour schedule, 168 hours during a 28 day work schedule period for the 42 hour schedule, and 224 hours during a 28 day work schedule period for the 56 hour schedule, whichever results in the greater amount of overtime pay.

- (a) The current practice concerning qualification for overtime payment shall continue to apply.

- (b) All premium payments shall be computed to the nearest tenth of an hour. All premium pay shall be paid as soon as reasonably possible after it is earned, but in no event later than the second pay period thereafter.

- (c) The KPSOA shall designate one or more of its members to assume the responsibility of obtaining replacements for shift vacancies caused by scheduled employees being absent due to sickness or the scheduled employee being given emergency leave or personal leave.

**SECTION 4 - SUBPOENAED TO COURT:** When, as a result of performing his or her duties as a Police Officer, an employee is subpoenaed to make a court appearance or appearance before an administrative agency during off duty hours, the employee shall be paid for a minimum of two (2) hours at time and one-half his or her regular hourly rate of pay or for the actual time necessarily spent at the court or before the administrative agency at time and one-half his or her regular hourly rate of pay, whichever is greater. The two (2) hours guaranteed minimum provisions shall not apply if the court appearance or appearance before an administrative agency occurs during the two (2) hour period immediately prior to the time an officer was scheduled to report for duty or the two (2) hour period following his or her scheduled duty hours, provided the officer is compensated at time and one-half his or her regular hourly rate for the time between the commencement or ending of the shift, whichever is applicable and the appearance. The payment for time necessarily spent shall include any lunch recess taken by the court or administrative agency, provided that the officer is required by the court or administrative agency to be present following the recess. As a condition of receiving such payment, the employee shall assign his or her court or administrative agency appearance fee to the Employer.

**SECTION 5 - TRAINING:** An employee who is called in for training at a time other than that for which he or she had previously been scheduled shall be paid for a minimum of two (2) hours at time and one-half his or her regular hourly rate of pay or for the actual time necessarily spent at time and one-half his or her regular hourly rate, whichever is greater. This provision does not apply to employees who were previously scheduled for a training session prior to their regular starting time or who may be retained after their regular quitting time for a training session, nor shall it apply to employees who are called in for periods of less than two (2) hours prior to the start of their shift, but who continue to work their regular shift thereafter. When training is conducted prior to or after an employee's regularly scheduled shift, the Employer agrees not to change the employee's regularly scheduled shift in order to avoid overtime payments. When an employee is held over for training, such employee shall be compensated at the appropriate overtime rates.

**SECTION 6 - ORDERED TO DUTY:** An employee who is called in to perform work at a time other than that for which he or she had previously been scheduled shall be paid for a minimum of four (4) hours at time and one-half his or her regular hourly rate of pay or for the actual time necessarily spent at time and one-half his or her regular hourly rate, whichever is greater. This provision does not apply to employees who were previously scheduled to start work prior to their regular starting time or who may be retained after their regular quitting time, nor shall it apply to employees who are called in for periods of less than two (2) hours prior to the start of their shift, but who continue to work their regular shift thereafter. When an employee is called in and then continues to work his or her regularly scheduled shift, the Employer agrees not to shorten the employee's regularly scheduled shift in order to avoid overtime payments.

**SECTION 7 - TEMPORARY TRANSFER:** When an employee is temporarily transferred for the convenience of the Employer from one job classification to another, as provided in Section 10, Article VI, he or she shall continue to be paid the salary to which he or she is entitled in his or her permanent job classification unless he or she is transferred to a higher job classification for which the maximum of the rate range is higher than his or her permanent job classification in which event, after performing the responsibilities of the position for a period of one (1) hour, his

or her salary shall be increased for the remainder of such transfer to the level he or she would have received had he or she been awarded the job through the bidding procedure. Police Officers who perform work at an accident or crime scene that is normally performed by an employee in the Laboratory Technician classification shall not receive additional compensation for performing such work unless the work is performed for a period of more than four (4) hours during a duty day.

**SECTION 8 - NIGHT SHIFT PREMIUM:** Employees who bid or are assigned to the Power Shift (1500 hrs. to 0300 hrs.) or Night Shift (1900 hrs. to 0700 hrs.) work schedule shall be entitled to a night shift premium. A lump sum payment for the year 2011 shall be made on or before November 1<sup>st</sup>. This payment shall be for the calendar year and corresponds to the 2011 shift work schedule. The amount of the bonus corresponds to the wage grade step of the employee on December 1<sup>st</sup> of the year which it is paid. If an employee permanently transfers shifts during the year, the payment will be prorated based on the amount of time worked on the night shift.

Effective January 1, 1998

Night Shift Premium

CSO and PSO						
Start	1 Year	2 Years	3 Years	4 Years	5 Years	6 Years
\$400.00	\$500.00	\$600.00	\$700.00	\$800.00	\$900.00	\$1,000.00

Effective January 1, 2012 the night shift premium shall be paid as an hourly rate paid concurrently with the employees classification rate as illustrated in Appendix A.

- (1) All employees that start a shift during night shift hours (1900-0700) for Shift 2 and (1500-0700) for the “Power Shift” shall be paid at the night time classification.

**SECTION 9 - SPECIALITY PAY/ASSIGNMENT BONUS:**

Effective in 1991, cross trained employees holding the positions listed below shall receive a PSO 10% premium as part of their base pay:

- |                         |              |
|-------------------------|--------------|
| Laboratory Technician I | Detective    |
| Polygraph Examiner      | Crime Lab I  |
| Fire Marshal            | Crime Lab II |

Effective 1991, non-crosstrained employees in the above listed positions shall receive an assignment bonus of \$1,000 which is not rolled into the base pay. Such bonus shall be paid April 1st of each year.

Effective in 1991, employees in the assignment of K-9 and KVET, will receive an assignment bonus of \$500 which is not rolled into base. Such bonus shall be paid on April 1st of each year.

Community Police Officers (CPO's) will receive an assignment bonus of \$750 which is not rolled into base.

**SECTION 10 – COMP TIME ACCRUAL:** Effective October 16, 2008, KPSOA members in the below listed specialty units may accrue comp time up to a maximum of four hundred eighty (480) hours. Any hours accrued above the four hundred and eighty (480) hour limit will be automatically paid out to the member:

Bomb Squad	K-9 Team
Community Policing Unit (CPO)	KPSOA Union President
Explorer Advisor	KVET
Field Training Officers	SWAT
HazMat	Detective
Lab Tech I	Crime Lab II
Fire Marshal	Polygraph Examiner
KPSOA Personnel regularly assigned to the Training Division	
Honor Guard	

All other KPSOA members may accrue comp time up to a maximum of twenty-four (24) hours. Any hours accrued above the twenty-four hour limit will be automatically paid out to the member.

KPSOA personnel will be required to cash out all accrued comp time when leaving the bargaining unit.

The Fair Labor Standards Act (FLSA) allows employees to cash out comp time at any time, but comp time will not count towards the members Final Average Compensation (FAC).

**SECTION 11 – PAYROLL DEDUCTIONS:** Employees may elect to make voluntary deductions for the following organizations from their paychecks:

- United Way (charitable contributions)
- Cuff and Ladder Fund (charitable contributions)
- FOP Fraternal Dues

**SECTION 12 - PAYCHECK ERRORS:** When the City makes an error in the amount of base pay of an employee; the error will be corrected within twenty-four (24) hours (excluding weekends) of the time at which the employee notified the City of the error. Paycheck errors relating to pay other than the employee's base pay will be corrected in the following paycheck. If the error is not corrected in the "following paycheck," a special check will be issued within one business day (Monday - Friday) of the employee notifying the City that the "next paycheck" correction was not made.

When the Employer and the Association agree that an employee is overpaid wages, or special lump sum payments, in error, the employee will be required to repay the City such overpayment for the time period from the date of notice up to ninety (90) calendar days prior to the date of notice of overpayment. The repayment will be made within one year of the notice of

overpayment. Such payment increments shall be at least 4% of the base pay for the normal pay period.

**SECTION 13 – PAYDAY AND DIRECT DEPOSIT:**

Effective January 1, 2014 all current and future employees shall use the Employers direct deposit program or a payroll card provided by the Employer.

**ARTICLE XI – VACATIONS**

**SECTION 1 - VACATION ACCRUAL:** Employees who, as of December 31 of any year, have completed less than one (1) year of continuous employment shall be entitled, during the next calendar year, to receive, pro rata, their applicable portion of vacation with pay calculated on the basis of paid vacation for one (1) completed year of continuous service. Part-time employees are not eligible to accumulate vacation, however employees who transfer from full-time to part-time may use vacation hours earned while a full-time employee. Employees who, as of December 31 of any year, have completed one (1) or more years of continuous service with the Employer shall receive vacation pay in accordance with the following schedule:

Effective January 1, 2007:

<b>Completed Years of Service</b>	<b>40 Hour Employee</b>	<b>42 Hour Employee</b>	<b>56 Hour Employee</b>
1 less than 5	88	96	144
5 less than 11	128	138	240
11 less than 12	136	144	240
12 less than 13	144	156	264
13 less than 14	152	162	264
14 less than 15	160	168	264
15 or more	168	180	288

**SECTION 2 - VACATION HOURS CONVERSION:** When transferring from the 42 hr schedule to the 56 hr schedule or the 56 hr schedule to the 42 hr schedule, use the chart below to convert the number of vacation hours available. Determine vacation balance then use the chart below to determine the applicable conversion percentage. Multiply vacation balance by the conversion percentage and round to the next higher number to determine number of hours available.



### Vacation Conversion Chart

Years of Service	42 hr to 56 hr Conversion	56 hr to 42 hr Conversion
1 less than 5	1.50	0.6666
5 less than 11	1.74	0.5749
11 less than 12	1.67	0.6000
12 less than 13	1.69	0.5909
13 less than 14	1.63	0.6136
14 less than 15	1.57	0.6363
15 or more	1.60	0.6250

**For Example:**

<b>42 hr to 56 hr Conversion</b>		<b>56 hr to 42 hr Conversion</b>	
PSO with 6 years of seniority and 138 hours of vacation	<b>138</b>	PSO with 6 years of seniority and 240 hours of vacation	<b>240</b>
Times conversion percentage for 6 years	<b>1.74</b>	Times conversion percentage for 6 years	<b>.5749</b>
Vacation hours available on the 56 hr schedule	<b>240</b>	Vacation hours available on the 42 hr schedule	<b>137.976 = 138</b>

**SECTION 3 -VACATION PAY RATE:** One (1) hour of vacation pay as provided for in Section 1 above shall equal the employee's regular hourly rate of pay at the time the employee takes his or her vacation. If an employee has commenced an approved vacation (including scheduled off-duty days, continuous therewith) and is thereafter contacted by the department for the purpose of being called in for work during the period of such vacation, the employee shall be paid for the time necessarily spent at work, and the time in transit, at two times his or her regular hourly rate of pay, in addition to his or her vacation pay. The employee may elect to waive the vacation pay for the number of hours necessarily spent up to a maximum number of hours of the regular shift and have the vacation hours re-credited to his or her accrued vacation leave time for the year.

**SECTION 4 – VACATION SCHEDULE:** Employees may take their vacations at any time between December 31 in the calendar year in which the vacation have been earned and December 31 of the following year, provided they have made advance arrangements with the Chief or designated representative and in the judgment of the Chief or designated representative can be spared from their work at the time of their regularly scheduled vacation. The Chief or designated representative shall by General Order establish the number of employees who can be excused from the department for vacation purposes at any one time. It is understood and agreed that General Order (G-2) as revised in February 2013, shall remain in effect and be considered reasonable under the circumstances that existed in February 2013. If circumstances occur after February 2013, which the Employer believes necessitates a change in vacation sign up procedure, the Employer may make such change and the Association shall have the right to file a grievance pursuant to Article I, Section 3. Fire Marshal vacation selection does not impact on the allocation for the Uniformed Division nor the Criminal Investigation Division.

(a) If the Chief determines that an employee cannot be spared from work at the time of his or her regularly scheduled vacation due to an emergency, unusual conditions or court

appearance, preference shall be given to such employee's request to use the vacation time off at another time during the then current calendar year. If such vacation time off cannot reasonably be used during the remainder of the then current calendar year, such vacation time off shall be carried over and used in the following year.

In all other circumstances, employees shall be allowed to accumulate and carry over from year to year a total of one hundred thirty-two (132), one hundred thirty-eight (138), and one hundred-eighty (180) hours (depending on normal work week schedule assigned) of vacation time and holiday leave. All employees must use at least one (1) week of vacation time off each calendar year. By October 15 of each year, the City will post a list of each employee's remaining available vacation time as of October 1 of that year. At the end of the year, each employee with vacation time remaining for that year will have his/her remaining vacation time automatically carried over to the following year, subject to the maximum hour limits of this subsection. Vacation carryovers in excess of such maximums may only be granted in the sole discretion of and with prior authorization by the Chief.

(b) If an employee is subpoenaed to appear in court during his or her scheduled vacation, the Chief or representative and the employee shall jointly work with the prosecutor to have the trial or subpoena date altered or changed so that the employee may take his or her vacation at the scheduled date.

**SECTION 5 – REPAYMENT OF VACATION PAY:** If an employee uses vacation time during a calendar year prior to the December 31 upon which it is earned and then quits, is discharged, retires under the pension plan, or dies, that portion of vacation time used but not earned shall be withheld from any money due the employee or beneficiary from the Employer including pension funds.

**SECTION 6 – FINAL VACATION:** If an employee who is otherwise eligible for vacation with pay quits or is discharged on or after December 31 of any calendar year upon which he or she qualifies for such vacation with pay and without having received the same, such employee will receive, along with his or her final paycheck, the vacation pay for which he or she qualified as of December 31. If an employee quits or is discharged prior to the December 31 upon which he or she would have qualified for a vacation with pay, he or she will be entitled to a pro rata payment of the vacation pay for which he or she would have qualified on such December 31.

## **ARTICLE XII – HOLIDAYS**

**SECTION 1 - HOLIDAYS:** Effective January 1, 2007, the following days are recognized as holidays under this Agreement: New Year's Day, Martin Luther King Jr. Day, Good Friday, Memorial Day, Independence Day, Labor Day, the day celebrated as Veterans' Day (November 11th), Thanksgiving Day, the day after Thanksgiving Day, Christmas Eve Day, Christmas Day and New Year's Eve Day.

(a) Effective January 1, 2007, Holidays shall be considered as starting at the beginning of each regularly scheduled shift on which the actual holiday falls.

**SECTION 2 - HOLIDAY PAY:** Effective 9-15-11, employees who are regularly scheduled to work on a day celebrated as a holiday, and who are required to work, shall receive pay at their regular hourly rate plus time and one-half their regular hourly rate of pay for all hours actually worked on the holiday. If an employee is held over on a holiday, the City will pay the employee's regular rate plus time and one-half for all hours worked continuously on a holiday. This shall not apply to employees volunteering for work on a holiday. Employees other than those assigned to the PSO/EO classification not regularly scheduled to work on a day celebrated as a holiday shall receive holiday pay at their regular scheduled rate for that day. Noneessential employees (i.e. those requiring no back-fill or back-fill overtime payment) shall continue to determine their holiday schedules. Employees who are regularly scheduled to work on a day that is celebrated as a holiday but are given the day off shall continue to receive pay for that day even though they are not required to work.

CSO's who are regularly scheduled to work their four (4) hour slot on a day celebrated as a holiday, and who are required to work, shall receive pay at their regular hourly rate plus time and one-half their regular hourly rate of pay. In addition, they will receive eight (8) hours of holiday pay at their regular rate for the day for the balance of their shift that they are not scheduled to work.

(a) The Employer agrees to continue its current practice of paying holiday pay. The Employer agrees to pay each regular, full-time fifty-six (56) hour employee a lump sum payment, in lieu of additional payment for hours actually worked on a holiday, equal to one hundred forty four (144) hours of pay at the employee's regular straight time hourly rate of pay. The payment shall be calculated on the basis of the employee's regular hourly rate in effect on July 1st of each year and be paid on or before July 1st of each year. Employees newly assigned to the fifty-six (56) hour schedule prior to July 1st of any year shall receive the holiday payment in proportion to the number of holidays that will occur after the date of assignment. If the employee is assigned after July 1st, he or she shall receive such prorated payment on or before December 31st. Employees who are not in a 56 hour assignment for a full year shall be entitled to a prorated holiday payment and those employees leaving the assignment shall agree to have the amount of any unearned holiday payment deducted from their pay.

(b) Members who move from a 42 hr position to a 56 hr position will either use any remaining Holiday leave or be paid for same prior to assuming the 56 hr position.

(c) Part-time employees who are not regularly scheduled to work on a day celebrated as a holiday shall receive holiday pay at their regular scheduled rate for that day if all hours before and after the holiday are worked.

**SECTION 3 - USE OF HOLIDAY LEAVE:**

Holiday Leave is available to employees other than those assigned to the PSO/EO classification. Such employees not regularly scheduled to work on a holiday may defer their holiday pay into a holiday leave bank for future use subject to the following conditions;

1. Holiday Leave must be earned before it is used.

2. Holiday Leave cannot be earned and used within the same pay period.
3. Holiday Leave earned within the twelve (12) month period prior to October 1<sup>st</sup> of the year must be used by October 1<sup>st</sup>. If not used by this date it will be paid out to the employee on a straight time basis no later than November 10<sup>th</sup>.
4. Holiday Leave requests made in connection with other requests for time off shall be administered as separate requests even if used for a continuous period of time.
5. Holiday Leave requests will not be backfilled on an overtime basis.

### **ARTICLE XIII - LONGEVITY PAY**

**SECTION 1 - LONGEVITY PAYMENT:** Employees who, during the calendar year, complete six (6) years of continuous service with the Employer and who, as of the day of payment thereof, in such year are still employed by the Employer shall qualify for a lump sum longevity payment on or before December 7 of that year which shall be computed as follows:

Effective January 1, 2004:

- 6-10 years of service = 2% of \$40,000 base salary.
- 11-14 years of service = 4% of \$40,000 base salary.
- 15+ years of service = 6% of \$40,000 base salary.

Only full time employees are eligible for longevity payment.

(a) Employees who have qualified for longevity pay and who retire prior to the month and day of their last hiring date shall receive along with their final paycheck a pro rata share of their annual longevity pay as of the effective date of retirement for the year in which they were employed prior to retirement. Employees who retire on or after the month and day of their last hiring date during a calendar year shall receive a longevity payment along with their final paycheck equivalent to that which they would have received had they not retired.

(b) Payment to the beneficiary of a deceased qualified employee shall be made on the same basis as payment to a retired employee.

### **ARTICLE XIV – INSURANCE**

**SECTION 1 - FALSE ARREST/NEGLIGENCE INSURANCE:** The Employer agrees to provide false arrest and negligence protection insurance, as provided by a standard policy, in an amount of One Hundred Thousand Dollars (\$100,000.00) per person and Three Hundred Thousand Dollars (\$300,000.00) per incident. In lieu of purchasing a false arrest and negligence protection insurance policy, the Employer may provide the same level of benefits through self insurance. Part-time employees (Dispatchers and Community Service Officers) receive negligence protection insurance.

**SECTION 2 - GROUP LIFE INSURANCE:** The Employer agrees to continue to pay the entire premiums for group life insurance for each active employee in the bargaining unit after such employee has completed nine (9) months of continuous employment with the Employer in the amount of Twenty Thousand Dollars (\$20,000) with a double indemnity rider.

Part-time employees: Months worked in a part-time position will be counted towards the nine month waiting period for life insurance, but it will not be available until the person is in a full-time permanent position.

**SECTION 3 - HEALTH CARE COVERAGE:** The City agrees to provide the Community Blue PPO Plan, or an equivalent PPO Plan through another insurance carrier authorized to conduct business in the State of Michigan. Such insurance will be available to active, regular, full-time employees and their dependents under age twenty-six (26) if the employee authorizes the payroll deduction for their portion of the premium. Part-time dispatchers and CSO's receive single coverage only.

(a) Benefits: The following table represents highlights of the plan, details and modifiers of the coverage are in the plan document which is available from the Human Resources Department. In addition, a summary of the Modified Community Blue PPO Plan 4, Benefits-at-a-Glance is included in Appendix C.

	Date	In Network	Out of Network
RX co-pay (2x for 3 mo. Supply through mail order)	1/1/2014 - 12/31/16	Generic \$5 Formulary Brand \$25 Non-Formulary Brand \$50 Speciality \$100	25% of the approved amount for the drug minus applicable copay \$5/\$25/\$50/\$100
	1/1/2017	Generic \$10 Formulary Brand \$30 Non-Formulary Brand \$60 Speciality \$150	25% of the approved amount for drug minus applicable copay \$10/\$30/\$60/\$150
Office Visit	1/1/2014	\$25.00	60% after deductible
Preventative Care	1/1/2014	100% coverage	
Other Coverage	1/1/2014	80% / 20%	60% / 40%
Deductible	1/1/2014 - 12/31/16	\$500 Single \$1000 Family	\$2500 Single \$5000 Family
	1/1/2017	\$650 Single \$1300 Family	\$3250 Single \$6500 Family
Maximum Out of Pocket	1/1/2014 - 12/31/16	\$3000 Single \$6000 Family	\$10000 Single \$20000 Family
	1/1/2017	\$3900 Single \$7800 Family	\$13000 Single \$26000 Family

(b) Employee Contribution:

**Effective January 1, 2014 employees who elect health insurance will pay 20% of the annual applicable costs for single, double or family coverage. The specific dollar figure for the employees 20% cost sharing for a coverage year will be calculated annually using the base**

**period beginning May 1<sup>st</sup> and ending April 30<sup>th</sup> immediately prior to the applicable coverage year. Costs will include the premium or illustrative rate of the medical benefit plan and all employer payments for reimbursement of co-pays, deductibles, and payments into health savings accounts, flexible spending accounts, or similar accounts used for health care but does not include beneficiary-paid copayments, coinsurance, deductibles, other out-of-pocket expenses, other service-related fees that are assessed to the coverage beneficiary, or beneficiary payments into health savings accounts, flexible spending accounts, or similar accounts used for health care. Upon written request the City will provide the KPSOA with the calculation of the employee contribution.**

The monthly contribution will be deducted from the first pay period each month.

(c) **Transitional Reinsurance Fee:** Employees will pay 20% of the Transitional Reinsurance Fee established by the Patient Protection and Affordable Care Act pro-rated to the KPSOA. Payment will be included in the employee contribution calculation referenced in Item (b) above.

(d) **Opt-Out provision:** Employees who, on the date of execution of this agreement, have either two party or family medical coverage and who are covered under their spouses' medical insurance, may, by execution of the waiver of health insurance coverage form, elect an annual payment of \$1,750 in lieu of their coverage.

The annual payment is payable within thirty (30) days of the employee's election and annually thereafter.

In the event an employee elects to be reinstated in less than the 12 month period, or leaves the employment of the City, the employee must reimburse the City for the remaining pro-rata portion of the above annual payment within (30) days of reinstatement. Reinstatement will be the first of the month following request for reinstatement. Employees leaving employment will be billed for the pro-rata amount due and it will be deducted from their pension refund.

(e) **Retiree Benefits:** Employees who retire on or after January 1, 2007 with twenty (20) years of credited service may maintain their health insurance in effect by paying the monthly premium for such coverage in advance to the Employer.

Employees who retire on or after January 1, 2007 with twenty (20) years of credited service shall receive the health insurance benefit as described for twenty-five (25) year employees retiring after January 1, 2007 when they would have qualified for a Normal Retirement Benefit had they remained employed. The retirees will pay the same health care cost increases as the active employees, to a maximum of 50% above the contribution rate at time of retirement.

Employees who retire on or after January 1, 2007, with twenty-five (25) years of credited service or who have attained at least fifty (50) years of age and ten (10) years of credited service, may continue single or two person (employee and spouse) coverage receiving the same insurance as active employees, to a maximum of 50% above the contribution rate at time of retirement.

Employees who retire on or after December 1, 2017 with twenty-five (25) years of credited service or who have attained at least fifty (50) years of age and ten (10) years of credited service, may continue single or two person (employee and spouse) coverage receiving the same insurance as active employees, to a maximum of 75% above the contribution rate at time of retirement.

Any current employee or employee who retired January 1, 2010 or later and their dependents who are eligible for Medicare will be required to enroll in Medicare Part B. Covered expenses will be paid primarily by Medicare Part B and the City of Kalamazoo health care plan will be the secondary payer. (The COK plan will “wrap” and pay what is not covered under the Medicare Part B benefits.) The City agrees to pay the monthly premium for the retiree.

(f) Retiree Health Care Savings Plan: Employees hired prior to September 7, 2011 will continue to be eligible for Retiree Medical Benefits as defined in the Labor Agreement. Employees hired September 7, 2011 or later will not be eligible for Retiree Medical Benefits described in paragraph (d) above. Employees hired September 7, 2011 and later will be enrolled in a Retiree Health Care Savings Plan (RHSCP). The RHSCP will have the following features:

1. The Employer will choose the Plan Administrator;
2. The Plan will provide various investment choices in which the employee can direct investment of account funds;
3. The Employer will fund the employee’s individual plan account \$100.00 per bi-weekly pay period (pre-tax) to a maximum contribution of \$2600.00 per year;
4. Employees must be eligible to draw a pension benefit from the Employer to qualify for the Employer’s contributions. Employees vest in the Employer’s contributions (plus or minus gains and losses) according to the following schedule:
  - i. Less than 15 years service with the Employer; 0% vested in their account value;
  - ii. 15 years service with the Employer; 60% vested in their account value;
  - iii. 16 years service with the Employer; 64% vested in their account value;
  - iv. 17 years service with the Employer; 68% vested in their account value;
  - v. Each additional year of service with the Employer gains 4% vesting in their account value;
  - vi. 25 years service with the Employer; 100% vested in their account value;
5. Employees may voluntarily contribute monies to the Plan via payroll deduction on a post-tax basis. Employees are fully vested in their contributions to the Plan (plus or minus gains and losses).

(g) Surviving Spouse Benefits: In the event of the retired employee's death, the Employer will continue to pay its share of the cost of the health insurance protection for the surviving spouse for a period of twelve (12) months. During the period of time that a retired employee is employed by another employer that provides comparable health insurance, the Employer shall have no obligation to provide such benefits. If the benefits are not comparable, the Employer shall pay the retired employee the difference between its cost of providing the health insurance protection and the cost of the health insurance provided by the new employer. As a condition of receiving these benefits, the retired employee must promptly inform the

Employer of any changes in his or her employment status and the name, address, and phone number of any employer.

**SECTION 4 – DENTAL COVERAGE:** The Employer shall continue the existing Delta Dental Insurance Plan for each employee and his or her dependents.

Effective 1/1/2007, the Employer shall provide an Orthodontics rider with a \$1,000 lifetime maximum benefit for Association member dependents under the age of 19.

Effective January 1, 2014 employees will pay \$6.00/mo. towards the cost of their dental plan coverage.

### **ARTICLE XV - SICK LEAVE**

**SECTION 1 - ACCUMULATION:** Starting with January 1, 1969, regular full-time employees shall accumulate paid sick leave credits on the basis of eight (8) hours of paid sick leave for each month of continuous service. Permanent, full-time, fifty-six (56) hour employees shall accumulate paid sick leave credits on the basis of twelve (12) hours of paid sick leave for each month of continuous service. For employees who go from full-time to part-time status, accrued sick leave hours will be frozen until such time as the employee returns to full-time status. Part-time employees may use sick leave hours accrued while on full-time status.

(a) **Sick Time Conversion:** At the time a member is permanently placed in a new position, either through bidding, cross training or returning to a previous position, the accumulated sick leave hours shall be converted to equalize the rate of accrual:

(1) Employees moving from a 12 hour per month accrual (56 hour employee) to an 8 hour accrual (42 employee) will have their accumulated sick hours divided by 11.16 (the rate of monthly accumulation), to arrive at the number of months of accumulation. This figure is then multiplied by the 8 hours per month accumulation rate of the 42 hour employees, to arrive at the total hours available.

(2) Employees moving from an 8 hour per month accrual (42 hour employee) to a 12 hour accrual (56 hour employee) shall have their accumulated sick leave hours converted in the opposite manner; accumulated sick hours divided by 8 hours per month to determine number of months accrued. The number of months accrued is then multiplied by 11.16 (the rate of monthly accumulation) to arrive at the total hours available.

(3) At the time of retirement, employees working the 56 hour schedule will have accrued hours converted back to the 42 hour equivalent prior to pay off.

(4) The 11.16 conversion base represents the closest mathematical equation possible (2088 is to 8: 2912 is to x) =  $2912 \times 8 = 23,296$ ;  $23,296 \div 2088 = 11.16$ .

(5) It is understood and agreed that the application of the above formula shall not result in significant loss or gain in any sick leave benefit.



**SECTION 2 - SICK TIME CALL IN:** Employees who will be absent from work due to illness must call in at least thirty (30) minutes prior to their scheduled starting time. In order to qualify for sick leave payments, the employee must report to his or her shift lieutenant or in his or her absence the (Information Center) at least thirty (30) minutes before he or she is scheduled to report for duty on each day of such absence regardless of duration unless the circumstances surrounding the absence made such reporting impossible, in which event, such report must be made as soon thereafter as is possible. The Employer may make exceptions in specific cases to the requirements of reporting in each day of continuing absence. All absences for which sick leave pay is desired, regardless of length of duration-of such absence, require the submission and approval of a "Report of Absence from Duty" form which shall state the reason for such absence, be signed by the employee involved and approved by the Chief or designated representative (or in his or her absence, by a member of the Human Resources Office) before payment is made.

(a) In the event of an absence of more than two (2) consecutive regularly scheduled working days, or if the Employer has reason to believe an employee is misusing paid sick leave, the "Report of Absence from Duty" form must also be signed by the physician who attended the employee unless under subsection (b) such signature is not required. If the physician's statement is required, it must state the cause for such absence, confirm the necessity therefore, and before the employee resumes his or her normal duties, must state that the employee is physically able to return to and perform his or her job duties.

(b) The Chief or designated representative may waive the requirements of the physician's signature in subsection (a) above, provided he or she or the employee's supervisor has knowledge that the employee was ill to the degree that absence was required and that the attendance of a physician was not necessary. In such event, the Chief or designated representative shall sign the "Report of Absence from Duty" form in the space provided for the physician's signature.

(c) An employee who makes a false claim for paid sick leave or who falsely calls in sick shall be subject to disciplinary action or dismissal.

**SECTION 3 - ELIGIBILITY:** Qualified employees, subject to the provisions set forth in this Article, shall be eligible for paid sick leave from (and to the extent of) their unused accumulated paid sick leave credits in the following manner:

(a) Illness: When an employee's absence from work is due to a non-work related illness, injury or pregnancy provided such illness or injury was not attributable to causes occurring while doing work for which he or she is paid by someone other than the Employer.

(b) Work Related: There shall be no deduction from sick leave credits from the first (1<sup>st</sup>) day of and for a period of fifty-two (52) weeks, when an employee's absence from work is necessitated because of an injury or illness arising out of or in the course of his or her employment by the Employer and which is compensable under the Michigan Worker's Compensation Act, as determined by the Worker's Compensation Commission. The decision of the Workers Compensation Commission shall not be grievable under the Labor Agreement. Any

dispute concerning the decision may be pursued through Workers Compensation Appeals process. During such period, the Employer will make up the difference between the amount of daily benefit to which he or she is entitled under the Act and the amount of daily pay he or she would have received in his or her own job classification had he or she worked, but not to exceed the daily pay for the regularly scheduled hours lost from work. Thereafter, in accordance with past practice, an employee's unused accumulated paid sick leave credits shall be reduced by the difference between the amount of daily benefit he or she is entitled to under the Act and the amount of daily pay he or she actually receives. It is understood and agreed that in the event the Employer's medical doctor certifies that the employee is capable of performing light police duty, he or she shall report for such duty, unless the employee's medical doctor certifies that the employee should not return to work in which event, if the Employer continues to desire the employee to return to light duty, the employee shall then be sent to a medical doctor jointly selected by the Employer and the Association. The Employer shall pay the fee for this examination. The decision of such medical doctor shall be final and binding upon the Employer and the Association.

**SECTION 4 - USAGE:** The usage of sick leave pay under this Article shall be deducted to the nearest hour, except for an employee who is regularly scheduled for a ten and one-half (10½) or twelve (12) hour shift. Such employee shall have his or her sick leave deducted on an hour-for-hour basis up to a maximum of ten (10) hours from his or her accumulated unused bank of paid sick leave even though he or she is paid for ten and one-half (10½) or twelve (12) hours. Employees regularly scheduled for eight and a half (8 ½) hour shifts shall have sick leave deducted on an hour-for-hour basis up to a maximum of eight (8) hours. Employees using ten hours of sick leave or less per shift will have the actual number of hours used deducted from their accrued balance.

**SECTION 5 - SICK LEAVE PAYMENT:** Sick leave shall be paid at the rate applicable to the employee's permanent job classification assignment at the start of the absence for which compensation is requested. Whenever sick leave payments are made under this Article, the amount of such payments shall be deducted from the employee's accumulated unused bank of paid sick leave hours.

**SECTION 6 - CANCELLATION OF SICK LEAVE:** If and when an employee quits or is discharged from his or her employment, any unused accumulation of paid sick leave shall be canceled. When an employee retires under the Employer's retirement program or dies while an employee of the Employer, he or she or the designated beneficiary (whichever is applicable) shall be entitled to be paid one-half (1/2) of his or her accumulated unused paid sick leave as of the date of retirement or death. If an employee who has quit, retired or been discharged from employment is subsequently rehired, such employee shall, as any other new employee, accumulate paid sick leave credits from the date of rehiring as set forth in Section 1 of this Article.

## ARTICLE XVI – PENSION

**SECTION 1 – PENSION PLAN:** The Employer agrees to maintain the City of Kalamazoo Pension Plan to provide benefits under the same eligibility conditions as were in effect on the date of execution of this Agreement, the Plan shall continue as follows:

(a) General Provisions:

- (1) Military Buy-Back: Effective January 1, 1982, the Plan shall be amended to include the Military Buy-Back provision.

Effective January 1, 2007, the City shall designate a thirty (30) day period of time during which employees who failed to buy back military time will be allowed to buy back up to three (3) years of military time in accordance with the military buy back provisions of the pension plan. The City shall notify employees in writing at least thirty (30) days prior to commencement of the thirty (30) day buy back period of the starting and stopping period for the buy back of military time.

- (2) Credited Service: Effective January 1, 1999, if an employee is absent from work for an entire two-week pay period and is not receiving pay from the City from which pension contributions are being made, that period of time will not be included as a period of credited service. An employee who has had such a period may “buy back” that time by making the pension contribution attributable to that period in the same manner as for military service buyback. When an employee is absent from work and is receiving sick pay benefits from which pension contributions are made either from the employee’s own sick leave bank or from donated sick leave time, the period of time the employee is absent and receiving sick leave benefits will be counted toward the employee’s credited service. The departmental seniority date of employees currently employed in the Department will be their credited service date as of January 1, 1999, in addition to any time purchased pursuant to the split service provisions of this Agreement.

- (3) Worker’s Compensation: Employees on a medical leave of absence who are receiving workers compensation benefits may have the period of such leave counted toward credited service by electing at the commencement of the leave to make the regular pension contribution while on the leave. Once an employee is off work receiving workers’ compensation for 15 days, Human Resources will mail an Application for Worker’s Compensation Disability Pension Credit Form to the employee’s home. The employee will be instructed to complete the form and return it to Human Resources. If the form is not returned within two weeks, the Benefits Specialist or designee will contact the employee and inquire why the form was not returned.

- (4) Split Service Pensions: Current bargaining unit employees with split service will be permitted to convert their non-public safety time into public safety time (for purposes of credited service) if they first pay the difference between the contribution rate that was paid and the contribution rate that would have been paid had the earlier time actually been for public safety. Employees hired into this bargaining unit on or after January 1, 1999 who have split service will receive a split service pension benefit upon retirement.
  - (5) Part-Time Employees: Effective January 1, 1999, the period of service time that will be credited to an employee who was classified as (and worked as) a part-time employee of the City, for that period of part-time service, will be calculated by pro-rating the number of hours worked in a year against the number of hours regularly scheduled in that year for full-time employees in that job classification. For example, an employee who worked 30 hours per week when full-time employees were regularly scheduled to work 40 hours per week will be credited with .75 years of service for that year. The departmental seniority date of employees currently in the Department will be their credited service date as of January 1, 1999, in addition to any time purchased pursuant to the split service provisions of this Agreement.
  - (6) Effective October 1987, KPSOA members are qualified for eligibility under Section 414 (H – Z) of the Internal revenue Code.
- (b) Retirement Benefits – Sworn KPSOA Members: Effective January 1, 1999, the Plan shall be amended to provide:
- (1) Normal Retirement Benefit: Normal Retirement Benefit after 25 years of credited service or age 50 with 10 years of credited service, whichever occurs first. Effective for employees retiring after January 1, 2003, the Normal Retirement Benefit shall be calculated on the basis of 2.7% times Final Average Compensation times the years of credited service with a maximum benefit equal to 70.2% of Final Average Compensation.
  - (2) Early Retirement Benefit: Early Retirement Benefit for employees retiring on or after completion of 20 years of service, but their benefit shall be based upon 2.0% times Final Average Compensation times years of credited service.
  - (3) Vested Benefit: Vested Benefit for employees who terminate employment with a vested benefit shall be based upon 2.0% times Final Average Compensation times years of credited service and such benefit shall be

payable when the employee would have qualified for a Normal Retirement Benefit had he or she remained employed.

- (4) Duty Disability Retirement: “If a Police member, Fire member or Public Safety Officer member is totally incapacitated for duty as a Police Officer, Fire Fighter or Public Safety Officer and the Board finds that his or her disability is the natural and proximate result of causes arising out of and in the course of his or her employment as a Police Officer, Fire Fighter or Public Safety Officer with the Employer and that the employee will likely be permanently so incapacitated, the member shall be entitled to a duty disability retirement allowance calculated in the same manner as a Normal Retirement Benefit.”

If a member disagrees with the finding of the medical director, he or she shall have the right to submit reports from his or her medical doctor. In the event a dispute continues to exist, the medical director and the member's doctor shall select a third doctor who shall provide the Pension Board with an opinion concerning the disputed matters before the Pension Board renders its decision.

If it is understood and agreed that if a dispute continues to exist concerning the meaning or application of the Pension Plan after a decision by the Pension Board, such dispute shall not be grievable, but subject to review, as provided by applicable law, the Kalamazoo County Circuit Court or other court as may be appropriate.

The Police member, Fire member or Public Safety Officer member may elect to waive the provisions of the duty disability retirement he or she is entitled to and accept such re-training, rehabilitation and/or other employment as the Employer may choose to offer. The Police Officer member or Firefighter member shall retain any benefits he or she has earned in the Police/Fire portion of the retirement system.

- (5) Overtime and Final Average Compensation (FAC): Effective 1-1-95, the addition of REGULAR OVERTIME to base pay for purposes of calculating final average compensation for pension amount shall be eliminated. The employees and the Employer will not contribute to the pension fund on regular overtime earned. The following items are included for purposes of calculating final average compensation: night shift premium, longevity, comp time lump sum payment (requested on or before December 31, 1998), holiday premium pay, and any other payments where employee/employer pension contributions are required. All comp time lump sum payments will be eliminated from the calculation of final average compensation for 1999 and later years except for the lump sum payments of 2014, 2015, and 2016.
- (6) Employee Contribution: Effective January 1, 2000, employees' contribution to the pension plan shall decrease from 7.25% to 6.50%.

Effective upon ratification of the Agreement the employee contribution to the pension system will be reduced from 6.5% to 4.5%. If the overall city funding level drops to an amount less than 120% funding, the employee contribution shall return to 6.5%. Funding levels will be determined by the year-end actuary report and any changes to the contribution levels shall take effect the first pay period in July.

- (7) Post Retirement Adjustment (PRA): Effective 1-1-95, a post retirement adjustment of 2% in January of each year, compounded annually, for those who retire after 1-1-95 shall be provided. Said adjustment will be implemented for the first January following the actual retirement date.

In order to receive the 2% compounded post-retirement adjustment, an employee must have at least 25 years of service.

(c) Retirement Benefits – Non-Sworn KPSOA Members:

- (1) Employee Contributions and FAC:

Effective January 1, 1991, non-sworn KPSOA members will contribute (4%) and will receive a multiplier of 1.7% of FAC at the time of retirement.

Effective January 1, 2005, non-sworn KPSOA members will contribute four percent (4%) and will receive a multiplier of 2% of FAC at the time of retirement

Effective January 1, 2006, non-sworn KPSOA members will contribute four percent (4%) and will receive a multiplier of 2.1% of FAC at the time of retirement.

Effective January 1, 2007, non-sworn KPSOA members will contribute one percent (1%) and will receive a multiplier of 2.1% of FAC at the time of retirement.

- (2) Deferred Compensation: Effective January 1, 1998, non-sworn KPSOA members shall participate in the City's existing deferred compensation plan in which a minimum 1% employee contribution is required, with the City matching the 1% employee contribution.
- (3) Part-time Employees: Part-time employees (Dispatchers and Community Service Officers) participate in the general member retirement system.

## **ARTICLE XVII - COMMUNITY RELATIONS COMPLAINTS**

**SECTION 1 - INVESTIGATORY PROCEDURES**: In the event of a community relations complaint, the following investigatory procedure shall apply:

(a) The questioning of a member of the department shall be during his or her regular tour of duties whenever practicable, unless exigencies of the investigation dictate otherwise. Unless otherwise designated by the investigating officer, the questioning of a member of the department shall take place at the Public Safety Headquarters.

(b) The member of the department being questioned shall be informed of the nature of the investigation before any interrogation commences. The complaint and/or witnesses need not be disclosed. If the member of the department is being questioned for the purpose of being a witness only, he or she shall be so informed before the questioning commences. If the investigation implicates a member of the department who has been questioned as a witness, he or she shall be informed of the charge and the nature of the investigation before interrogation commences on another occasion. However, it is understood and agreed that the informing of a member of the department that he or she is being questioned as a witness only in no way provides immunity for such employee from disciplinary action which may be taken as a result of information disclosed during the course of the interrogation or investigation.

(c) If an officer is placed under arrest or is a suspect or target of a criminal investigation, if he or she so requests, he or she shall have the right to consult with and have legal counsel available during interrogation.

(d) If at any time during such investigatory procedure the Chief decides to suspend an officer, such suspension shall be with pay at the officer's regular salary until the Chief makes a final determination as to the disposition of the matter.

## **ARTICLE XVIII - SAFETY**

**SECTION 1 - SAFETY COMMITTEE:** The Employer and the Association agree to establish a Safety Committee consisting of three (3) employee representatives appointed by the Association and three (3) Employer representatives. The purpose of the Safety Committee is to report all working conditions and equipment that are unsafe or potentially harmful and to make recommendation to the Chief on ways of correcting those unsafe conditions and/or pieces of equipment. Any rules, regulations or other matters concerning safety that are agreed upon by the members of the Safety Committee shall be considered by the Chief as soon as possible, but in no event later than thirty (30) days after receipt of the recommendations. It is understood and agreed that the Chief has the ultimate responsibility and shall make the final determination on all matters of safety. However, if the Chief disagrees with or decides not to implement such recommendations, he or she shall inform the Committee in writing of the reason for the decision.

(a) The Safety Committee shall meet as often as necessary to complete its work. However, unless the working conditions and/or equipment that the Association wishes to discuss constitute an immediate danger to the life or health of an employee, the Association shall not cause such Committee to meet more often than once each month, unless the Employer's representatives agree to- otherwise. Safety Committee meetings shall be held within five (5) regularly scheduled working days of receipt of the written request between the hours of 8:00 a.m. and 5:00 p.m. at a time and place specified by the Employer. Employees shall be paid by the

Employer at their regular rate of pay for all time necessarily spent while attending safety meetings. For the purpose of computing overtime, time spent in safety meetings shall be considered as hours worked.

**SECTION 2 - VEHICLES:** The Employer and the Association have a mutual concern that all vehicles operated by members of the department are safe. In the event an officer believes that his or her assigned vehicle is unsafe for use during the tour of duty, he or she shall return it to the station. If his or her immediate supervisor agrees with the officer, the vehicle shall be tagged and parked. Except for emergency situations, such vehicle shall remain parked until either cleared by the Employer's mechanics as being safe for road service or released by the Chief or designated representative in writing:

(a) All patrol vehicles shall be equipped with protective shields between front and rear seats, and shotguns or other long gun.

**SECTION 3 – FIREARMS QUALIFICATION TRAINING:** In order to ensure the safety of fellow officers and the protection of the citizenry, each Sworn Police Officer or above shall qualify at a minimum score of seventy-five percent (75%) of the total possible score on each course of fire that is currently employed for training purposes. Before any course of fire is substantially changed, it shall be subject to at least one (1) special conference.

(a) Each sworn officer shall qualify at the minimum score on each course of fire on or before September 30, and shall do so with his or her issued departmental firearm. In order to assist officers so that they are able to meet the qualification, the Employer agrees to provide a classroom instruction in April or May and reasonable amount of firearm instruction during "open range days", conducted by one of the qualified firearms instructors of the department, for officers without pay during off duty hours. An Officer desirous of such firearms instruction shall notify the Chief or designated representative. The term "qualified" means instructors who have attended a Commission on Law Enforcement Standards (COLES) approved course of instruction. Management agrees to grandfather existing firearms instructors' qualifications.

(b) The Employer agrees to conduct an open range day between 9:00 a.m. and 6:00 p.m. on the last weekday preceding September 30th to give officers who have not qualified a final opportunity to qualify. Officers who as of September 30 of each year are unable to qualify, except for a temporary or permanent physical disability, shall be subject to suspension until he or she actually qualifies. Upon qualification, the officer shall be immediately returned to duty if he or she qualifies during his or her regularly scheduled shift or if not, then the employee shall be returned to duty at the beginning of his or her next regularly scheduled shift. A suspended employee shall, upon request, be given firearm instruction at the range by one of the certified firearm instructors designated for such purpose by the Employer. Prior to shooting each round, the employee shall designate whether he or she is shooting for practice and therefore desires instruction from the firearm instructor, or whether he or she is shooting for qualification. The purpose of such suspension is to allow the officer a concentrated period of time in which to practice and receive additional instruction, if he or she so desires, or to shoot repeatedly for qualification. Accordingly, it is agreed that officers during the period of the suspension shall not accept employment with any other employer and shall devote their full time and attention toward



the goal of meeting the qualification. If an officer is unable to qualify due to a temporary physical disability, such qualification requirements shall be waived until the temporary physical disability no longer exists. If an officer is unable to qualify due to a permanent or long term physical disability, a meeting shall be called between such employee's firearm instructor and the Chief or designated representative. All facts shall be reviewed, and thereafter the Chief or designated representative shall decide whether the officer in question shall be allowed to continue his or her normal duties or be reassigned to a position where the duties would not require the use of a firearm.

(c) The Employer will continue its current practice of having the pistol range open at least one (1) day each week. The range shall be open a minimum of four (4) hours on the day of the week termed the "open range day." During such "open range days," the Employer shall provide an adequate amount of ammunition for practice for employees shooting their issued duty weapon. The ammunition shall be of the same type and manufacture that is currently issued for practice.

(d) Additionally, the Employer will, not less than three (3) times per year, schedule employees as part of their in-service training to shoot a minimum of once through the qualifying course of fire being employed for training purposes. The Employer shall also schedule employees to shoot a minimum of once each year at nighttime through such course. Once an employee has satisfactorily completed the qualifying course of fire in a calendar year, the balance of the shoots will be for familiarity not for qualification. Until such time as a sworn officer meets the minimum qualification score on the course of fire currently being used for training purposes, the type of ammunition he or she received for the four (4) above mentioned courses of fire shall be the same bullet weight, construction, and manufacture that is then approved for duty use. In the event an officer feels his or her issued firearm is defective, he or she shall turn it into the department armorer for inspection. If the armorer feels the issued firearm is defective, he or she shall retain the firearm for repairs and shall issue a temporary substitute firearm which the officer shall be required to take to the indoor firing range or outdoor range for the purpose of firing enough rounds to become familiar with the substitute firearm. The Employer further agrees to maintain at all times an area where the officers may clean and care for their issued firearms. The Employer shall also supply all cleaning equipment, lubricants, and solvents that are usually used for the maintenance of firearms.

(e) Prior to changing the type of firearms issued to employees by the Public Safety Department, the Employer will consult with the Association.

**SECTION 4 - PRECISION DRIVING COURSE:** Employees who are required to drive an automobile in the ordinary course of their employment with the Employer, who have successfully completed the Employer's Precision Driving Training Course, may be required to successfully complete the Precision Driving Training Test once per calendar year. In the event an employee fails to pass the test or has three (3) or more chargeable accidents during any twelve (12) consecutive month period, the Employer shall have the right to schedule the employee to repeat the Precision Driving Training Course. If upon completion of the repeated Precision Driving Training Course, the employee fails the Precision Driving Training Test, the Employer shall have the right to transfer such employee to a job which does not require driving and further

may require the employee to attend the Employer's Precision Driving Training Course on his or her own time until he or she passes the test.

**SECTION 5 - TRAINING**: Both the Employer and the Association recognize the value of on-the-job training. The Employer shall plan training programs and may require the attendance of employees at training sessions.

**SECTION 6 – DRUG & ALCOHOL POLICY**: The attached Drug and Alcohol Policy (Appendix B) is hereby incorporated into this Agreement.

### **ARTICLE XIX – FITNESS FOR DUTY**

**SECTION 1 – FITNESS FOR DUTY**: The City may require an examination by a physician, psychiatrist or psychologist chosen by the City, at the City's expense, in situations where the City believes that the employee's physical or mental condition raises a question as to the employee's capacity to perform their job. If the physician, psychiatrist or psychologist deems it necessary for the employee to remain off duty, the employee will be required to take a leave of absence. If the employee disagrees with the City's initial evaluation, the City will agree to a second evaluation by a physician, psychiatrist or psychologist chosen by mutual agreement between the City and KPSOA. The City and KPSOA will equally share the expense of this evaluation. The decision of this evaluation will be binding on the Parties and disputes regarding fitness for duty shall not be subject to arbitration. All fitness for duty evaluations involving mental conditions will be performed in accordance with the Fitness for Duty Evaluation Guidelines adopted by the International Associations of Police Chief's Police Psychological Services Sections.

### **ARTICLE XX - SEVERABILITY**

**SECTION 1 – SEVERABILITY**: If any section of the Agreement or addendum thereto shall be held invalid by operation of law or any tribunal of competent jurisdiction, or if compliance with or enforcement of any section should be ruled invalid by such tribunal, the remainder of the agreement and addenda shall not be affected thereby, and the parties shall enter into collective bargaining negotiations for the purpose of arriving at a replacement for the section.

### **ARTICLE XXI – MISCELLANEOUS**

**SECTION 1 - EQUIPMENT**: The Employer agrees to continue the current practices concerning the supplying of officers with clothing and equipment. Sworn officers shall be provided with a hand gun and ammunition. The Employer shall at its own expense clean the clothing provided and replace items worn out or damaged through the non-negligent actions of the uniformed officer to which the item has been assigned.

(a) The wearing of protective vests during duty hours shall be governed by the applicable General Orders unless otherwise directed by the Chief due to abnormally hazardous conditions. Abnormal hazardous conditions may include but are not limited to civil disturbances, raids and riots.

**SECTION 2 - CLOTHING ALLOWANCE:** Effective January 1, 2007, plainclothes officers shall receive a clothing allowance of eleven-hundred (\$1,100.00) dollars per year except for officers assigned to KVET, who shall receive a clothing allowance of six-hundred (\$600.00) dollars per year. Such payment shall be made no later than the first pay day in July and be in the form of a voucher check. Employees serving in plainclothes assignments for less than the full calendar year will qualify for a pro-rated amount of that year's allowance. The Employer agrees to continue the current practice of cleaning the clothing of plainclothes persons.

Effective January 1, 2014, the Investigative Aide for CID shall receive a five hundred (\$500.00) dollar per year clothing allowance.

**SECTION 3 - STANDBY ALERT:** The Employer acknowledges that the placing of police officers on standby alert has the effect of not only restricting the officers during their off-duty time, but also in many cases restricts family activities. For these reasons, the Employer agrees that it will not place officers on standby alert unless it believes that the exigencies of the situation warrant such action.

**SECTION 4 - RESIDENCY:** Employees must reside so as to be able to respond to their assigned station within 45 minutes of notification to report, unless grandfathered by the 1982-84 Association CBA.

**SECTION 5 - PARKING:** Effective January 1, 1994, the Employer shall furnish employees with free parking at their assigned station, public safety station, or assigned building, as currently practiced.

**SECTION 6 - FOOD ALLOWANCE:** The food allowance for employees regularly assigned to work an average work week of fifty-six (56) hours shall be Six Hundred Dollars (\$600.00) per year for the term of this contract. The food allowance shall be included in the last paycheck issued in each calendar year.

**SECTION 7 - REJECTION, MODIFICATION OR TERMINATION OF AGREEMENT AFTER APPOINTMENT OF A FINANCIAL MANAGER:** The terms of this Agreement are subject to the provisions of the Local Government and School District Fiscal Accountability Act, PA 4 of 2011.

**ARTICLE XXII – DURATION**

**SECTION 1 - DURATION:** This Agreement shall become effective December 1, 2013. The Agreement shall remain in full force and effect through the 31st day of December, 2017, and from year-to-year thereafter unless either party hereto serves a written notice upon the other of at least sixty (60) calendar days prior to the 31st day of December, 2017, or sixty (60) days prior to the execution of any subsequent automatic renewal period of its intention to amend, modify or terminate this Agreement.

**IN WITNESS WHEREOF**, the Agreement is executed on the 24<sup>th</sup> day of June, 2014.

KALAMAZOO PUBLIC SAFETY  
OFFICERS ASSOCIATION

CITY OF KALAMAZOO

\_\_\_\_\_  
Christopher Hancox, President K.P.S.O.A

\_\_\_\_\_  
James Ritsema, City Manager

\_\_\_\_\_  
Brian Brusach, Vice President, K.P.S.O.A

\_\_\_\_\_  
Jerome Post, Human Resources/  
Labor Relations Director, SPHR

\_\_\_\_\_  
Robert East, Executive Board Member

\_\_\_\_\_  
Karianne Thomas, Deputy Chief of  
Public Safety

\_\_\_\_\_  
Rebecca VanBrocklin, Executive Board  
Member

\_\_\_\_\_  
Thomas Skrobola, Management  
Services Financial Director/CFO

\_\_\_\_\_  
David Moran, Executive Board Member

\_\_\_\_\_  
Ronald Markan, Labor Relations  
Specialist

\_\_\_\_\_  
Chad Hageman, Executive Board Member

\_\_\_\_\_  
Julie Milowe, Senior Human  
Resources Advisor

**Appendix A**  
**WAGE SCHEDULE**

Wage Schedules A-1 and A-2

Applicable to Public Safety Employees Hired December 31, 2011 and Earlier

Wage Schedule A-1            Effective 2014 – 2016

Wage Schedule A-2            Effective January 1, 2017 – December 31, 2017

**APPENDIX A**

<b>Wage Schedule A-1 Effective 2014-2016 For Employees Hired 12/31/11 And Earlier (Night Shift Wages Eff. 1-1-2012)</b>									
<b>Non-sworn CSO (Community Service Officer) 40 Hour Schedule (2080 hrs)</b>									
<b>Classification</b>		01 Start	02 06 Mos.	03 1 Yr.	04 2 Yr.	05 3 Yr.	06 4 Yr.	07 5 Yr.	08 6 Yr.
Investigative Aide-CID (P71-g8) Group Leader (P0073 ) Computer CSO (P0073) Evidence/Qtrmaster (P0078) Fleet Manager (P0079)	<b>Day Shift</b>	20.62	21.13	23.03	23.64	24.11	24.61	25.07	27.34
	<b>Night Shift</b>	20.81	21.32	23.27	23.93	24.45	24.99	25.50	27.82
PT Dispatcher (P0070) Dispatcher (P0072) Investigative Aid-Ops (P71-g21)	<b>Day Shift</b>	18.67	19.17	20.97	21.43	21.94	22.43	22.94	24.89
	<b>Night Shift</b>	18.86	19.36	21.21	21.72	22.28	22.81	23.37	25.37
<b>Sworn Officers 42 Hour Schedule (2184 hrs)</b>									
<b>Classification</b>		01 Start	02 1 Yr.	03 2 Yr.	04 3 Yr.	05 4 Yr.	06 5 Yr.	07 6 Yr.	
Police Officer I (P0010)	<b>Day Shift</b>	19.75							
	<b>Night Shift</b>	19.94							
Police Officer II (P0010)	<b>Day Shift</b>	22.10	23.37	24.47	25.53	26.67	28.27	29.90	
	<b>Night Shift</b>	22.29	23.61	24.76	25.87	27.05	28.70	30.38	
Police Safety Officer I (P0016)	<b>Day Shift</b>	21.70							
	<b>Night Shift</b>	21.89							
Police Safety Officer II (P0117)	<b>Day Shift</b>	24.29	25.78	26.93	28.15	29.31	31.09	32.88	
	<b>Night Shift</b>	24.48	26.02	27.22	28.49	29.69	31.52	33.36	
PSO/EO 56 Hr (2912 hrs) (P0217)	<b>24 Hr Shift</b>	18.21	19.33	20.19	21.12	21.99	23.32	24.67	

**To calculate yearly salary:**

\* 40 hour work week = hourly rate x 2080 hours

\*\* 42 hour work week = hourly rate x 2184 hours

\*\*\* 56 hour work week = hourly rate x 2912 hours

**APPENDIX A**

<b>Wage Schedule A-1</b> <b>Effective 2014-2016</b> <b>For Employees Hired 12/31/11 And Earlier</b>										
<b>Sworn Officers- Promotions</b> <b>42 Hour Schedule (2184 hrs)</b>										
	CROSSTRAINED					NON-CROSSTRAINED				
			01 Start	02 1 Yr.	03 2 Yr.			01 Start	02 1 Yr.	03 2 Yr.
Classification										
<b>Detective</b> <b>(P0026/P0025)</b>	<b>Day Shift</b>		30.52	31.69	34.49	<b>Day Shift</b>		27.75	28.79	31.35
	<b>Night Shift</b>	3 YOS	30.86	32.03	34.83	<b>Night Shift</b>	3 YOS	28.09	29.13	31.69
		4 YOS	30.90	32.07	34.87		4 YOS	28.13	29.17	31.73
		5 YOS	30.95	32.12	34.92		5 YOS	28.18	29.22	31.78
		6 YOS	31.00	32.17	34.97		6 YOS	28.23	29.27	31.83
<b>Lab Tech I</b> <b>(P0030/P0027)</b>	<b>Day Shift</b>		30.52	31.69	34.49	<b>Day Shift</b>		27.75	28.79	31.35
	<b>Night Shift</b>	3 YOS	30.86	32.03	34.83	<b>Night Shift</b>	3 YOS	28.09	29.13	31.69
		4 YOS	30.90	32.07	34.87		4 YOS	28.13	29.17	31.73
		5 YOS	30.95	32.12	34.92		5 YOS	28.18	29.22	31.78
		6 YOS	31.00	32.17	34.97		6 YOS	28.23	29.27	31.83
<b>Crime Lab II</b> <b>(P0033/P0029)</b>	<b>Day Shift</b>		31.89	32.99	35.76	<b>Day Shift</b>		28.99	30.03	32.53
	<b>Night Shift</b>	5 YOS	32.32	33.42	36.19	<b>Night Shift</b>	5 YOS	29.42	30.46	32.96
		6 YOS	32.37	33.47	36.24		6 YOS	29.47	30.51	33.01
<b>Polygraph Examiner</b> <b>(P0034/P0031)</b>	<b>Day Shift</b>		31.89	32.99	35.76	<b>Day Shift</b>		28.99	30.03	32.53
	<b>Night Shift</b>	5 YOS	32.32	33.42	36.19	<b>Night Shift</b>	5 YOS	29.42	30.46	32.96
		6 YOS	32.37	33.47	36.24		6 YOS	29.47	30.51	33.01
<b>Fire Marshal</b> <b>(P0050/P0051)</b>	<b>Day Shift</b>		31.89	32.99	35.76	<b>Day Shift</b>		28.99	30.03	32.53
	<b>Night Shift</b>	3 YOS	32.23	33.33	36.10	<b>Night Shift</b>	3 YOS	29.33	30.37	32.87
		4 YOS	32.27	33.37	36.14		4 YOS	29.37	30.41	32.91
		5 YOS	32.32	33.42	36.19		5 YOS	29.42	30.46	32.96
		6 YOS	32.37	33.47	36.24		6 YOS	29.47	30.51	33.01

**To calculate yearly salary:**

\* 40 hour work week = hourly rate x 2080 hours

\*\* 42 hour work week = hourly rate x 2184 hours

\*\*\* 56 hour work week = hourly rate x 2912 hours

**APPENDIX A**

<b>Wage Schedule A-2</b>									
<b>Effective January 1, 2017 – December 31, 2017</b>									
<b>For Employees Hired 12/31/11 And Earlier</b>									
<b>Non-sworn CSO (Community Service Officer) 40 Hour Schedule (2080 hrs)</b>									
<b>Classification</b>		01 Start	02 06 Mos.	03 1 Yr.	04 2 Yr.	05 3 Yr.	06 4 Yr.	07 5 Yr.	08 6 Yr.
Investigative Aide-CID (P71-g8) Group Leader (P0073 ) Computer CSO (P0073) Evidence/Qtrmaster (P0078) Fleet Manager (P0079)	Day Shift	20.83	21.34	23.26	23.88	24.35	24.86	25.32	27.61
	Night Shift	21.02	21.53	23.50	24.17	24.69	25.24	25.75	28.09
PT Dispatcher (P0070) Dispatcher (P0072) Investigative Aid-Ops (P71-g21)	Day Shift	18.86	19.36	21.18	21.64	22.16	22.65	23.17	25.14
	Night Shift	19.05	19.55	21.42	21.93	22.50	23.03	23.60	25.62
<b>Sworn Officers 42 Hour Schedule (2184 hrs)</b>									
<b>Classification</b>		01 Start	02 1 Yr.	03 2 Yr.	04 3 Yr.	05 4 Yr.	06 5 Yr.	07 6 Yr.	
Police Officer I (P0010)	Day Shift	19.95							
	Night Shift	20.13							
Police Officer II (P0010)	Day Shift	22.32	23.60	24.71	25.79	26.94	28.55	30.20	
	Night Shift	22.50	23.83	24.98	26.11	27.31	28.96	30.66	
Police Safety Officer I (P0016)	Day Shift	21.92							
	Night Shift	22.10							
Police Safety Officer II (P0117)	Day Shift	24.53	26.04	27.20	28.43	29.60	31.40	33.21	
	Night Shift	24.71	26.27	27.47	28.75	29.97	31.81	33.67	
PSO/EO 56 Hr (2912 hrs) (P0217)	24 Hr Shift	18.39	19.52	20.39	21.33	22.21	23.55	24.92	

**To calculate yearly salary:**

- \* 40 hour work week = hourly rate x 2080 hours
- \*\* 42 hour work week = hourly rate x 2184 hours
- \*\*\* 56 hour work week = hourly rate x 2912 hours



**APPENDIX A**

<p align="center"><b>Wage Schedule A-2</b>  <b>Effective January 1, 2017- December 31, 2017</b>  <b>For Employees Hired 12/31/11 And Earlier</b></p>											
<p><b>Sworn Officers- Promotions</b>  <b>42 Hour Schedule (2184 hrs)</b></p>											
	<p align="center"><b>CROSSTRAINED</b></p>						<p align="center"><b>NON-CROSSTRAINED</b></p>				
			01 Start	02 1 Yr.	03 2 Yr.			01 Start	02 1 Yr.	03 2 Yr.	
<b>Classification</b>											
<b>Detective (P0026/P0025)</b>	<b>Day Shift</b>		30.83	32.01	34.83		<b>Day Shift</b>		28.03	29.08	31.66
	<b>Night Shift</b>	3 YOS	31.65	32.33	35.15		<b>Night Shift</b>	3 YOS	28.35	29.40	31.98
		4 YOS	31.20	32.38	35.20			4 YOS	28.40	29.45	32.03
		5 YOS	31.24	32.42	35.24			5 YOS	28.44	29.49	32.07
		6 YOS	31.29	32.47	35.29			6 YOS	28.49	29.54	32.12
<b>Lab Tech I (P0030/P0027)</b>	<b>Day Shift</b>		30.83	32.01	34.83		<b>Day Shift</b>		28.03	29.08	31.66
	<b>Night Shift</b>	3 YOS	31.65	32.33	35.15		<b>Night Shift</b>	3 YOS	28.35	29.40	31.98
		4 YOS	31.20	32.38	35.20			4 YOS	28.40	29.45	32.03
		5 YOS	31.24	32.42	35.24			5 YOS	28.44	29.49	32.07
		6 YOS	31.29	32.47	35.29			6 YOS	28.49	29.54	32.12
<b>Crime Lab II (P0033/P0029)</b>	<b>Day Shift</b>		32.21	33.32	36.12		<b>Day Shift</b>		29.28	30.33	32.86
	<b>Night Shift</b>	5 YOS	32.62	33.73	36.53		<b>Night Shift</b>	5 YOS	29.69	30.74	33.27
		6 YOS	32.67	33.78	36.58			6 YOS	29.74	30.79	33.32
<b>Polygraph Examiner (P0034/P0031)</b>	<b>Day Shift</b>		32.21	33.32	36.12		<b>Day Shift</b>		29.28	30.33	32.86
	<b>Night Shift</b>	5 YOS	32.62	33.73	36.53		<b>Night Shift</b>	5 YOS	29.69	30.74	33.27
		6 YOS	32.67	33.78	36.58			6 YOS	29.74	30.79	33.32
<b>Fire Marshal (P0050/P0051)</b>	<b>Day Shift</b>		32.21	33.32	36.12		<b>Day Shift</b>		29.28	30.33	32.86
	<b>Night Shift</b>	3 YOS	32.53	33.64	36.44		<b>Night Shift</b>	3 YOS	29.60	30.65	33.18
		4 YOS	32.58	33.99	36.49			4 YOS	29.65	30.70	33.23
		5 YOS	32.62	33.73	36.53			5 YOS	29.69	30.74	33.27
		6 YOS	32.67	33.78	36.58			6 YOS	29.74	30.79	33.32

**To calculate yearly salary:**

\* 40 hour work week = hourly rate x 2080 hours

\*\* 42 hour work week = hourly rate x 2184 hours

\*\*\* 56 hour work week = hourly rate x 2912 hours

APPENDIX A

Wage Schedules A-3 and A-4

Applicable to Public Safety Employees Hired January 1, 2012 and Later

Wage Schedule A-3                      Effective 2014 – 2016

Wage Schedule A-4                      Effective January 1, 2017 – December 31, 2017

**APPENDIX A**

**Wage Schedule A-3  
Effective 2014-2016  
For Employees Hired 01/01/12 And Later**

<b>Non-sworn CSO (Community Service Officer) 40 Hour Schedule (2080 hrs)</b>									
<b>Classification (2080 hrs)</b>		01 Start	02 06 Mos.	03 1 Yr.	04 2 Yr.	05 3 Yr.	06 4 Yr.	07 5 Yr.	08 6 Yr.
<b>Investigative Aide-CID (P71-g8) Group Leader (P0073 ) Computer CSO (P0073) Evidence/Qtrmaster (P0078) Fleet Manager (P0079)</b>	<b>Day Shift</b>	19.59	20.07	21.88	22.46	22.90	23.38	23.82	25.97
	<b>Night Shift</b>	19.78	20.26	22.12	22.75	23.24	23.76	24.25	26.45
<b>PT Dispatcher (P0070) Dispatcher (P0072) Investigative Aid-Ops (P71-g21)</b>	<b>Day Shift</b>	17.74	18.21	19.92	20.36	20.84	21.31	21.79	23.65
	<b>Night Shift</b>	17.93	18.40	20.16	20.65	21.18	21.69	22.22	24.13
<b>Sworn Officers 42 Hour Schedule (2184 hrs)</b>									
<b>Classification</b>		01 Start	02 1 Yr.	03 2 Yr.	04 3 Yr.	05 4 Yr.	06 5 Yr.	07 6 Yr.	
<b>Police Officer I (P0010)</b>	<b>Day Shift</b>	18.76							
	<b>Night Shift</b>	18.95							
<b>Police Officer II (P0015)</b>	<b>Day Shift</b>	21.00	22.20	23.25	24.25	25.34	26.86	28.41	
	<b>Night Shift</b>	21.19	22.44	23.54	24.59	25.72	27.29	28.89	
<b>Public Safety Officer I (P0016)</b>	<b>Day Shift</b>	20.62							
	<b>Night Shift</b>	20.81							
<b>Public Safety Officer II (P0117)</b>	<b>Day Shift</b>	23.08	24.49	25.58	26.74	27.84	29.54	31.24	
	<b>Night Shift Rate</b>	23.27	24.73	25.87	27.08	28.22	29.97	31.72	
<b>PSO/EO 56 Hr (2912 hrs) (P0217)</b>	<b>24 Hr Shift</b>	17.30	18.36	19.18	20.06	20.89	22.15	23.44	

**To calculate yearly salary:**

\* 40 hour work week = hourly rate x 2080 hours

\*\* 42 hour work week = hourly rate x 2184 hours

\*\*\* 56 hour work week = hourly rate x 2912 hours

**APPENDIX A**

**Wage Schedule A-3  
Effective 2014-2016  
For Employees Hired 01/01/12 And Later**

Sworn Officers- Promotions 42 Hour Schedule (2184 hrs)						Sworn Officers- Promotions 42 Hour Schedule (2184 hrs)												
Classification	CROSSTRAINED					01 Start	02 1 Yr.	03 2 Yr.	NON-CROSSTRAINED									
	Day Shift	Night Shift	3 YOS	4 YOS	5 YOS				6 YOS	Day Shift	Night Shift	3 YOS	4 YOS	5 YOS	6 YOS			
<b>Detective (P0026/P0025)</b>	<b>Day Shift</b>			28.99	30.11	32.77							<b>Day Shift</b>			26.36	27.35	29.78
	<b>Night Shift</b>		3 YOS	29.33	30.45	32.03				<b>Night Shift</b>		3 YOS	26.70	27.69	30.12			
			4 YOS	29.37	30.49	32.07					4 YOS	26.74	27.73	30.16				
			5 YOS	29.42	30.54	32.12					5 YOS	26.79	27.78	30.21				
			6 YOS	29.47	30.59	32.17					6 YOS	26.84	27.83	30.26				
<b>Lab Tech I (P0030/P0027)</b>	<b>Day Shift</b>			28.99	30.11	32.77							<b>Day Shift</b>			26.36	27.35	29.78
	<b>Night Shift</b>		3 YOS	29.33	30.45	33.11				<b>Night Shift</b>		3 YOS	26.70	27.69	30.12			
			4 YOS	29.37	30.49	33.15					4 YOS	26.74	27.73	30.16				
			5 YOS	29.42	30.54	33.20					5 YOS	26.79	27.78	30.21				
			6 YOS	29.47	30.59	33.25					6 YOS	26.84	27.83	30.26				
<b>Crime Lab II (P0033/P0029)</b>	<b>Day Shift</b>			30.30	31.34	33.97							<b>Day Shift</b>			27.54	28.53	30.90
	<b>Night Shift</b>		5 YOS	30.73	31.77	34.40				<b>Night Shift</b>		5 YOS	27.97	28.96	31.33			
			6 YOS	30.78	31.82	34.45					6 YOS	28.02	29.01	31.38				
<b>Polygraph Examiner (P0034/P0031)</b>	<b>Day Shift</b>			30.30	31.34	33.97							<b>Day Shift</b>			27.54	28.53	30.90
	<b>Night Shift</b>		5 YOS	30.73	31.77	34.40				<b>Night Shift</b>		5 YOS	27.97	28.96	31.33			
			6 YOS	30.78	31.82	34.45					6 YOS	28.02	29.01	31.38				
<b>Fire Marshal (P0050/P0051)</b>	<b>Day Shift</b>			30.30	31.34	33.97							<b>Day Shift</b>			27.54	28.53	30.90
	<b>Night Shift</b>		3 YOS	30.64	31.68	34.31				<b>Night Shift</b>		3 YOS	27.88	28.87	31.24			
			4 YOS	30.68	31.72	34.35					4 YOS	27.92	28.91	31.28				
			5 YOS	30.73	31.77	34.40					5 YOS	27.97	28.96	31.33				
			6 YOS	30.78	31.82	34.45					6 YOS	28.02	29.01	31.38				

**To calculate yearly salary:**

\* 40 hour work week = hourly rate x 2080 hours

\*\* 42 hour work week = hourly rate x 2184 hours

\*\*\* 56 hour work week = hourly rate x 2912 hours

**APPENDIX A**

**Wage Schedule A-4  
Effective January 1, 2017 – December 31, 2017  
For Employees Hired 01/01/12 And Later**

<b>Non-sworn CSO (Community Service Officer) 40 Hour Schedule (2080 hrs)</b>									
<b>Classification (2080 hrs)</b>		01 Start	02 06 Mos.	03 1 Yr.	04 2 Yr.	05 3 Yr.	06 4 Yr.	07 5 Yr.	08 6 Yr.
<b>Investigative Aide-CID (P71-g8) Group Leader (P0073 ) Computer CSO (P0073) Evidence/Qtrmaster (P0078) Fleet Manager (P0079)</b>	<b>Day Shift</b>	19.79	20.27	22.10	22.68	23.13	23.61	24.06	26.23
	<b>Night Shift</b>	19.98	20.46	22.34	22.97	23.47	23.99	24.49	26.71
<b>PT Dispatcher (P0070) Dispatcher (P0072) Investigative Aid-Ops (P71-g21)</b>	<b>Day Shift</b>	17.92	18.39	20.12	20.56	21.05	21.52	22.01	23.89
	<b>Night Shift</b>	18.11	18.58	20.36	20.85	21.39	21.90	22.44	24.37
<b>Sworn Officers 42 Hour Schedule (2184 hrs)</b>									
<b>Classification</b>		01 Start	02 1 Yr.	03 2 Yr.	04 3 Yr.	05 4 Yr.	06 5 Yr.	07 6 Yr.	
<b>Police Officer I (P0010)</b>	<b>Day Shift</b>	18.95							
	<b>Night Shift</b>	19.13							
<b>Police Officer II (P0015)</b>	<b>Day Shift</b>	21.21	22.42	23.48	24.49	25.59	27.13	28.69	
	<b>Night Shift</b>	21.39	22.65	23.75	24.81	25.96	27.54	29.15	
<b>Public Safety Officer I (P0016)</b>	<b>Day Shift</b>	20.83							
	<b>Night Shift</b>	21.01							
<b>Public Safety Officer II (P0117)</b>	<b>Day Shift</b>	23.31	24.73	25.84	27.01	28.12	29.84	31.55	
		23.49	24.96	26.11	27.33	28.49	30.25	32.01	
	<b>Night Shift Rate</b>								
<b>PSO/EO 56 Hr (2912 hrs) (P0217)</b>	<b>24 Hr Shift</b>	17.47	18.54	19.37	20.26	21.10	22.37	23.67	

**To calculate yearly salary:**

\* 40 hour work week = hourly rate x 2080 hours

\*\* 42 hour work week = hourly rate x 2184 hours

\*\*\* 56 hour work week = hourly rate x 2912 hours

**APPENDIX A**

**Wage Schedule A-4  
Effective January 1, 2017 – December 31, 2017  
For Employees Hired 01/01/12 And Later**

Sworn Officers- Promotions 42 Hour Schedule (2184 hrs)						NON-CROSSTRAINED				
		CROSSTRAINED								
Classification			01 Start	02 1 Yr.	03 2 Yr.			01 Start	02 1 Yr.	03 2 Yr.
Detective (P0026/P0025)	Day Shift		29.28	30.41	33.10	Day Shift		26.62	27.62	30.08
	Night Shift	3 YOS	29.60	30.73	33.42	Night Shift	3 YOS	26.94	27.94	30.40
		4 YOS	29.65	30.78	33.47		4 YOS	26.99	27.99	30.45
		5 YOS	29.69	30.82	33.51		5 YOS	27.03	28.03	30.49
		6 YOS	29.74	30.87	33.56		6 YOS	27.08	28.08	30.54
Lab Tech I (P0030/P0027)	Day Shift		29.28	30.41	33.10	Day Shift		26.62	27.62	30.08
	Night Shift	3 YOS	29.60	30.73	33.42	Night Shift	3 YOS	26.94	27.94	30.40
		4 YOS	29.65	30.78	33.47		4 YOS	26.99	27.99	30.45
		5 YOS	29.69	30.82	33.51		5 YOS	27.03	28.03	30.49
		6 YOS	29.74	30.87	33.56		6 YOS	27.08	28.08	30.54
Crime Lab II (P0033/P0029)	Day Shift		30.60	31.65	34.31	Day Shift		27.82	28.82	31.21
	Night Shift	5 YOS	31.01	32.06	34.72	Night Shift	5 YOS	28.23	29.23	31.62
		6 YOS	31.06	32.11	34.77		6 YOS	28.28	29.28	31.67
Polygraph Examiner (P0034/P0031)	Day Shift		30.60	31.65	34.31	Day Shift		27.82	28.82	31.21
	Night Shift	5 YOS	31.01	32.06	34.72	Night Shift	5 YOS	28.23	29.23	31.62
		6 YOS	31.06	32.11	34.77		6 YOS	28.28	29.28	31.67
Fire Marshal (P0050/P0051)	Day Shift		30.60	31.65	34.31	Day Shift		27.82	28.82	31.21
	Night Shift	3 YOS	30.92	31.97	34.63	Night Shift	3 YOS	28.14	29.14	31.53
		4 YOS	30.97	32.02	34.68		4 YOS	28.19	29.19	31.58
		5 YOS	31.01	32.06	34.72		5 YOS	28.23	29.23	31.62
		6 YOS	31.06	32.11	34.77		6 YOS	28.28	29.28	31.67

To calculate yearly salary:  
 \* 40 hour work week = hourly rate x 2080 hours  
 \*\* 42 hour work week = hourly rate x 2184 hours  
 \*\*\* 56 hour work week = hourly rate x 2912 hours

**APPENDIX B  
DRUG AND ALCOHOL POLICY**

I. PURPOSE:

The City of Kalamazoo Department of Public Safety (“KPS”) is committed to the establishment and maintenance of a drug and alcohol free work environment. The Department of Public Safety is charged with the responsibility of enforcing and administering various drug and alcohol laws and regulations and therefore, must obtain and retain the respect of the community and at all times maintain and protect the integrity of the Department. This policy prohibits reporting to duty or being on duty with a prohibited level of drugs or alcohol and the possession of unprescribed controlled substances or alcohol.

II. POLICY COVERAGE:

This policy shall be applicable to all employees of the City of Kalamazoo employed in the KPSOA bargaining unit.

III. POLICY CONTENT:

A. Transfers/New Hires:

All applicants<sup>1</sup> for employment with KPS or any City employee requesting transfer to KPS shall be subject to an in-depth background investigation of a degree and nature that previous illegal use, manufacture, or sale of illegal drugs/substances should be discovered. If the background investigation reveals that the individual has engaged in the sale, manufacture or distribution of any illegal or controlled drugs or substances, said individual shall be permanently rejected for employment with KPS.

Upon passing the background investigation, all qualified applicants for employment or transfer into the KPS must, prior to being hired/transferred/assigned, submit to an appropriate body fluid test administered by a medical doctor, or medical clinic, selected by the City. The City shall pay the cost of said testing and the individual must sign the appropriate release forms allowing the doctor or medical clinic to release the results of said testing to the City. Should the testing procedure reveal the presence of any illegal drug/substance, in levels in excess of those specified in this policy, the applicant shall be rejected for employment/transfer into KPS.

B. Current Employees of Kalamazoo Public Safety

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<sup>1</sup> Inclusion of applicants in this Policy does not waive the circumstances that employment conditions of applicants are not a mandatory subject of bargaining, and the City reserves its right to change the policy regarding applicants.

**APPENDIX B  
DRUG AND ALCOHOL POLICY**

Employees of KPS are strictly prohibited from any statutorily defined illegal use, sale, manufacture or distribution of drugs, whether at work, or not at work, and during the entire course of their employment. Drinking, possessing or ingesting alcohol, drugs, or other controlled substances without a current valid prescription, on city property or reporting to work with a blood alcohol level of 0.02 of alcohol or higher is strictly prohibited.

Exception is the authorized use of alcohol per R-15 5.14 (d)

**C. Policy Enforcement**

If KPS management has reasonable suspicion to believe, based upon observation and or information, that an employee, while on or off duty, is under the influence of illegal or controlled drugs or substances; or alcohol, while on duty or on City property the following procedure will be followed:

1. The facts forming the basis for the reasonable suspicion shall be disclosed to the employee and the employee shall, at the same time, be given the opportunity to explain his or her actions.
2. If the Chief or designee determines that reasonable suspicion exists, the employee shall submit to testing procedures as outlined in this policy.
3. The employee shall be required to submit to an immediate blood/urine/hair/breathalyzer and/or appropriate test.
4. The employee may have a Union Representative present. The test may not be unduly delayed in order to wait for the Union Representative. The absence of the Union Representative shall not be grounds for the employee to refuse to submit to such test; however KPS management shall make a reasonable effort to allow for the presence of Union representation, if requested.
5. The employee shall submit to such test and release test results to the City. Failure to do so shall be a presumption that the employee has violated this policy. The employee shall not interfere with the testing process by failing to provide an adequate sample or ingest any test altering products. Violation of this provision shall subject the employee to disciplinary action, up to and including discharge.
6. After the test has been administered:
  - a. If test results are negative: The employee will be put back to work with full pay for time lost.
  - b. If test results are positive:
    - 1) The physician shall consult with the employee and determine if the result may be related to a current, valid



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DRUG AND ALCOHOL POLICY**

prescription. If the prescription is a possibility the employee shall provide proof to the department physician.

2) Absent a valid prescription, the employee will participate in a pre-determination hearing and be subject to discipline, up to and including discharge if test results are in excess of the confirmation levels as indicated in Section IV(E).

c. If test results are not immediately known, the employee will be immediately placed on administrative leave with pay until the results of the test are known.

**D. Random Testing**

KPS will maintain a random drug-testing program that shall apply to all employees in the KPSOA bargaining unit (“covered employees”). The random drug testing procedure is as follows:

1. KPS shall assign a number code or code name to each covered employee. KPS shall then furnish the City’s physician with these numbers or codes and the City’s physician shall enter these into his or her computer program for random testing selection. At unannounced times spread throughout the year (once or more per month), the City’s physician shall have his or her computer randomly select covered employees for testing.
2. The number of annual computer selections shall be up to the number of employees in the bargaining unit as of January 1 of each calendar year. Thus, each covered employee has an equal chance of being randomly selected each time computer selections are made.
3. Once computer selections are made; the City’s physician shall furnish the Chief of the KPS or designee with the code number(s) or code name(s) randomly selected. The Chief or designee shall thereafter match the code number(s) or code name(s) with the appropriate employee(s) and either he or she, or designee, shall privately, on a one-on-one basis, notify the employee(s) that he or she has been selected for random testing and instruct said employee(s) to report for testing.
4. Once notified the employee shall immediately proceed to the testing site.
5. If the randomly selected employee is on a leave of absence, they will be passed over. If the randomly selected employee is not on duty, the notification of selection will be made on the first day when the employee is next scheduled for duty.
6. Once selected, the testing procedures shall be in accordance with the testing procedures contained in this policy.

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- E. **Mandatory Testing:** In addition to random testing, members assigned to a specialty unit, to include but not limited to K-9, KVET, SCAR, Evidence CSO, Lab Tech, Crime Lab and a promotion to a KPSA position are subject to testing entering and exiting those positions. K-9 and KVET officers may be tested at any time.

**IV. TESTING PROCEDURES FOR ILLEGAL OR CONTROLLED DRUGS OR SUBSTANCES**

A. Laboratory Selection

The laboratory selected to conduct the analysis shall be certified by the National Institute on Drug Abuse and any State of Michigan Agency that determines certification for police employment. In addition, the laboratory selected shall use Smith-Kline Laboratories security procedures or equivalent. The City shall pay any and all costs associated with testing.

B. Obtaining Urine and Hair Samples

1. All sample collection shall occur at the medical clinic, doctor's office, or laboratory designated by the City as its testing facility. When the employee reports to the testing facility he or she must provide department identification prior providing a sample.
2. The room where the sample is obtained must be private and secure with documentation maintained that the area has been searched and is free of any foreign substance. For urine tests, an observer of the same sex shall be present for direct observation to ensure the sample is from the employee and was actually passed at the time noted on the record.
3. Samples shall be sealed prior to leaving the employees presence. Specimen collection will occur in a medical setting and the procedures should not demean, embarrass, or cause physical discomfort to the employee.
4. The medical facility shall keep confidential all employees medication unless disclosure is required subsequent to a positive test and such disclosure shall only be made to the testing facility's medical doctor and shall not be released to the City or its agents.
5. Urine and hair samples shall be sealed, labeled and checked against the identity of the employee to ensure the results match the test. Urine samples shall be stored in a secured and refrigerated atmosphere until tested or delivered to the testing lab representative.

C. Processing Samples

1. The testing processing phase shall consist of a two-step procedure:
  - a. Initial Screening step

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b. Confirmation step

2. The sample is first tested using a screening procedure. A specimen testing positive will undergo an additional confirmatory test. An initial positive report should not be considered positive; rather, it should be classified as confirmation pending.
3. Any confirmatory testing shall be done by chromatograph/mass spectrometer. In those cases where the second test confirms the presence of drug(s) in the sample in excess of the confirmation levels listed below, the sample will be retained for twelve (12) months to allow further testing in case of dispute. After a confirmed positive test, the employee has the right to receive a sample from the specimen by directing the City's designated laboratory (in a signed writing), to send the sample directly to another certified laboratory.
4. If the initial screening test is positive, the confirming test shall be run. Employees testing negative shall receive a letter notifying them of it. A copy of the letter will be placed in the employee's medical file.
5. The Physician will examine all positive confirmed test results to determine if there is an alternative medical explanation for the positive test result. Before making a final decision as to whether a positive test is valid, the physician will provide the employee an opportunity to discuss the test result.
6. The employee shall provide requested information pertaining to current medications to the medical facility.
7. A diluted test result will qualify the employee for a retest within the same draw period.

D. Chain of Evidence/Storage:

1. When a confirmed positive report is received, urine and hair samples shall be maintained under secured storage for a period of not less than sixty (60) days; twelve (12) months in contested cases.
2. Each step in the collecting and process of urine/hair/blood samples shall be documented to establish procedural integrity and the chain of evidence/custody.

E. Drug and Alcohol Cut-Off Levels

1. The initial and confirmatory drug test "cut-off" levels on urine specimens shall be as follows:

<u>Drug/Metabolite</u>	<u>Decision Level</u>	<u>GC/MS Confirmation</u>
Amphetamines	1000 ng/ml	500 ng/ml

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Barbiturates	300 ng/ml	200 ng/ml
Cocaine metabolites	300ng/ml	150 ng/ml
Marijuana metabolite	50 ng/ml	15 ng/ml
Opiates-Codeine	300 ng/ml	300 ng/ml
-Morphine	300 ng/ml	300 ng/ml
Phencyclidine (PCP)	25 ng/ml	25 ng/ml

2. The initial and confirmatory drug test “cut-off” levels on hair specimens shall be as follows:

<u>Drug/Metabolite</u>	<u>Decision Level</u>	<u>GC/MS Confirmation</u>
Amphetamines	10 ng/10 mg	5 ng/10 mg
Cocaine metabolites	10 ng/10 mg	5 ng/10 mg
Marijuana metabolite	.025 ng/10 mg	.0005 ng/10 mg
Opiates-Codeine	10 ng/10 mg	5 ng/10 mg
-Morphine	10 ng/10 mg	5 ng/10 mg
Phencyclidine (PCP)	3 ng/10 mg	3 ng/10 mg

3. Tests for alcohol levels shall be considered to verify impairment when the blood alcohol level is .02 percent or higher. A PBT may be used as the testing instrument.

**F. Self-Recognized Substance Dependence**

Should an employee recognize himself or herself to be substance dependent (including alcohol), and if he or she asks the Chief or designee for a leave of absence (the request cannot be made at the time the employee is directed to submit to an appropriate test), he or she will be granted a leave of absence (the employee must first exhaust his or her accrued sick leave, and may use vacation leave as part of the approved leave time) consistent with the City’s FMLA policy and Article VII, Section 2 of the contract, while under the care of a City recognized rehabilitation program (the cost, if not covered by insurance, to be borne by the employee). If the employee fails to successfully complete, withdraws from, and/or otherwise fails to fulfill the conditions of the rehabilitation program, he or she shall be discharged. Upon successfully completing the rehabilitation program, and upon passing an appropriate return-to-duty test, the employee will be returned to duty from said leave. After returning to duty, the employee will remain on probation for one (1) year during which time he or she must remain substance free, and will be subject to random unannounced testing at any time in accordance with the testing procedures set forth in Section 5 of this policy. Should the employee test positive during the one (1) year probation period he or she shall be discharged.

**G. Prescription Drug Use**

An employee may possess and use a drug or controlled substance, providing such drug or controlled substance is dispensed to the employee pursuant to a current valid medical prescription in the employee’s name. The medication shall be maintained in the proper prescription bottle.

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Should the employee's prescribing physician or pharmacist indicate that the known side effects of the drug makes it dangerous for the employee to safely work, the employee shall notify the employer or supervisor.

H. Effect of a Confirmed Positive Drug or Alcohol Test

1. An employee who has a confirmed positive test for illegal or controlled drugs or substances shall be subject to discipline up to and including discharge.
2. An employee with a test result of a blood alcohol concentration of 0.02 or greater will be immediately removed from his or her assignment and will not be permitted to return to his or her assignment for at least twenty-four (24) hours. Absent available sick time, comp time, holiday leave or vacation the time will be unpaid. The employee shall also be subject to progressive discipline.
3. After returning to work the employee is thereafter subject to unannounced follow-up testing for up to twelve (12) months.

Appendix C

Letter of Understanding  
Administration of SP-1

December, 2013

Dear Mr. Hancox,

This Letter will confirm our understanding considering the administration of SP-1 and staffing within the Operations Division. The Parties have met and discussed issues surrounding the administration of SP-1. They have agreed to the following;

1. The Chief of Public Safety will periodically review and decide staffing levels within the Operations Division. If it is necessary to adjust these staffing levels, the KPSOA will be given 90 calendar days' notice prior to the effective date of the changes.
2. Reviews, and if necessary changes will occur no more than twice within any twelve month period.
3. The annual shift bid, which is effective in February of the year, will be counted as one of the reviews.

The Parties agree that this fully describes the issues and their resolution surrounding the administration of SP-1.

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Ronald Markan  
Labor Relations Specialist

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Chris Hancox  
President, KPSOA

Appendix D

Letter of Agreement  
Pay Period and Pay Day

The City of Kalamazoo and the Kalamazoo Public Safety Officers Association (KPSOA) agree that the current KPSOA Pay Period and Pay Date shall be changed to match the Kalamazoo Police Supervisors Association Pay Period and Pay Date. The change will occur in 2014.

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Ronald Markan  
Labor Relations Specialist

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Chris Hancox  
President, KPSOA

## Appendix E

### Letter of Agreement Regarding Lump Sum Payments

The following lump sum payments shall be paid the first payday following the indicated Effective Date to active employees. The lump sum will not be rolled into the base rate but will be included in any applicable Final Average Compensation for pension benefit.

1. Effective January 1, 2014, \$650.00 (gross amount subject to applicable taxes)
2. Effective January 1, 2015; \$500.00, (gross amount subject to applicable taxes)
3. Effective January 1, 2016; \$500.00, (gross amount subject to applicable taxes)

Any part-time employee will have their Lump Sum amount pro-rated on the basis of their regular work schedule compared to a full time employees work schedule in the applicable classification.

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Ronald Markan  
Labor Relations Specialist

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Chris Hancox  
President, KPSOA



## Appendix F

### Letter of Understanding Early Retirement Incentive Plan

During the term of the Labor Agreement dated January 1, 2010 through December 31, 2013 the City of Kalamazoo and the Kalamazoo Public Safety Officers Association agreed to an Early Retirement Incentive Plan (ERIP) which was made available to certain KPSOA members. This Agreement included the following documents, which were published with the Labor Agreement booklet;

1. Letter of Agreement Regarding Early Retirement Incentive Plan, signed by KPSOA President Laura Misner and Human Resources Director Jerome Post October 26, 2011;
2. Authorization to Implement Early Retirement Incentive Program signed by KPSOA and City of Kalamazoo representatives October 26, 2011;
3. Early Retirement Incentive Plan;
4. Exhibit A Early Retirement Incentive Plan; Early Retirement Election and Waiver of Claims Agreement;
5. KPSOA ERI Wage Scale; For Employees Hired into the City of Kalamazoo 1/1/12 and Later.

The Parties have agreed that;

1. Item 1 above will be published in the Labor Agreement (dated December 1, 2013 through December 31, 2017) booklet;
2. Items 2, 3 and 4 above will be removed from the new Labor Agreement booklet;
3. Item 5 above will be consolidated into Appendix A Wage Schedule of the new Labor Agreement.

The Parties acknowledge that removal of certain ERIP references from the new labor agreement is for housekeeping purposes only and shall not impair, diminish or prejudice the rights or obligations of any party or participant regarding the ERI program.

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Ronald Markan  
Labor Relations Specialist

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Chris Hancox  
President, KPSOA