

AGREEMENT

BETWEEN

THE COUNTY OF KENT
THE SHERIFF OF KENT COUNTY

AND

THE POLICE OFFICERS ASSOCIATION OF
MICHIGAN

(KENT COUNTY LAW ENFORCEMENT
OFFICERS ASSOCIATION)

January 1, 2015 – December 31, 2017

TABLE OF CONTENTS

<u>Title</u>	<u>Section</u>	<u>Page</u>
Accumulated Holiday Time	11.9	43
ADA Waiver	15.23	59
Affirmative Action	6.3	14
Agency Shop	3.1	6
Alcohol, Drug Testing	15.27	60
Arbitrator's Powers	5.6	11
Assigned Vehicles	15.17	58
Association Leave	9.10	37
Association President	2.3	4
ASSOCIATION REPRESENTATION		3
ASSOCIATION SECURITY AND CHECKOFF		6
Bereavement Leave	9.4	34
Break In Service	10.5	41
Bulletin Board	15.5	55
Call-In	7.4	16
Captions	15.15	58
Checkoff	3.2	7
Class Action Grievances	5.7	11
Classification and Rates	13.1	51
Clothing Allowance	15.3	55
COLA	12.7	48

<u>Title</u>	<u>Section</u>	<u>Page</u>
Collective Bargaining Committee	2.1	3
Collective Bargaining Unit	1.1	1
Committee Lost Time	2.2	3
Compensatory Time	7.5	16
Compulsory Statement (Garrity Rule)	2.5	5
Coordination of Benefits	12.12	51
Definition of Grievance	5.1	9
Definitions	1.3	2
Dental Plan	12.8	48
Detective Premium	13.2	51
Disability Plan	9.6	35
Discharge and Discipline	15.11	56
Dog Handlers	15.2	54
Dry Cleaning	15.7	55
Dual Employment	15.8	55
DURATION		66
ECS Promotions	8.6	27
Exit Letter	15.24	60
Expedited Grievances	5.8	12
Family Medical Leave Act	9.9	37
Field Training Officers (FTO)/Communications Training Officers (CTO)	15.4	55
Floating Holidays	11.8	43

<u>Title</u>	<u>Section</u>	<u>Page</u>
Gender	15.14	58
Grievance Form	5.11	12
GRIEVANCE PROCEDURE		9
Grievance Procedure	5.2	9
Health Insurance	12.1	44
HIV, HBV, and HCV Testing	15.26	60
Holiday Accrual	11.6	43
Holiday and Personal Leave Usages	11.5	43
Holiday During Vacation Leave	11.10	44
Holiday Pay	11.2	42
Holiday Work	11.3	43
HOLIDAYS		42
Hospitalization During Vacation	10.7	41
HOURS OF WORK AND OVERTIME		14
Indemnification	15.13	57
INSURANCE		44
Investigatory Interview	2.4	4
Joint Safety Committee	2.6	6
Jury Leave	9.7	35
LAYOFF AND RECALL		52
Layoff Procedure	14.1	52
LEAVES OF ABSENCE		31

<u>Title</u>	<u>Section</u>	<u>Page</u>
Life Insurance	12.4	47
Light Duty	15.20	59
Loss of Seniority	8.4	19
Lost Time	5.14	13
Medical Arbitration	9.3	34
Mileage	15.1	54
Military Leave	9.5	34
MISCELLANEOUS		54
Multi-Forum Waiver	15.19	58
New Job Classifications	15.16	58
No Strike-No Lockout	6.1	14
Notice of Layoff	14.3	54
Notice of Recall	14.5	54
On Call Pay	15.25	60
Overtime	7.3	15
Payment in Lieu of Hospitalization Insurance	12.3	46
Payout of Vacation Upon Termination	10.6	41
Penalty	6.2	14
Pension (Multiplier and FAC)	12.6	47
Personal Leave	9.1	31
Personal Time	11.4	43
Plan Design	12.2	46

<u>Title</u>	<u>Section</u>	<u>Page</u>
Pre-Arbitration Conference	5.4	11
Probationary Period	8.2	18
PROHIBITED ACTIVITY		14
Promotion Pay	13.3	52
Promotions	8.5	19
Pro-rata Benefits	15.10	56
Recall	14.2	53
RECOGNITION		1
Recognized Holidays	11.1	42
Reserved Rights	4.1	8
Residency	15.21	59
Retirees Health Insurance	12.11	49
Retirement Bonus	12.10	49
RIGHTS OF THE EMPLOYER		8
Rules and Regulations	5.12	12
Section 125 Plan	12.13	51
Selection of Arbitrator	5.3	11
Self-Insurance	12.14	51
SENIORITY		17
Seniority Definition	8.1	17
Seniority List	8.3	18
Shift Preference	8.8	29

<u>Title</u>	<u>Section</u>	<u>Page</u>
Sick Leave	9.2	32
Special Conference	5.13	13
Subcontracting	15.12	57
Substations	15.18	58
Sun Set Clause	8.7	29
Super Seniority	14.4	54
Supplemental Life Insurance	12.5	47
Temporary Employees	15.9	56
Termination	11.7	43
Termination	16.1	66
Time Computation	5.10	12
Time Limitation	5.9	12
Training	7.6	16
Transfers	8.9	30
Uniforms and Equipment	15.6	55
Vacation Buyback	10.8	42
Vacation Credits During Leaves of Absence	10.4	41
Vacation Rate	10.3	41
Vacation Requests	10.2	39
VACATIONS		38
Vacations	10.1	38
Vision Insurance	12.9	48

<u>Title</u>	<u>Section</u>	<u>Page</u>
Volunteer Training Time	7.7	17
WAGES		51
Waiver	15.22	59
Witness Leave	9.8	36
Witnesses	5.5	11
Work Assignments	1.2	2
Work Schedule	7.2	15
Workers' Compensation Supplement	9.11	37

AGREEMENT

THIS AGREEMENT, made and entered into this 9th day of October, 2014, effective January 1, 2015, by and between the County of Kent and the Sheriff of Kent County (hereinafter referred to as the "Employer" or "County") and the Police Officers Association of Michigan and the Kent County Law Enforcement Association (hereinafter referred to as the "Association").

It is the intent and purpose of this Agreement to assure sound and mutually beneficial working and economic relationships between the parties hereto, to provide an orderly and peaceful means of resolving any misunderstandings or differences which may arise, and to set forth herein the basic agreement between the parties concerning rates of pay, wages, hours of employment, and other conditions of employment.

ARTICLE I
RECOGNITION

1.1: Collective Bargaining Unit. The Employer hereby agrees to recognize the Association as the exclusive collective bargaining representative, as defined in Act No. 336, State of Michigan Public Acts of 1947, as amended by Act No. 379, Public Acts of 1965, for all employees employed by the Employer in the following described unit for the purposes of collective bargaining with respect to rates of pay, wages, hours of employment and other conditions of employment:

All full-time employees employed in the Sheriff's Department of Kent County classified in the positions of County patrol sergeant, patrol officer, emergency communications supervisor I, emergency communications supervisor II, emergency communications operator I, Emergency communication operator II and, regular part-time emergency communications operator; BUT EXCLUDING the sheriff, undersheriff, chief deputy, captains, lieutenants, polygraph examiners, and those employees classified and/or occupying the position of corrections sergeant, corrections officer, transfer officer, court security officer, seasonal, part-time, and irregular employees, employees represented by other collective bargaining units, and all other employees.

1.2: Work Assignments. The Association acknowledges that recognition by the Co-Employers of the Association as the

collective bargaining agent herein, nor any other provision of this Agreement, restricts the Sheriff from exercising his sole and exclusive right to make or to reassign work assignments to his employees within each classification within the bargaining unit or from one classification to another pursuant to his lawful authority. In the event of numerous (five or more) reclassification transfers mandated by a situation, the Sheriff agrees to meet with the Association, to discuss the impact of such event. Inter-division within the bargaining unit involuntary transfers may occur and when they are for disciplinary reasons, they will be supported by just cause.

- A. The positions entitled detective sergeant and detective patrol officer are not classifications as such but are work assignments.

1.3: Definitions. The words and phrases defined below shall have the meaning assigned herein.

- A. Classification (or Class): Means a position or a group of positions, defined by a single specification as to duties, responsibilities, experience, training and educational background required, and is designated by a single title indicative of the kind of work.
- B. Transfer: Means the assignment of an employee from one classification to another or from one work assignment to another. Transfers may be intra- or inter-divisional and may be temporary or for a definite or indefinite period of time.
- C. Work Assignment: Means a position or post calling for specified duties to which an employee is assigned for a definite or indefinite period of time but which has not been designated as a work classification. Duty assignment is interchangeable with work assignment.
- D. Work Station: For the purpose of shift bidding, the location at which a bargaining unit member is required to start their assigned work day, which is either a substation or headquarters.

- E. Reclassification: Means the reassignment of a position due to a change in duties and responsibilities from one class to another class with a different position specification.
- F. Departmental Divisions: The three divisions within the Kent County Sheriff's Department that are covered by this collective bargaining agreement are: Road Patrol, Support Services and Investigative Services.

ARTICLE II
ASSOCIATION REPRESENTATION

2.1: Collective Bargaining Committee. The Employer agrees to recognize not more than five (5) bargaining unit members and their alternates, including the President of the Association, as a collective bargaining committee. Members of the collective bargaining committee shall act in a representative capacity for the purpose of processing grievances in accordance with the procedures established in this Agreement. Members of the collective bargaining committee shall also meet with County officials for the purpose of negotiating modifications to this Agreement. The Association may designate any full-time employee with one (1) year of bargaining unit seniority employed in the Sheriff Department to the collective bargaining committee. The Association shall furnish the Employer in writing the names of its collective bargaining committee members and alternates. The Association may designate alternates who shall serve only in the absence of committee representatives.

2.2: Committee Lost Time. Employee members of the bargaining committee shall be paid by the Employer for time spent in negotiations with the Employer but only for the straight-time hours they would have otherwise worked on their regular work schedule. For the purpose of computing overtime, time spent in negotiations shall be considered as hours worked to the extent of the employee's regular work schedule hours which otherwise would have been worked by the committee member. The committee shall be allowed to meet one-half (1/2) hour before and one-half (1/2) hour after the scheduled negotiations meetings with Employer representatives.

The Sheriff and the Association President shall consult with each other prior to negotiation meetings regarding the

acceptable protocol to be followed in determining whether and under what circumstances members of the bargaining committee scheduled to work either before or after bargaining sessions are to be excused from their regular schedule due to time spent in negotiations.

2.3: Association President. The Association President, regardless of his seniority, during his term of office, at his request during the annual shift bid procedure, shall be assigned to a work shift of his preference. The Association President shall not be allowed to work a township or special grant funded patrol car except at the assignment of a shift commander.

2.4: Investigatory Interview. The parties agree to the following:

- A. An employee who is called into an interview with a representative of the Employer and can reasonably anticipate disciplinary action stemming from the interview is entitled, upon his request, to have an Association representative present at the interview.
- B. The employee has the right to be informed prior to the investigatory interview of the subject matter of the interview and nature of any charge or impropriety (not however, the specific rule or regulation violated).
- C. An employee, who seeks to have an Association representative present, may, upon request, engage in a reasonable but brief pre-interview conference with the Association representative, or the request may come from the Association representative.
- D. An Association representative shall be able to:
 1. Assist the employee by eliciting favorable facts, and save the Employer production time by getting to the bottom of the incident occasioning the interview.
 2. Assist the employee and may attempt to clarify facts or suggest other employees who may have knowledge of them.

3. If requested by the Employer representative, the Association representative will delay his comments until the employee has given his statement.

- E. An Association representative shall not disrupt the investigatory interview, and the Employer representative has no duty to bargain with the Association representative who attends the interview.

- F. Sergeants and ECS's who are requested by the Employer to conduct interviews shall follow these guidelines. However, the Employer and the Association share the responsibility if the interview is conducted in a manner not in accord with these agreements.

2.5: Compulsory Statement (Garrity Rule). If the matter under investigation could lead to criminal charges, but the Departmental inquiry is not directed to obtaining exculpatory statements from an employee to be utilized in criminal proceedings against that employee, but is merely for the purpose of determining the employee's continued status with the Department, the employee shall be advised that the employee's Constitutional Rights prohibit coerced statements obtained in the threat of discharge from use and subsequent criminal proceedings against him. When the Employer advises the employee that such statements given will not be used against him in any subsequent criminal proceedings, the employee shall also be advised that:

- A. The employee has the right to Counsel or Association Representation during questioning;

- B. The presence of Counsel or an Association representative will in no way, in and of itself, jeopardize his continued employment;

- C. The employee is required to fully and truthfully answer the question or be subject to discharge.

2.6: Joint Safety Committee. In recognition of the joint obligation to provide a safe, healthful and secure working environment, the County, Sheriff and Union agree to the

establishment of a Joint Safety Committee, consisting of one member selected by the Sheriff and one member selected by the Union. The Safety Committee may seek the services of other individuals and/or resources.

- A. Meetings shall be held as needed and upon the request of either member.
- B. The Safety Committee shall have the authority to investigate reports of alleged hazardous, unsafe working conditions and equipment.
- C. The Safety Committee may make recommendations to the Employers for remedial action.
- D. Union members of the Safety Committee shall be compensated at their regular rate of pay for time lost from their regularly scheduled shift.

The Union reserves the right to seek remedy through other means, if the Union believes the Employer(s) have failed to take the appropriate action.

ARTICLE III
ASSOCIATION SECURITY AND CHECKOFF

3.1: Agency Shop. As a condition of employment, all employees covered by this Agreement shall, no later than thirty-one (31) days after the start of their employment with the Employer, either become members of the Association and pay to the Association the dues, initiation fees and assessments uniformly required of all Association members or pay to the Association a service fee equivalent to the periodic monthly dues uniformly required of Association members.

- A. Members of the Association's executive board shall not have Association dues deducted from their pay. The Association shall provide the Employer with updated lists of employee's occupying executive board positions.

3.2: Checkoff. The Employer agrees to deduct from the salary of each individual employee in the bargaining unit who voluntarily

becomes a member, the Association's dues subject to all of the following subsections:

- A. The Association shall obtain from each of its members a completed Checkoff Authorization Form which shall conform to the respective state and federal law(s) concerning that subject, or any interpretation(s) made thereof.
- B. All Checkoff Authorization Forms shall be filed with the Employer's Director of Human Resources who may return any incomplete or incorrectly completed form to the Association's treasurer, and no checkoff shall be made until such deficiency is corrected.
- C. All other employees covered under this Agreement who do not voluntarily choose membership in the Association shall have deducted from their wages a percentage of the membership dues which sum shall be less than 100% of said dues and which sum shall accurately represent the amount for said employee due the Association as their fair share of costs attributable to negotiating the terms of this Agreement, which sum shall include by way of example but not by way of limitation, state, national or other dues and assessments or other amounts for other Association activities.
- D. The Employer shall checkoff only obligations which come due at the time of checkoff, and will make checkoff deduction only if the employee has enough pay due to cover such obligation, and will not be responsible to refund to the employee if he has duplicated a checkoff deduction by direct payment to the Association.
- E. The Employer's remittance will be deemed correct if the Association does not give written notice to the Human Resources Director within two (2) calendar weeks after a remittance is sent, of its belief, with reasons stated therefore, that the remittance is incorrect.

- F. Any employee covered by the terms of this Agreement may join or terminate membership in the Association by written notice to the Human Resources Director, and the amount owing the Association shall reflect accordingly with the next payment from the employee and due the Association.

- G. The Association shall provide at least thirty (30) days' written notice to the Human Resources Director of the amount of the Association dues and/or representation fee to be deducted from the wages of County employees as in accordance with this Section. Any change in the amounts determined will also be provided to the Human Resources Director at least thirty (30) days prior to its implementation.

- H. The Association agrees to defend, indemnify, and save the Employer harmless against any and all claims, suits, or other forms of liability arising out of its deduction from an employee's pay of Association dues or in reliance on any list, notice, certification, or authorization furnished under this Section. The Association assumes full responsibility for the disposition of the deductions so made, once they have been sent to the Association.

ARTICLE IV
RIGHTS OF THE EMPLOYER

4.1: Reserved Rights. It is understood and hereby agreed that the Employer reserves and retains, solely and exclusively, all of its inherent and customary rights, powers, functions and authority of management to manage the Employer's operations and its judgment in these respects shall not be subject to challenge. These rights vested in the Employer include, but are not limited to, those provided by statute or law along with the right to direct, hire, promote, transfer within the department, assign, and retain employees in positions within the County consistent with the employee's ability to perform the assigned work. Further, to suspend, demote, discharge for just cause, or take such other disciplinary action which is necessary to maintain the efficient administration of the Employer. It is also agreed that the Employer

has the right to determine the method, means and personnel, employees or otherwise, by which the business of the Employer shall be conducted and to take whatever action is necessary to carry out the duty and obligations of the Employer to the taxpayers thereof. The Employer shall also have the power to make reasonable rules and regulations relating to personnel policies, procedures and working conditions not inconsistent with the express terms of this Agreement.

ARTICLE V
GRIEVANCE PROCEDURE

5.1: Definition of Grievance. For the purpose of this Agreement, a "grievance" means a dispute regarding the meaning, interpretation, application or alleged violation of the Agreement or the reasonable application of the Department's rules and regulations under Section 5.12. A grievance under the Agreement may be initiated by employees in the bargaining unit either singularly or jointly or by the Association under Section 5.7.

5.2: Grievance Procedure. An employee having a grievance shall present it to the Employer as follows:

Step 1 Verbal Procedure. If an employee has a grievance and wishes to enter it into the grievance procedure, he shall discuss it with his lieutenant or immediate supervisor within five (5) days after its occurrence. The employee may have a representative of the Executive Board or certified bargaining agent present.

Step 2 Written Procedure. If the grievance is not resolved, a member of the Executive Board or certified bargaining agent shall reduce the grievance to writing and present it to the Sheriff or his designated representative within seven (7) days after its occurrence. The grievance shall be dated and signed by the aggrieved employee and his representative shall set forth the facts, including dates, and provisions of the Agreement that are alleged to have been violated and the remedy desired. The grievance shall not be considered

submitted until the Sheriff receives the written grievance. At the time it is received, it shall be dated and a copy returned to the aggrieved employee. Insofar as practical, within five (5) days a meeting will be arranged by the representative who signed the grievance and the Sheriff, or his designated representative, to discuss the grievance. The Sheriff, or his designated representative, will then answer the grievance in writing within five (5) days from the date of the meeting in which the grievance was discussed.

Step 3

If the answer of the Sheriff or designee is not satisfactory to the grievant, the grievance may be referred to the Association Grievance Chairperson, who may submit his appeal to the Sheriff indicating the reasons why the written answer of the Sheriff is unsatisfactory. Any such appeal must be made within fifteen (15) days of receipt of the written answer in Step 2. A meeting between no more than three (3) members of the Executive Board or certified bargaining agent of the Association and the Sheriff, and the County Human Resources Director, or their designated representative, will be arranged to discuss the grievance appealed. Said meeting is to be within ten (10) days from the date the appeal is received by the Employer. The Employer shall answer the grievance within seven (7) days of the date of the meeting at which the grievance was discussed.

Step 4

In the event that the grievance is not satisfactorily resolved in Step 3, the Association may request arbitration of the unresolved grievance which is arbitrable by giving written notice to the Employer of its intent to arbitrate, within thirty (30) days following receipt of the Employer's answer in Step 3.

5.3: Selection of Arbitrator. If a timely request for arbitration is filed by the Union, an arbitrator shall be selected

from a list of five arbitrators, provided by the Michigan Employment Relations Commission (MERC). The parties will attempt to mutually select an arbitrator from the list. If the parties can not mutually agree on an arbitrator, the arbitrator shall be selected by the parties alternately striking a name from the list with the last name remaining being chosen as the arbitrator.

The Union shall strike the first name.

5.4: Pre-Arbitration Conference. The parties may agree to meet a minimum of forty -five (45) calendar days prior to the date a grievance has been scheduled for arbitration.

5.5: Witnesses. If the Employer or the Association requests that the aggrieved employee or other persons are necessary, they shall be present at the hearing, or at any step or steps of the grievance procedure; provided, however, that if a witness is on duty, he will be excused after giving his testimony so that he can promptly return to duty.

5.6: Arbitrator's Powers. The arbitrator's powers shall be limited to the application and interpretation of this Agreement as written. He shall be at all times wholly governed by the terms of this Agreement, and he shall have no power or authority to amend, alter or modify this Agreement, either directly or indirectly. The Association acknowledges that the Employer retains all rights not otherwise abrogated under the express terms of this Agreement and the arbitrator may not substitute his judgment for that of the Employer. He shall have no authority to rule upon job descriptions, work assignments, work standards or personnel requirements. If the issue of arbitrability is raised, the arbitrator shall only decide the merits of the grievance if arbitrability is affirmatively decided. The arbitration award shall not be retroactive earlier than the date that the grievance was first submitted in writing. The arbitrator's decision shall be final and binding on the Association, the Employer and its employees; provided, however, either party retains all legal rights to challenge arbitration and decisions thereof where such action is beyond the power of the arbitrator or where the award was procured by fraud, misconduct or other unlawful means.

5.7: Class Action Grievances. Grievances on behalf of a shift or division or the entire Association shall be filed by the President of the Association or chairman of the grievance committee and shall be processed starting with the second step of the

grievance procedure within seven (7) days of the events giving rise to the grievance.

5.8: Expedited Grievances. If the grievance involves a disciplinary suspension or discharge, the grievance shall be processed starting at the second step of the grievance procedure within seven (7) days of written notice of discipline and a meeting will be held by the representative and the Sheriff or his designated representative, within five (5) days after submission to discuss the grievance.

5.9: Time Limitation. The time limits established in the grievance procedure shall be followed by the parties hereto. If the time procedure is not followed by the Association, the grievance shall be considered settled in accordance with the last disposition. If the time procedure is not followed by the Employer, the grievance shall automatically advance to the next step, including arbitration if the Association so requests. The time limits established in the grievance procedure may be extended by mutual agreement; provided it is reduced to writing and the period of extension is specified.

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

5.11: Grievance Form. The grievance form shall be mutually agreed upon.

5.12: Rules and Regulations.

- A. The Employer(s) reserve(s) the right to establish reasonable rules and regulations concerning the conduct of its employees and the standards or the performance of their duties. The Employer agrees to submit to the Association President any changes in policy and procedure provisions of the Departmental Manual for comment or suggestion at least ten (10) days prior to the official promulgation or effective date of said amendment or modification.
- B. The Association may, within five (5) days after receiving notice, invoke the special conference procedure of this Agreement, in which event a

special conference will be held within fifteen (15)
calendar days after request for same.

5.13: Special Conference. The Employer and the Kent County Law Enforcement Association agree to meet and confer on matters of clarification of the terms of this Agreement upon the written request of either party. The written request shall be made in advance and shall include an agenda stating the nature of the matters to be discussed and the reason(s) for requesting the meeting. Discussion shall be limited to matters set forth in the agenda, but it is understood that these special meetings shall not be for the purpose of conducting continuing collective bargaining negotiations, nor to in any way modify, add to, or detract from the provisions of this Agreement. Special meetings shall be held within ten (10) calendar days of the receipt of the written request and shall be held between 8:00 a.m. and 5:00 p.m. at a time and place which is mutually agreeable to the parties. The Association shall be represented by not more than four (4) members of the collective bargaining committee. The Employer and the Association may have non-employee representatives present if desired.

5.14: Lost Time. The Association representatives may meet at a place designated by the Employer on the Employer's property for at least one-half hour ($\frac{1}{2}$ hr.) immediately preceding a meeting with the representatives of the Employer for which a written request has been made.

The members of the Executive Board shall be allowed time off their jobs without loss of pay to investigate a grievance, upon having received permission from his supervisor. The supervisor will normally grant permission and provide sufficient time to the members of the collective bargaining committee to leave their work for these purposes subject to the conditions that this privilege does not unreasonably interfere with the operation of the Department. The Association agrees that this privilege will not be abused. The Employer agrees to compensate representatives of the Association at their straight time regular rate of pay for all reasonable time lost from their regular schedule of work due to mutually agreed upon meetings with the Employer and grievance administration in accordance with the grievance procedure.

ARTICLE VI
PROHIBITED ACTIVITY

6.1: No Strike-No Lockout. The parties to this Agreement mutually recognize that the services performed by the employees covered by this Agreement are services essential to the public health, safety and welfare. The Kent County Law Enforcement Association therefore agrees that there shall be no interruption of these services, for any cause whatsoever, by the employees it represents, nor shall there be any concerted failure by them to report for duty, nor shall they absent themselves from their work, stop work or abstain in whole or in part from the full, faithful and proper performance of the duties of their employment, or picket the Employer's premises. The Kent County Law Enforcement Association further agrees that there shall be no strikes, sit-downs, slow-downs, stay-ins, stoppages of work, or any acts that interfere in any manner or to any degree with the services of the County, as long as this contract is in force. During the life of this Agreement, the Association shall not cause its members nor shall any member of the Association engage in any strike, because of a labor dispute between the County and any other labor organization. The Employer agrees not to lock out its employees during the term of this Agreement.

6.2: Penalty. Any employee who engages in any activity prohibited by Section 6.1 shall be subject to such disciplinary action as the Employer deems appropriate, up to and including discharge. The Association acknowledges that discharge is an appropriate penalty for the violation of section 6.1.

6.3: Affirmative Action. The Association agrees that it will take prompt affirmative action to prevent or stop any strike or refusal to work of any kind on the part of its members by notifying the employees that it disavows these acts.

ARTICLE VII
HOURS OF WORK AND OVERTIME

7.1: The normal pay period shall be two consecutive weeks, beginning at 12:00 a.m. (midnight) Sunday. The official pay period of the bargaining unit shall be eighty (80) hours per pay period. Amended time slips must be submitted by the end of the current fiscal year, or, for the last payroll period of the year, during the first thirty (30) days of the following year.

The normal workday of the bargaining unit shall be either (8) or ten (10) consecutive hours plus briefing time, inclusive of a meal period, in any one (1) twenty-four (24) hour period.

This provision shall not be applicable to bargaining unit members who are assigned to twelve (12) hour shifts, pursuant to Letters of Understanding #1 and those employees assigned to the investigative division, Letter of Understanding #4.

The Employer agrees not to reduce the hours in the workweek or the workday for full-time employees, instead of resorting to the layoff procedure set forth in this Agreement.

- 7.2: A. Work Schedule. The work schedule which has been established by the Sheriff shall remain and be posted so that employees are scheduled forty (40) hours of work per week with eight (8) consecutive hours in a workday, including a lunch period. There shall be ten (10) minutes before the start of a shift to be used for briefing which shall be excluded from overtime.
- B. Notwithstanding this Section, the following groups of employees shall be scheduled to work an eight (8) consecutive hour day exclusive of unpaid lunch period not to exceed one (1) hour: Support Services division and employees assigned to the Investigative Division (excluding those employees assigned to the Communication Center, Transfer and Court Security, and second shift vice).
- C. Employees assigned to multiple agency teams, task forces or assigned to work with or for other departments or agencies are to work the scheduled hours and shift of such assignments at the direction of the Sheriff.

7.3: Overtime. Overtime shall be paid at the rate of time and one-half (1-1/2) the employee's straight-time hourly rate (annual salary divided by 2080 hours) for all hours actually worked in excess of forty (40) in any one (1) workweek. Recognized holidays which have been paid, compensatory time, vacation days which have been paid and funeral leave which has been paid, shall be counted as time worked up to eight (8) hours each day for overtime

purposes. Overtime pay shall not be duplicated nor shall an employee receive compensatory time off and overtime pay for the same overtime hour(s) worked.

7.4: Call-In. An employee called in for duty or for a court appearance which is not contiguous to his regular schedule of work, or who has a Court Availability Occurrence as defined below, shall be guaranteed two (2) hours at time and one-half (1-1/2) his regular rate of pay. If the employee is paid for court time, any witness fees and mileage due the employee shall be paid to the County. If the employee uses his personal vehicle, he may retain mileage fees.

A: "Court Availability Occurrence" is defined as being served a subpoena to appear in any court with instructions to call the court prior to the court appearance, and the employee is required to call the court two or more times on the day of the scheduled court appearance, and the time elapsed between the first call and the last call is at least two hours. There is a maximum of one two hour guaranteed payment for a Court Availability Occurrence or court appearance per calendar day. If the employee is required to appear in court that day the employee will be paid the greater of the two (2) hours at time and one-half (1 ½) or actual court attendance time.

1: To be entitled to payment for a Court Availability Occurrence, the employee must submit a Court overtime form to their supervisor with their time slip at the end of the pay period.

7.5: Compensatory Time. In lieu of overtime pay as provided in this Agreement, the Sheriff, with the approval of the employee, may grant compensatory time off at the rate of time and one-half (1-1/2) for such overtime hours worked. Compensatory time should be utilized infrequently.

7.6: Training. The employer agrees that the employee's work schedule/hours shall not be changed, absent a minimum of five (5) calendar days' notice in advance of that change, for the purpose of training.

7.7: Volunteer Training Time. Employees who volunteer for training and improvement of professional standing shall be conclusively presumed to be acting in the furtherance of the Employer's benefit, and be covered by the Employer's Worker's Compensation Insurance in the event the employee is injured arising and out of and in the course of their employment. The intent of this section is to provide coverage for those officers voluntarily attending training programs paid for by the Sheriff Department. This does not include the County Tuition Reimbursement Program.

ARTICLE VIII
SENIORITY

8.1: Seniority Definition.

- A. Service Seniority shall be defined as the length of the employee's continuous service with the Employer commencing from his last date of hire. Employees promoted or transferred into a position inside this bargaining unit shall retain all accumulated employer seniority for the purposes of determining accrued benefits only.
- B. Rank seniority shall be defined as the length of the employee's continuous service with the Employer commencing from his last date of promotion or change in classification.
- C. Departmental seniority shall be defined as the length of the employee's continuous service with the Kent County Sheriff Department.
- D. Bargaining unit seniority shall be defined as the length of continuous service within the bargaining unit. Employees who were members of the POAM/KCLEA as of July 18, 1996 and were classified and performing those duties identified in the recognition clause (section 1.1) shall retain their bargaining unit seniority from their date of hire with the Kent County Sheriff's Department.
- E. Each respective type of seniority shall be utilized as a method of preference for only those matters as specified within this Agreement.

- F. All types of seniority shall continue to accumulate during all approved leaves of absence. Employees on an unpaid leave of absence including workers compensation leave shall have their merit review date or probationary period, if applicable, increased by the length of such leave of absence.
- G. Employees hired on the same date, shall be placed on the respective seniority or rank seniority list in alphabetical order of surnames at last date of hire.
- H. Employees promoted in rank on the same date, shall be placed on the respective seniority or rank seniority list based on their promotional list ranking.
- I. Law enforcement certified unit members promoted within the Sheriff Department to a position outside of the bargaining unit shall retain all accumulated bargaining unit seniority, inclusive of rank seniority if applicable, and will be credited with such seniority upon re-entry into the bargaining unit. The Employer reserves the right to determine all conditions of employment for non-bargaining unit employees, including the right of whether an employee is returned to the bargaining unit.
- J. Part-time employees shall have their seniority pro-rated based on full-time employment of 2080 hours annually.

8.2: Probationary Period. All employees hired or transferred [excluding those employees under 8.1(H)] into the bargaining unit shall be considered probationary employees for their first 2080 straight-time hours worked (not including any time not actually worked, even if paid), after which time their seniority shall be as of their last date of hire or transfer. During this period, an employee shall be considered a probationary employee who may be laid off or terminated by the Employer at any time without regard to this Agreement.

8.3: Seniority List. The Employer shall maintain a roster of employees, arranged according to bargaining unit seniority,

showing name, rank, position, range and step, and seniority date, and shall furnish a copy to the Association at the first of each year, or as soon as practical each year.

8.4: Loss of Seniority. An employee's seniority with the Employer shall terminate for the following reasons:

- A. He resigns or quits.
- B. He is discharged or terminated.
- C. He retires.
- D. He has been on layoff for a period of time equal to his bargaining unit seniority at the time of his layoff or two (2) years, whichever is less.
- E. He is absent from work, including the failure to return to work at the expiration of a leave of absence, vacation, layoff or disciplinary layoff, for three (3) consecutive working days without notifying the Employer, unless otherwise excused.

8.5: Promotions. The purpose of the promotional procedure is to establish a promotion system for County Patrol Sergeant as directed and approved by the Sheriff.

A. Closed Program:

- 1. Promotion means to advance from a lower paid rank to a higher paid rank. This program involves the upward movement of selected personnel from within the department to the rank of County Patrol Sergeant.
- 2. Each promoted employee must be a current member of the department and must meet all the eligibility rules of the promotional procedure.

B. Program Weight:

- 1. Scores shall be based upon the written examination, department oral board and

classification seniority. The weights assigned shall be as follows:

- a. Written Examination: 30 points.
- b. Oral Boards: 40 points.
- c. Evaluations: 20 points.
- d. D. Classification Seniority: A maximum of 10 points. (Up to a maximum of 10 points on classification seniority.) (.083334 points per month of service within the classification).

C. Testing Cutoff:

1. All applicants who score a minimum of 80% on the written examination shall advance to the oral board examination and 360 evaluation process.
2. Scoring and points of eligible participants shall be accomplished as soon as practicable after testing process is completed.

D. Roster:

1. For each rank position which is open and which is to be filled as determined by the Employer, a roster of applicants who have satisfied the conditions of this promotional procedure shall be maintained in consecutive order for a period of two (2) years. Results of the examination segments shall be posted next to the employee's name. Notwithstanding the above, the Sheriff may retire the promotional roster, and schedule a new examination if there are less than five (5) names on the roster.
2. The Sheriff shall make the promotions from among the top five (5) applicants on the roster. If more than one position is to be

filled, selection from the following applicants shall be made.

<u>Positions</u>	<u>Top</u>
1	5
2	7
3	9
4	11
Etc.	

After each promotion, two additional names shall be added to the promotional roster.

3. An employee may remain on the roster even if the employee declines the promotion.

E. Examination Period:

1. Provided that the promotional roster is not expired or depleted, written examinations will be given, when sergeant positions are open but not more than once every two (2) years.

F. Probation:

1. Commencing the first full pay period following promotion, the promoted employee shall receive the rate of the new rank or classification at the same step paid the employee prior to the promotion.
2. All promoted employees shall be on probation for a period of six (6) months immediately following promotion.
3. During such probationary period, the Sheriff may demote the employee to his former rank or the employee may, on his own volition, request in writing to be relieved of his new rank and be returned to his former rank.

G. Notification-Posting:

1. Examination notices for competitive promotion shall be posted on the bulletin boards

throughout the department for a minimum of forty-five (45) days prior to the examination date. Such notice shall set forth the subjects to be covered in the written and oral examinations. Materials identified as subject to be covered in both the written and oral examinations shall be provided by the employer at no cost to the applicant, at the time of application.

2. Deputies eligible to compete shall submit their letters of intent to participate to the Sheriff no later than ten (10) days prior to the examination date.

H. Written Examination:

The content of any written examination will be scaled appropriately to the level of the position being considered. All written tests will be structured and administered to each given rank level. Written tests will be designated a general knowledge level or standards designated where rank and position warrant specialization. The Sheriff will determine where general or specialized standard testing is warranted. Personnel will be advised well in advance of testing as to the nature of the test to be administered. The Sheriff shall prepare the written examination or secure it from a professional testing agency.

1. If the Sheriff prepares his own written examination a committee will be formed to select relevant questions, answers and cited sources for the written examination. The questions will be selected from the following three (3) topics: County of Kent and KCSO Policy/Procedure, Criminal Law, and the current KCLEA contract. The exam will consist of 100 multiple choice questions.
 - a. The committee will include the Sheriff, and/or a maximum of three (3) designees of the Sheriff's office and a maximum of three (3) members of the Union currently at or above the rank

of sergeant, who shall be selected by the Union president. From these six (6) individuals, one (1) designee from the Office of the Sheriff and one (1) designee selected by the Union president will be assigned to one (1) of the three (3) topics of the exam. These two (2) individuals will be responsible for mutually authoring questions for their assigned topic. They will produce the following number of questions: 60 questions from the individuals assigned to the topic of the current KCLEA contract. 120 questions from the individuals assigned to the topic of County of Kent and KCSO policy/procedure. 120 questions from the individuals assigned to the topic of Criminal Law. The 300 total questions will be entered into a database that will randomly select and generate the 100 questions for the exam.

b. The committee formed to write the exam questions will also be required to attend the written exam, review process and will be responsible to score the exam and make a determination on all disputed answers or challenged questions.

i. If the committee is unable to determine how a question was answered by a candidate or if a question should be eliminated from the exam process, the committee shall refer the disputed answer/question to the proctor for review and make the final determination.

I. Eligibility to the Classification of County Road Patrol Sergeant.

1. The applicant must have a minimum of five and one half (5 1/2) years of continuous service in the classification of County Patrol Officer with the department immediately preceding the promotional posting.
2. The applicant must be MCOLES certified at the time of promotional posting.
3. The applicant must be at the 'G' step at the time of the promotional posting.

J. Examination Procedure:

1. Any employee has the right to examine the results of his own examination.
2. These documents are confidential, and they cannot be removed from the files, except as set forth in the following paragraph.
3. The contents of promotional documents will be made known only to the Sheriff and his designated representatives and the employee and their designated representatives.

K. Oral Board:

The oral board shall consist of:

1. Sheriff or his designee.
2. One (1) Division Head.
3. A command officer of equal or higher rank from another law enforcement department.
4. One (1) independent test proctor.

If the Sheriff prepares the written examination, the test proctor will be mutually selected and approved by the Union and the Office of the Sheriff. If a proctor cannot be mutually determined by the Union and the Office of the Sheriff, the Union shall be

responsible for formulating a list of five (5) candidates, skilled or knowledgeable in the oral board process or test administration. Once the list is formulated the Office of the Sheriff shall strike the first name, followed by the Union, the process will continue until the final name remains.

If the Sheriff opts to have a professional testing agency author the written examination, the test proctor will be provided by the testing agency.

- a. The cost of the proctor will be at the County's expense.

L. Evaluation:

1. All applicants who have successfully passed the written examination will be subject to a 360 evaluation.
 - a. The 360 evaluation will consist of a series of topics used to determine the applicant's ability to succeed as a supervisor.
 - b. The evaluation topics will be determined by the Sheriff and/or his designee along with the Union President and/or his designee and will be based on the knowledge, organizational skills, leadership, communication and interpersonal skills needed to be an effective supervisor.
 - c. The evaluation will consist of ten topics and will be scored on a scale of 1-10, with an option to not score each individual question if the subject completing the evaluation deems they do not have enough knowledge and/or information available to

accurately answer the question. There will be a space provided at the end of each question to allow a further explanation of their scoring.

- d. A total of 25 evaluations must be completed for each applicant.
- e. The Sheriff and/or his designee will be responsible for distributing up to 10 of the applicant's evaluations, which shall include all of the applicant's current supervisors, all detective bureau sergeants and any supervisor the applicant had for the past five years.
 - i. If the Sheriff is unable to identify a total of 10 supervisors, the remainder of evaluations will be distributed to persons of the applicant's choosing.
- f. No evaluations will be completed by an immediate family member of the candidate. The term "immediate family member" shall be a person holding the following relationship to the employee, whether that relationship is natural, adoptive, step, foster; or any other person related by blood or marriage who resides in the employee's household, or whom the employee has been assigned legal responsibility: Spouse, Child, Parent, Sister, Brother, Grandparent, Daughter-in-law, Son-in-law, Parent-in-law, Sister-in-law, Brother-in-law, or Grandchild.

- g. No evaluations will be distributed to any persons who are currently a candidate in the promotional process.
- h. All evaluations will be distributed electronically to all parties required to complete the evaluation CC to the Union president. The evaluations will be collected by the Office of the Sheriff, but will remain sealed until opened and tabulated in the presence of the exam committee.
- i. All evaluations distributed will need to be returned within 7 business days, to a locked central depository which will remain secured until opened by the Sheriff and/or his designee and the Union president and/or his designee to compile the evaluation results.
- j. Once the evaluations are compiled, the total points obtained from all evaluations will be totaled and divided by the number of evaluations completed. Any evaluation topic that is not completed will not be considered for calculation purposes.

8.6: ECS Promotions.

- A. Examination notices for competitive promotion shall be posted on the bulletin boards throughout the department, with the subjects to be covered in the written and oral examination, for a minimum of thirty (30) days prior to the examination date. Employees eligible to compete shall submit their letters of intent to participate to the Sheriff no

later than ten (10) days prior to the examination date. The posting shall indicate other minimum qualifications for the position. The Employer will consider the employee's experience and qualifications as well as the experience and qualifications of outside applicants.

- B. Qualified employees and qualified outside applicants will be given an "in basket" test administered by the Kent County Sheriff's Department. Successful applicants will be interviewed by an oral board consisting of the Sheriff or his designee, a division or bureau head, a representative from Human Resources, and a communications supervisor with equal or higher job responsibilities from another law enforcement department or central dispatch authority.

- C. The oral board shall make a list of the top candidates. (In compiling the promotion roster, seniority shall prevail where experience and qualifications are equal.) For each emergency communications supervisor position which is open and which is to be filled as determined by the Employer, a roster of successful applicants shall be maintained in consecutive order for a period of two (2) years. The Sheriff shall make his selection from the top applicant as follows:

Position	Top Applicants
1	3
2	5
3	7
4	9
Etc.	

An employee may remain on the roster even if he declines the promotion.

- D. Commencing the first full pay period following promotion, the promoted employee shall receive the rate of the new classification at the same step paid the employee prior to the promotion.

- E. All promoted employees shall be on job probation for a period of six (6) months immediately

following the promotion. During such probationary period, the Sheriff may demote the employee to his former classification or the employee may, on his own volition, request, in writing, to be relieved of his new position and be returned to his former classification.

8.7: Sun Set Clause. After the first County Patrol Sergeant promotional exam has been completed both parties shall meet to determine how the new process had worked out. The Sheriff or the Union has the right to discontinue this agreement with a Ninety (90) day written notice to the other party. If a Ninety (90) Day notice is given both parties agree to meet as soon as possible after the Ninety (90) day notice is given to determine a new process or to revert back to the previous language.

8.8: Shift Preference. Employees assigned to the two (2) divisions [Road Patrol and Support Services] shall be allowed to select their shifts by bidding in accordance with their classification or rank seniority whichever is appropriate, in the following manner:

A. All groups shall bid on a shift assignment once a year, to be completed by the 1st Monday in September, with the transfers to the preferred shift to occur on the Monday of the first full pay period in January of the new calendar year.

1. Road Patrol: Employees within each of the two groups therein shall be assigned to their preferred shift and workstation, provided the employee has the greater classification seniority. Sergeants shall utilize rank seniority. The two groups therein are: road patrol sergeants and road patrol deputies.

2. Support Services: (Communications) will consist of three bid groups: Emergency Communications Supervisors I (ECS I), Emergency Communications Operators I (ECO I) and Emergency Communications Operators II (ECO II). ECS's shall utilize rank seniority and ECO's I and II shall utilize classification seniority.

3. If the Employer creates more than one shift in the Investigative Division (excluding vice), the employees within that division shall be permitted to select their shift by bidding in accordance with their classification or rank seniority, whichever is applicable.

- B. Employees will bid for vacations following their bid for shifts. The bid shift assignment list will be posted by the 3rd Monday in September.

- C. The shift bidding and summer and winter vacation bidding shall be coordinated.

- D. Employees shall not be allowed to bid a patrol area, district, township, automobile, work assignment, or investigative assignment area.

- E. Whenever there is a vacancy in any division where shift bidding is utilized, after the annual shift bid has been completed and the vacancy is to be filled, there shall be a shift bid for that opening plus one additional opening, utilizing classification or rank seniority, whichever is appropriate.

- F. Shift preference, as provided herein, shall not diminish the right of the Sheriff to make administrative changes in personnel to another shift or work station, if he deems it necessary.

8.9: Transfers. All reclassification transfers, whether inter-divisional or not, and work assignment transfers, excluding rank promotions, shall be administered in the following manner:

- A. There are two types of transfers: (a) one classification to another called reclassification, and (b) one work assignment to another. Both types of transfers may be intra- and inter-divisional. Transfers may be initiated by the employee or the Employer. In either case, all transfer decisions shall be pursuant to the lawful authority of the Sheriff and shall not be subject to challenge under the grievance and arbitration provisions herein,

provided the Employer follows the posting requirements provided herein.

- B. All vacancies which are to be filled within a classification or work assignment position shall be posted, for informational purposes only, on the bulletin board within the department for a minimum of seven (7) days. Employees interested in such position(s) may make application by filling out the required forms as provided by the Co-Employers within the time period allowed.
- (i) Reassignments of work within the Investigative Division may be made without posting.
- C. Reclassification Transfers. All applicants for a reclassification vacancy shall compete openly with all interested outside applicants and shall meet the same requirements as all other candidates without affording preference based upon their status as Sheriff Department employees.
- D. Work Assignment Transfers. All applicants for a work assignment transfer shall be reviewed by the Sheriff, who will consider, but not be limited to, the following criteria: (i) the needs of the Department, (ii) the employee's experience, (iii) the employee's training, (iv) the employee's work record, and (v) the employee's seniority, and (vi) other criteria which may be indicated on the posting.
- (i) Should a vacancy occur for a sergeant's work assignment, sergeants and those officers on the sergeant's promotional roster may submit a letter of interest. Promotion precedes the assignment.
- E. Temporary transfers of ninety (90) days or fewer shall not be posted.

ARTICLE IX
LEAVES OF ABSENCE

9.1: Personal Leave.

- A. Personal Leave Without Pay. Employees may be granted a personal leave of absence without pay upon approval. Request for personal leave of absence shall be in writing and shall be signed by the employee and given to the Sheriff. Such request shall state the reasons for the leave. Response to the request shall be in writing by the Sheriff and the Human Resources Director.

- B. Personal Leave With Pay. Personal leaves of absence may be granted with pay upon approval of the Sheriff and the Finance Committee.

9.2: Sick Leave. It is agreed that employees shall earn and be granted sick leave of absence under the following conditions and qualifications:

- A. After the completion of the six (6) months of employment, each full-time employee shall be credited with forty-eight (48) hours of sick leave and will accumulate sick leave with pay at the rate of eight (8) hours for each full month of employment exclusive of unpaid leaves of absence. Full-time and full-time/part-time employees shall earn and accrue sick leave at the rate of eight (8) hours sick leave for each one hundred seventy-three (173) straight time hours worked, however, no paid sick leave may be taken until an employee has worked six (6) months. The maximum accrued sick time shall be fourteen hundred and forty (1440) hours.

- B. The hours of sick leave that would have been earned when an employee is at the 1440 maximum shall be placed in a retirement 'bonus bank' which can only be used to receive pension credit pursuant to 12.9. At no time can hours in the retirement 'bonus bank' be added or returned to the sick leave accrual.

- C. All payments for sick leave shall be made at the employee's rate of pay when he takes his sick leave.

- D. Sick leave, when approved by the Sheriff and Human Resources Director, shall be granted:

1. When it is established to the Employer's satisfaction that an employee is incapacitated for the safe performance of his duty because of illness or injury.
 2. When unusual situations or emergencies exist in the employee's immediate household.
 3. A full-time employee shall be allowed up to ten (10) hours each year for doctor and dental appointments. Time spent at doctor and dental appointments in excess of the ten (10) hours provided herein shall be deducted from the employee's paid sick leave. The Employee must submit a signed verification from the doctor/dentist substantiating the appointment.
- D. No sick leave shall be granted for minor illnesses which would not affect the safety of the employee, or of other persons, or of property, while performing job duties.
- E. Disability due to pregnancy shall be treated as any other disability.
- F. Medical certification will not be generally required to substantiate sick leave of absence of three (3) consecutive working days or less; however, medical certificates, or in lieu thereof, a signed written statement from the employee setting forth the reasons for the sick leave, may be required at the discretion of the Employer, for each absence, regardless of duration, if the Employer has reason to believe that the employee is abusing his sick leave privileges. Falsification of the medical certificate or falsely setting forth the reasons for the absence shall constitute just cause for dismissal.
- G. Before an employee absent from his duties for twelve (12) consecutive days returns to work, he shall satisfy the Employer that he is fit to again perform his duties.

9.3: Medical Arbitration. In the event of a question involving an employee's physical or mental capability to perform his job or where the Employer is not satisfied with the determination of the treating physician, the Employer may require the employee to be examined by a physician of its choice and at its expense. In the event the employee is not satisfied with the determination of the Employer's physician, he may submit a report from his physician at his expense. If a dispute exists, final resolution, binding on both parties, shall be a report of a third physician chosen by the employee's physician and the Employer's physician. The cost of this report shall be shared equally by the Employer and the Union. For purposes of this Section, physician shall include psychologists and psychiatrists.

9.4: Bereavement Leave. Upon approval of the Sheriff, leave shall be given to attend the funeral or attend to personal family matters when death occurs in the employee's immediate family according to the following schedule:

- A. Spouse, children, father, mother, brother, sister: five (5) consecutive days.
- B. Father-in-law, mother-in-law, sister-in-law, brother-in-law, son-in-law, daughter-in-law, grandparents, grandchildren, step-parents, stepchild: three (3) consecutive days.
- C. Aunts and uncles, step-brother, step-sister: one (1) day.

Leaves under this section shall include the date of the funeral.

An employee who loses work from his regularly scheduled hours shall receive his regular straight time pay, exclusive of all premiums for such lost time. The employer may require evidence of death and relationship of the deceased to the employee.

Additional time, equivalent to air travel, shall be allowed for out of state deaths of immediate family. Such time shall be deducted from the employee's vacation, holiday or paid personal leave time.

9.5: Military Leave.

- A. Any full time employee who enters the active service of the Armed Forces of the United States or in the United States National Guard or Reserve shall receive a leave of absence for the period of such duty. An employee returning from military service shall be re-employed in accordance with the applicable federal and state statutes and shall be entitled to any other benefits set forth in this Agreement, providing he satisfies the eligibility requirements established under this Agreement.

- B. Any full time employee participating in a branch of the Armed Forces Reserve Training Program shall be granted a leave of absence not to exceed ten (10) working days and a maximum of 84 hours upon presentation of proper documentation by the Commanding Officer. Such employee shall be paid by the Employer the difference between the amounts received for such training and the employee's regular salary or wage.

- C. Any full time employee who is called out on emergency duty by any of the established Armed Forces Reserve Training Units or by the Michigan National Guard in order to protect the rights of the citizens of the State of Michigan and the citizens of the United States, shall be paid by the employer the difference between the amount the employee receives for such duty and regular salary or wage for the period set forth in County policy.

9.6: Disability Plan. A disability plan shall become operative upon the expenditure of all of an employee's accumulated sick leave for a work-connected disability. Benefits shall be payable to age 65 at sixty percent (60%) of an employee's monthly salary up to a maximum of \$2,500 per month offset for Worker's Compensation, pension and social security benefits.

9.7: Jury Leave. Employees summoned by the Court to serve as jurors shall be given a jury leave of absence for a period of their jury duty. For each day that an employee serves as juror when the employee otherwise would have worked, the employee shall receive the difference between the employee's straight time regular rate of pay for the employee's scheduled shift and what the employee receives from the Court, to a maximum of three hundred-sixty (360)

hours per year. In order to receive jury duty pay from the Employers, an employee must:

- A. Give the Sheriff reasonable advance notice of the time that the employee is required to report for jury duty;
- B. Give satisfactory evidence that the employee served as a juror at the summons of the Court on the date that the employee claims to be entitled to jury duty pay; and
- C. Return to work promptly if after he is summoned by the Court, he is excused from jury duty service.
- D. Employees working the second or third shift shall be reassigned to the day shift on those days when the employee has been summoned to serve as a juror. Upon release from jury duty the employee shall be required to return to work.

9.8: Witness Leave. An employee legally subpoenaed as a witness in any criminal case in a court of competent jurisdiction to which the employee is not a party, directly or indirectly, or as a member of a class, shall be given a witness leave of absence. For each day that an employee serves as a witness when the employee would have otherwise worked, the employee shall receive the difference between the employee's straight time regular rate of pay for the employee's scheduled shift, up to a maximum of forty (40) hours per calendar year. In order to receive the regular rate of pay under the terms of this section, an employee must:

- A. Turn over to the Employer all compensation, fees, or monies received by the employee in return for the employee's service as witness (excluding mileage);
- B. Give the Department Head reasonable advance notice of the time that the employee is required to report to court as a witness;
- C. Give satisfactory evidence that the employee has served as a witness pursuant to the legal subpoena of the court on the date that the employee claims

to be entitled to pay under the provisions of this section; and

- D. Return to work promptly after the employee is subpoenaed by the court to serve as a witness, if the employee is released by the court during the employee's regularly scheduled shift.

Employees who are called as witnesses arising out of and as a result of their employment with other employers shall be excluded from the provisions of this Section.

9.9: Family and Medical Leave Act. The employee may request to not utilize one-half (1/2) of the employee's credited vacation and up to 48 hours of credited holiday time at the time the employee commences the leave of absence under the Family Medical Leave Act. Implementation of the request will be based on the amount of the employee's credited vacation and holiday time as of the payroll period immediately preceding that in which the leave commences. In determining the credited holiday time only holidays that have occurred as of the date that the leave commences will be counted.

9.10: Association Leave. Executive Board members may be granted a leave of absence without pay to attend Association functions or seminars provided, however, that reasonable advance notice is given and such leave does not interfere with the personnel requirements of the Department. Seniority and all fringe benefits shall continue during such leave.

9.11: Workers' Compensation Supplement.

- A. In case of a work incapacitating injury or illness for which the employee is or may be eligible for disability benefit under Workers' Compensation Law of the State of Michigan, such employee, with the approval of the County Human Resources Director, shall be allowed salary payments, which, with his compensation benefit, equal his regular salary or wage. The period covered by the foregoing shall be a period not to exceed twenty-six (26) weeks, after which accrued sick leave may be utilized to maintain the difference between the compensation payment and the employee's regular salary or wage. An employee injured in the line of duty by gunshot or aggravated assault (an assault that is more

serious than a common assault) shall be covered for a period of fifty-two (52) weeks.

Upon the exhaustion of the sick leave bank, the employee shall draw only those benefits as are allowed under the Worker's Compensation Law of the State of Michigan.

B. A bargaining unit member who is receiving workers' compensation from an injury such as the following:

1. An assault
2. Crashes while a passenger or driver of a conveyance
3. While attempting to detain or take individuals into custody
4. Attempting to quell a riot or disturbance
5. Attempting a rescue
6. While performing a first-aid function
7. Conducting a search
8. Firearms injury
9. Authorized training which places the employee at a risk of physical injury shall continue to receive employer-provided health insurance coverage for the duration of the workers' compensation leave.

Bargaining unit members who are on workers' compensation for any other reason shall receive the employer-provided health insurance for a period of twelve (12) months after the exhaustion of all County paid leave.

ARTICLE X
VACATIONS

10.1: Vacations. Full-time employees shall earn and accrue vacation on a pay period basis, in accordance with the following schedule:

SENIORITY	VACATION HOURS PER HOUR WORKED	2080 HOURS EQUALS
6 Mos. to less than 6 years	.038462	80 hours
6 years to less than 10 years	.057692	120 hours

10 years	.061538	128 hours
11 years	.065384	136 hours
12 years	.069231	144 hours
13 years	.073077	152 hours
14 years	.076923	160 hours
15 years	.080769	168 hours
16 years	.084615	176 hours
17 years	.088461	184 hours
18 years	.092307	192 hours
19+ years	.096154	200 hours

For purposes of this section, straight time hours worked shall include paid but unworked holidays, vacations, paid sick leave, paid personal leave time, workers compensation leave that is supplemented by the County (26 to 52 weeks). Once the County supplement ceases, vacation accrual shall be based on the hours paid from the employee's paid time off as a supplement. Vacation accumulation shall be two hundred eighty (280) hours.

10.2: Vacation Requests.

An employee may, with approval, take his vacation(s) at any time in the year as long as it conforms to the manpower requirements of the Division. The Sheriff, or his representative, will indicate the number of employees that may be on vacation leave at any given time.

Bargaining unit members shall be contacted in order of seniority. This contact may be via phone. Bargaining Unit members shall be prepared for their turn to bid their vacation.

Bargaining Unit members will be given prior notice of the approximate date of their turn to bid their vacation. If the bargaining unit member will not be available or cannot return the call within six (6) hours the said bargaining unit member should consider placing their bid via a paper bid sheet.

- A. Summer Vacations are between April 15 - October 14.
- B. Winter Vacations are between October 15 - April 14.
- C. All Vacation requests shall be bid in two day blocks (Mon/Tues, Wed/Thurs) or Three day blocks (Fri/Sat/Sun).

- D. Vacation bids during block training may be denied. The dates for block training shall be determined prior to shift bidding.
- E. First round of vacation bidding shall use the following chart.

Length of Service	Summer Vacation	Winter Vacation
0-5 years	40 hours	Balance
6-12 years	80 hours	Balance
13-14 years	96 hours	Balance
15-18 years	112 hours	Balance
19 years plus	120 hours	Balance

- F. Second round of vacation bidding shall be conducted as soon as possible after the first vacation bid is completed and posted. The time off requests shall be granted in the same manner as the first bid Ex: Monday/Tuesday, Wednesday/Thursday or Friday/Saturday/Sunday blocks. This Bidding may be conducted in person or by email and shall be granted based on an employee's classification/rank seniority. Employees may bid their holiday time in this second vacation bid process. Employees will be allowed to bid up to 96 hours of vacation/holiday hours during the second bid. These hours are divided into 48 hours summer (April 15-October 14) and 48 hour winter (October 15-April 14).
- G. Vacation bidding shall be accomplished by the use of an employee's classification/rank seniority and ECS-I shall use date of promotion seniority for vacation bids.
- H. The first round of vacation bidding shall start by the second Monday in October and be completed by December 1st. The second round shall be completed by December 31st. The vacation calendar shall run from the first Monday of the first full pay period in January until up to the first Monday of the first full pay period of January in the following year.
- I. The calendar shall open for bidding for any open dates in order of first come first serve. The first Monday in January shall open the calendar through June 30. The first Monday in June shall open the calendar through December 31.

- J. Use of compensatory time off shall be requested and granted in a comparable manner to the use of vacation leave and may be taken one day at a time if the minimum manpower needs of the Department are met.

- K. Any vacation requests outside of the seniority bid period shall be granted on a first come first serve basis for any time period that has not been committed to vacation use by seniority bidding. Requests submitted on the same calendar day for identical days off shall be granted on the basis of bargaining unit/rank seniority. Any vacation granted on a first come first serve basis will conform to the manpower needs as indicated by the division.

- L. Vacation one day at a time will not be routinely scheduled. When vacation one day at a time is requested, it will only be granted when minimum staffing meets the needs of the Department and is still available. Vacation one day at a time will not be approved more than fourteen (14) calendar days prior to the date requested, other than as stated above.

10.3: Vacation Rate. An employee will be paid for the vacation period at the employee's rate at the time he takes his vacation.

10.4: Vacation Credits During Leaves of Absence. A full-time employee may be off payroll for up to one hundred seventy-three (173) hours in a calendar year without affecting vacation benefits. Any additional time off of payroll shall not be considered as days worked for the purposes of acquiring vacation credits, provided, however, special circumstances may be considered by the Human Resources Director.

10.5: Break In Service. An approved paid leave of absence will not be counted as a break in the employee's service record when determining his vacation allowance under the progressive vacation plan.

10.6: Payout of Vacation Upon Termination. Employees shall receive payment for all accrued, but unused vacation upon termination of their employment with the Employer.

10.7: Hospitalization During Vacation. If an employee is hospitalized as an in-patient during his vacation period and presents a physician's statement specifying the hospitalization

date(s), the time involved in the hospital may be charged to the employee's accumulated sick leave and not to his vacation.

10.8: Vacation Buyback. An employee who is earning at the rate of one hundred sixty (160) or more vacation hours at the beginning of the calendar year, and who has taken at least eighty (80) hours of vacation in the calendar year, may request to receive forty (40) hours pay in December of the pay year (but if the employee is on workers compensation leave for 6 months or more during that year, the employee need not have taken 80 hours of vacation to receive the 40 hours). Said pay is in lieu of forty (40) hours vacation time and is subject to all applicable taxes. Employees who participate in the County's section 457 Deferred Compensation Plan may elect to contribute part or all of the payment in lieu of vacation to their deferred compensation accounts on a pre-tax basis, up to the established maximums.

Employees wishing to defer payment should complete Sections I and IV of the Deferred Compensation Plan Participation Agreement, available on the Kent County Intranet, and return the form to Human Resources.

ARTICLE XI
HOLIDAYS

11.1: Recognized Holidays. All full-time employees will be credited on January 1 of each year with eight (8) hours of paid leave time for each of the following recognized holidays.

New Year's Day	Veteran's Day
Martin Luther King	Thanksgiving Day
Memorial Day	Day after Thanksgiving
Independence Day	Christmas
Labor Day	Christmas Eve

11.2: Holiday Pay. Full-time employees who are not scheduled to work on a recognized holiday because it is a holiday (such as employees in the detective bureau and on administrative assignment) shall receive eight (8) hours pay for such day deducted from their holiday bank. For purposes of this section, if a holiday recognized by this agreement falls on a Saturday it will be observed on Friday and if it falls on a Sunday it will be observed on Monday.

If a recognized holiday falls on a Friday/Saturday or a Sunday/Monday the holiday will be observed on the day observed by the County.

11.3: Holiday Work. If an employee works on a recognized holiday, he shall receive time and one-half his regular straight time rate for all hours worked on the holiday. Employees who work on a recognized holiday shall not have holiday hours deducted from their holiday bank. For the purposes of this Section holiday work means all hours of a shift which begins on the calendar date of the holiday.

11.4: Personal Time. Each full-time employee will be credited with twenty-four (24) hours personal time on January 1 of each year. Personal time may be taken at any time during the calendar year with the approval of the Sheriff or designee. Personal time not taken will be forfeited.

11.5: Holiday and Personal Leave Usages. The granting of employee requests for holiday and personal time off shall conform to staffing needs as determined by the Department.

11.6: Holiday Accrual. An employee may carry over not more than twenty-four (24) hours of holiday time from one year to the next. Such holiday time carryover shall not be accumulative.

11.7: Termination. In the event an employee terminates his employment prior to the date of the recognized holiday, but after he has taken the holiday, the value of such taken but unearned holiday (8 hours at employee's straight time regular rate) shall be deducted from the last paycheck of the employee. Upon termination the employee shall be paid for any accrued holiday time (not to exceed 24 hours) and for each recognized holiday which occurred prior to the date of termination less any holiday time taken by the employee.

11.8: Floating Holidays. For employees in the detective bureau, Martin Luther King and Veteran's Day shall be treated as floating holidays which can be taken at another time at the option of the employee with supervisor approval of the holiday work and the alternative day off.

11.9: Accumulated Holiday Time.

- A. All of an employee's accrued holiday hours as of December 31, 1998, shall be placed in a separate holiday bank.

11.10: Holiday During Vacation Leave. Should a holiday fall during an otherwise eligible employee's vacation period, the employee shall be paid for the holiday and shall not be charged for a vacation day on the date the holiday is recognized.

ARTICLE XII
INSURANCE

12.1: Health Insurance. All full time employees and eligible dependents shall be provided with Kent County Wellness PPO Plan and prescription drug plan (Appendix B).

- A. Employees shall contribute fifteen percent (15%) of their applicable health care premiums through payroll deduction. Effective January 1, 2013, employees shall contribute seventeen and one-half percent (17.5%) of their applicable health care premiums through payroll deduction. The health care contribution rates will increase to 20% of the County's illustrative rates beginning with the 2016 health care coverage. The County will implement a one year postponement of the contribution increase if by November 2015 it is determined by the County that the County will be in compliance with P. A. 152 of 2011 Section 3 contribution limits (commonly known as the hard cap limits) for 2016. This postponement is applicable for 2016 coverage only. The health care contribution rates will be 20% of the County's 2017 illustrative rates for 2017 health care coverage.

The employee is eligible for a wellness incentive equal to two and one-half percent (2½%) if the employee has participated in the wellness program including the completion of an annual preventive physical examination including biometric testing. (The Employer strongly encourages employee and family participation in the PPO and GVHMO Health Risk Assessment (HRA) Programs.) An additional two and one-half percent (2½%) incentive will be

applied if the employee is a non-smoker or is participating in a smoking cessation program.

Effective July 1, 2012, elective abortions will no longer be a covered benefit under County health insurance plans.

Effective January 1, 2013, generic prescription drugs and supplies, requiring a prescription, used for the treatment of diabetes and/or hypertension will be provided without the generic co-pay. Additionally, insulin available under the brand name/formulary benefit schedule will be provided at the generic co-pay.

Effective January 1, 2015, Wellness PPO plan design changes including revisions to co-insurance and out of pocket maximum amounts will be implemented as summarized in Appendix B.

- B. 1. As an alternative to the County health insurance program, full-time employees are eligible to enroll in a Health Maintenance Organization (HMO) offered by the County (Grand Valley co-pay plan) at the same employee contribution percentages described in 12.1 (A).

Effective January 1, 2014, the Grand Valley HMO Essential Care Program will become the designated HMO Plan offered to County participants and the SVS Vision Program will be removed as an HMO benefit. All medical insurance programs shall provide for coordination of benefits among members of the same family by the Employer. Effective January 1, 2015, co-payments, deductibles, co-insurance maximums and out-of pocket maximums will be as summarized in Appendix B.

2. In addition to the Kent County Wellness PPO Plan and prescription drug plan (Appendix B), and to the Grand Valley HMO program, the County may offer a lower cost health care and prescription program as a voluntary option for employees otherwise eligible to participate in the PPO or HMO program.

12.2: Plan Design: The parties agree that in the event a committee is formed to discuss plan design changes during the term of this Agreement the bargaining unit shall have a representative on such committee.

12.3: Payment in Lieu of Hospitalization Insurance. Notwithstanding the provisions of Section 12.1 above, a full-time employee may voluntarily elect to waive in writing all health insurance coverage outlined in Section 12.1 and in lieu thereof, shall receive thirty-five (\$35) per pay period subject to the following:

- A. The employee must provide proof of insurance coverage from some other source.
- B. Notice of the intent to waive insurance must be sent to the Human Resources Director within thirty (30) days after the execution of this Agreement and annually thereafter during the open enrollment period.
- C. All insurance waived employees who wish to return to provided insurance may do so during the open enrollment period.
- D. Employees who have a change in coverage status such as death of a spouse, divorce, or the loss of coverage (not by selection) may return to provided hospitalization insurance at any time throughout the year as long as written evidence is provided which substantiates one of these special conditions.
- E. Restoration of insurance coverage shall be reinstated as soon as possible subject, however to any regulations or restrictions, including waiting periods, which may be prescribed by the appropriate insurance carriers.
- F. Waiver of coverage procedures must be acceptable to the applicable insurance carrier.
- G. Employees who have spouses employed by the County are not eligible for the 'in lieu of' payment.

12.4: Life Insurance. The Employer shall pay the required premiums to provide each employee who has completed six (6) months of service a Fifty Thousand Dollar (\$50,000) Term Life Insurance policy with double indemnity; provided, however, that such life insurance shall only apply to deaths which are not compensable under the Worker's Compensation Laws of the State of Michigan or where the death benefits under such law is less than the said face amount of the policy.

12.5: Supplemental Life Insurance. Employees may purchase an additional amount of supplemental term life insurance in Five-thousand (\$5,000) Dollar increments up to a maximum of One Hundred fifty Thousand (\$150,000) Dollars through payroll deduction. The amount of payroll deduction for supplemental term life insurance coverage equals the actual cost to the County. The purchase of supplemental term life insurance shall be subject to carrier rules.

12.6: Pension (Multiplier, FAC and Retirement Eligibility). The present retirement plan for employees of the department shall be continued and shall provide normal retirement benefits at two and one-half percent (2.50%) of the employee's annual compensation as defined by the "plan" with final average compensation (FAC) of 3.

Effective July 1st, 2011, Final Average Compensation shall be the highest earnings in a thirty six (36) consecutive months period out of the last sixty (60) consecutive months of employment. Overtime earnings shall be averaged over one hundred twenty months (120) prior to retirement.

The employee's pension contribution shall be one-half (1/2) of the annual amortized, actuarial valuation and shall not exceed 6.5% of the employee's annual compensation. Effective August 4, 2012, the pension contribution shall be one-half (½) of the annual amortized actuarial valuation not to exceed 7.5% of the employee's annual compensation. Effective January 1, 2014 the pension contribution shall be one-half (½) of the annual amortized actuarial valuation not to exceed 8.5% of the employee's annual compensation. The annual amortized actuarial valuation shall be based on the actuarial assumptions and amortization periods established by the Board of Trustees of the Kent County Retirement Plan and the Kent County Board of Commissioners in their sole discretion.

Employees hired prior to January 1, 2015 shall be eligible for retirement under any of the following:

1. 25 years of credited service at any age.
2. 5 years of credited service and age 60.
3. 15 years of credited service and age 55. (Early retirement).

Employees hired on or after January 1, 2015 shall be eligible for retirement under any of the following:

1. 25 years of credited service and age 50.
2. 5 years of credited service and age 60.
3. 15 years of credited service and age 55. (Early retirement).

The existing Plan provisions for early retirement, including benefit reduction, will not be changed.

12.7: C.O.L.A. Effective July 1, 2010, and for employees who retire on or after July 1, 2010, a cost of living escalator is added to the pension plan which annually increases a retiree's pension benefit check by two percent(2%) compounded annually in January after three (3) full years of retirement. The cost will be paid by the bargaining unit members through increased payroll deductions and will be 3.32% of pensionable payroll for payroll periods paid after June 30, 2010, and before July 1, 2025, and 1.33% of pensionable payroll thereafter.

12.8: Dental Plan. The employer shall provide a dental program for employees and their dependents. Benefits under the Plan shall provide one hundred percent (100%) for class I benefits (two cleanings and one set of x-rays per person per year) and fifty (50%) for all other services, up to a maximum of Two Thousand Four hundred Dollars (\$2,400) per family effective January 1, 2014. Orthodontics subject to the 50/50 program and the \$2,400 maximum for all benefits under the 'Plan.'

Effective January 1, 2014 only one family maximum shall apply where a married couple are both eligible to participate as employees under the County Dental Plan.

12.9: Vision Insurance. All bargaining unit members shall have the vision coverage equal to that provided to all other County

employees. Bargaining unit members shall be permitted new glasses or contact lenses annually if their prescription changes.

12.10: Retirement Bonus. An employee who retires under the Kent County Retirement Plan on or after July 1, 1999 (other than a deferred retirement) who as of the date of retirement has unused sick leave shall receive pension service credit for all unused sick leave time up to a maximum of 1440 hours and any additional hours included in the retirement 'bonus bank.'

12.11: Retirees Health Insurance. In lieu of any payout for accumulated sick leave, the Employer will provide health care insurance for employees who retire under the Employer's retirement plan on January 1, 1987, or thereafter, in accordance with the following:

- A. Employees who retire on or after July 1, 2006, who have a minimum of twenty-five (25) years of service or employees who receive a duty disability retirement on or after July 1, 2006, shall receive, at the Employer's expense, the lowest single subscriber health insurance currently available to bargaining unit members, up to a maximum of three hundred dollars (\$300.00) per month.

When the retiree is eligible for Medicare, the Employer shall provide to the retiree Medicare supplement insurance at an amount not to exceed the lowest single subscriber rate available under the Employer's insurance programs, not to exceed three hundred dollars (\$300.00) per month. Retirees may, at their own expense, be allowed to pay the difference between the premium amount paid by the Employer and the premium amount for any other Employer provided insurance plan selected by the retiree.

Effective January 1st, 2009, the maximum amount paid by the Employer shall be three hundred and fifty dollars (\$350.00) per month.

Employees hired on or after January 1, 2015, upon their retirement, will be in a separate group for retiree health premium rating purposes.

- B. Retirees with less than twenty-five (25) years of continuous service at the time of retirement shall have a monthly pro-rata care credit based on years of credited service in relation to twenty five (25) years, not to exceed the lowest single subscriber rate.

For employees who retire on or after July 1, 2006, because of an on duty disability, shall be eligible for up to three hundred (\$300) dollars per month toward retiree health insurance. If the disabled employee has less than twenty five (25) years of service, the three hundred (\$300) dollars per month shall be pro-rata, based on the years of service at the time of the duty disability retirement.

For employees who retire on or after January 1 , 2009, the maximum amount paid by the Employer shall be three hundred and fifty dollars (\$350) per month.

- C. Dependent health insurance coverage may be purchased by the retiree at the retiree's expense. A retiree's surviving spouse may continue to purchase health insurance provided by the Employer at the Employer's group rates, subject to the carrier's rules.
- D. Insurance premiums shall be paid commencing the first full month following retirement, including disability but excluding deferred, and ending on the death of the employee.
- E. No payments shall be made by the Employer if:
1. The employee receives a deferred pension;
 2. The employee, after retirement, is employed by another employer who provides a health care program or insurance for its employees;
 3. The retiree is covered by a health care program or insurance under his spouse's employment;

4. The balance of the required premiums required by the carrier in excess of those paid by the Employer, are not paid by the employee;

F. Employer contributions toward health care premiums for retirees is conditioned upon the retiree participating in the County's health care program that is provided to members of the bargaining unit and such benefits are subject to negotiations between the parties and the provisions of Section 12.1.

12.12: Coordination of Benefits. All medical and dental programs shall provide for coordination of benefits among members of the same family employed by the Employer.

12.13: Section 125 Plan. All premiums for health insurance shall be pre-taxed. Employees shall be permitted to participate in the County's section 125 plan.

12.14: Self-Insurance. The Employer reserves the right to select the insurance carrier or to establish a self-insurance health care program which will provide the same or equivalent benefits insofar as possible except as to the administration of such health care program.

ARTICLE XIII
WAGES

13.1: Classification and Rates. Salary Steps (A, B, C, D, E, F, G) are based on the County's pay plan and intervals for advancement provided therein. Annual salaries are based on 2080 hours. For annual pay increases other than Step increases, if January 1 falls in the first week of the pay period, then the pay increase will take effect on the first day of the pay period on which January 1 falls or, if January 1 falls in the second week of the pay period, then the pay increase will take effect on the first day of the following pay period.

13.2 Detective Premium. An employee assigned as a Detective, including Domestic Violence assignments, shall receive four hundred sixty (\$460) annually. Payment of Detective premium shall be made semi-annually, in the first pay period of February, for

the period of January through June; and in the first pay period of August for the period of July through December.

13.3: Promotion Pay. An Emergency Communication Operator II who is promoted to an Emergency Communication Supervisor I position shall receive the pay rate of the Emergency Communication Supervisor classification at the same step paid the Emergency Communication Operator prior to the promotion commencing the first full pay period following the promotion.

ARTICLE XIV
LAYOFF AND RECALL

14.1: Layoff Procedure. The Employer may lay off employees whenever it deems such action to be necessary, including, by way of illustration only and not by way of limitation, a reduction in the work force due to a shortage of work or funds, the abolition of positions, changes in departmental organization or for other reasons. Whenever a reduction in the work force occurs, the following procedure shall be utilized:

- A. If a notice of reduction in the work force is given pursuant to this section, for purposes of communication, the Employer, upon request, will meet with the Association to discuss the impact of such layoff.
- B. The parties acknowledge that there are many non-paid volunteers or cooperative programs with pay that function in association with the Sheriff Department. The parties agree that in the event of a layoff within the bargaining unit, these programs may continue in effect, but the Employer agrees that the hours of work now scheduled for the cadets shall not be increased nor shall the police reserves or traffic squad be utilized to replace the patrol functions now performed by members of the bargaining unit. Qualified employees on layoff shall be given the opportunity in accordance with their seniority to perform the seasonal marine patrol duties, part-time park police.
- C. Part-time employees in the classification affected shall be laid off first, then probationary

employees shall be laid off providing that the non-probationary employees have the experience, qualifications and present ability to perform the required work. The next employee(s) to be laid off shall be the employee with the least bargaining unit seniority among the classification or rank reduced, provided, however, that the remaining senior employees have the experience, qualifications and the present ability to perform the required work. Further layoffs shall be accomplished by the inverse order of bargaining unit seniority provided that the remaining senior employees have the experience, qualifications and present ability to perform the required work.

- D. If a sergeant is to be reduced, the employee with the least rank seniority shall be laid off first, provided that the remaining senior sergeants have the experience, qualifications and present ability to perform the required work.
- E. Upon being laid off, a sergeant, if he so requests shall be, in lieu of layoff, demoted to a patrol officer provided, however, that he has the required qualifications and that he has the greater bargaining unit seniority than the employee whom he is to replace. An ECS II, if he so requests, upon being laid off, shall be, in lieu of layoff, demoted to an ECS I position, An ECS I, if he so requests, upon being laid off, shall be, in lieu of layoff, demoted to an ECO II, An ECO II if he so requests, upon being laid off, shall be, in lieu of layoff, demoted to an ECO I, provided, however, that he has the required qualifications and that he has the greater bargaining unit seniority than the employee whom he is to replace.

14.2: Recall. Employees who are laid off from their classification or who are demoted in lieu of layoff, if they have recall rights, shall be recalled to their former classification or rank, in order of their rank seniority, or bargaining unit seniority, whichever the case may be, when the workforce is to be increased, provided that the employee has the experience, qualifications and present ability to perform the required work.

14.3: Notice of Layoff. Employees to be laid off indefinitely shall be given at least thirty (30) calendar days' prior notice; however, if it is impossible or impractical to give such notice, this shall not restrict the Employer from implementing a layoff with less notice.

14.4: Super Seniority. Notwithstanding his or her position on the seniority list, the President of the Association shall, in the event of a layoff, be continued at work as long as there is work for which he is qualified to perform and shall be recalled to work in the event of a layoff to the first vacancy in the Department provided he is qualified to perform the required work.

14.5: Notice of Recall. Employees to be recalled from layoff shall be given a minimum of five (5) calendar days to respond after notice has been sent by certified mail to their last known address.

ARTICLE XV
MISCELLANEOUS

15.1: Mileage. All mileage reimbursement request forms shall be turned into a Sergeant or Lieutenant by the fifth (5th) day of the following month for which an employee has mileage. The Sergeant or Lieutenant shall then sign and date the form and process it through the proper channels. Upon finding extenuating circumstances that prevented the employee from filing in a timely fashion, the office of the Sheriff may waive the above requirements.

All mileage shall be paid at the published I.R.S. rate.

15.2: Dog Handlers. Dog handlers will be paid \$10.00 per hour for 4 hours each two-week payroll period for off-duty dog care. For any additional required care the officer will bring the dog to work and perform the care during the officer's scheduled on-duty hours, and this time will be paid at the officer's normal pay rate because the officer is also on-duty and available as a law enforcement officer. On-duty care time will be scheduled by agreement of the officer and supervisor; if the on-duty dog care time exceeds or is anticipated to exceed 3 hours for a two-week payroll period the officer will notify the Sheriff's Office. The parties agree that the above combined off-duty and on-duty dog care time allowance is a reasonable estimate of the hours required to care for the dog. The Sheriff's Office will continue to pay

for dog food and veterinary care. It is understood and agreed that the dog is owned by the Sheriff's Office.

15.3: Clothing Allowance. Non-uniformed law enforcement officers, , shall receive a clothing allowance, paid quarterly, in the amount of twelve hundred dollars (\$1,200.00) annually.

Clothing allowance shall be paid quarterly, in the first pay periods of April, July, October, and the last pay period of December. Payment shall be calculated based on the number of days an employee is assigned in a non-uniformed position during the quarter.

15.4: Field Training Officers (FTO)/Communications Training Officers (CTO): Employees assigned as either FTO or CTO shall receive 12% of their hourly wage for all the hours in which they are performing the function.

15.5: Bulletin Board. The Employer shall provide bulletin board space for the posting of Association notices; provided, however, the Employer shall have the right to police the bulletin boards for offensive materials.

15.6: Uniforms and Equipment. Uniforms and equipment shall be furnished by the Employer. Such uniforms and equipment shall be of the proper police specifications and sizes commensurate with the needs and safety of the officers. If the Department requires the Service Division to wear uniforms, such uniforms will be provided by the Sheriff's Department without cost to the employee.

15.7: Dry Cleaning. The County will pay all costs of dry cleaning for uniforms; provided, however, the County reserves the right to establish reasonable rules and regulations on the cleaning procedure. Detectives, including Domestic Violence assignments, shall receive dry cleaning "chits" of seventy-five (75), per quarter, three hundred (300) per year, cumulative from year to year (2 chits are required for one suit). The Uniform Officers shall receive dry cleaning "chits" of seventy-five (75) per quarter, three hundred (300) per year. The Vice Detectives shall receive dry cleaning "chits" of twenty-five (25) per quarter, one hundred (100) per year. If the uniforms are 'wash and wear' the employer shall not provide cleaning "chits".

15.8: Dual Employment. No employee shall be employed at other employment which will be a conflict of interest or impair his

performance as a police officer. Written permission from the Sheriff must be obtained before other employment may be taken.

15.9: Temporary Employees. The Employer reserves the right to hire temporary or irregular employees. Such employees shall not be subject to the terms of this Agreement.

15.10: Pro-rata Benefits. Paid sick leave and vacation benefits recited herein are predicated on an employee's working a full-time schedule on a basis of two thousand eighty (2,080) hours during the twelve (12) month period. Paid sick leave, Worker's Compensation leave of absence where benefits are being paid, for a period up to one year; paid leaves of absence, and vacation shall be considered as a day of work (8 hours). Any employee who is absent from work due to an unpaid leave of absence or layoff shall receive these benefits if otherwise eligible on a pro-rata or reduced basis which shall be ratio of two thousand eighty (2,080) hours worked, overtime included, but shall not exceed the amount provided herein.

- A. Part-time employees shall receive pro-rata vacation and sick hours based on hours worked. Part-time employees may purchase hospitalization insurance at group rates.

15.11: Discharge and Discipline.

- A. The Employers agree that they shall not discipline or discharge an employee except for just cause.
- B. An employee, upon request, shall be entitled to representation by an Association representative at any hearing or meeting in which the employee is in attendance and which is conducted by the Employers where such hearing or meeting may reasonably lead to the disciplinary suspension or discharge of such employee.
- C. An employee who has been discharged may consult with his Association representative before he is required to leave the premises, provided that such consultation is conducted in a manner which will not interfere with the general public or the Employer's operations.

- D. An employee who is given a disciplinary warning notice, disciplinary suspension or discharge shall receive such notification in writing. For informational purposes only, the Association shall be given a copy of such suspension or discharge notices.
- E. An employee shall be entitled to personnel information in accordance with the Employee Right to Information Statute.
- F. If an employee's work record is free of discipline for a period of two (2) years, the Employer will not take into account any prior infractions more than two (2) years old when imposing discipline.
- G. The Union acknowledges that counseling memoranda maybe utilized by the Employer to communicate job deficiencies to employees. Counseling Memoranda shall not be construed as disciplinary action and shall not be subject to the grievance arbitration procedure set forth in the Collective Bargaining Agreement. Counseling memoranda shall not remain in effect for more than six (6) months from the date it is issued.
- H. In the event that an employee suffers a disciplinary suspension, he shall continue to accrue vacation time for the first eighty (80) hours of the unpaid suspension.
- I. In the event that an employee is going to be suspended, the employer may offer to have the employee forfeit accrued time off in lieu of serving the unpaid suspension.

15.12: Subcontracting. If the Employer subcontracts work formerly performed by bargaining unit employees and jobs are lost as a result thereof, the Employer agrees to negotiate with the Association concerning the impact of such subcontracting.

15.13: Indemnification. The County agrees, to the extent permitted by law, to defend any action brought against any officer or employee of the County where the action complained of arose out of and in the course of and within the scope of County employment.

The County may compromise, settle or pay any claim before and after the commencement of any civil action.

15.14: Gender. The male gender shall also include the female gender and vice versa.

15.15: Captions. The captions used in each section of this Agreement are for purposes of identification and are not a substantive part of this Agreement.

15.16: New Job Classifications. When and if the Employer creates a new job classification, it shall establish responsibilities thereof, set the qualifications, and rate of pay therefore, and advise the Association. If, after a special conference is held, the Association disagrees with the rate of pay, it may file a written grievance with respect thereto, provided the grievance is filed within ten (10) days following such special meeting. If as a result, a different rate of pay is established, the different rate shall become effective as of the date the job classification was created.

15.17: Assigned Vehicles. All employees who are assigned a motor vehicle shall continue to have one provided by the Employer provided that the Sheriff determines that the motor vehicle is essential to the employee's job duties. In addition, such vehicles may be driven to and from work in accordance with existing policy, provided that the Sheriff determines that such use is reasonably essential to the employee's job duties. However, the Association acknowledges that these vehicles assigned to employees shall not be considered as compensation and the Employer retains all rights to determine any and all use, assignment and discontinuance, including personal use, of such vehicles.

15.18: Substations. In the event that the Employer should establish substations which require manning, the personnel shall be solicited from volunteers first. In the event that voluntary personnel with the required training and experience are insufficient, assignment of qualified personnel shall be made by the Sheriff after giving consideration to the needs of the Department and the personal circumstances of the officers involved.

15.19: Multi-Forum Waiver. It is the intent of the parties that multi-forums should be avoided. Therefore, the Association and the

employee involved hereby waive any right to arbitration in this Agreement if the employee challenges the Employer's action under the provisions of any veteran's preference legislation. If arbitration is elected, the employee thereby waives any statutory right which may be provided under such legislation.

15.20: Light Duty. Any light duty assignment permitted by the Sheriff, for reasons of temporary physical or mental disability, shall be as determined by the Sheriff in his sole discretion and shall not be subject to challenge and shall not be subject to the Grievance and Arbitration Procedure provided herein.

15.21: Residency. All employees hired on or after the execution of this agreement must, prior to completion of the probation period, reside within twenty-four (24) miles of the borders of Kent County. In the event a current employee changes residence, he must reside, within the twenty-four (24) miles of the borders of Kent County.

15.22: Waiver. It is the intent of the parties hereto that the provisions of this Agreement, which supersede all prior agreements and understandings, oral or written, express or implied, between such parties, shall govern their entire relationship and shall be the sole source of any and all claims which may be asserted in arbitration hereunder, or otherwise.

The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter not removed by law from the area of collective bargaining, and that the understanding and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement.

Therefore, the Employer and the Association, for the life of this Agreement, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter not specifically referred to or covered in this Agreement, even though such subject or matter may not have been within the knowledge or contemplation of either or both of the parties at the time they negotiated or signed this Agreement.

15.23: A.D.A. Waiver. When either the Employer or the Association engages in compliance efforts as set forth in the

Americans with Disabilities Act (ADA), including reasonable accommodation with the Federal Age and Disability Act, neither shall be held liable for any deprivation of contract rights suffered by an employee affected by the compliance efforts.

15.24: Exit Letter. Prior to separation from the Sheriff Department, the employer may file an exit letter/evaluation in regard to the employee's employment history.

15.25: On Call Pay. An employee who is placed on "on call status shall receive one (1) hour of straight time pay for each twenty-four (24) hour period of "on call" status.

An employee who, while on "on call" status is called in for duty shall receive, in addition to the "on call" premium, the applicable overtime compensation.

15.26: HIV, HBV, and HCV Testing. Bargaining unit members who have received training in the transmission of blood borne diseases and who, while performing his duties, determines that he has sustained a per cutaneous, mucous membrane, or open wound exposure to the blood or bodily fluids, may request the individual (s) be tested for HIV infection, HBV infection, HCV infection or all three infections. The request shall be in writing on a form provided by the Michigan Department of Community Health and shall set forth a description of his exposure to the blood or bodily fluids of the person from whom the test is requested. In the event such test is requested the Employer agrees to pay the reasonable and customary charges of such test.

15.27: ALCOHOL, DRUG TESTING. Prohibitions:

The Employer strictly prohibits the manufacture, unauthorized use or possession, sale or distribution of alcohol/drugs by its employees on the Employer's premises (including parking lots and in the Employer's vehicles) or during work time.

Condition of Employment:

Compliance with the Employer's Alcohol and Drug Policy is a condition of continued employment.

Purposes:

The purposes of this policy are:

- (a) To establish and maintain a healthy and safe working environment for all employees;
- (b) To ensure the reputation of the Kent County Sheriff Department and the County of Kent and its employees as good, responsible citizens;
- (c) To reduce accidental injury to person(s) or property;
- (d) To reduce absenteeism, tardiness, and indifferent job performance;
- (e) At the Employer's sole discretion to provide assistance towards rehabilitation for affected employees in appropriate cases; and
- (f) To Maintain Officer Safety.

Garrity Rights:

The Sheriff shall administer each Bargaining Unit Member his Garrity Rights prior to any questions in reference to Random drug test. The results of any random drug test shall not be released to a third party or Prosecutor unless mandated by law or court order. If any request for drug results are made the employee in question and the union president shall be notified within 48 hours of any such request.

Reasonable Suspicion Testing:

If the Employer has reasonable suspicion that the employee in question is:

- (a) Under the influence, impaired, or otherwise affected by the use of drugs/alcohol, or
- (b) Is currently possessing on the Employer's premises (or in the Employer's vehicle(s)) unauthorized drugs/alcohol, or
- (c) Has sold, used, distributed drugs/alcohol, on or off the Employer's premises or attempted the same.

The Employer may require the employee to undergo a PBT test which will be verified by a breathalyzer test at a medical clinic certified by DOT. The employee may elect to have an independent test of his choosing. The test shall be conducted in a reasonable amount of time after the Employers last test. The cost of the independent test shall be the responsibility of the Employer.

Consequences for Violation of this Policy:

Violation of the Employer's alcohol and drug policy may result in severe disciplinary action, up to and including discharge for a FIRST OFFENSE, except that the consequences for a positive test under the "Random Drug Testing" portion of this policy shall be solely as provided under that heading. In addition to any disciplinary action for alcohol or drug abuse, the Employer, at its sole discretion, may refer an employee to a program for assessment, counseling and referral to a treatment program for alcohol and drug abuse. Employees who undergo counseling and treatment for substance abuse and who continue to work must meet all established standards of conduct and job performance. A voluntary request for assistance prior to detection of a violation of such policy will not result in discipline, provided that: (1) such disclosure is the first and only involvement with drugs/alcohol for the employee, and (2) the employee satisfactorily completes the detoxification treatment program as prescribed, and (3) the employee remains free of drug/alcohol use and strictly complies with the Employer's drug free policy. However, such requests and participation in counseling/treatment will not prevent disciplinary action for other violation(s) of this Alcohol and Drug Abuse Policy.

Case Specific Drug Testing:

An employee may be subjected to alcohol/drug testing (1) as part of an employee's reinstatement after successfully completing an alcohol or drug rehabilitation program, (2) during an employee's probationary period, (3) upon return to work from a leave of absence of more than thirty (30) days, (4) as part of a routine departmental scheduled physical examination.

Random Drug Testing:

All Bargaining Unit Members will be subject to a random drug test under the following circumstances:

- a. Selections shall be conducted by a third party using a computer-based random number generator that is matched with the employee's payroll number, which will ensure that each employee has an equal chance of being selected each time selections are made.
- b. Selections will be made in three employee groups. The maximum of four (4) Bargaining Unit Members shall be tested each month.
 - i. 2 Uniformed Deputies (Road Patrol, Road Patrol Sergeants, Community Policing, Traffic and Safety Deputy)
 - ii. 1 Detective (Detectives all units, Detective Sergeants, Evidence Deputy)
 - iii. 1 Employee from Communications (ECO I & II, ECS I & II)
- c. The drugs to be tested for under this Random Drug Testing program are:

Marijuana metabolite	Cocaine metabolite	Opiates metabolite
Phencyclidine	Amphetamines	Barbituates

The initial and confirmatory test cutoff levels will be determined by the Accredited Laboratory and approved by the Union and the Sheriff's Office.

- d. The testing procedure to be utilized for any random drug test shall be a saliva (oral fluid) test.

Consequences for Positive Random Test:

- 1st Offense: Letter of Reprimand
Mandatory Substance Abuse Counseling
Random Drug Testing for 2 years
- 2nd Offense: Last Chance Agreement
Suspension up to 80 hours
Mandatory Substance Abuse Counseling/Treatment
Random Drug Testing for 2 years

3rd Offense at any time and regardless of any other provision of this Agreement: Termination

A voluntary request for assistance prior to detection of a violation of the alcohol and drug policy, and prior to selection for a Random drug test under this policy, will not result in discipline, provided that: (1) such disclosure is the first and only involvement with drugs/alcohol for the employee, and (2) the employee satisfactorily completes the detoxification treatment program as prescribed, and (3) the employee remains free of drug/alcohol use and strictly complies with the Employer's drug free policy. A request for a leave of absence for drug or alcohol treatment shall not be denied if it is a voluntary request under this paragraph.

Last Chance Agreement:

Individuals subject to discharge for violation of the Employer's Alcohol and Drug Policy may be offered the opportunity to enter into a "Last Chance" agreement.

The last chance agreement provides that an employee may continue employment under the following conditions:

- 1) The employee acknowledges in writing that he/she has a substance abuse problem.
- 2) The employee successfully completes an Employer approved, assessment and, if recommended, a supervised treatment program.
- 3) The employee agrees in writing to remain free of alcohol/drug use and strictly complies with the Employer's alcohol and drug policy.
- 4) The employee is subject to automatic discharge for any violation of the Last Chance Agreement or this policy while on the Last Chance Agreement and the employee and Association waives the right to grieve and arbitrate such discharge.
- 5) The term of a Last Chance Agreement for a positive random drug test shall be no longer than two (2) years.

Chain of Possession Procedures/Split Sample Procedure:

At the time specimens are collected for any testing, the employee shall be given a copy of the specimen collection procedures. The specimens must be immediately sealed, labeled, and initialed by the employee to ensure that the specimens tested by the laboratory are those of the employee. The two (2) containers shall be sealed in the employee's presence and the employee given the opportunity to initial the containers and witness his social security number placed on the containers. Both shall then be forwarded to an approved laboratory for testing. If an employee is told that the first sample tested positive, the employee may, within 72 hours of receipt of actual notice, request that the second specimen be forwarded by the first laboratory to another independent and unrelated, approved laboratory of the parties' choice for confirmatory testing of the presence of the drug. If the employee refuses to comply with this procedure it shall be a presumption of guilt and the employee may be subject to discharge.

Laboratory Accreditation:

All laboratories used to perform testing must be accredited by the National Institute on Drug Abuse (NIDA).

Certification of Test Results:

All test results must be certified by the laboratory as accurate.

Leave of Absence:

At the Employer's sole discretion, an employee may be given a leave of absence for the purpose of undergoing treatment pursuant to an Employer-approved program of alcoholism or drug use of up to ninety (90) days.

Confidentiality:

All information obtained in the course of testing, rehabilitation, and treatment of employees with alcohol and drug abuse problems shall be protected as confidential medical information and shall be kept separate from the employee's personnel file. Only those who have a need to know shall be given access to this information. Upon the signed authorization by the employee, the President of the Association and the Counsel of the

Association shall have access to such records. The importance of the confidentiality to the employer and its employees cannot be overemphasized.

Specimen Retention:

All specimens deemed "positive" by the laboratory must be sealed and retained, by the laboratory if possible, for a period of one (1) year.

Laboratory Methodology:

Approved testing techniques known at the time for specimen testing of blood, urinalysis and hair follicle shall be employed.

ARTICLE XVI
DURATION

16.1: Termination. This Agreement, including Letters of Agreement #1 through #6 as attached, shall remain in force until midnight, December 31, 2017, and thereafter for successive periods of one (1) year unless either party shall, on or before the sixtieth (60th) day prior to expiration, serve written notice on the other party of a desire to terminate, modify, alter, negotiate, change or amend this Agreement.

A notice of desire to modify, alter, amend, negotiate or change, or any combination thereof, shall have the effect of terminating the entire Agreement on the expiration date in the same manner as a notice of desire to terminate unless before that date all subjects of amendment proposed by either party have been disposed of by the party proposing amendment, modification or alteration, negotiation, change or any combination thereof.

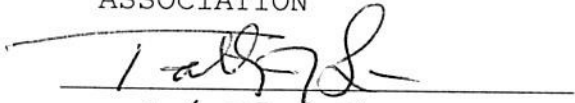
POLICE OFFICERS ASSOCIATION
OF MICHIGAN



COUNTY OF KENT

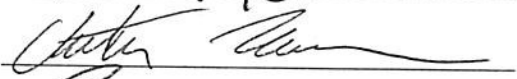


KENT COUNTY LAW ENFORCEMENT
ASSOCIATION



KENT COUNTY SHERIFF







LETTER OF UNDERSTANDING
Number One (#1)
TWELVE HOURS SHIFTS

The parties agree to a trial period extending the length of a work shift from the present eight (8) hours to twelve (12) hours pursuant to the following:

1. The Sheriff shall have the right to select which groups of employees or road patrol units shall work a twelve (12) hour shift. The parties understand that police services to the public must not be negatively affected.
2. The parties agree to meet periodically to develop the twelve (12) hours shift structure and monitor the trial period. The final decision rests with the Sheriff.
3. The Sheriff retains the right to discontinue twelve (12) hours shifts.
4. Employees who are scheduled to work twelve (12) hour shifts shall be scheduled for seven (7) twelve (12) hour shifts in a two week pay period. Notwithstanding the provisions of Section 7.3 of the Collective Bargaining Agreement, employees who are regularly scheduled to work twelve (12) hour shifts shall be paid time and one-half their regular straight time rate for all hours worked in excess of eighty-four (84) hours in a two week pay period.
5. Employees who are scheduled to work twelve (12) hour shifts and eighty (80) hours in any period shall be scheduled for six (6) twelve (12) hour shifts and one eight (8) hour shift or five (5) twelve (12) hour shifts and two (2) ten hour shifts in a two week pay period. Notwithstanding the provisions of Section 7.3 of the Collective Bargaining Agreement, employees who are regularly scheduled to work this shift shall be paid time and one-half their regular straight time rate for all hours worked in excess of eighty (80) hours in a two week period.

6. The Sheriff may terminate this Letter of Understanding with thirty (30) days written notice to the Union.

LETTER OF UNDERSTANDING
Number Two (#2}
TRANSFER CREW AND COURT SECURITY

This Letter of Understanding, dated December 1, 1999, is by and between the County of Kent and the Sheriff of Kent, hereinafter referred to as the "Employer" or "Sheriff," the Kent County Law Enforcement Association, hereinafter referred to as "KCLEA," the Police Officers Association of Michigan, hereinafter referred to as "POAM," and the Kent County Deputy Sheriff's Association, hereinafter referred to as "KCDSA."

WITNESSETH

WHEREAS, on December 15, 1985, then Sheriff Philip J. Heffron caused to issue a Policy to be made a part of every Deputy's Departmental Policy Manual, reporting:

In the past, the department has applied for and preserved Police Officer Certification of the State of Michigan, for those officers working in Corrections, who have been certifiable when hiring into the Corrections Division. The above will no longer be the policy of this department.

Effective December 15, 1985 for any deputy working in the Corrections Division of the Kent County Sheriff Department, who does not have "Police Officer Certification" from M.L.O.E.T.C. (sic), the department will not apply to M.L.O.E.T.C. (sic) or grant Police Officer Certification, by virtue of that deputy working in the Corrections Division of this Department.

For any future Deputies hired into the Corrections Division who are either certified or certifiable, the position of Deputy Sheriff, Kent County Corrections, will not gain or retain Police Officer Certification as recognized by M.L.E.O.T.C. (Emphasis in Original).

WHEREAS, at all times prior to July 16, 1996, the KCDSA (sic) was the exclusive bargaining representative of all employees performing the work in the Transfer Crew and Court Security; and

WHEREAS, Sheriff had designated the Transfer Crew and Court Security to be work assignments and not job classifications; and

WHEREAS, the Sheriff has required MLEOTC certification for the past several years for Deputies to be eligible for the work assignments to the Transfer Crew and Court Security; and

WHEREAS, the Sheriff has utilized for several years Deputies from both the Corrections Division and Patrol Division who were certified, utilizing the work assignment transfers found in Section 8.6 of the Collective Bargaining Agreement between the Sheriff, County of Kent and the KCDSA; and

WHEREAS, on May 23, 1996, as a settlement of a Petition, MERC Case No. R96 C-45, filed by the Police Officers Association of Michigan for certification of all Act 312 eligible employees then represented by the KCDSA, the KCLEA, POAM, Employer, and KCDSA agreed that the representation of the employees assigned to the Transfer Crew and Court Security would continue by the KCDSA; and

WHEREAS, on July 16, 1996, the Employment Relations Commission in Case No. R96 C-45 certified the Police Officers Association of Michigan as the exclusive representative of all employees in a unit at the Kent County Sheriff Department, excluding the Sheriff, Undersheriff, Captains, Lieutenants, Polygraph Examiners, and those employees classified and/or occupying the position of Corrections Sergeant, Corrections Officer, Transfer Officer, Court Security Officer, seasonal, part-time, and irregular employees, employees represented in other collective bargaining units, and all other employees; and

WHEREAS, on May 2, 1997, in NERO Case No. C96 L-300, in resolution of an Unfair Labor Practice filed by the KCLEA and POAM, the Sheriff agreed, among other things, to initially solicit volunteers for assignment to the Transfer/Court Security and in the event that there were no volunteers, the Sheriff may exercise his right to assign personnel to the Transfer/Court Security Crew for a period of time not to exceed twelve (12) months; and

WHEREAS, on September 5, 1997, the KCLEA and the Sheriff entered into a Letter of Understanding providing that vacancies that occur in the Transfer/Court Security Work Assignments that are to be staffed by the Road Patrol Division shall be filled by

the day shift with a period of assignment of ninety (90) days absent sufficient volunteers; and

WHEREAS, on December 11, 1997, the KCDSA and the Employer entered into a Collective Bargaining Agreement for the time period of December 11, 1997 through December 31, 2000, with retroactive wages to January 1, 1997; and

WHEREAS, on September 14, 1998, during a telephone conference between Elections Officer Robert Strassberg from the Employment Relations Commission; Tom Drenth, counsel for the Employer; James DeVries, business agent for KCLEA and POAM; and Dan Hankins, counsel for KCDSA, mar. DeVries reported that the Petitioner, POAM and KCLEA, did not desire to have the Transfer Crew and Court Security in KCLEA and POAM bargaining unit; and

WHEREAS, the Petition pending before the Michigan Employment Relations Commission was placed on hold pending a meeting between representatives of the KCLEA, POAM, Sheriff, and KCDSA; and

WHEREAS, on October 9, 1998, a meeting was held between the following representatives of the parties:

Roger Zoppa, President, KCLEA
James DeVries, business agent POAM and KCLEA
Mike Dubay, KCLEA
Jim Loughrin, KCLEA
Dennis VanTassel, KCLEA
Dan Hankins, general counsel, KCDSA John Belile,
President, KCDSA
Tom Drenth, Labor Relations Manager/Attorney for the
County of Kent and Sheriff of Kent County
Undersheriff James Porter Sheriff James Dougan; and

WHEREAS, after lengthy discussions protesting the transfer and assignment of KCLEA and POAM bargaining unit employees to the Transfer Crew and Court Security; and

WHEREAS, the KCDSA handed out its survey responses from its members in the Corrections Division in which forty-nine (49) Corrections Division employees indicated they would be interested in being assigned to the Transfer Crew and Court Security; and

WHEREAS, on May 24, 1999, representatives of KCLEA/POAM, KCDSA, and the Sheriff met to review this document and the staffing needs of the Transfer Crew/Court Security; and

WHEREAS, it was determined that currently the Corrections Division does not have sufficient staff who meet the certification requirements to immediately take over the total staffing of the Transfer Crew and Court Security; and

NOW, THEREFORE, the parties agree as follows:

1. The Sheriff agrees that Corrections Division personnel will exclusively staff the Transfer Crew/Court Security position. The KCLEA/POAM, and KCDSA, and the Sheriff agree that, in so far as practicable, the Transfer Crew/Court Security positions shall be staffed in the following manner:

Corrections Divisions Personnel - 60% Road
Division
Personnel - 20%
Remaining 20% may come from either division

The Sheriff will determine the number of personnel assigned to the Court Security and Transfer Crew.

2. The Sheriff shall rescind the December 15, 1985, Policy previously established by then Sheriff Heffron regarding the Obtaining/Retaining of Certification, as it applies to the Corrections Division.
3. The Sheriff shall issue a new Policy whereby the Office of the Sheriff shall apply for and preserve Police Officer certification for those Corrections Division employees who currently and continue to meet the certification standards.
4. Corrections Division employees who had previously received certification shall, if they desire to be considered for the Transfer Crew or Court Security assignment, comply with the acts and rules governing the selection, employment, training, and certification of law enforcement officers in the State of Michigan, such as but not limited to, the

waiver of training program application, meet candidate qualifications, and meet the competence and performance examinations after the waiver of training program.

5. The Sheriff will determine the number of correction officers whose M.C.O.L.E.S. certification will be maintained by the department.
6. The parties acknowledge that recognition of certification of correction officers by the Sheriff does not mean automatic assignment to the Transfer Crew and Court Security detail.
7. The Sheriff reserves the right and sole discretion notwithstanding MCOLES certification of an individual employee, be it the KCLEA/POAM or KCDSA bargaining unit to determine the assignment to the Transfer Crew/Court Security consistent with the staffing percentages set forth in paragraph one (1) of this letter of understanding.
8. If a KCLEA/POAM bargaining unit member is displaced from the Transfer Crew/Court Security detail by a KCDSA bargaining unit member or vice versa, he will be allowed to exercise his seniority rights under his respective collective bargaining agreement in regards to shift bidding and layoffs.
9. The parties agree that this Letter of Understanding shall become part of the Collective Bargaining Agreements that are entered into by and between the Sheriff, County of Kent and KCDSA; and by and between the Sheriff and County of Kent and the KCLEA and POAM.
10. Staffing of the vacancies within the Transfer Crew/Court Security shall be on a voluntary basis through the posting procedures outlined in the respective collective bargaining agreements. In the event there are an insufficient number of volunteers, the Sheriff reserves the right to involuntary transfer. An involuntary transfer shall not exceed a period of more than three (3) continuous calendar months commencing January of

each year. An involuntary transfer from the Road Patrol Division shall be filled by the Road Patrol day shifts.

Day shift personnel may request to remain on the Transfer Crew/Court Security assignment(s) for a longer duration of time at the discretion of the Sheriff.

11. Notwithstanding paragraph (1), the Sheriff reserves the right to assign members of the KCLEA/POAM bargaining unit to the Transfer Crew/Court Security detail to fill in for temporary vacancies in the event these are insufficient numbers of COLES certified corrections officers available to perform the required work.
12. Vacation Bidding shall be accomplished in the following manner: Under the existing staffing levels during the seniority vacation bid period, one (1) vacation slot shall be allocated for the Corrections Division and one (1) vacation slot shall be allocated for the Road Patrol Division. After the seniority vacation bid process is completed, vacations granted shall be on a first come first serve basis amongst all of the personnel assigned to the Transfer Crew/Court Security.

Same day requests for vacations at the same time after the seniority bid shall be granted by applying the department seniority of the employees.
13. Employees assigned to the Transfer Crew/Court Security detail shall be subject to their respective collective bargaining agreements.
14. Union dues and/or service fees will be transmitted to the employee's incumbent union.
15. The KCLEA/POAM will dismiss Employment Relations Commission Petition UC98 H-35. The KCLEA/POAM agree that the positions of Transfer Crew/Court Security are properly within the Correction Division.

16. This agreement is subject to approval by the Executive Boards of the KCLEA/POAM, KCDSA, and the Office of the Sheriff.
17. This agreement may be modified by the parties at any time notwithstanding the expiration dates of the respective collective bargaining agreements.

LETTER OF UNDERSTANDING
 Number Three (#3)

SUBJECT: Past practice regulating payment of overtime in work weeks which include use of sick time

The parties agree as follows:

For more than fifteen (15) years, the parties have had a mutual agreement or understanding that regulates the payment of overtime to a member of the bargaining unit in each work week in which a member of the bargaining unit substitutes sick leave for duty during part but not all of the week.

Under the practice of the parties, any overtime worked before a sick day is paid as straight time (including the amount of hours taken off for sick time). Not to exceed the amount of sick time that has been taken.

Under the practice of the parties, any overtime hours worked after a sick day are paid at one and one-half (1-1/2) times rate (sick hours count as straight time for the weeks total).

The practice is illustrated by the following graph.

8 Hour	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
1.	8	SICK	10	8	8	OFF	OFF	= 40 hours straight; 2 overtime
2.	8	10	SICK	8	8	OFF	OFF	= 42 at straight time
3.	OFF	OFF	8	10	SICK	10	8	= 42 at straight; 2 overtime
4.	10	SICK	OFF	OFF	10	SICK	8	= 44 at straight time

12 Hour	Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday	
Week 1	12	12	OFF	12	12	14	SICK	
Week 2	OFF	OFF	12	14	5	OFF	OFF	= 86 Hours Straight Pay, 7 Hours OT
Week 1	OFF	(OFF) 12	13	SICK	OFF	OFF	6	
Week 2	12	12	OFF	OFF	14	14	12	= 96 Hours Straight Pay, 11 Hours OT
Week 1	OFF	(OFF) 12	12	12	OFF	OFF	OFF	
Week 2	12	SICK	OFF	OFF	12	12	12	= 96 Hour Straight Pay

The parties agree that this illustration is fair and accurate. The parties agree to continue this practice and to be bound by it. Time taken for an approved absence due to a work related injury shall not be subject to the provisions of this Letter of Understanding. An approved leave of absence due to a work related injury requires certification from a County designated physician supported by the employee injury report and approval documentation from County Risk Management.

LETTER OF UNDERSTANDING
NUMBER FOUR (#4)

The parties agree to a trial period extending the workweek in the Investigative Division from the present Monday through Friday to include Saturday and Sunday work pursuant to the following.

- 1: The workday will consist of the hours: 7:00 am to 5:00 pm or 8:00 am to 6:00 pm. These hours will be flexible at the discretion of the detective's supervisor (s). This ten (10) hour workday will include a ½ hour lunch and 2 fifteen (15) minute breaks.
- 2: The scheduled workweek will consist of a rotating day off of Monday, Wednesday and Friday. Each employee involved in this ten (10) hour work schedule will be assigned a letter establishing his rotation for days off.
- 3: The weekly on-call investigator, at the discretion of his supervisor (s), may change his workday from 7:00 am to 5:00 pm or 8:00 am to 6:00 pm to 1:00 pm to 11:00 pm or 2:00 pm to 12:00 am for the work week that he/she is on call.

The on call detective, on a weekend or holiday; shall amend his schedule upon the approval of a supervisor in order to accomplish the following duties during a regularly scheduled 10 hr shift.

- Obtain warrants for those individuals lodged in the KCCF on felony and domestic complaints.
 - Review probable cause for those individuals lodged in the KCCF on misdemeanor Complaints
- 4: The On-call investigator while on call will work the following two-week schedule while on call. Saturday, Sunday and recognized holiday hours shall include the hours to handle the lock-ups/weekend

warrants. With the detective's supervisor (s) approval, the on call detective may choose to work a ten hour day or use vacation/holiday/personal time to reach a 40 hour work week. If the on call detective chooses to use vacation/holiday/personal time, no overtime rate will be paid during their normally scheduled 10 hour workday.

Monday	Tuesday	Wednesday	Thursday	Friday	Saturday	Sunday
RDO	RDO	Work/On Call	Work/On Call	RDO/On Call	Work/On Call	Work/On Call
Work/On Call	Work/On Call	RDO	Work	Work	RDO	RDO

- 5: If the on-call investigator is scheduled to work on a recognized holiday he/she will receive holiday pay and will not be required to use any hours from his holiday bank.
- 6: If an investigator is scheduled to work on the Friday before a recognized holiday and/or a Monday after a recognized holiday he/she may work with the detective supervisor (s) approval on the observed holiday as long as it does not result in holiday and/or overtime pay rate being paid by the employer.
- 7: The letter of understanding will be reviewed prior to the shift bid period for calendar year 2011. If revisions are made, the Office of the Sheriff will take into consideration the KCLEA shift bidding process to allow detectives to bid a patrol shift if they choose to do so.
- 8: The Sheriff has the right to discontinue this agreement with a Thirty (30) day written notice to the Union.

LETTER OF UNDERSTANDING
NUMBER FIVE (#5)

The parties Agree to a trial period to extend the length of a workday for the Support Services uniform personnel from the current eight (8) hours with an unpaid lunch hour to a ten (10) hour day.

1. The sheriff shall have the right to select which groups of the Support Services shall work a ten (10) hour shift.
2. The ten (10) hour shift will include ten consecutive hours that will include two (2) fifteen (15) minute breaks. Deputies with patrol activities will receive a one-half (1/2) hour paid lunch. Deputies with office duties will be scheduled a one (1) hour unpaid lunch.
3. The scheduled workday will normally have specified days off. In some circumstances it may include a rotation to allow for Saturday coverage.
4. The Sheriff has the right to discontinue ten (10) hour shifts with a Thirty (30) day written notice to the Union.
5. The deputies assigned to the Support Services with approval of their Lieutenant may work on Martin Luther King Day and Veteran's Day if needed and may take another day off at another time at the option of the employee.

LETTER OF UNDERSTANDING
NUMBER SIX (6)

CREATION OF EMERGENCY COMMUNICATIONS OPERATOR I (ECO I) AND
EMERGENCY COMMUNICATIONS SUPERVISOR II (ECS II) POSITIONS AND PAY
SCALES

WITNESSETH

WHEREAS, on or about March 22, 2010, the Kent County Dispatch Authority (KCDA) determined that two (2) Public Safety Answering Points (PSAPs) would be established to better serve citizen of Kent County in the deployment of emergency services.

WHEREAS, on or about March 25, 2010, it was determined that additional staff tasked with the responsibility of answering emergency and non-emergency phone calls, inputting information, and directing non-emergency radio communication would be needed.

WHEREAS, it is agreed that these employees staff a public safety answering point and, as such, are properly represented by the Kent County Law Enforcement Association (KCLEA).

WHEREAS, the KCLEA acknowledges and agrees to the establishment of the additional classification of ECO I and ECS II and further acknowledges that its executive board has reviewed the job description and pay scales, has had an opportunity for input, and accepts the aforementioned document as written.

NOW, THEREFORE, the parties agree as follows:

- 1) Civilian staff members of the Support Services Division represented by the KCLEA shall exclusively staff the ECO I and ECS II positions.
- 2) The Sheriff shall determine the number of staff needed at any one time and in any one classification in the Kent County Communication Center.
- 3) Notwithstanding paragraph 1, the Sheriff reserves the right to assign other KCLEA bargaining unit members and non-bargaining unit members to the Communication Center to fill in for temporary vacancies. Absent emergency circumstances, the

assignment of non-bargaining unit employees to the Communication Center will not be routinely done.

- 4) This agreement may be modified by the parties at any time notwithstanding the expiration dates of the respective collective bargaining agreements.
- 5) This Letter of Understanding shall become part of the Collective Bargaining Agreement between the Sheriff of Kent County, the County of Kent, and the KCLEA.

APPENDIX A

	<u>A</u>	<u>B</u>	<u>C</u>	<u>D</u>	<u>E</u>	<u>F</u>	<u>G</u>
Patrol Officer							
2015							
Annual	\$49,108.80	\$ 50,606.40	\$ 52,416.00	\$ 54,891.20	\$ 59,092.80	\$ 63,003.20	\$ 68,640.00
Biweekly	\$ 1,888.80	\$ 1,946.40	\$ 2,016.00	\$ 2,111.20	\$ 2,272.80	\$ 2,423.20	\$ 2,640.00
Hourly	\$ 23.61	\$ 24.33	\$ 25.20	\$ 26.39	\$ 28.41	\$ 30.29	\$ 33.00
2016							
Annual	\$50,086.40	\$ 51,625.60	\$ 53,456.00	\$ 55,993.60	\$ 60,278.40	\$ 64,272.00	\$ 70,012.80
Biweekly	\$ 1,926.40	\$ 1,985.60	\$ 2,056.00	\$ 2,153.60	\$ 2,318.40	\$ 2,472.00	\$ 2,692.80
Hourly	\$ 24.08	\$ 24.82	\$ 25.70	\$ 26.92	\$ 28.98	\$ 30.90	\$ 33.66
2017							
Annual	\$51,084.80	\$ 52,665.60	\$ 54,516.80	\$ 57,116.80	\$ 61,484.80	\$ 65,561.60	\$ 71,406.40
Biweekly	\$ 1,964.80	\$ 2,025.60	\$ 2,096.80	\$ 2,196.80	\$ 2,364.80	\$ 2,521.60	\$ 2,746.40
Hourly	\$ 24.56	\$ 25.32	\$ 26.21	\$ 27.46	\$ 29.56	\$ 31.52	\$ 34.33
Sergeants							
2015							
Annual						\$ 72,529.60	\$ 78,915.20
Biweekly						\$ 2,789.60	\$ 3,035.20
Hourly						\$ 34.87	\$ 37.94
2016							
Annual						\$ 73,985.60	\$ 80,496.00
Biweekly						\$ 2,845.60	\$ 3,096.00
Hourly						\$ 35.57	\$ 38.70
2017							
Annual						\$ 75,462.40	\$ 82,097.60
Biweekly						\$ 2,902.40	\$ 3,157.60
Hourly						\$ 36.28	\$ 39.47

Emergency Communications Operator I

2015						
Annual	\$ 35,588.80	\$ 37,356.80	\$ 39,228.80	\$ 41,579.20	\$ 44,096.00	\$ 46,945.60
Biweekly	\$ 1,368.80	\$ 1,436.80	\$ 1,508.80	\$ 1,599.20	\$ 1,696.00	\$ 1,805.60
Hourly	\$ 17.11	\$ 17.96	\$ 18.86	\$ 19.99	\$ 21.20	\$ 22.57
2016						
Annual	\$ 36,296.00	\$ 38,105.60	\$ 40,019.20	\$ 42,411.20	\$ 44,969.60	\$ 47,881.60
Biweekly	\$ 1,396.00	\$ 1,465.60	\$ 1,539.20	\$ 1,631.20	\$ 1,729.60	\$ 1,841.60
Hourly	\$ 17.45	\$ 18.32	\$ 19.24	\$ 20.39	\$ 21.62	\$ 23.02
2017						
Annual	\$ 37,024.00	\$ 38,875.20	\$ 40,809.60	\$ 43,264.00	\$ 45,864.00	\$ 48,838.40
Biweekly	\$ 1,424.00	\$ 1,495.20	\$ 1,569.60	\$ 1,664.00	\$ 1,764.00	\$ 1,878.40
Hourly	\$ 17.80	\$ 18.69	\$ 19.62	\$ 20.80	\$ 22.05	\$ 23.48

Emergency Communications Operator II

2015						
Annual	\$ 41,225.60	\$ 43,305.60	\$ 46,238.40	\$ 48,568.00	\$ 51,875.20	\$ 54,641.60
Biweekly	\$ 1,585.60	\$ 1,665.60	\$ 1,778.40	\$ 1,868.00	\$ 1,995.20	\$ 2,101.60
Hourly	\$ 19.82	\$ 20.82	\$ 22.23	\$ 23.35	\$ 24.94	\$ 26.27
2016						
Annual	\$ 42,057.60	\$ 44,179.20	\$ 47,153.60	\$ 49,545.60	\$ 52,915.20	\$ 55,744.00
Biweekly	\$ 1,617.60	\$ 1,699.20	\$ 1,813.60	\$ 1,905.60	\$ 2,035.20	\$ 2,144.00
Hourly	\$ 20.22	\$ 21.24	\$ 22.67	\$ 23.82	\$ 25.44	\$ 26.80
2017						
Annual	\$ 42,889.60	\$ 45,052.80	\$ 48,089.60	\$ 50,544.00	\$ 53,976.00	\$ 56,867.20
Biweekly	\$ 1,649.60	\$ 1,732.80	\$ 1,849.60	\$ 1,944.00	\$ 2,076.00	\$ 2,187.20
Hourly	\$ 20.62	\$ 21.66	\$ 23.12	\$ 24.30	\$ 25.95	\$ 27.34

Emergency Communications Supervisor I

2015						
Annual	\$ 47,028.80	\$ 49,400.00	\$ 52,748.80	\$ 55,723.20	\$ 59,363.20	\$ 62,566.40
Biweekly	\$ 1,808.80	\$ 1,900.00	\$ 2,028.80	\$ 2,143.20	\$ 2,283.20	\$ 2,406.40
Hourly	\$ 22.61	\$ 23.75	\$ 25.36	\$ 26.79	\$ 28.54	\$ 30.08
2016						
Annual	\$ 47,964.80	\$ 50,398.40	\$ 53,809.60	\$ 56,846.40	\$ 60,548.80	\$ 63,814.40
Biweekly	\$ 1,844.80	\$ 1,938.40	\$ 2,069.60	\$ 2,186.40	\$ 2,328.80	\$ 2,454.40
Hourly	\$ 23.06	\$ 24.23	\$ 25.87	\$ 27.33	\$ 29.11	\$ 30.68
2017						
Annual	\$ 48,921.60	\$ 51,396.80	\$ 54,891.20	\$ 57,990.40	\$ 61,755.20	\$ 65,083.20
Biweekly	\$ 1,881.60	\$ 1,976.80	\$ 2,111.20	\$ 2,230.40	\$ 2,375.20	\$ 2,503.20
Hourly	\$ 23.52	\$ 24.71	\$ 26.39	\$ 27.88	\$ 29.69	\$ 31.29

APPENDIX B	2015	2016	2017
PPO Plan			
Office Visit PCP · In Network · Out of Network	\$25 Ded./Coins.	\$25 Ded./Coins.	\$25 Ded./Coins.
Wellness · In Network · Out of Network	100% Covered Ded./Coins.	100% Covered Ded./Coins.	100% Covered Ded./Coins.
Emergency Room Copay	\$125	\$125	\$125
Individual Deductible · In Network · Out of Network	\$300 \$600	\$300 \$600	\$300 \$600
Family Deductible · In Network · Out of Network	\$600 \$1,200	\$600 \$1,200	\$600 \$1,200
Coinsurance · In Network · Out of Network	85% 65%	85% 65%	85% 65%
Individual Co-Insurance Maximum* · In Network · Out of Network	\$900 \$1,800	Does NOT Apply	Does NOT Apply
Family Co-Insurance Maximum* · In Network · Out of Network	\$1,800 \$3,600	Does NOT Apply	Does NOT Apply
Individual Out-of-Pocket Maximum** · In Network · Out of Network	\$1,900** \$3,800**	\$1,900** \$3,800**	\$1,900** \$3,800**
Family Out-of-Pocket Maximum** · In Network · Out of Network	\$3,800** \$7,600**	\$3,800** \$7,600**	\$3,800** \$7,600**
HMO Plan			
Office Visit PCP	\$20	\$20	\$20
Specialist	\$40	\$40	\$40
Wellness	100% Covered	100% Covered	100% Covered
Emergency Room Copay	100	100	100
Individual Deductible	0	250	250
Family Deductible	0	500	500
Coinsurance	90%	90%	90%
Individual Co-Insurance Maximum*	\$1,500	Does NOT Apply	Does NOT Apply
Family Co-Insurance Maximum*	\$3,000	Does NOT Apply	Does NOT Apply
Individual Out-of-Pocket Maximum**	\$1,900**	\$1,900**	\$1,900**
Family Out-of-Pocket Maximum**	\$3,800**	\$3,800**	\$3,800**
Prescription Drug Costs Paid By Member			
· Deductible	None	None	None
· Annual Out-of-Pocket Max.**	\$4,700/\$9,400**	\$4,700/\$9,400**	\$4,700/\$9,400**
· Coinsurance/ Copays Generic	\$15	\$15	\$15

Generic for treatment of diabetes or hypertension	\$0	\$0	\$0
Brand Name-Formulary	\$25	\$25	\$25
Brand Name- Non-Formulary	\$45	\$45	\$45
90 day co-pay for Maintenance Drugs	2X Co-pay for 90 Day Supply	2X Co-pay for 90 Day Supply	2X Co-pay for 90 Day Supply
Premium Share	17.50%	20%+	20%

**ACA Out-of-Pocket Maximums are subject to indexing annually and include employee cost towards: Deductible, Co-pays, coinsurance and prescriptions co-pays. Total combined employee cost for medical and prescriptions cannot exceed Federal Annual limit.

* Some vendors do not have the capability to continue the co-insurance maximum

+ As provided in and subject to the "hard cap" determination in Section 12.1(A)

A cash wellness incentive equivalent to 2.5% of medical and prescription premiums for a completed wellness exam

A cash wellness incentive equivalent to 2.5% of medical and prescription premiums for not using tobacco or utilization of cessation program