

AGREEMENT

BETWEEN THE

MUSKEGON COUNTY BOARD OF COMMISSIONERS

AND THE

MUSKEGON COUNTY SHERIFF

AND

MICHIGAN FRATERNAL ORDER OF POLICE LABOR COUNCIL

(CORRECTIONS UNIT)

EFFECTIVE: October 17, 2023, Through September 30, 2028

## TABLE OF CONTENTS

TITLE	SECTION	PAGE
Acceptance of Gifts	22.23	41
Accidents	22.7	35
Appeal of Disciplinary Action	7.4	8
APENDIX A		44
Application of Seniority	11.2	14
Arbitrator's Powers	5.5	6
Benefit Anniversary Date	11.5	15
Benefit Program Compensation	22.16	39
Bereavement Leave	14.1	18
Bulletin Board	22.14	38
Cancelled Vacation	16.6	25
Captions	22.20	40
Chief Steward and Steward	4.4	4
Classifications and Wage Rates	18.1	26
Collective Bargaining Unit	1.1	1
College Degree/Education Pay	18.3	27
Comp Time	22.26	42
COMPENSATION		26
Court and Call-Back Time	8.4	11
Definition of Grievance	5.1	5
Definition of Seniority	11.1	14
Dental Coverage	19.4	31
Department Organization	22.1	34
DISCIPLINARY ACTION		8
Discipline for Just Cause	7.5	8
DRUG POLICY		33
Drug Policy	21.1	33
Dues Deduction	1.3	1
DURATION		42

## TABLE OF CONTENTS

TITLE	SECTION	PAGE
Effect of Leaves Without Pay	13.2	16
Election of Remedies	22.17	39
Emergency Closure	22.5	41
EMPLOYER'S RIGHTS		3
Equipment Reports	22.8	36
Extra Contract Agreements	1.4	2
FAMILY AND MEDICAL LEAVE ACT APPLICATION		15
Family and Medical Leave Act Application	12.1	15
General Medical Plan Provisions	19.5	31
GRIEVANCE AND ARBITRATION PROCEDURE		5
Grievance Committee	4.1	4
Grievance Committee Meetings	4.2	4
Grievance Investigation	4.5	4
Grievance Procedure	5.2	5
Health Programs	22.24	41
Holiday Eligibility	17.3	26
HOLIDAYS		25
HOURS OF WORK		9
Inactivation	7.8	9
INSURANCE		28
Insurance Coverage Limitation	19.6	31
Jury Duty Leave	14.2	18
Layoff	10.1	13
LAYOFF AND RECALL		13
Layoff Pay	10.3	13
Leave of Absence Definition	13.1	15
LEAVES OF ABSENCE WITHOUT PAY		15
Legal Counsel	22.11	38
Life Coverage	19.2	29

## TABLE OF CONTENTS

<b>TITLE</b>	<b>SECTION</b>	<b>PAGE</b>
Longevity	18.4	28
Loss or Damage by Employee	22.6	35
Lost Time	4.3	4
Maternity Leave	14.3	18
Medical Coverage	19.1	28
Medical Leave	15.4	21
Merit Increases	18.2	27
MISCELLANEOUS		34
No Strike	3.1	3
Non-Bargaining Unit Personnel	9.5	12
Non-Discrimination	22.22	41
Notice of Arbitration	5.3	6
Notice of Disciplinary Action	7.2	8
Notice of Special Conferences	6.1	7
Notice of Union Representatives	4.6	5
Other Employment	8.5	11
OVERTIME		11
Overtime Authorization	9.3	12
Overtime Distribution	9.2	12
Pay for Day of Injury	15.3	21
Pay for Holiday Work	17.2	25
Penalties	3.2	3
Personal Belongings	22.13	38
Personal Leave	17.4	26
Polygraph	7.9	9
Premium Pay for Overtime Work	9.1	11
Premium Rate Exception	9.4	12
PROHIBITIONS		3

## TABLE OF CONTENTS

<b>TITLE</b>	<b>SECTION</b>	<b>PAGE</b>
Promotions	20.2	32
Re-Assignment	7.7	9
Recall	10.2	13
Reclassification	22.2	34
RECOGNITION		1
Recognized Holidays	17.1	25
REPRESENTATION		4
Reserved Rights	2.1	3
Residency Requirements	22.15	39
Rest Periods	8.3	10
Retiree's Coverage	19.3	29
Retirement Plan	22.12	38
Return From a Leave Without Pay	13.4	17
RETURN TO BARGAINING UNIT		32
Return to Bargaining Unit Following Promotion	20.1	32
Save Harmless	1.5	3
Scheduling of Special Conferences	6.3	7
Section 125 Plan	19.7	32
Selection of Arbitrator	5.4	6
SENIORITY		14
Seniority List	11.4	14
Separability and Savings Clause	22.19	40
Sheriff Department Personnel Files	22.10	37
SICK LEAVE		19
Sick Leave Benefits	15.1	19
Sick Leave During Vacation	16.5	24
Special Conference Meetings	6.2	7
SPECIAL CONFERENCES		7
Special Consideration	15.5	22
SPECIAL LEAVES		18

## TABLE OF CONTENTS

<b>TITLE</b>	<b>SECTION</b>	<b>PAGE</b>
Super Seniority	4.7	5
Temporary Assignments	8.2	10
Term of Agreement	23.1	42
Termination	16.3	24
Termination of Seniority	11.3	14
Time Computation	5.6	7
Trade Days	16.8	25
Training Programs	22.18	40
Types of Leave Without Pay	13.3	17
Unemployment Compensation	22.4	35
Uniform Allowance	22.9	36
Union Representation During Disciplinary Action	7.1	8
Union Security	1.2	1
Unsafe Equipment	22.5	35
Use of Sick Leave	15.2	20
Use of Special Conferences	6.4	7
Vacation Benefits	16.1	22
Vacation Eligibility	16.4	24
Vacation Pay Advance	16.7	25
Vacation Scheduling	16.2	23
VACATIONS		22
Verbal Reprimand	7.6	9
Vision Coverage	19.8	32
WAGES		44
Waiver	22.21	40
Work Schedule	8.1	9
Worker's Compensation	22.3	34
Written Incident Reports	7.3	8

## **AGREEMENT**

**THIS AGREEMENT** made and entered into this 17<sup>th</sup> day of October, 2023, by and between the Muskegon County Board of Commissioners and the Muskegon County Sheriff (hereinafter termed the "Employer"), and Michigan Fraternal Order of Police Labor Council (hereinafter called the "Union").

## **RECOGNITION**

### **Section 1.1**                      **Collective Bargaining Unit**

The Employer hereby recognizes the Union as the exclusive representative for purposes of collective bargaining with the Employer for all full-time permanent Corrections Officers, employed at the Muskegon County Sheriff Department, excluding all part-time, temporary, and seasonal employees, all Sheriff Deputies and all other full-time permanent employees.

### **Section 1.2**                      **Union Security**

The Employer agrees that during the term of this Agreement it shall be a condition of employment that all present and future employees (after completion of thirty (30) days' employment) shall either become members of the Union or pay a reasonable service charge for representation by the Union. Such employees may pay the service charge by means of a check-off as hereinafter provided.

### **Section 1.3**                      **Dues Deduction**

- A. The Employer agrees to deduct from the pay of each seniority employee all dues, or a service charge in lieu of Union dues and/or initiation fees of Michigan Fraternal Order of Police Labor Council, for each and every employee; provided, however, that the Union presents to the Employer authorizations signed by such employee allowing such deductions and payment to the Union. Dues will be deducted from the first payroll of each month.
  
- B. The Employer agrees to deduct dues from the salary of each individual employee in the bargaining unit who voluntarily becomes a member or who voluntarily authorizes the payment of representation fees, subject to all of the following conditions:
  - 1. The Union shall obtain from those employees who voluntarily agree to become members **or voluntarily agree to remit representation fees** a completed authorization form which shall conform to the respective state and federal law(s) concerning that

subject. The Union shall furnish the forms.

2. Check-off authorization forms shall be filed with the Employer's Director of Human Resources. The total amount due shall be deducted and forwarded to the Union at the address of:

**Michigan Fraternal Order of Police Labor Council  
PO Box 71527  
Madison Heights, Michigan 48071-0527**

It is the responsibility of the Labor Council to promptly notify the Director of Human Resources of any change in address for forwarding payments. The parties, by mutual agreement through a letter of understanding, may also agree to electronic transfer of dues payments, if such a method is available.

3. The Employer's remittance shall be deemed correct if the Union does not give written notice to the Human Resources Director within two calendar weeks after remittance is transmitted of its belief, with reason(s) stated therefore, that the remittance is incorrect.

4. The Union shall provide at least 30 days written notice to the Human Resources Director of the amount of Union dues and representation fees to be deducted from the wages of employees in accordance with this Article. Any changes in the amounts determined will also be provided to the Human Resources Director at least 30 days prior to its implementation.

5. The Union 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 Union dues, or representation fees or in reliance upon any list, notice, certification or authorization furnished under this Article. The Union assumes full responsibility for the disposition of the deductions so made once they have been sent to the Union.

6. During the term of this Agreement it is the express intent of the Employers and the Union to follow the law as currently defined by the United States Supreme Court decision of *Janus v. AFSCME*, 138 S. Ct. 2448 (June 27, 2018), as well as 2012 PA 349, at MCL 423.209 and MCL 423.210.

#### **Section 1.4**

#### **Extra Contract Agreements**

The Employer agrees that it will not enter into any agreement with another labor organization during the term of this Agreement with respect to employees within the bargaining unit nor will the Employer



## **REPRESENTATION**

### **Section 4.1                    Grievance Committee**

The Union shall be entitled to form a Grievance and Negotiation Committee consisting of a Chief Steward and one (1) steward, the Business Representative, and any other Fraternal Order of Police Labor Council Official.

### **Section 4.2                    Grievance Committee Meetings**

Meetings of the Grievance Committee may be called at reasonable intervals by the Committee members and may be called at any reasonable time by the Sheriff, Human Resources Director or their designees.

### **Section 4.3                    Lost Time**

The members of the Grievance and Negotiation Committee shall be compensated at their normal rate of pay for all regularly scheduled Working time expended in adjusting grievances or in contract negotiations. Such time shall be counted as time worked. Work schedules may be changed for negotiation meetings.

### **Section 4.4                    Chief Steward and Steward**

The Union will appoint two (2) stewards who will act as representatives of the Union receiving reasonable time off with pay during his/her regular working hours to conduct Union business involving grievance investigations and contract negotiations.

### **Section 4.5                    Grievance Investigation**

The Steward, during regular working hours, without loss of time or pay, in accordance with the terms of this Article, may investigate and present grievances to the Employer and may attend negotiating sessions upon having received permission from his/her Supervisor to do so. The Supervisor shall grant permission within a reasonable time after the first (1st) hour of the shift for the Steward to leave his/her work for these purposes subject to necessary emergency exceptions. The privilege of the Steward leaving his/her work during working hours, without loss of time or pay, is subject to the understanding that the time will be devoted to the proper processing of grievances and will not be abused.

The Steward may be required to record time spent. The Steward will perform their regularly assigned work at all times except whenever necessary to leave their work to process grievances as provided herein.

**Section 4.6**

**Notice of Union Representatives**

The Union will furnish the Employer with the names of its authorized representatives and members of its committee who are employed within the unit and such changes as may occur from time to time in such personnel so that the Employer may at all times be advised as to the authority of the individual representative of the Union with which it may be dealing.

**Section 4.7**

**Super Seniority**

Notwithstanding his/her position on the seniority list, the Chief Steward and Assistant Chief Steward, in the event of a layoff of any type, shall be continued at work as long as there is a job in his/her bargaining unit which he/she can perform and shall be recalled to work in the event of a layoff on the first open job in his/her bargaining unit which he/she can perform. The Stewards shall be permanent and non-probationary employees.

**GRIEVANCE AND ARBITRATION PROCEDURE**

**Section 5.1**

**Definition of Grievance**

A "grievance" as used in this Agreement is limited to a complaint which involves the interpretation of, application of or compliance with the provisions of this Agreement.

**Section 5.2**

**Grievance Procedure**

Any alleged violation of this Agreement or any disagreements as to the interpretation or application of this Agreement shall be considered matters subject to review through the grievance procedure as follows:

Step 1 An attempt shall be made to adjust grievances on an informal basis between the employee and, if he/she desires, his/her designated representative, and the immediate supervisor within seven (7) working days of the incident causing the grievance or seven (7) days of when the employee should have reasonably known of the incident.

Step 2 If the grievance is not settled at Step 1, then within five (5) working days of the discussion with the supervisor in Step 1, the employee shall submit the signed, written grievance to the Sheriff. Within five (5) working days of the receipt of the written grievance, the Sheriff or his designee shall meet with the employee and/or his/her Steward and Business Representative to discuss the grievance. The Sheriff or his designee will provide his written response to the employee within five (5) working days following the meeting.



**Section 5.6**

**Time Computation**

The time limits established in the grievance procedure shall be followed by the parties. If the time procedure is not followed by an employee or the Union, the grievance shall be considered settled. If the time procedure is not followed by the Employer, the grievance shall remain active and automatically advance to the next step; provided, however, that arbitration shall not occur unless the Union submits written notice of its desire to arbitrate. The time limits established herein may be extended by mutual agreement in writing. In computing days under the grievance and arbitration procedures, Saturday, Sunday and holidays shall be excluded.

**SPECIAL CONFERENCES**

**Section 6.1**

**Notice of Special Conferences**

Special conferences for important matters not normally subject to the grievance procedure will be arranged upon mutual agreement of the Union and the Employer or its designated representative upon the request of either party.

**Section 6.2**

**Special Conference Meetings**

Such meetings shall be between not more than two (2) representatives of the Employer and not more than two (2) representatives of the bargaining unit. Arrangements for such special conferences shall be made in advance and an agenda of the matters to be taken up at the meeting shall be presented at the time the conference is requested. Matters taken up in special conference shall be confined to those included in the agenda. Conferences shall be held between the hours of 9:00 a.m. and 4:00 p.m., and limited to one (1) hour duration. The members of the Union shall not lose pay for the time lost in such special conferences.

**Section 6.3**

**Scheduling of Special Conferences**

Special conferences shall be scheduled within ten (10) days after the request is made unless otherwise agreed.

**Section 6.4**

**Use of Special Conferences**

The Union and the Employer agree that neither party shall be obligated to bargain collectively on any such matter not referred to nor covered by the terms of this Agreement. Such conferences shall not be used as a substitute or to contravene the terms of the grievance procedure.

## **DISCIPLINARY ACTION**

### **Section 7.1      Union Representation During Disciplinary Action**

At any stage of a disciplinary procedure, an employee may be represented by the Steward, a Union officer or an attorney retained by and for the Union. All constitutional Weingarten and Loudermill protections shall apply to disciplinary action.

### **Section 7.2                      Notice of Disciplinary Action**

When any disciplinary action is taken against an employee, the employee shall be given a minimum of twenty-four (24) hours' notice and an opportunity for Union representation and then to state his/her position and offer any immediately available evidence to his/her superior officer rendering such discipline. Notice of any disciplinary action shall be given to the Union by the Employer within forty-eight (48) hours excluding Saturday, Sunday, and holidays of the invocation of the disciplinary action except as specifically excepted herein. The notice will normally be delivered to the Chief Steward or Steward. If neither is at work, an email with delivery confirmation or fax to the Union Headquarters shall be sufficient notice.

### **Section 7.3                      Written Incident Reports**

An employee may be required to prepare and file a written incident report regarding any incident related to his employment with the Department. In the event the incident may constitute a criminal offense, and result in disciplinary action, the employee shall be advised of the situation and shall have the right to consult counsel before filing said report. However, after being given such an opportunity, the employee shall be required to file a report concerning the incident for administrative and disciplinary purposes, but such statements shall not be offered as evidence in a criminal proceeding.

### **Section 7.4                      Appeal of Disciplinary Action**

If an employee disagrees with a disciplinary action taken against him/her, he/she may, within five (5) days of the imposition of the disciplinary action, file a grievance which shall be taken up at Step 2 of the grievance procedure.

### **Section 7.5                      Discipline for Just Cause**

The Employer and Union subscribe to the doctrine of progressive discipline. The Employer shall not discipline, discharge nor suspend without pay any employee except for just cause. Discharge must be by proper written notice to the employee and the Union citing specific



to maintain efficiency of the department or in cases of emergency. However, such changes shall not be made to avoid the payment of overtime.

#### C. Jail Unit

Employees will be assigned one of the following shift schedules:

1. a. Twelve (12)-hour, permanent shifts totaling eighty-four (84) hours in a pay period at the regular rate of pay. The twelve (12) hour schedule shall be on rotating days with every other weekend off. Sick and vacation accrual rates for a 12-hour shift shall be based on 2,184 hours per year (see scale chart); or  
b. Eight (8) hour, permanent shifts totaling eighty (80) hours in one (1) bi-weekly pay period.
2. Shift bid shall be conducted in September of each year, subject to bid by seniority, for the following year.

#### D. General Principles

1. No employee shall be required to work six (6) or more consecutive days, except in case of emergency, or in the case of rotating days off.
2. Employees can trade their work days, provided seventy-two (72) hours advance notice is given the Department.

### **Section 8.2**

#### **Temporary Assignments**

When temporary assignments are made to a higher classification, the Sheriff shall consider seniority but it shall not be the primary factor in the assignment. The Sheriff shall also consider whether the employee has previously temporarily served in the higher classification. If the assignment is to a higher classification which is an approved budget position with a temporary vacancy and the assignment is for thirty (30) work days or more, then the employee so assigned will be paid at the minimum step of the higher classification or that pay step of the employee's current class which would give the employee a one (1) step increase above his/her current pay step, whichever is greater, but not to exceed the maximum step of the pay range for the higher class.

### **Section 8.3**

#### **Rest Periods**

Employees shall be normally granted a minimum of eight (8) hours before having to report back to duty in situations of manpower shortage or emergencies. Employees reporting back other than the regular shift time will be subject to all overtime provisions of this Agreement.

**Section 8.4**

**Court and Call-Back Time**

All employees who are required to report for work other than their regular shift will receive a minimum of two (2) hours guarantee at the premium rate called for under the terms of this Agreement. All employees who are required to appear in any legal proceeding which occurs outside their regularly scheduled shift shall receive a guaranteed minimum of two (2) hours for such assignment at the appropriate rate called for in this Agreement.

**Section 8.5**

**Other Employment**

No employee may engage in other employment which in any way causes a conflict of interest or materially diminishes the performance of County duties. All other employment shall be approved in writing in advance by the Sheriff. Requests for approval of other employment shall be answered by the Sheriff within fourteen (14) calendar days from the date such request was made in writing. The Sheriff agrees to enforce this policy in a fair and consistent manner. Employment by any other police agency shall be prohibited unless specifically authorized in writing by the Sheriff.

**OVERTIME**

**Section 9.1**

**Premium Pay for Overtime Work**

- A. For employees on a twelve (12) hour shift, work extending beyond twelve (12) hours in a day or over eighty-four (84) hours in a regular two (2) week pay period shall be compensated for at one and one-half (1-1/2) times the employee's regular hourly rate for base pay.
- B. For employees on an eight (8) hour shift, work extending beyond eight (8) hours in a day or over eighty (80) hours in a regular two (2) week pay period shall be compensated for at one and one-half (1-1/2) times the employee's regular hourly rate for base pay.
- C. If such employee works at least one-half (1/2) hour after the end of this regular shift, he/she shall be paid at least one (1) hour additional pay and any work in excess of one (1) hour in overtime shall be paid on a proportionate basis to the last full quarter (1/4) hour of work.
- D. Annual leave and paid holidays shall be counted as time worked when determining eligibility for overtime payment. Employees granted a regularly scheduled holiday off will be given holiday pay for the hours of their regular shift at their regular rate of pay in lieu of the use of annual leave. An employee will not be allowed

to use holiday pay and annual leave concurrently.

**Section 9.2**                      **Overtime Distribution**

Overtime shall be offered to full-time employees before calling part-time, seasonal, court or road employees. Overtime, other than that of an emergency, training, or court time nature which is scheduled by the Sheriff or his designated representative, shall be distributed equally among the employees. In the initial preparation of the overtime rotation list, the employees shall be ranked in order of their seniority within the Corrections Officer Unit. The employee at the top of the rotation list shall be offered the overtime assignment first. That employee shall rotate to the bottom of the list if (1), he/she takes the assignment, or (2), if he/she turns down the assignment. The process shall then be continued for future assignments. In the event no one accepts an offered assignment, the overtime will be assigned in inverse order of seniority rotating upward after each ordered assignment.

Employees forced in or forced over a shift shall not be moved on the overtime call-in list.

**Section 9.3**                      **Overtime Authorization**

All overtime worked in accordance with the above provisions must be authorized by the employee's immediate superior or the Sheriff.

**Section 9.4**                      **Premium Rate Exception**

Overtime rates shall not be paid when more than eight (8) hours in a twenty-four hour period are worked as a result of regular shift changes.

- A. Overtime pay shall not be paid if the overtime created is as a result of employees trading scheduled work days. An employee who works overtime on a day he/she has traded shall be paid at premium rate as long as the trade did not create the overtime.

**Section 9.5**                      **Non-Bargaining Unit Personnel**

Persons other than the Sheriff, Undersheriff, or Captains will not be used to fill in for personnel who may receive overtime under the terms of this Agreement except in cases of emergency.

No corrections deputy shall be forced to give, pass, provide or distribute any medications during the course of their duties unless failure to do so would result in immediate loss of life.

## **LAYOFF AND RECALL**

### **Section 10.1**

#### **Layoff**

The word "layoff" shall mean a reduction in the working force. A layoff shall be accomplished in the following manner:

Part-time, seasonal, temporary, and probationary employees employed in the class of Corrections Officer shall be laid off first in an order as determined by the Employer. Seniority employees will be laid off next according to seniority on a bargaining unit seniority basis provided the employees retained are able to perform the available work. Employees to be laid off for an indefinite period of time will have at least seven (7) calendar days' notice of layoff. The Chief Steward shall receive a list from the Employer of the employees being laid off on the same date the notices are issued to the employees.

### **Section 10.2**

#### **Recall**

When the work force is to be increased after a layoff, employees will be recalled according to bargaining unit seniority, in reverse order of layoff, provided the employees recalled are able to perform the available work.

- A. Notice of recall may be by telephone call, confirmed by certified mail to the employee's last known address.
- B. Employees will be granted up to one (1) week to return to work upon request.
- C. Employees shall be carried on the seniority list for two (2) years or length of seniority, whichever is less.
- D. An employee shall notify the Employer of his/her intent to return to work within three (3) days of his receipt of notice to return.

### **Section 10.3**

#### **Layoff Pay**

In the event of a layoff, any such laid off employee shall receive layoff pay consisting of his/her regular rate of base pay for eighty (80) hours. Such payment shall be made at the effective date of layoff. Accumulated vacation pay and pay for his/her accumulated sick leave shall be paid to a laid off employee sixty (60) days after layoff.

## **SENIORITY**

### **Section 11.1**                      **Definition of Seniority**

Bargaining unit seniority shall be defined as the length of continuous service since the most recent date of hire with the County within the Corrections Officer bargaining unit. Employees employed on or before December 31, 1996, shall retain their seniority date in effect on that date subject to future adjustments as specified elsewhere in this Agreement.

### **Section 11.2**                      **Application of Seniority**

Seniority shall begin on the first day of employment but shall not apply until the probationary period has been completed. Each new hire shall serve a one (1) year probationary period. Probationary employees shall not have access to the grievance procedure regarding evaluations or termination, but shall be otherwise represented.

### **Section 11.3**                      **Termination of Seniority**

Seniority shall be defined as in Section 11.1, but an employee shall cease to have seniority and is no longer employed if:

- A. He/she quits.
- B. He/she retires under the County retirement system.
- C. He/she is discharged for just cause.
- D. He/she is absent from work for a period of three (3) consecutive work days without notifying the Employer.
- E. If he/she fails to return from a leave without pay as described in Section 13.4.
- F. He/she fails to return after being recalled from lay-off within the time limits allowed.
- G. An employee is laid off for a continuous period of two (2) years or the length of his/her seniority whichever is less.
- H. If he/she fails to return at the expiration of a leave of absence.

### **Section 11.4**                      **Seniority List**

The Employer shall maintain a bargaining unit seniority list. This list shall be updated annually and submitted in writing to the Stewards and Business Representative on or before September 1.

**Section 11.5**

**Benefit Anniversary Date**

For all other fringe benefits except retirement, length of service shall be determined by the employee's "Benefit Anniversary Date", in accordance with this Agreement.

**FAMILY AND MEDICAL LEAVE ACT APPLICATION**

**Section 12.1 Family and Medical Leave Act Application**

- A. The Employer shall abide by the provisions of the Federal Family and Medical Leave Act of 1993 for eligible employees as defined in the Act.
- B. To the extent that the Act allows either the Employer or the Employee to substitute any accrued paid annual leave, and accrued paid sick leave for any of the leave provisions under the Act, nothing in this Agreement shall be construed to preclude such right of substitution.
- C. To the extent that the leave provisions under Article 16, Vacations (annual leave); Article 15, Sick Leave; and Article 13, Leaves of Absence Without Pay provide for leave time for purposes also provided by the Act, such leave time up to twelve (12) work weeks in any twelve-month period shall be credited toward the leave time allowed by the Act.
- D. For purposes of any leave provided for by the Act which is also provided for in this Agreement, those provisions of the Act relating to notice, medical certification and restoration of work will apply to the leave.
- E. A claimed violation of the Act or this Section shall be subject to the grievance procedure up to, but not including arbitration, the intent being that any such claim shall be settled through the procedures in the Act unless mutually agreed otherwise.

**LEAVES OF ABSENCE WITHOUT PAY**

**Section 13.1**

**Leave of Absence Definition**

For the purpose of this Agreement, a leave of absence without pay shall be defined as all time for which a County employee is to be continued as an employee but not paid whether it be one (1) day or the maximum time allowable under the reason for the leave.

When an employee is granted a leave of absence without pay, the Sheriff commits himself to allowing the employee to return to work at the end

of the leave to the same duties and the same salary that the employee was performing and earning when he/she went on leave, as specified in Section 13.3. During the Leave of Absence, the Employer can fill the employee's position through whatever means it deems appropriate. Any person utilized to replace an employee placed on a Leave of Absence under this Section, shall not be subject to the terms of this Agreement.

When granted a Leave of Absence without pay, the employee commits himself to returning to work at the end of the leave.

The Leave of Absence will expire based on the type of leave specified in Section 13.3.

**Section 13.2**                      **Effect of Leaves Without Pay**

- A. Does not receive pay from the County.
- B. Does not earn annual leave.
- C. Does not earn sick leave.
- D. Does not get paid for legal holidays occurring during the leave.
- E. Has no time deducted from his/her annual leave or sick leave to cover the time off on the leave of absence without pay.
- F. Remains a member of the Michigan Municipal Employees' Retirement System but cannot withdraw retirement contributions while on leave of absence, only on separation, and cannot pay retirement contributions.
- G. The employee does not earn any additional credit for seniority but retains the length of seniority credited at beginning of the leave, except for uses listed in (B) of Section 13.3.
- H. The employee does not earn credit toward longevity or credit toward the rate of annual leave or sick leave accumulation for the period covered by the leave.
- I. Must pay any employee insurance premiums falling due during any month in which the employee is in unpaid status or when the employee has insufficient pay to cover the employee premiums (Workers compensation claims are exempt from this section). If the employee premium is not able to be deducted from the employee's wages, prior arrangements for re-payment must be made by the employee with Human Resources to ensure continuation of insurance coverage during the leave.
- J. Will retain full coverage under the Employees' Group Life Insurance Plan for up to six (6) months. For all leaves up to six

(6) months, the County will continue to pay the premium for the employee's Group Life Insurance. If the employee fails to return to active County employment by the end of his/her approved leave of absence without pay, his/her group life insurance coverage is terminated.

### **Section 13.3**

### **Types of Leave Without Pay**

- A. To cover time off because of personal illness beyond that covered by earned sick leave with pay.
  - 1. To be used when the employee has exhausted his/her accumulations of earned sick leave with pay and earned annual leave.
  - 2. To be granted only on the written recommendation of the employee's physician.
  - 3. Such leave shall not exceed six (6) consecutive calendar months commencing with the month following the date that earned sick leave with pay and earned annual leave is exhausted.
- B. To cover time off because of a compensable injury beyond that covered by sick leave with pay and annual leave with pay.
- C. To cover time off while running for County elected office filled by partisan election. If such a leave is requested, it must be granted, except no more than two (2) leaves may be granted for the purpose of running for elected office in any one (1) calendar year and each leave must be no less than fifteen (15) calendar days nor more than thirty (30) calendar days.
- D. To cover disciplinary leaves (suspension without pay).
- E. To cover time off because of personal reasons. Such a leave requires the approval of the Sheriff and the Human Resources Director and may not exceed twelve (12) months.
- F. To cover time off if an employee is elected or appointed to a full-time Union position for a period of up to twelve (12) calendar months, provided however, that approval to fill such position is obtained from the County Board of Commissioners. Any renewal of such leave shall be at the Sheriff's discretion.

### **Section 13.4**

### **Return From a Leave Without Pay**

If an employee fails to return to County employment at the end of a leave of absence without pay, and no extensions of the leave are granted, the employee must submit a resignation from County service. Failure to contact the Sheriff or the Human Resources Department at the end of the leave shall be grounds for labeling the separation from County Service

a voluntary quit.

## **SPECIAL LEAVES**

### **Section 14.1**

### **Bereavement Leave**

Employees will be granted up to three (3) days' leave with no loss of compensation because of the death of the employee's spouse, child, parent, step-parent, step-child, sister, brother, mother-in-law, father-in-law, sister-in-law, brother-in-law, grandchild, grandparents, spouse's grandparent or anyone who raised the employee from childhood. One (1) day with pay may be granted for a military funeral in which an employee is an official participant. Bereavement leave may be granted for a law enforcement funeral. In the event of lengthy travel, sick leave up to a maximum of three (3) days may be used, in addition to the above. Written proof of relationship, death and/or funeral location may be required by the Employer prior to final approval of such leave.

### **Section 14.2**

### **Jury Duty Leave**

Employees on jury duty or subpoenaed as witness, except where such subpoena is the result of secondary employment, shall be paid by the employer an amount equal to the difference between the amount of wages the employee would have earned by working during straight time hours for the Employer on that day and the daily jury duty fee paid by the courts, not including traveling allowances or reimbursement of expenses, for each day on which the employee reports for or performs jury duty and on which the employee otherwise would have been scheduled for work for the Employer. Such time will not be charged against the employee's annual leave or sick leave. An employee on a jury panel or appearing as a witness shall return to work for the balance of the day when he/she is excused by the court from further attendance.

### **Section 14.3**

### **Maternity Leave**

Employees who become disabled due to pregnancy shall be entitled to use the benefits of the sick leave procedure subject to the following:

- A. The Sheriff shall be notified as soon as possible after medical confirmation of the pregnancy is received; such notice to include estimated date of delivery.
- B. An employee will not be allowed to return to work after delivery until she has supplied the Sheriff with a statement from her physician that she is physically and medically able to return to her duties as a County employee. A copy of this statement shall be forwarded to the Human Resources Department

C. In any case, if an employee has not returned to work within two (2) months after delivery, she shall provide a doctor's statement substantiating her continued disability and expected date of recovery. Employees failing to comply with this Section or failing to return to work when found able by their physician will be separated from County employment.

D. Leaves of absence without pay, not to exceed twelve (12) months as provided under Sick Leave (Section 15.2), may be requested by employees under this section.

**SICK LEAVE**

**Section 15.1**

**Sick Leave Benefits**

A. Employees shall accumulate sick leave as follows:

<u>Years of Service</u>	<u>Hours Sick Leave Per Pay Period</u>	<u>Annual Accumulation</u>	<u>Maximum Sick Leave Accumulation</u>
0 - 10	3.692 hours	96 hours	Unlimited
11 -	5.538 hours	144 hours	Unlimited

Employees on twelve (12) hour shifts shall accumulate according to the chart below.

<u>Years of Service</u>	<u>Hours Sick Leave Per Pay Period</u>	<u>Annual Accumulation</u>	<u>Maximum Sick Leave Accumulation</u>
0 - 10	5.538 hours	144 hours	Unlimited
11 -	8.307 hours	216 hours	Unlimited

1. Upon termination and after completing at least one (1) continuous full year of employment, accumulated sick leave shall be compensated for on the basis of one-half (1/2) of accumulated unused sick leave and paid at the employee's current rate of pay, not to exceed one thousand four hundred forty (1440) hours.
2. Upon retirement from County service, as defined by the State of Michigan Municipal Employee Retirement System (MERS), accumulated sick leave shall be compensated for on the basis of three-quarters (3/4) of the accumulated unused sick leave and paid at the employee's current rate of pay, not to exceed one thousand four hundred forty (1440) hours.
3. An equivalent amount of sick leave shall be cancelled for each

period of work time an employee is off sick based on the hours the employee is scheduled to work.

- B. For employees hired on or after September 14, 2010, employees shall accumulate sick leave at the rate of ninety-six (96) sick leave hours per year. Sick leave time will be accumulated by two (2) week pay periods based on the number of hours paid not to exceed eighty (80) hours per pay period or 3.69 sick leave hours per pay period. Each employee shall be allowed to accumulate up to one thousand four hundred forty (1440) hours of sick leave. Sick leave accrual rates for a 12-hour shift shall be based on 2,184 hours per year.
1. Payment when separating from County employment for reasons of death or to become a retirant member of the Michigan Municipal Employees' Retirement System: An employee separating from County employment for these reasons shall receive three-quarters (3/4) pay for all unused accumulated Sick Leave, up to seven hundred twenty (720) hours [maximum payout - five hundred forty (540) hours]. Payment shall be based on the rate the employee is earning at the time of separation.
  2. Payment when separating from the County for reasons other than Retirement or Death; after completion of at least one (1) year of continuous County employment; Any employee separating for these reasons shall receive one-half (1/2) pay for all unused accumulated sick Leave, up to seven hundred twenty (720) hours [maximum payout - three hundred sixty (360) hours]. Payment shall be based on the rate the employee is earning at the time of separation.
- C. Donated Leave Policy approved by the Muskegon County Board of Commissioners.

## **Section 15.2**

## **Use of Sick Leave**

Sick leave may be taken after 90 days of employment for the following reasons:

1. Any illness an employee may contract, or any exposure to contagious disease he/she may experience in which the health of others may be endangered by his/her attendance at duty, or a critical illness to spouse or child.
2. For compensable injury or illness, to supplement the Worker's Compensation Benefits, to equal such employee's regular rate of pay, charged against sick leave bank.
3. Any non-duty connected disability an employee may sustain, except

for an injury that may be sustained while being in the employ of another during his/her off duty time which is covered by Worker's Compensation furnished by the other Employer.

**Section 15.3**

**Pay for Day of Injury**

If an employee becomes injured during his tour of duty, he/she shall be paid for that day and it shall not be deducted from his/ her sick leave credits.

**Section 15.4**

**Medical Leave**

A. Physician's Verification. A doctor's written verification may be required as evidence of an employee or family illness as outlined in Section 15.2 or any injury that prevented his/her attendance at work for a period in excess of three (3) continuous days. Falsification of such evidence will be sufficient cause for disciplinary action. The employee will sign a medical release if additional medical evidence is required by the Sheriff.

In addition, proof of disabling illness may be required for any sick leave usage when an employee's sick leave accumulation falls below 50% of possible accumulation during the first two (2) years of employment. After two (2) years of employment, an employee with a history of short-term sick leave usage may be required to provide a medical statement of illness (for self or family member) if their sick leave accumulation falls below 96 hours. Falsification of such evidence will be sufficient cause for disciplinary action.

B. Sick Leave During Vacation. If an employee becomes ill while on vacation, the use of sick leave shall be granted only if written proof from a doctor is submitted describing the illness, the length of incapacity and further evidenced by a receipted bill for services of the attending physician. The employee shall return to work on the originally scheduled date unless that date is changed by his/her supervisor.

C. Medical Examination. Employees suffering from a chronic or recurring illness necessitating absences in excess of the absences for which sick pay is payable may, at the Employer's option, be required to submit to an examination by a physician chosen by the Employer. If corrective surgery or other therapy is recommended to remedy or alleviate such illness and the employee does not submit to such surgery or therapy within a reasonable time, he/she may be discharged due to such physical disability.

**Section 15.5**

**Special Consideration**

In the event an employee has a serious illness and has used up all his/her accumulated sick leave and vacation leave, the employee may request the Board of Commissioners to extend the sick leave with pay. The Board of Commissioners may, in its discretion, for exceptional circumstances, grant an extension of sick leave at such rate of pay and for such time as it deems appropriate, but its exercise of discretion will not be subject to the grievance procedure.

**VACATIONS**

**Section 16.1**

**Vacation Benefits**

Employees shall earn vacation pay as follows:

<u>Years of Service</u>	<u>Annual Accumulation</u>	<u>Hours Per Pay</u>	<u>Maximum Accumulation*</u>
1 - 5	104 hours	4.000	208 hours
6 - 10	128 hours	4.920	256 hours
11 - 15	152 hours	5.848	304 hours
16	160 hours	6.152	320 hours
17	168 hours	6.464	336 hours
18	176 hours	6.768	352 hours
19	184 hours	7.080	368 hours
20	192 hours	7.384	384 hours

\*The maximum accumulation is based on two (2) years' worth of annual leave earnings.

All accumulated vacation time shall be paid based on maximum set; however, the balance will be allowed to accrue and use beyond the maximum for accrual purposes only.

An equivalent amount of annual leave shall be cancelled for each period of work time an employee is on annual leave based on the hours the employee is scheduled to work.

For employees hired on or after September 14, 2010, Annual Leave shall be earned and accumulated per pay period according to the following chart:

<u>Years of Service</u>	<u>Annual Accumulation</u>	<u>Hours Per Pay</u>	<u>Maximum Accumulation*</u>
1 - 5	104 hours	4.000	156 hours
6 - 10	128 hours	4.920	192 hours
11 - 15	152 hours	5.848	228 hours
16	160 hours	6.152	240 hours
17	168 hours	6.464	252 hours
18	176 hours	6.768	264 hours
19	184 hours	7.080	276 hours
20	192 hours	7.384	288 hours

\* The maximum accumulation is based on one and one half (1 1/2) years' worth of Annual Leave earnings.

All accumulated vacation time shall be paid based on maximum set; however, the balance will be allowed to accrue and use beyond the maximum for accrual purposes only. Vacation leave accrual rates for a 12-hour shift shall be based on 2,184 hours per year.

Twelve Hour accrual rates for employees on twelve hour shifts shall be earned and accumulated per pay period according to the following chart:

<u>Years of Service</u>	<u>Annual Accumulation</u>	<u>Hours per pay</u>	<u>Max*</u>
1 - 5	156 hours	6.000	234 hours
6 - 10	192 hours	7.384	288 hours
11 - 15	228 hours	8.769	342 hours
16	240 hours	9.230	360 hours
17	252 hours	9.692	378 hours
18	264 hours	10.153	396 hours
19	276 hours	10.615	414 hours
20 and over	288 hours	11.076	432 hours

## **Section 16.2**

### **Vacation Scheduling**

Employees may elect to take either a split or complete vacation. Vacations are subject to departmental personnel complement required to effectively staff the Department. In all cases, approval of the Sheriff is necessary in scheduling vacations.

In September, the department will post a notice on which each employee will indicated when he/she desires to take his/her vacation for the following fiscal year. Should two (2) or more employees of the same classification select the same vacation period, the desire of the employee with the greater service time in that classification shall be given preference. Vacation requests will be approved or denied by the Sheriff within a two (2) week time frame following the request. Vacation

requests received at times other than the normal posting period will be considered on a first come, first served basis.

Two corrections Deputies will be allowed to be absent on scheduled Annual (vacation) time per shift. If on eight (8) hour shifts, there will be one (1) allowed Deputy off on each eight (8) hour shift.

A. Corrections Deputies, on leave for military training or deployment, shall not count towards the allotted two Deputies on annual provision.

### **Section 16.3**

### **Termination**

Any employee who has been on the payroll for a continuous period of at least six (6) months and who terminates County employment shall be paid for his/her accumulated vacation days at the rate of pay currently received by said employee.

### **Section 16.4**

### **Vacation Eligibility**

No employee shall be entitled to any vacation, or pay therefore, until he/she has been on the payroll for a continuous period of at least six (6) months. Vacation days shall be earned during the first six (6) months of employment in the manner provided in Section 16.1. Vacation with pay will not be granted before vacation time has been earned.

In accordance with Internal Revenue Service private letter ruling number 200450010, release date 12/10/04, each benefit eligible employee, during the open enrollment period before the start of the plan year (for current employees) or before the employee begins accruing leave (for newly-hired employees), may make a one-time, irrevocable election to voluntarily elect to have up to eighty (80) hours of vacation time deducted from his/her subsequent year vacation leave accruals and receive the equivalent amount as a cash disbursement in lieu of time off during the next calendar year. The number of hours that are elected may not be used in any subsequent plan year and hours will not be eligible for cash disbursement until the hours have been accrued since the beginning of the new calendar year. If an employee elects a cash disbursement of eighty (80) hours of unused vacation leave, then (1) any hours above eighty (80) that the employee has banked will be deemed to be used first, and (2) of the eighty (80) elective hours, any that are unused and not disbursed as cash must be forfeited. No elective days can be rolled over into the next year.

### **Section 16.5**

### **Sick Leave During Vacation**

Sick leave taken during a vacation (not exceeding the accumulated sick leave of the employee) shall be counted as time worked for the purpose of computing vacation benefits. Absence due to duty-connected

disability shall also be counted as time worked; however, this shall be limited to one (1) year.

**Section 16.6**

**Cancelled Vacation**

If a properly scheduled vacation must be cancelled by the Sheriff, the employee shall be paid his/her normal hourly rate for the lost vacation time and, in addition, shall be paid his/her normal hourly rate for the actual time worked. However, upon the request of the employee, the Sheriff and the County Human Resources Director may grant that the vacation be rescheduled either the same calendar year or the following year.

**Section 16.7**

**Vacation Pay Advance**

If a regular pay day falls during an employee's vacation and he/she is to be on vacation for two (2) weeks or longer, he/she will be entitled to receive that check in advance before going on vacation. An employee must make a request to the Accounting Director for his/her check two (2) weeks before the pay day he/she expects to receive the check if he/she desires to receive it in advance. All Union deductions due will be taken out of vacation checks at the time of issue.

**Section 16.8**

**Trade Days**

Corrections Deputies will be allowed twenty-four (24) trade days per year. Trade Days can be used outside of the pay period. Trade days are to be considered a day for a day.

**HOLIDAYS**

**Section 17.1**

**Recognized Holidays**

For the purpose of computing holiday pay, the following days shall be designated as paid holidays:

New Year's Day	Veteran's Day
Martin Luther King Day	Thanksgiving Day
Presidents' Day	Friday following Thanksgiving
Memorial Day	Christmas Eve
Juneteenth	Christmas Day
Fourth of July	New Year's Eve
Labor Day	

**Section 17.2**

**Pay for Holiday Work**

Holiday pay is defined as a scheduled work day at the employee's regular hourly rate. Employees required to work the holiday shall be paid in

addition to holiday pay, time and one-half (1-1/2) for the hours worked on the holiday. Employees required to work in excess of a regular shift on the holiday shall be paid two and one-half (2-1/2) times their regular hourly rate for those hours worked in excess of the regular shift.

### **Section 17.3**

### **Holiday Eligibility**

Employees not working on such holidays shall be paid twelve (12) hours base pay for the above designated holidays, providing they meet all of the following eligibility rules and qualifications:

- A. The employee must have worked his/her last day scheduled before the holiday and his/her first day scheduled after the holiday, unless excused by the Sheriff, or;
- B. He/she is off work on an authorized sick leave and has accumulated sick leave time due, or;
- C. He/she is on one of his/her regularly scheduled days off. Employees are allowed two (2) days off work per week as regularly scheduled days off.
- D. Employees granted a regularly scheduled holiday off will be given holiday pay for the hours of their regular shift at their regular rate of pay in lieu of the use of annual leave. An employee will not be allowed to use holiday pay and annual leave concurrently. Employees who work their regularly scheduled days off on overtime shall be paid twelve (12) hours or eight (8) hours of Holiday Pay depending on the actual hours worked.

### **Section 17.4**

### **Personal Leave**

Each employee shall be credited with thirty-six (36) hours of personal time effective the first full pay period following October 1 of each contract year. Personal time can be taken at any time with the approval of the Sheriff or his/her designee. Personal leave is not accruable and must be taken before the start of the next full pay period following October 1<sup>st</sup> of the next year. Personal time shall be counted as time worked for the purposes of calculating overtime. For scheduling purposes, this personal time will be used in a manner identical to "Annual Leave".

## **COMPENSATION**

### **Section 18.1**

### **Classifications and Wage Rates**

The wages for employees covered in this Agreement are set forth in Appendix A and made a part hereof.

**Section 18.2**

**Merit Increases**

The Union agrees the merit increase is subject to a satisfactory evaluation rating. If the evaluation rating is less than satisfactory, the increased pay step may be denied and is subject to the grievance process. The Employer agrees if the employer fails to complete an evaluation by the anniversary/merit date, the merit increase shall be granted on the merit date as if a satisfactory rating had been achieved.

**Section 18.3**

**College Degree/Education Pay**

Corrections Officer Unit Members will receive the following percentage increase based upon the College Degree/Education they have completed below. Corrections Officer Unit members shall only receive the highest percentage level they are eligible for.

- A. Any member who has received a Master's Degree in Police Science or other related fields from an accredited college or university shall receive an additional pay adjustment of seven and one-half percent (7.5%) above and beyond the base pay range.
- B. Any member who has received a four (4) year B.A. Degree in Police Science or other related fields from an accredited college or university shall receive an additional pay adjustment of six and one-half percent (6.5%) above and beyond the base pay range.
- C. Any member who has received a two (2) year A.A. Degree from an accredited college, including the successful completion of a minimum of thirty (30) credit hours in Police Science or other related fields course work, shall receive an additional pay adjustment of three and one-half percent (3.5%) above and beyond the base pay range.
- D. Any member who has obtained and maintained a Paramedic License shall receive an additional pay adjustment of three percent (3%) above and beyond the base pay range.
- E. Any member who has successfully completed a minimum of 4 years of active duty or the equivalent in the reserves or nations guard, shall receive an additional pay adjustment of two percent (2%) above and beyond the base pay range.



Deductible- \$2,500 (single)/\$5,000 (2-person/more)  
Co-insurance- 10%  
Out-of-pocket maximum- \$4,000 (single)/\$8,000 (2-person/more)  
Employee premium - \$0.00  
County HSA contribution-\$0.00

**Plan #2** (Deductible levels set at the minimum deductibles, per Internal Revenue Service)

Deductible- \$1,600 (single)/\$3,200 (2-person/more)  
Co-insurance- 0%  
Out-of-pocket maximum- \$2,250 (single)/\$4,500 (2-person/more)  
County HSA contribution- \$0.00  
Monthly employee premium - 18% of plan premium costs (2024 equates to Single- \$126.90/month, 2-Person- \$304.57/month, Family- \$380.71/month)

In accordance with the IRS's proposed regulations at 1.125-1(o)(4), each benefit eligible employee, during the open enrollment period before the start of the plan year (for current employees) or before the employee begins accruing leave (for newly-hired employees), may make an one-time, irrevocable election to voluntarily elect to have up to eighty (80) hours of sick time deducted from his/her subsequent year sick leave accruals and the equivalent amount deposited into his/her HSA account during the next calendar year. The number of hours that are elected may not be used in any subsequent plan year and hours will not be eligible for HSA contribution until the hours have been accrued since the beginning of the new calendar year. If an employee elects to convert eighty (80) hours of unused sick leave to HSA contributions, then (1) any hours above eighty (80) that the employee has banked will be deemed to be used first, and (2) of the eighty (80) elective hours, any that are unused and not converted to an HSA contribution must be forfeited. No elective days can be rolled over into the next year.

### **Section 19.2**

### **Life Coverage**

The Employer agrees to provide "straight term" life insurance or coverage for each permanent employee, equivalent to the employee's annual salary rate rounded to the next highest thousand dollars.

### **Section 19.3**

### **Retiree's Coverage**

The Employer shall provide medical coverage through insurance or a self-funded plan to individuals hired prior to November 1, 2014 and who are vested under the MERS plan by meeting age and service requirements, and for individuals who apply to MERS for disability retirement before separation, or within 30 calendar days of their separation from County employment and said application is subsequently approved by MERS. The insurance will become effective at the time the individual begins

collecting his/her pension check from MERS. In addition, active retirees' dependents will be allowed to participate in the Employer's group health insurance program, but cost for coverage for any retiree's dependents shall be paid by the retiree.

The eligible retiree will have the choice between the Healthcare Savings Account (HSA) plan, with no further employer contribution, or the High Deductible (HD) plan. The parties agree that the medical coverage for eligible retirees is valid on a primary basis until the retiree is eligible for Medicare and on a supplemental basis, via a Medicare Advantage plan, thereafter; for the lifetime of the retiree.

The County will pay for individual retiree's coverage based on the following schedule for all bargaining unit employees hired on or after January 1, 1994.

<u>Years of Continuous Service at Date of Retirement</u>	<u>Percentage of Individual Retirees Coverage Paid by County</u>
10	40
11	44
12	48
13	52
14	56
15	60
16	64
17	68
18	72
19	76
20	80
21	84
22	88
23	92
24	96
25	100

The County will pay for individual retiree's coverage based on the following schedule for all bargaining unit employees hired on or after September 14, 2010.

<u>Years of Continuous Service at Date of Retirement</u>	<u>Percentage of Individual Retirees Coverage Paid by County</u>
15	40
16	44
17	48
18	52
19	56
20	60
21	64
22	68
23	72



of hire into a permanent position.

**Section 19.7**

**Section 125 Plan**

The County shall make available to each qualified employee included in the Bargaining Unit participation in the County of Muskegon Section 125 Plan on the terms set forth in the plan document (as amended for inclusion of the voluntary benefits) for this bargaining unit.

**Section 19.8**

**Vision Coverage**

Effective upon execution of the contract and open enrollment period the County agrees to provide Vision Coverage to all permanent employees with an employee contribution of 15% of the monthly premium equivalent for the employee and applicable dependents. The contribution amount will be paid to the County by the employee via payroll deduction, which deduction is hereby authorized by this agreement.

**RETURN TO THE BARGAINING UNIT**

**Section 20.1**

**Return to the Bargaining Unit Following Promotion**

An employee who has been promoted to a rank excluded from this bargaining unit may voluntarily return to his/her former classification within the bargaining unit during the first six (6) months of such promotions without loss of seniority as such seniority shall continue to accrue while employee is out of the unit for a period of up to six (6) months. Thereafter, a return to this bargaining unit shall be at the Sheriff's sole discretion.

Thereafter, an employee who is returned to this bargaining unit, either voluntarily or involuntarily, shall have such seniority rights as are provided in this Agreement based upon the employee's seniority acquired immediately prior to such promotion to a rank excluded from this bargaining unit.

**Section 20.2**

**Promotions**

When a position is to be filled in a higher rank (Sheriff to Corrections Officer), the following shall apply:

- A. The promotional process of the Muskegon County Sheriff Department is vested exclusively in the Sheriff except as abridged in this Section. The Sheriff has the sole responsibility for the actions of each officer, accordingly, he shall have the ultimate choice of the personnel who will carry out his demand.
- B. In order to select the most capable individual, the manner of selection will be as follows:

A Promotional Panel will be established by the Sheriff and shall consist of at least five (5) Command Officers and Undersheriff. The six (6), or more, personnel will thoroughly review each and every candidate for consistency with the criteria contained herein. A list of candidates shall be presented to the Sheriff with each candidate ranked by qualification, in descending order of qualification. The Sheriff shall select a candidate to fill the position from the list given to him by the Promotional Panel. If any two (2) candidates are equal in all respects, the most senior candidate shall be given the position.

C. Criteria to be Considered shall be as Follows:

1. Years of Service
2. Demonstrated ability and qualifications to preform service required
3. Loyalty
4. Attendance Record
5. Education and Training
6. Initiative and Maturity
7. Work History Personality and Communicative Skills
8. Performance Ratings
9. Background Experiences
10. Leadership Qualities
11. Deportment and Appearance

**DRUG POLICY**

**Section 21.1**

**Drug Policy**

- A. The Employer may require an employee to submit to a random alcohol and/or drug test for alcohol, federally illegal drugs, controlled substances or hallucinogens.
- B. Such testing may require the employee to provide a blood and/or urine sample. If the test discloses the presence of federally illegal drugs, controlled substances or hallucinogens, or if the test indicates that the employee is impaired or intoxicated by alcohol, the employee is subject to discipline up to and including immediate discharge. Refusal to submit to the test is grounds for immediate discipline, up to and including immediate discharge.
- C. An employee is urged to consult with his/her supervisor if he/she is using prescription or over-the-counter medication which the employee believes may affect his/her performance.
- D. An employee determined, as a result of properly implemented medical tests, to be impaired by alcohol or to test positive for federally illegal drug(s) while at work will, on first occurrence, be allowed a choice between immediate termination of employment or agreement to enter a rehabilitation or counseling program, providing such employ

enters into a "Last Chance Agreement." A blood/alcohol level meeting or exceeding .05% or 10mg/DL shall constitute alcohol impairment for purposes of this policy.

## **MISCELLANEOUS**

### **Section 22.1**                      **Departmental Organization**

The following illustrates the current organization of the operation in which bargaining unit members are assigned. However, the Sheriff reserves the right to reorganize by modification or otherwise, the Department as he shall deem necessary.

#### Corrections Division

Jail Unit

### **Section 22.2**                      **Reclassification**

The Sheriff shall not unilaterally reclassify any existing employee during the life of this Agreement.

### **Section 22.3**                      **Worker's Compensation**

The Employer agrees to cooperate toward the prompt settlement of employee's on-the-job injury and sickness claims when such claims are due and owing. The Employer shall provide Worker's Compensation protection for all employees.

Employees on compensable injury may use sick leave as specified in Section 13.2 or annual leave to make up the difference between worker's compensation benefits and the employees regular wage, less deductions. Employees on compensable injury placed on a leave of absence shall continue to accumulate seniority in keeping with Section 13.2 (G).

Employees of the Muskegon County Sheriff's Corrections Unit shall be covered by all applicable Workers' Compensation laws. In the event of injury or illness for which an employee is eligible for Worker's Compensation disability benefits, the County shall pay to the employee an amount of money sufficient to make up the difference between the worker's compensation disability weekly benefits and the employee's regular rate of pay. The County shall provide this supplement for a period not to exceed thirteen (13) weeks.

The supplement, as provided herein, is subject to the following limitations:

1. As the result of being shot, stabbed or slashed or other cases in which there is an actual attempted assault on the Corrections Officer

2. As a result of a traffic crash while on duty
3. While attempting to control an inmate from harming staff, other professionals, self, or other inmate(s)
4. While actively attempting to quell a disturbance or riot
5. While performing a lifesaving function

Benefits for this section may be limited or disallowed if the injury has taken place as the result of improper action by the officer in the performance of his duties or the injury cannot be substantiated by the attending physician.

**Section 22.4**                      **Unemployment Compensation**

The County will provide for all employees of the bargaining unit unemployment compensation as prescribed by law. Such unemployment compensation shall provide the maximum coverage by law for each employee of the bargaining unit.

**Section 22.5**                      **Unsafe Equipment**

- A. The Employer shall not require employees to take out on the streets or highways any vehicle that is not in safe operating condition or equipped with the safety appliances prescribed by law. If an employee refuses to operate said equipment without justification, said employee may be subject to disciplinary action, including discharge. "Justification" shall mean a determination made by the departmental mechanic, or, in the event of dispute, by an outside mechanic from an established garage or dealership.
- B. The Employer shall not require a member of this bargaining unit to use, operate or carry any equipment that is in disrepair, that malfunctions, or is unsafe where such disrepair, malfunction or unsafe status would impair or endanger the assigned activity.

**Section 22.6**                      **Loss or Damage by Employee**

Employees shall not be charged for loss or damage to County equipment and/or property unless clear proof of negligence is shown.

**Section 22.7**                      **Accidents**

Any employee involved in any accident shall immediately report said accident and any physical injury sustained to his/her Command Officer. When required by his Employer, the employee, before starting his next shift, shall make out an accident report, in writing, on forms furnished by the Employer and shall turn in all available names and addresses of witnesses to any accidents. Failure to comply with this provision shall subject such employee to disciplinary action by the Employer.

**Section 22.8**

**Equipment Reports**

- A. Employees shall immediately, or at the end of their shift, report all defects of equipment. Such report shall be made on a suitable form furnished by the Employer and shall be made in multiple copies; one copy to be retained by the employee.
  
- B. When the occasion arises where an employee gives written report on forms in use by the Employer of a vehicle being in an unsafe operative condition for the assigned activity, and receives no consideration from the Employer, he/she shall take the matter up with the Officers of the Union who will take the matter up with the Sheriff.

**Section 22.9**

**Uniform Allowance**

- A. Uniform Complement. The Employer will provide each Corrections Officer who is required to wear and continuously maintain prescribed items of uniform clothing and personal equipment, the following items of clothing and equipment:

One Pair of Handcuffs	One All-Weather Coat
Three Summer Shirts	Two Badges
Three Winter Shirts	Two Name Bars
Two Neckties	ID Card and Leather Holder
Five Trousers or Slacks	One Handcuff Holder
One Waist Belt	One Key Holder
	One Tie Clasp
	FCC Compliant Jail Portable
	Radio by 12-31-12

Sam Browne Belt, Holster, Keepers and Cartridge Holder will be provided as necessary in the event a Corrections Officer transports prisoners.

- B. Clothing Allowance. In each year of the Agreement, each Corrections Officer will receive a uniform maintenance allowance of \$650.00. Employees who terminate within the year subsequent to receipt of the uniform maintenance allowance payment will reimburse the Employer for that portion of uniform maintenance allowance payment attributed to the time subsequent to the termination, with such reimbursement being made as a deduction from the employee's final paycheck. Such uniform allowance is to be paid as soon as reasonable, but no later than March 1<sup>st</sup> of each calendar year.
  
- C. Clothing Replacement. Articles of uniform clothing and personal equipment rendered unserviceable by virtue of normal wear or damage in the line of duty will be replaced by the Employer. The

Sheriff of Muskegon County shall determine when replacement is necessary. Worn or damaged articles shall be surrendered to the Sheriff upon replacement of same. All uniforms and equipment shall be ordered within thirty (30) days of request.

- D. Employer Property. All present uniform clothing and equipment (not to exceed the basic uniform listed above) and future procurement and replacement of uniform clothing and equipment shall become and shall remain the property of the Employer.
- E. Surrender of Uniforms. Upon termination of employment with the Muskegon County Sheriff Department, all uniform clothing and personal equipment shall be surrendered to the Muskegon County Sheriff Department prior to the issuance of the final pay check. Serviceable equipment so surrendered may be reissued to a new officer of the same or approximately the same measurements.
- F. Cleaning and Laundry. All employees covered by this Agreement shall be personally responsible for proper cleaning, altering and laundry of the items provided.
- G. Body Armor. The Employer will provide, at the request of each Corrections Officer, regularly assigned to the jail a body armor vest once every five (5) years. Earlier replacement than every five (5) years shall be determined by the Sheriff, at his discretion, that replacement is warranted sooner. The Sheriff shall consider environmental conditions when wearing the vest. The Union recognizes that this option to choose to wear the vest or not is at the employees' discretion based solely on their judgement of need.

**Section 22.10**      **Sheriff Department Personnel Files**

- A. A member of the Union's personnel file shall be kept under the direct control of the office of the Sheriff or Undersheriff.
- B. The Employer shall not allow anyone other than the Sheriff Department personnel, or its legal counsel, to read, review, have a copy of or in any review in whole or in part, a member of the Union's personnel file or any document which may become part of his/her file not including; however, job application, sick and vacation records, disciplinary action forms, pay records, fringe benefits or any matter which is customarily kept by the County unless legally subpoenaed.
- C. A member may, by right, review his own personnel file as to its total content except the background investigation report upon request to the Sheriff so long as it is reasonably exercised.
- D. All personnel files shall be kept and maintained in the confines

of the Human Resources Department so as to secure their privacy.

**Section 22.11**

**Legal Counsel**

The Employer shall provide to each employee of the bargaining unit such legal assistance in conjunction with existing insurance coverage as shall be required or needed as a result of the acts occurring when and while said employee is in the performance of his/her police duties and responsibilities. This shall apply to all civil suits and criminal prosecutions. Unless there is a conflict of interest, the Corporate Counsel's office shall be used.

**Section 22.12**

**Retirement Plan**

For employees hired before September 1, 2010, the Employer shall provide to all permanent employees the State of Michigan Municipal Employees Retirement System Plan known as Benefit Program B-3 with Benefit Program identified as F50(25) as described in the Michigan Municipal Employees Retirement Act, with the employee contribution of 2.69%, with such contribution deducted from the employee's wage through payroll deduction, such deduction being hereby authorized by this Agreement. Employees hired on or after September 1, 2010 and before November 1, 2014, will have a 5.69% contribution with such contribution deducted from the employee's wage through payroll deduction, such deduction being hereby authorized by this Agreement.

An employee shall be eligible to earn credit for retirement benefits effective with their date of hire provided that they are in a position scheduled to work at least ten (10) six-hour days per month.

Employees hired on or after November 1, 2014 will be enrolled in the MERS Defined Contribution Plan and shall contribute a minimum of five percent (5%) employee contribution and the employer shall contribute three and one half percent (3.5%) of the employee's gross wages.

The parties agree that the benefits of the retirement plan are valid for the life of the retiree, in accordance with the MERS Plan Document.

**Section 22.13**

**Personal Belongings**

The County shall replace or reimburse the value, up to \$125.00 (up to \$200.00 for eye glasses only), and subject to depreciation, of any article ruined or destroyed belonging to a Corrections Officer who is lawfully performing his duty.

**Section 22.14**

**Bulletin Board**

The Employer will provide a bulletin board in the Sheriff Department which may be used by the Union for posting notices, including but not limited to, notice of the following types:

- A. Notices of recreational and social events.
- B. Notices of elections.
- C. Notices of results of elections.
- D. Notice of meetings.
- E. Miscellaneous items placed on the board by employees, such as "for sale" notices.
- F. Union activities.

**Section 22.15**

**Residency Requirements**

All employees of the Muskegon County Sheriff Department shall live within twenty (20) miles of the nearest Muskegon County boundary line (Act 212 of 1999).

This requirement does not apply to a person who is married and both of the following conditions are met:

The person's spouse is employed by another public employer;

The person's spouse is subject to a condition of employment or promotion that, if not for this Section, would require him or her to reside a distance of less than twenty (20) miles from the nearest boundary of the public employer.

This Section would not affect current employees unless they move from their present address after effective date of this contract.

**Section 22.16**

**Benefit Program Compensation**

No benefit program or combination of benefit programs shall allow an employee to be compensated at a rate in excess of the hourly base rate of pay the employee would receive if working and in pay status.

**Section 22.17**

**Election of Remedies**

When remedies are available for any complaint and/or grievance of an employee through any administrative or statutory scheme or procedure, such as, but not limited to, a veteran's preference hearing, civil rights hearing, or Department of Labor hearing, in addition to the grievance procedure provided under this Agreement, and the employee elects to utilize the statutory or administrative remedy, the Union and the affected employee shall not process the complaint through any grievance procedure provided for in this Agreement. If an employee elects to use the grievance procedure provided for in this Agreement

and subsequently elects to utilize the statutory or administrative remedies, then the grievance procedure provided for hereunder shall not be applicable and any relief granted shall be forfeited.

**Section 22.18**

**Training Programs**

The Employer shall determine training requirements for employees to establish and maintain skills, proficiencies and certification necessary to the performance of work assignments in the Sheriff Department. If the training program occurs outside of the employee's regularly scheduled work day, the employee will be compensated in accordance with Section 9.1, Premium Pay for Overtime Work.

**Section 22.19**

**Separability and Savings Clause**

If any Section of this Agreement or any riders thereto should be held invalid by operation of law, or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any Section should be restrained by such tribunal pending a final determination as to its validity, the remainder of this Agreement and of any riders thereto, or the application of such Section to persons or circumstances other than those as to which it has been held invalid or as to which compliance with or enforcement of has been restrained, shall not be affected thereby.

In the event that any Section is held invalid or enforcement of or compliance with which has been restrained, as above set forth, the parties affected thereby shall enter into collective bargaining negotiations upon the request of the Union for such Sections during the period of invalidity or restraint for the purpose of arriving at mutually satisfactory replacement.

There are no agreements which are binding on either of the parties other than the written provisions contained in this Agreement. No further agreement shall be binding on either of the parties until it has been put in writing and signed by the parties.

**Section 22.20**

**Captions**

The titles to each Section or subsection are for identification purposes only and shall not be a substantive part of this Agreement.

**Section 22.21**

**Waiver**

The Agreement expressed herein, in writing, constitutes the entire Agreement between the parties and no oral statement shall add to or supersede any of its provisions. 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 understandings 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 Union, 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 referred to or covered by this Agreement or 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 parties at the time they negotiated or signed this Agreement.

**Section 22.22**

**Non-Discrimination**

- A. The Employer and the Union agree that the provisions of this Agreement in accordance with applicable federal and state laws shall be applied equally to all employees without discrimination as to race, color, religion, sex, age, national origin, height, weight or marital status.
  
- B. The parties hereby agree that no officers, agency, representatives, members or anyone connected with either party shall in any manner intimidate, coerce, restrain, or interfere with the rights of employees to form, join, or assist labor organizations or to refrain from any of these activities, including the right of employees to withdraw, revoke, or cancel Union membership.

**Section 22.23**

**Acceptance of Gifts**

No employee shall accept loans, gifts, money, or goods, services or other preferred arrangements for personal benefit under any circumstances directly involving influence upon the manner in which he/she performs his/her work, makes his/her decisions, or otherwise discharges his/her duties as a County Employee.

**Section 22.24**

**Health Programs**

The Sheriff will comply with Public Act 57 of 1997 (MCL333.5204) HIV HBV Testing, Tuberculin Testing and Influenza Immunizations.

**Section 22.25**

**Emergency Closure**

Employees required to work during a closure approved by the Muskegon County Administrator and/or Board Chair and when all other County departments (non-24/7) are closed, shall be paid for hours actually worked at one and one half (1 ½) times their regular hourly rate for that day and all shift associated with that day.

**Section 22.26**

**Comp Time**

Comp time may be granted for qualifying, approved overtime, and holiday pay at the employees request and accrued at the rate for which it would be paid in cash. Comp time may be used in accordance with Section 16.2-Vacation Scheduling and when taken is counted as time worked for the purpose of calculating overtime.

**DURATION**

**Section 23.1**

**Term of Agreement**

This Agreement shall be in full force and effect from the date hereof to and including September 30, 2028. It is further provided that where no such cancellation or termination notice is served and the parties desire to continue said Agreement but also desire to negotiate changes or revisions in this Agreement, either party may serve upon the other a notice at least sixty (60) days prior to the expiration or of any subsequent contract year advising that such party desires to continue this Agreement but also desire to revise or change terms or conditions of such Agreement.

In the event of war, declaration of emergency, or imposition of civilian controls during the life of this Agreement, either party may reopen the same upon sixty (60) days' written notice and request renegotiation of matters dealing with wages and hours. If governmental approval of revisions should become necessary, all parties will cooperate to the utmost to attain such approval.

The parties agree that notice provided herein shall be accepted by all parties as compliance with the notice requirements of applicable law. **IN WITNESS WHEREOF**, the parties have hereunder set their hand and seals this 17<sup>th</sup> day of October, 2023.

**COUNTY OF MUSKEGON**

**FRATERNAL ORDER OF POLICE  
LABOR COUNCIL**

\_\_\_\_\_  
Charles Nash, Chairman  
Muskegon County Board  
Commissioners

\_\_\_\_\_  
Andrew Payne  
Business Representative

\_\_\_\_\_  
Karen Buie, County Clerk

\_\_\_\_\_  
Christopher Riddle, Steward

\_\_\_\_\_  
Jeffrey Holmstrom, Steward

**SHERIFF OF MUSKEGON COUNTY**

\_\_\_\_\_  
Eric Anderson, Steward

\_\_\_\_\_  
Michael Poulin  
Sheriff

**Appendix A**

<u>Grade</u>	<u>Step 1</u>	<u>Step 2</u>	<u>Step 3</u>	<u>Step 4</u>	<u>Step 5</u>	<u>Step 6</u>	<u>Step 7</u>	<u>Step 8</u>
18	\$27.02	\$28.16	\$29.29	\$30.43	\$31.56	\$32.70	\$33.83	\$34.97

**WAGES**

Place Corrections Officers at Grade 18 of MGT's salary study over one (1) year effective the first full pay period following October 1, 2023. Employees will be placed at the step in the new scale according to years of service in their current classification, per attached highlighted in blue.

Effective the first full pay period following October 1, 2024-2%

Effective the first full pay period following October 1, 2025-2%

Effective the first full pay period following October 1, 2026-wage re-opener

Effective the first full pay period following October 1, 2027-wage re-opener