

AGREEMENT

Between

THE CHARTER TOWNSHIP OF PLYMOUTH

And

POLICE OFFICERS ASSOCIATION OF MICHIGAN

(Police Officers)

Effective: January 1, 2019 through December 31, 2023

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AGREEMENT

This Agreement is made and entered into this ____ day of _____, 2019, by and between THE CHARTER TOWNSHIP OF PLYMOUTH (hereinafter referred to as "Employer" or the "Township") and the POLICE OFFICERS ASSOCIATION OF MICHIGAN (POAM) (hereinafter referred to as the "Union") and shall remain in effect through December 31, 2023.

ARTICLE 1 **PURPOSE AND INTENT**

1.1: The purpose of this Agreement is to set forth in writing all of the understandings and agreements reached between the parties regarding wages, hours and working conditions which shall prevail for the duration of this Agreement, and to promote harmonious relations between the parties in order to best serve the interests of the community, improve the services rendered by the Union, and to provide an orderly and equitable means of resolving all future differences which may arise.

ARTICLE 2 **RECOGNITION**

2.1: Pursuant to, and in accordance with, all applicable provisions of Act 336 of the Public Acts of Michigan of 1947, as amended by Act 379 of the Public Acts of 1965, the Employer does hereby recognize the Union as the exclusive representative for the purpose of collective bargaining in respect to rates of pay, hours of employment, and other terms and conditions of employment for all full-time and part-time sworn police officers in the Plymouth Township Police Department, but excluding the Chief of Police, Deputy Chief of Police, Sergeants or Command Officers, and all other Township employees.

ARTICLE 3 **UNION RIGHTS**

3.1: The Employer will not interfere with the rights of the employees to become members of the Union and shall not discriminate against any employee because of membership in the Union.

3.2: A three-person Grievance Committee will be identified by the Union. One member of this Committee shall be afforded reasonable time during regular working hours, without loss of pay, for the processing of grievances and enforcement of this Collective Bargaining Agreement, provided that this does not interfere with or disrupt the operations of the Police Department. The Union shall notify the Township of the names and titles of their representatives within one (1) week after their appointments. No representative will be permitted to act as such until the Township is advised that the person has become a representative.

3.3: Police Officer Probationary Period. Newly hired full-time police officers will serve a probationary period of one (1) calendar year. Newly hired part-time police officers will service a

2,080 hour at-will probationary period. Probationary employees work at the will of the Township and may be terminated with or without cause. Additionally, probationary employees will be represented by the Union for collective bargaining purposes but not for any discipline or discharge proceeding.

3.4: An officer of the Union, or his designated representative, shall be allowed time off to attend, without pay, the Police Officers Association of Michigan annual convention, subject to manpower requirements of the Township as determined by the Police Chief. Employees may use vacation days or personal days or trade days to attend these conventions.

3.5: Union representatives may represent The Union, in contract negotiations, not to exceed three (3). In addition, in contract negotiations and grievance proceedings, the Union has the right to be represented by counsel and State Union representatives.

3.6: One (1) Union representative shall be allowed to participate in contract negotiations, without loss of pay, if it is during his scheduled work time. If an employee is not on duty during a negotiation session, he will not be paid.

3.7: The Union may, upon approval by the Police Chief, schedule meetings on Police Department premises, which on-duty and/or off-duty employees may attend, provided that there is no interruption in service and at least two officers are available to respond.

3.8: The Township shall provide a suitable bulletin board for the posting of Union notices or other material. Said boards shall be identified with the name of the Union and shall be at least three (3) feet by four (4) feet in size, and the Union may designate persons to be responsible therefore. Notices shall be restricted to the following types:

- A. Notices of Union recreational and social affairs;
- B. Notices of Union elections, appointments and results of Union elections pertaining to employees within the unit;
- C. Notices of Union meetings and educational classes;
- D. In no case shall political, obscene or defamatory printed or written matter be placed on any bulletin board.

3.9: No employee shall engage in political activities of any kind during his working hours.

3.10: Disciplinary Matters.

- A. The accused has the right to have Union representation present during any interviews with the accused.
- B. No employee shall be subject to disciplinary action without just cause.

C. Levels of Discipline

1. Written record of an oral reprimand issued by a supervisor that remains in the employee's Department file for a period not to exceed one year.
2. Written reprimand issued by a Division Commander or the Chief of Police.
3. Suspension recommended by the Chief of Police and approved by the Township Supervisor.
4. Discharge from employment to be issued by the Township Supervisor.

- D. A written reprimand will be held for at least one year, at which time the employee may request that it be removed.

ARTICLE 4
AGENCY SHOP

4.1: All members of the bargaining unit shall, as a condition of employment, become members of the Union within thirty (30) days of employment or entering or re-entering the bargaining unit or pay a service fee if they choose not to join the Union, pursuant to Article 5. The Township, upon receipt of a written notice from the Union that any employee has not paid the required service fee, shall terminate the employment of said employee within thirty (30) days from the date of said notice, unless said employee re-instituted the payments of his service fee prior to the thirty (30) day period. Terminations shall be handled in accordance with Article 5.

ARTICLE 5
DUES CHECKOFF

5.1: After the effective date of this Article and thereafter during the life of the Collective Bargaining Agreement, and to the extent the laws of the State of Michigan permit, the Township agrees to deduct from the pay of employees who are Union members, the regular, usual, periodic, and uniform dues of the Union levied in accordance with the Constitution and By-Laws of the Union and which are uniformly required, or, in the alternative, the service fee, provided, however, that the Union shall first present to the Township a certified check off list consisting of a statement of the amount of the dues and/or service fees certified by the Treasurer of the Union and written authorization on a suitable form signed by the employee allowing such deductions and payment to the Union at least thirty (30) days prior to the date on which the dues and/or service fees are to be deducted. The Union shall be fully responsible for the validity and correctness of the certified check off list and authorizations and the Union shall indemnify and save the Township harmless against any and all claims, demands, suits or other forms of liability, including attorney fees, that may arise out of or by reason of action taken or not taken to the Township in reliance upon such certified check off list of authorization or any actions taken pursuant to this Article. An employee may revoke his authorization for dues or service fee deduction upon sixty (60) days written notice to the Township.

5.2: Dues shall be deducted in equal amounts once a month and shall be remitted to the Treasurer of the Union within thirty (30) days thereafter with a list of the employees from whom dues have been deducted. In cases where a deduction is made that duplicated a payment that an employee already has made to the Union, or where a deduction is not in conformity with the provisions of the Union Constitution and By-Laws, refunds to the employee will be made by the Union.

5.3: An employee shall cease to be subject to check off deductions beginning with the month immediately following the month in which he is no longer a member of the bargaining unit.

5.4: The Township shall not be liable to the Union by reason of the requirements of this Collective Bargaining Agreement for the remittance or payment of any sum other than those constituting actual deductions made from wages earned by employees. Deductions shall be made only in accordance with the provisions of this Agreement. The Township shall have no responsibility for the collection of initiation fees, fines, special assessments or any other deduction not in accordance with this provision.

A. The Township shall have no responsibility to collect or deduct for any dues or any other fees or sums deemed to be owed to the Union, which occurred or accrued prior to the signing of this Collective Bargaining Agreement.

5.5: Employees, who tender the dues or service fee, shall be deemed to meet the conditions of this Article, if they are not more than sixty (60) days in arrears in payment.

5.6: The Union shall accept into membership each employee who becomes eligible to be a member of the collective bargaining unit and who tenders to the Union the periodic dues uniformly required as a condition of acquiring or retaining membership in the Union.

5.7: This Article is effective only to the extent the laws of the State of Michigan permit. In the event that this Article is challenged through the Michigan Employment Relations Commission or other authority, or the courts, and this Article shall be found to violate law, the Union shall be responsible for any loss or damage, including back pay, awarded by the court or other legal authority.

5.8: Whenever the Union requests a payroll deduction of an agency fee and an employee objects, justification for that fee, including specific accounting of the calculation of the fee, as well as a deduction, if any, to be made therefrom concerning political activity, etc., will be provided to the Township and the employee in question by the Union.

5.9: The Union will provide a lawful review and accounting procedure pursuant to this Article for an employee who is contesting dues.

ARTICLE 6
MANAGEMENT RIGHTS

6.1: The Township Board, on its own behalf and on behalf of its electors, hereby retains and reserves unto itself and its designated representatives, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the laws and Constitution of the State of Michigan and of the United States. Further, all rights which ordinarily vest in and are exercised by employers, except such as are relinquished herein, are reserved to and remain vested in the Township Board and its designated representatives, including but without limiting the generality of the foregoing, the right:

- A. To manage its affairs efficiently and economically, including the determination of quantity and quality of services to be rendered to the public, the control of equipment to be used, and the discontinuance of any service or method of operation;
- B. To introduce new equipment, methods or processes, change or eliminate existing equipment and institute technological changes, decide on supplies and equipment to be purchased;
- C. To subcontract or purchase the construction of new facilities or the improvement of existing facilities; to subcontract or purchase work processes or services subject to the understanding that if the specific work regularly performed on the effective date of this Collective Bargaining Agreement by bargaining unit employees is to be subcontracted or contracted out and such subcontracting or contracting out of work would cause the layoff or reduction of their positions in the bargaining unit, the Township shall notify the Union, prior to letting the contract, and, if requested in writing by the Union within five (5) business days from the notice, the Township will meet within ten (10) business days from the receipt of the request to negotiate only the effects of any layoffs.
- D. To determine the number, location and type of facilities and installations;
- E. To determine the size of the workforce; to set the number of employees needed per shift and per work unit, the number of shifts, the number of hours per shift, the work days per shift, and the starting and ending times for each shift.
- F. To determine the number of ranks required and the number of persons to service in each rank;
- G. To hire new employees, to assign and lay off employees so long as a layoff is done subject to this Collective Bargaining Agreement;
- H. To permit municipal employees, not included in the bargaining unit, to perform bargaining unit work in emergency situations;

- I. To direct the workforce, to assign the type and location of work assignments and determine the number of employees assigned to operations;
- J. To establish, change, combine or discontinue job classifications;
- K. To determine lunch time, starting and quitting times, and the number of hours to be worked;
- L. To establish work schedules, work standards and the methods, processes and procedures by which such work is to be performed;
- M. To discipline, suspend and discharge employees, subject to this Collective Bargaining Agreement, and to discharge probationary employees without cause at the will of the administration.
- N. To adopt, revise and enforce reasonable Township and departmental rules and regulations and to carry out cost and general improvement programs. The Township shall be required only to notify the Union five (5) business days prior to amending and implementing Police Department rules, regulations, special orders and general orders;
- O. To transfer, promote and demote employees from one classification or shift to another, subject to this Agreement;
- P. To select employees for promotion or transfer to supervisory or other positions and to determine the qualifications and competency of employees to perform the available work, subject to this Agreement;
- Q. To establish training requirements for purposes of maintaining or improving professional skills of employees and for purposes of advancement.

It is agreed that these enumerations of management prerogatives shall not be deemed to exclude other prerogatives not enumerated and, except as specifically abridged, delegated, modified or granted by this Collective Bargaining Agreement, all of the rights, powers and authority the Township had prior to the signing of this Collective Bargaining Agreement are retained by the Township and remain exclusively and without limitation within the rights of the Township.

ARTICLE 7 AGREEMENTS AND ORGANIZATIONS

7.1: The Township shall not enter into any agreement with any other labor organization, which in any way conflicts with the provisions of this Collective Bargaining Agreement nor with any members of the Union, individually or collectively, in regard to any grievance. Although employees may belong to other organizations, it shall not be required, as a condition of

employment with the Township, nor may any other organization represent any employee or the Union with respect to any of the agreements contained herein.

ARTICLE 8
WAGES AND OTHER BENEFITS

8.1: Each full-time police officer's wages shall be determined by the Employer using the wage progression schedule set forth in Exhibit A and reflect the following increases during the life of this Agreement:

Effective Date	Wage Increase
January 1, 2019	2%
January 1, 2020	2.5%
January 1, 2021	2.5%
January 1, 2022	3%
January 1, 2023	3%

The January 1, 2019 wage increase is retroactive to that date.

8.2: Payment shall be based on the actual years of service as a Plymouth Township full-time police officer, pursuant to the seniority list attached to this agreement. (See Exhibit C).

8.3: Salaries for Part-Time Officers shall be determined using the wage progression schedule set forth in Exhibit B.

8.4: Police officers will attend EMT training, if requested by the Township, and become certified. Employees will be paid while attending such training.

8.5: After an employee's probationary period has been successfully completed, the Township may compensate the employee at a pay rate higher than the start rate, but no higher than the maximum rate, based upon the employee's qualifications and prior work experience. An employee may be awarded one step increase for each full year of prior work experience, up to a maximum of four (4). The employee will still be subject to the probationary guidelines contained in this contract for new hires.

8.6: Effective January 1, 1996, the detectives shall receive the additional five (5%) percent compensation as long as police officers are working twelve (12) hour shifts. Effective July 1, 1999, the Community Resource Officer shall receive the same additional percentage upon the same terms.

8.7: Step-Up Pay. Whenever a Plymouth Township police officer is specifically requested in writing by the Township Police Chief to perform the work of another formal higher paying rank or classification and he/ she performs the work in the higher classification for one hour or more in any shift, he/ she will be compensated at the higher rate for time worked in the higher classification.

ARTICLE 9
LONGEVITY

9.1: The Employer agrees to grant the following longevity pay to all full-time police officers as follows:

- A. Upon completion of three (3) years of continuous service, employees will be paid Three Hundred and No/ 100 (\$300.00) Dollars.
- B. An additional One Hundred and No/ 100 (\$100.00) Dollars per year will be paid to eligible employees for each additional year of service (beyond three (3) years) to a maximum of Two Thousand and No/ 100 (\$2,000.00) Dollars.
- C. Longevity payments will be made the last pay period of November of each year. An employee must be on the payroll of the Employer on the day when the longevity payment is made in order to receive said payment.

ARTICLE 10
OVERTIME

10.1: All full-time police officers shall be paid overtime at the rate of one and one-half (1 ½) times their base hourly rate of pay for all hours worked in excess of eight (8) hours for eight (8) hour shifts and in excess of twelve (12) hours for twelve (12) hour shifts, should the Township utilize a twelve (12) hour day work shift. Officers covered by Article 8.6 shall be paid overtime for all hours worked in excess of 42 hours per week.

10.2: The Township will attempt to reasonably equalize overtime among full- time officers and those who have successfully completed the Field Training Officers Program by using the following procedures:

- A. Except as otherwise stated in this Article, the Township shall use an equalization list to determine the calling order when overtime is necessary. When overtime is required, the person listed on the equalization list with the least number of overtime hours will be called first, and so on in ascending order so that each employee is called until the overtime is filled. For purposes of this clause, overtime not worked because the listed employee did not choose to work will be charged to the listed employee at the maximum number of hours of any employee working overtime during that period. Newly hired full-time officers will be placed on the equalization list with the highest number of hours entered for any other employee. On January 1st of each calendar year the equalization list will be zeroed. Until overtime hours are added, officers will be called for overtime based on seniority from highest to lowest.
- B. Where overtime is required with less than 24 hours' notice (unscheduled overtime), the use of the oncoming or off-going shift is authorized until the vacancy can be

filled with an officer from the equalization list. However, this shall not preclude an officer from working the overtime necessary to complete an investigation originating on his/ her particular shift when such overtime is approved by the shift commander.

- C. Where the need for overtime is known over four (4) days (96 hours) in advance, the overtime shall be posted for a minimum of three days (72 hours). The overtime shall then be assigned to the officer who signed up for it on the posting and has the lowest total overtime hours recorded on the equalization list. The officer selected for the overtime shall be provided with at least 24 hours' notice before the start of the overtime.
- D. If an insufficient number of officers are available for an overtime situation in accordance with the above procedures, the officer with the lowest seniority shall be ordered to work the overtime. Pagers shall not be used to call employees in to fill patrol overtime. No message is required to be left on answering machines. Overtime patrol duties shall be filled by a patrol officer. The need to call in a supervisor for overtime shall be subject to the discretion of the Chief of Police or his designee.
- E. Where the use of officers with specialties is required on overtime, those officers with the necessary specialties and the least total hours of overtime on the equalization list shall be called in first. However, team specialty units are exempt from this requirement.
- F. The procedures in a) through e) will not apply in an emergency.

10.3: In the event that there is an error by management in offering overtime, such error shall be corrected only by offering that amount of hours to the aggrieved officer to be worked before the end of the next pay period. Payment of overtime for hours not worked shall not be allowed to correct an error.

10.4: Any officer called in to work during non-scheduled working hours shall be guaranteed a minimum of two (2) hours of work at his/her overtime rate.

10.5: An officer will receive compensation for unscheduled overtime commencing at the time he/she reports for duty. In the event that an officer is called to perform unscheduled overtime and ordered to report directly to the scene of an incident, then the employee will receive compensation from the time he or she receives the call ordering him or her to report.

10.6: Employees assigned to a twelve-hour shift, working the standard 84-hour work schedule in the 14-day working cycle, will be compensated for 84 hours pay at straight time.

10.7: Overtime pay shall not be pyramided, compounded or paid twice for the same hours worked.

10.8: Compensatory Time. An officer who works overtime will have the option of receiving compensatory time off in lieu of monetary compensation for overtime. Compensatory time shall accumulate at the rate of an hour and one-half for each unpaid hour of overtime worked.

Each officer may accrue up to eighty (80) hours of compensatory time. Officers will receive monetary compensation for any subsequent overtime hours worked until the number of accrued hours of compensatory time falls below the limit.

Compensatory time can be used by the officer subject to the operational needs and requirements of the Police Department. Compensatory time that is approved five days in advance of the requested time cannot be cancelled (not to include emergency situations). Requests for use of compensatory time shall be approved or denied within 24 hours of receipt by the Patrol Commander. Compensatory time is approved or denied on a first come basis. Upon termination of employment, officers will be paid for all unused compensatory time at the officer's regular rate of pay upon termination.

ARTICLE 11 PROMOTIONS - POLICE OFFICERS

11.1: Non-probationary part-time employees shall be considered for promotion to management-declared openings for full-time patrol officers. The most senior (non-probationary) part-time officer desiring full-time employment shall be given the full-time position.

11.2: Unless otherwise agreed through a Letter of Understanding between the Chief and the Union, the promotional process outlined in Articles 11.2 through 11.5 will apply.

Promotions to Sergeant. All full-time non-probationary officers who have successfully completed five (5) years of service with the Charter Township of Plymouth Police Department prior to posting are eligible to compete for the position of Sergeant.

11.3: Assessors/interviewers will be external from the Charter Township of Plymouth. All assessors/interviewers will be mutually agreed upon by the Township and the POAM. As part of the assessment process, assessors shall be entitled to review and consider the applicant's personnel files in assessing the applicants' qualifications for promotion. An eligibility list shall be published with the name, ranking and the expiration date of the eligibility list.

If written test is administered, it shall count for 35% of the testing process with the assessment center results counting for 65% of the testing process. Officers must pass the written test with a 70% in order to proceed to the assessment center.

A sign-up sheet for those officers interested in promotion to Sergeant will be posted in thirty (30) days. A bibliography will be supplied to those officers participating in the testing ninety (90) days prior to the test.

11.4: Candidates must pass a physical examination including drug testing and Psychological testing.

11.5: The successful candidate with the highest assessment center ranking will be placed as a probationary Sergeant if a vacancy/ opening exists; otherwise, the successful candidate(s) will be placed on the eligibility list for a period of two (2) years in order of assessment center ranking.

11.6: Outside candidates will only be hired as Sergeants if no qualified internal candidates exist.

11.7: The probationary period for a newly appointed Sergeant shall be one (1) year. Unsuccessful performance shall mean the officer will be returned to their previous status unless the officer commits misconduct which would lead to termination regardless of status or rank.

11.8: Sergeants shall be outside this bargaining unit but shall maintain seniority earned while in the unit if the officer is returned to the unit.

11.9: The positions of Deputy Chief and Chief shall be filled by the Township, as the Township sees fit.

ARTICLE 12 SPECIALTY ASSIGNMENTS

12.1: All selections to an assignment that has a duration of more than one year shall be based on the candidate's past performance, work history, qualifications, training, and oral interview results among the employees expressing an interest in filling the position.

12.2: The assignment to specialized duties that remove an officer from their patrol duties shall last not more than 3 years and not less than 1 year.

12.3: The posting of any vacancies to an assignment shall contain the following:

- A. Ideal qualifications of a candidate.
- B. Length of the assignment.
- C. Shall be posted for fourteen (14) days.

12.4: If no one signs up the least senior officer (non-probationary) will be given the assignment.

12.5: For temporary specialty assignments of less than one (1) year, members of the bargaining unit shall be asked by seniority within specialty; then seniority within bargaining unit and then if there are still no persons who have indicated a willingness to take the position on a temporary basis, the position shall be filled by the least senior employee within the bargaining unit.

12.6: An employee may request to leave a unit after providing the Department with sixty (60) days written notice.

ARTICLE 13
HOURS OF EMPLOYMENT /EIGHT HOUR SHIFT - POLICE OFFICERS

13.1: The work period for full-time police officers shall be twenty-eight consecutive days. Eight-hour shifts will be utilized by the Township. (It is understood that the Township and the Union have agreed to utilize a twelve (12) hour shift work schedule on a trial basis. (See Letter of Understanding.) The starting time for the Day Shift shall be between 6:00 a.m. and 7:00 a.m. and the starting times for the Night Shift shall be between 6:00 p.m. and 7:00 p.m. The number of Officers assigned to the Booster shift, or any other shift established by the Department, shall not be greater than the number of Officers assigned on the Day or Night Shifts.

13.2: Those Officers assigned to work the Night Shift shall receive an additional Fifty Cents (\$0.50) per hour for actual hours worked.

13.3: The hourly wage for a full-time employee, for all purposes of this Collective Bargaining Agreement, shall be determined by dividing the annual salary figures contained on Exhibit A by 2,080 hours.

13.4: The hourly wage of part-time police officers is as shown on Exhibit B.

13.5: The work hours for a part-time employees is variable, based on the needs of the Township and the employee. The number of work hours shall be at the discretion of the Township.

13.6: Work Schedules, Assignments, Work Hours, and Leave Days-The Department work schedule shall be posted thirty (30) days in advance of the beginning of the scheduled work period.

13.7: Lunch Periods. All employees who work a shift of four (4) hours or more, but less than eight (8) hours, shall be permitted necessary time for lunch, not to exceed thirty (30) minutes. In addition, they shall have an additional 15-minute break for every four (4) hours worked. These breaks and meal periods will not be grouped together for extended breaks/meal periods.

Employees working a 12-hour Shift will be entitled to two (2) 20-minute breaks and one (1) 45-minute meal period during each 12-hour work shift. These breaks and meal periods may not be grouped together for extended break/ meal period. Employees will attempt to take on (1) break during the first four (4) hours, one (1) break during the last four (4) hours, and a meal break during the middle four (4) hours of their 12-hour shift.

All lunch and breaks shall be subject to the Police Department's ability to call the employee back to duty.

Should an employee be required to work additional hours or report early, thereby extending their scheduled work shift to sixteen (16) hours, the employee is entitled to another lunch period during the additional hours worked.

Normally, breaks will not be taken within one (1) hour of starting or ending a work shift.

13.8: An employee shall not work more than sixteen (16) hours in a twenty- four (24) hour period which begins at the time the employee starts working.

- A. Court time is exempt.
- B. Training is not exempt.
- C. The 16-hour rule shall not apply to emergency situations.
- D. Staffing is not to be considered an emergency.

13.9: For 12-hour shifts, the Chief has the right to reassign employees from their regular shift or unit schedule for training purposes.

13.10: Employees who fail to show up for their scheduled work time shall be subject to discipline.

13.11: TIME CONVERSION. For purposes of this Agreement, all references in the collective bargaining agreement to days off will be converted to hours. This includes vacation time, personal business days, bereavement leave and sick days. All vacation time and sick days will be accrued in hours.

ARTICLE 14 WORK ASSIGNMENTS AND SCHEDULING

14.1: Probationary employees cannot select patrol shifts and are assigned to shifts at the sole discretion of management. Any assignment with a duration of more than one year shall be made according to Section 12.1.

14.2: Full-time, non-probationary employees will be allowed to bid the shift and platoon of their choice by seniority each bump period. Bump periods shall be at least twice per year, but not more than three per year. As close as possible, each bump period length shall be equal.

14.3: Management shall only move employees from their assignment or chosen shift to assure that staffing and specialized training are balanced among the assignments and shifts to perform the needed duties and cover the needed services. Any movement of specially trained officers will be made by moving the least senior employee with that specialty on the assignment or shift.

14.4: Management will set the number of officers needed per shift and post the shift bid 60 days prior to the new schedule being implemented.

14.5: Whenever two or more employees have the same seniority date, preferences will be decided by lot and this determination will be utilized where necessary in any provision of this agreement and this determination shall be final.

14.6: ASSIGNMENTS. The Township retains the right to approve or deny an employee's request for time off and to reassign employees.

14.7: SCHEDULE ADJUSTMENTS FOR TRAINING 12 HOUR WORK SCHEDULE:

Training on Leave days:

- A. If the training is scheduled for less than 8 hours, the employee will receive, at his/her choice, overtime pay or compensatory time.
- B. If the training is scheduled to last 8-12 hours, the employee will receive credit for one adjusted 12-hour leave day, to be taken with approval of management.

Training on Work Days:

- A. If the training is scheduled for less than 8 hours, upon completion, the employee will be required to return to the department and work the duration of his/her normal shift.
- B. If the training is scheduled to last 8-12 hours, the training will fulfill the employees 12-hour Work Day.

Extended Schools:

If the employee is being sent to a school scheduled for 5 days or more, management may reassign the employee to a 40-hour work week as follows:

- A. An employee attending a school during his long work week will receive (1) adjusted leave day so that a total of (76) hours will be worked during the pay period. The employee will receive pay for (80) hours.
- B. An employee attending a school during his short work week will receive (1) adjusted leave day, plus an additional (8) hours adjusted leave so that a total of (80) hours will be worked during the pay period.

ARTICLE 15 TRADING OF DAYS

15.1: Trading of days may be allowed for full-time employees, subject to the approval of the Chief of Police. The Chief of Police has discretion to refuse days only if a trade affects needed skills and coverage.

- A. The Chief of Police will be notified at least twenty-four (24) hours prior to the trade.
- B. The employee offering to make a trade will be responsible for the shift coverage in the event the employee accepting the offer to trade fails to show for any reason. If the employee agreeing to work for another fails to show for any reason, that employee will be charged with the absence and shall not be approved to trade days in the future. This prohibition on trading may be reconsidered by the Chief of Police after a period of six (6) months.
- C. The Township shall pay no additional overtime as a result of the trade.
- D. Unless otherwise approved by the Police Chief, time may be traded in increments of no fewer than four (4) hours, with twenty-four (24) hours advance written approval by the Police Chief. The twenty- four (24) hour period may be waived in emergency situations by prior or subsequent written approval by the Police Chief.
- E. Employees are required to keep track of their own trade time and employees, not the Township, are responsible to repay time and to see that time is repaid. The party who agrees to work for another party is hereby responsible for the fulfillment of all duties and responsibilities as though the employee was regularly scheduled to work on that given day.

ARTICLE 16 HOLIDAYS

16.1: The following calendar days, or calendar day customarily celebrated in lieu thereof, shall be holidays for the purpose of this Collective Bargaining Agreement. This provision is effective from the date of the signing of this Agreement forward.

New Year's Day	Veteran's Day (November 11 th)
Martin Luther King, Jr., Day	Thanksgiving Day
Presidents Day	Day after Thanksgiving
Memorial Day	Christmas Eve
Independence Day	Christmas Day
Labor Day	New Year's Eve
Good Friday (1/2 day)	

16.2: Holiday Pay. Police officers will be paid at the rate of one eight (8) hour day's pay (8 hours at the employee's regular hourly rate) for each holiday (12.5 x 1 day's pay). Holiday pay will be paid to an employee regardless of whether s/he works the holiday or not. If an employee works a holiday, s/he will only receive regular pay in addition to this holiday allowance, which will be paid in one lump sum by the last week of November. For those employees who are hired or who are terminated during a calendar year, the number of holidays paid will be pro-rated based on the number of holidays falling within the period that the employee worked.

16.3: Part-time police officers shall be compensated only for holidays actually worked at a rate of two times their rate for actual hours worked.

16.4: Police Officers who are scheduled and work on six holidays shall receive time and one-half the regular rate, based upon a 2,080-hour work year, for working those holidays. These days are New Year's Day Memorial Day, Independence Day, Labor Day, Thanksgiving and Christmas Day.

ARTICLE 17
VACATION

17.1: Each full-time employee shall earn credit toward a vacation with pay in accordance with the following schedule.

17.2: Vacation length is determined by continuous service with Plymouth Township as a full-time employee and shall be prorated from the date of hire.

17.3: Method of earning:

- A. Date of hire to less than five years of service = 1 day a month accrual (maximum 12 days).
- B. Five to less than ten years of service = 1-1/2 days a month accrual (maximum 18 days).
- C. Ten to less than fifteen years of service = 2 days a month accrual (maximum 24 days).
- D. Fifteen to less than twenty years of service = 2.08 days a month accrual (maximum 25 days).
- E. Twenty years of service or more = 2.17 days a month accrual (maximum 26 days).

17.4: Credit will be earned for only those months in which an employee works at least eighteen (18) eight (8) hour days [twelve (12) hour days during the time a twelve (12) hour shift is in effect]. Time spent on a scheduled vacation, while on the active roll, will be considered as time worked for computing credits. Time spent on a disability absence due to a worker's compensation compensable injury or approved sick leave, approved personal days, bereavement and court time will be considered time worked, provided the employee works three (3) months during the calendar year in which credit is earned.

17.5: New employees shall not be permitted to take a vacation until they complete six (6) months of service.

17.6: A full-time employee who is on a disability absence for a complete calendar year and who returns to work in the year following a year of disability absence, shall be entitled to the number of days of vacation time he earned in the year immediately prior to his disability, provided he has not used or received pay for such vacation.

17.7: Each police officer shall select their vacation period independently of the others by seniority. No more than two (2) officers can be on vacation at the same time, except with the approval of management.

17.8: Vacation periods shall be bid by employees by seniority within each classification. This will be accomplished as follows: Bids for vacation periods shall be submitted prior to January 31st of each year. Bidding will be for a minimum of five (5) consecutive days or more at a time. After each member has made his/her first selection, the bidding will start at the top again and continue down the seniority list. This bidding will continue until all employees have bid their respective amounts of vacation time. The maximum to be scheduled at any one time is at the discretion of management.

17.9: Short-term vacation periods. Up to seven (7) vacations days can be taken in less than five (5) day increments. Selection of short-term vacations shall be made after all employees have had an opportunity to make their long-term five (5) consecutive days or more vacation selections (see the previous paragraph). Selection of short-term vacations shall be on a first come, first serve basis.

17.10: Vacation carry over. If employees are unable to utilize their vacation time during the year due to the actions of management, Employees shall be allowed to carryover those days they were unable to utilize due to management's actions. In addition, Employees may, at the discretion of the Chief of Police, carry up to ten (10) days of vacation for up to six (6) months beyond December 31st of each calendar year. Any time carried over for either of the above reasons must be used prior to separation from employment. If the employee does not use their vacation within the six (6) month carry-over time period or prior to separation from employment, whichever is earlier, their vacation time will be forfeited.

17.11: Upon termination of employment, employees shall be entitled to receive compensation equal to the number of unused vacation days at the employee's prevailing basic salary rate.

ARTICLE 18 PERSONAL BUSINESS DAYS

18.1: A full-time employee may utilize two (2) days during the calendar year for personal business reasons with forty-eight (48) hours' notice, or less with approval of the Chief of Police. Personal days are not earned and not paid for if an employee leaves employment or becomes a part-time employee.

18.2: Except with the approval of the Chief of Police, personal business days may not be used the day prior to, the day of, or the day after a paid holiday or in conjunction with a vacation.

18.3: Personal business days may be used in increments of not less than one-half day (i.e., in increments of four (4) hours during eight (8) hour shifts; six (6) hours during twelve (12) hour shifts].

18.4: Personal business days are not charged against sick leave or annual leave, are not accumulated from one year to the next, and if not used, are lost.

18.5: Personal business days are available after completion of a new employee's probationary period.

ARTICLE 19 SENIORITY

19.1: A full time employee acquires seniority through continuous service with the Department from his/her last date of hire. Seniority shall commence only after the employee has completed his/her probationary period, but upon completion of the probationary period, seniority shall revert back to the last date of hire into the department. When the employee acquires seniority, his/her name shall be placed on the seniority list in the order of his/her seniority date.

19.2: Part-time employees shall earn seniority based on the number of hours worked. Two thousand eighty (2,080) hours equals one year of seniority. Forty (40) hours equals one week of seniority.

19.3: An up-to-date seniority list shall be furnished to the Union every six (6) months and shall initially conform to the list attached hereto as Exhibit A.

19.4: An employee's seniority and employment shall terminate for the following reasons:

- A. If the employee resigns or retires;
- B. If the employee is discharged and not reinstated;
- C. If the employee is absent for three (3) working days without properly notifying the Employer, unless otherwise excused;
- D. If the employee does not return to work at the end of an approved leave without a reasonable and valid excuse;
- E. If the employee does not return to work within seven (7) calendar days following recall from a layoff.

ARTICLE 20
SICK LEAVE - POLICE OFFICERS

20.1: All full-time police officers on the payroll the first day of the month shall earn one (1) day sick time leave per month. All unused sick hours shall remain in a sick time accumulation bank. If an employee is off due to illness or injury, he shall have any available sick days deducted from his sick time accumulation bank for all time missed due to illness or injury.

20.2: All days over sixty (60) days on January 1st of each year shall be paid off in accordance with the following formula:

- A. One-half (1/2) of each excess sick day will be paid for at the daily rate, as of December 31st of the preceding year.
- B. The other one-half (1/2) of each excess sick day will be credited to the individual employee's Sick Leave Supplemental Bank (see paragraph 20.7 below).

20.3: Sick leave time is an authorized absence for an employee's injury or illness with the following exceptions:

- A. No employee shall be charged with a sick day if the absence of a work day is due to injury sustained on or in the line of duty or the performance of his job as specified in section 38(C) of this Agreement.
- B. No employee shall be charged with a sick day if absence of a work day is due to a death in the family as outlined in Article 21.

20.4: When more than two (2) consecutive sick leave days are taken, a doctor's slip is required prior to the starting time of the next duty day back to work.

20.5: Improper use of sick leave shall result in disciplinary action.

20.6: Upon termination of employment, police officers shall be paid at the rate of 100% of their then-prevailing daily rate for all days in their sick time accumulation banks on the date of termination up to sixty (60) days maximum.

20.7: Sick Leave Supplemental Bank effective January 1, 1993. In addition to the sick leave accumulation covered in this Article, all police officers on the payroll the first day of each month shall earn an additional eight (8) hours per month which shall remain in a supplemental sick leave bank.

- A. The supplemental sick bank is to be used only if:
 - 1. The police officer has exhausted all of his or her regular sick time accumulation bank hours; and

2. The police officer suffers an illness or injury that causes the officer to be absent from work for at least two (2) weeks; and
 3. The police officer has no other benefit (paid time) to cover the period of time between the onset of the illness or INJURY AND THE COMMENCEMENT OF DISABILITY insurance benefits [i.e., the current sixty (60) calendar day long-term disability benefit elimination period]. Once a person meets the LTD benefit elimination period, that person must utilize the LTD benefit and may not utilize any other supplemental sick time benefits; nor may a police officer supplement LTD coverage through the use of these benefits.
- B. The supplemental sick bank is in the nature of a supplemental short-term disability benefit and is to be utilized only for illness or injury. Therefore, the supplemental sick bank has no cash value either at the end of the year, or at termination, or retirement.
- C. Maximum accumulation is four hundred fifty-six (456) hours of supplemental sick leave for supplemental hours earned on a monthly basis. (Hours put into the Supplemental Sick Leave Bank, as a result of the annual excess sick leave buy back program (paragraph 20.2(B), shall be maintained in a separate account and shall not have a maximum accumulation limitation.)
- D. This benefit is not transferable.

20.8: Those members of the unit who have the maximum amount of hours in their sick leave bank at year end and who have utilized three (3) or less sick days per year will be awarded bonus vacation days under the terms of the Agreement. The schedule of bonus vacation days is as follows:

<u>Sick Days Used During Year</u>	<u>Bonus Vacation Days Earned Next Year</u>
2 days	1 day
No days used	2 days

Vacation bonus days can only be used with prior supervisor approval and cannot result in overtime.

Vacation bonus days that are not used in the year succeeding their accrual are lost and have no cash value.

This benefit is computed as a day for a day benefit. This day for a day language may not be applied to any other benefit or assignment under this Agreement.

The employer will be responsible for keeping a separate bank to track bonus vacation time.

ARTICLE 21
BEREAVEMENT LEAVE

21.1: In the event of a death in the employee's immediate family, that is, his/her spouse, child, those with whom he/she is in the position of loco parentis, parents, step-parent, brother, sister, mother-in-law, father-in-law, brother-in-law, sister-in-law, grandparents, or grandparents-in-law, the employee shall be excused, without loss of basic salary and fringe benefits, for a period of three (3) consecutive days commencing on a day and time chosen by the employee, provided that one (1) of the days of this period is the date of the service of said deceased. For purposes of this section, the term "child" shall include natural born children, as well as step-children and grandchildren residing in the employee's home.

21.2: Part-time employees will be given at least three (3) days off without pay pursuant to this Article.

21.3: Leave time may be up to five (5) days if the funeral service is more than five hundred (500) miles from the Township.

ARTICLE 22
JURY DUTY

22.1: All fees paid to the employee for a duty day will be turned over to the Township.

22.2: The Township will pay a full-time employee for days served on the jury on all of the regularly scheduled work days. An employee serving a full day of jury duty will not have to work their scheduled shift.

22.3: The employee will report back to complete the shift on which he was working after serving on the jury unless he must report back to the Court on the following day. In either circumstance, the employee will notify the officer in charge as to his disposition.

ARTICLE 23
UNIFORMS

23.1: The Employer will furnish uniforms and clean uniform items for Police Officers. Uniform items will be furnished in accordance with Departmental Rules and Regulations.

23.2: The Employee must turn in all uniform items furnished upon termination or separation prior to issuance of final paycheck.

23.3: Employees working in the Detective Bureau will be reimbursed upon presentation of a receipt for up to \$500 per calendar year for work attire clothing costs.

ARTICLE 24
PHYSICAL EXAMINATION - POLICE OFFICER

24.1: Except as provided in Article 38 the Township shall have the right, at its expense, to schedule and conduct a physical examination no more than once a year for full-time and part-time police officers. The examination will include but not be limited to chest x-rays, electrocardiograms and any other lawful tests.

24.2: The physical examination will be to assure that the police officer is able to perform the duties as described.

24.3: The Township shall have the right to conduct drug testing of members of the Police Department. Such testing shall be conducted in accordance with the program outlined in the Letter of Understanding appended to this Agreement.

24.4: The Township shall have the right to establish a mandatory physical fitness program/test. In the event the Township establishes such a program, the Township will pay an annual physical fitness allowance of \$250.00 to each bargaining unit employee who successfully passes the physical fitness test.

ARTICLE 25
MILEAGE

25.1: When an employee is required to use his/her personal automobile for police department business, other than driving to and from work, reimbursement will be made pursuant to the general reimbursement policy for Township employees.

ARTICLE 26
PERSONAL EFFECTS

26.1: The Township will reimburse employees for damage to glasses, briefcases or other reasonable personal effects, shown to be damaged in the course of duty, at the sole determination of the Police Chief.

ARTICLE 27
COURT TIME

27.1: All court time for which an employee attends while off duty must be approved in writing prior to the court time by the Patrol Commander or designee. A minimum of three (3) hours will be paid for court time. Officers must attend court when required.

ARTICLE 28
WEAPON PROFICIENCY

28.1: Commencing in 1997, between April 1 and June 30 of each year, every officer shall demonstrate his weapon proficiency by qualifying in accordance with a standardized test established by the Chief.

28.2: Sufficient range time shall be made available for practice and all practice shall be performed on the officer's own time. However, the Township shall provide one hundred fifty (150) rounds of ammunition of a caliber which coincides with the department issued standardized weapon to each officer every three (3) months for practice purposes provided said officer returns empty used brass shell casings of each round previously issued. Disbursement under this section shall not exceed six hundred (600) rounds of ammunition per officer per calendar year.

28.3: The actual qualification shoot, and make up shots as required, shall be taken at a time designated by the Chief of Police.

28.4: New employees who have successfully completed legally required training and receive their certificate during the period from July 1 to June 30 of any given year shall be presumed qualified as the result of said training and shall not be required to qualify during said year but shall qualify in all subsequent years.

ARTICLE 29
PROFESSIONAL QUALIFICATIONS

29.1: The Township and the Union agree that it is in the public interest for the police officers to maintain and improve their professional qualifications. To promote this objective, it is agreed that the Township may, in its sole discretion, select any training program, session or meeting which it finds suitable. When so directed by the Township, employees shall participate in all training programs, sessions or meetings selected by the Township.

ARTICLE 30
LAYOFF

30.1: Police Officers. All layoffs shall be by seniority in the following order:

- A. All probationary employees first;
- B. All part-time officers;
- C. Full-time officers.

30.2: Laid off officers will be recalled in reverse order of layoff.

ARTICLE 31
NO-STRIKE CLAUSE

31.1: During the life of this Collective Bargaining Agreement, the Union shall not cause its members to cause nor shall any member of the Union take part in any sit-down, stay-in or slow-down, curtailment of work, restriction of work or interference with the operations of the Township. The Union shall not cause nor shall any member of the Union take part in any strike or stoppage of any of the Township's operations during the life of this Collective Bargaining Agreement.

31.2: The Union agrees it will take prompt, affirmative action to prevent or stop unauthorized strikes, work stoppages, slow-downs of work, or work interference of any kind by notifying the employees that it disavows these acts. The Union further agrees that the Township shall have the right to discipline (including discharge) any or all employees who violate this Article and such action shall not be subject to the Grievance Procedure or arbitration provision of this Collective Bargaining Agreement. In addition, the Township shall have the right to obtain injunctive relief in any court of competent jurisdiction and/ or it shall have the right to terminate this Collective Bargaining Agreement by notice, in writing to the Union, in addition to any other remedies it may have.

31.3: The officers of the local shall take prompt, affirmative action to try to prevent any wildcat strike, work stoppage, slow-down of work, or work interference of any kind.

ARTICLE 32
MISCELLANEOUS

32.1: Copies of Contracts. The Township agrees to provide access to the Agreement to each bargaining unit member on the Township Intranet.

32.2: Benefit Hour Reports. Bargaining unit members will have access to benefit hours usage information on the Enterprise time system.

ARTICLE 33
TUITION REIMBURSEMENT

33.1: The Charter Township of Plymouth will reimburse a full-time employee for the cost of tuition, fees, and books for continuing education classes up to a maximum of \$3,000.00 per calendar year, provided the employee receives a "C" average for such coursework.

In order to be considered for reimbursement, the employee must be accepted for enrollment by an accredited institution and must provide a copy of the class or program description to the Police Chief prior to registration for the purpose of notification, utilizing the Authorization Request for Tuition Reimbursement form. Payment to the educational institution is to be made by the employee and will be reimbursed by the Township at the end of the semester upon presentation of a payment receipt and evidence of a satisfactory passing of the class or a grade of "C" or better.

Courses must be scheduled during other than normal working hours. Trading of time may be utilized for this purpose, provided such trading does not cost the employer any additional overtime. No course work shall be performed during working hours unless approved by the Chief of Police.

An employee who is terminated or quits/resigns from Township employment within three (3) years of receipt of reimbursement under this Article must repay the Township all funds received under this program for the employee's education benefit. The Township may deduct the amount of any such refund from any wages or termination payments due to the employee from the Township.

ARTICLE 34
DISABILITY PROGRAM - POLICE OFFICERS

34.1: The Township shall provide the Long-Term Disability Benefit program, existing as of December 15, 1989, and provided for in Policy No. C-0214 (as amended April 1, 1992, L-0053), or equivalent. The maximum monthly benefit cap shall be \$5,000.

34.2: On-the-job injuries shall be compensated pursuant to the laws of the State of Michigan. Township procedures regarding notice of injuries will be followed.

- A. Notification. Current Township policies will be followed in processing on-the-job injuries. Police officers of the bargaining unit of the Charter Township of Plymouth Police Department, suffering an injury or illness arising out of and in the course of his/her employment with the Township, shall immediately notify the officer in charge of the injury or illness. This officer shall notify the Police Chief or the Township Supervisor of the employee's injury or illness as soon as reasonably possible.
- B. Eligibility. A police officer shall receive pay and benefits, as set forth below, if it is determined that his injury is compensable based on the standard of compensability under the Worker's Compensation Act. A determination of compensability shall be made as soon as possible and shall be according to the recommendation of the police officer's personal physician and the Township's designated physician.

In the event that the aforementioned physicians disagree, a third opinion shall be obtained from a person mutually designated by the parties (mutually designated by the aforementioned physicians).* The cost of the third opinion shall be borne jointly by both parties.

- C. Pay and Benefits. The Township shall pay to a police officer suffering compensable on-the-job illness or injury the following pay and benefits for a period no longer than one year following the illness or injury:

1. Full-time police officers shall not incur personally any hospital, medical or surgical expense due to a recognized injury.
2. All police officers shall be compensated at the same rate as his base wage rate, for a period of up to one year from the date of the illness or injury. In the event that the police officer becomes entitled to Worker's Compensation benefits, the Township shall be entitled to recoup the wage payments under this Section, except for that portion of the employee's basic wage not covered by Worker's Compensation.
3. For full-time police officers, the Township shall pay for one year from the date of injury all insurance benefits under this Agreement, including but not limited to health, life, medical, optical and dental insurance, and the Township's share of retirement contributions, except for pro-rata type benefits, such as sick time accumulation and sick leave earnings. Vacation accumulation shall be calculated pursuant to Article 20. At the end of one year, the Township shall offer the employee the right to pay premiums for health insurance as mandated by federal law regarding extended health care coverage. No full-time police officer shall suffer a reduction in sick days for work time missed due to on-the-job injury or illness so long as the employee qualifies for worker's compensation.
4. It is hereby intended that no employee shall receive more than his/ her regular basic wage rate by reason of the provisions of this section.
 - a. In the event an injured police officer becomes entitled to no-fault work loss benefits and worker's compensation benefits, the benefits will be coordinated and the Township's obligation to supplement wage loss benefits under this section will be limited to bringing the employee to his/her regular basic wage rate.
 - b. The Township will be subrogated to all of the police officer's rights of recovery against any person or organization to the extent of any wages or benefits which the Township becomes liable to pay under this section.

34.3: Restricted Duty for On-The-Job Injury:

- A. The Township may take all appropriate action to insure that no person, organization or entity shall discriminate against any police department applicant or employee on the basis of race, color, religion, national origin, age, sex, marital status, height, weight or handicap/disability.

- B. Police officers who have been off-duty on injury-on-the-job leave and have recovered sufficiently to be able to return either to full duty or restricted duty within the Township, will be so certified at the time they reach this status physically.
- C. It will be the determination of the Township as to what type of restricted duty the employee is assigned.
- D. When a police officer has been off duty for ninety (90) days or more for injury-on-the-job leave, that employee will be examined with a view toward physical and vocational rehabilitation, as well as to his present employment capability.
- E. Upon completion of the evaluation, either by the Township physician, by consultants and/or by the physical and/or mental rehabilitation services as indicated by the Township physician, the Police Chief will inform the Clerk's offices, and the Township Supervisor, of the proposal for action concerning the employee's physical and rehabilitation status. (The police officer has the right to obtain an evaluation from his personal physician. In the event there is a difference of opinion between the Township's physician and the employee's physician, a third opinion shall be obtained from a person mutually designated by the parties.) This should include his availability and capability of performing other duties not necessarily in the assigned department and in line with the job duties not necessarily in the assigned department and in line with the job specification, but his capability of performing any duty with the Township. If he is found able to perform some service for the Township, then his case will be referred to the Human Resource Director for placement in a position with the Township within his capabilities.
- F. Wages and benefits paid to an employee placed pursuant to this provision will be the wages and benefits normally incident to the job in which the employee is placed.

34.4: If an employee dies as the result of an on-the-job injury or illness, the Employer will continue to maintain the then-current medical, dental, optical and prescription drug insurance coverage, as subsequently modified from time to time by this Agreement, for the employee's spouse and dependent children (as defined in the employer group insurance policy). This coverage will continue until the spouse of the employee obtains equal or better insurance coverage from the spouse's own employer, dies, or remarries. Further, dependent children coverage shall also terminate when each child ceases to be a dependent child as defined in the employer's then existing group insurance policy.

ARTICLE 35 INSURANCE POLICE OFFICERS

35.1: GENERAL. The Employer reserves the right to select or change insurance carriers, to be a self-insurer, either wholly or partially, and to choose the administrator of its insurance programs, as long as similar benefits are provided.

35.2: HOSPITALIZATION, DENTAL AND VISION COVERAGE

- A. The Employer shall continue to maintain the current health, dental, and optical insurance for regular full-time employees at the Employer's expense, subject to the provisions of Paragraph 8 (below). Dental coverage (no orthodontic coverage) shall include a maximum \$1,000.00 per person per contract year. Coverage under this provision that is changed from the previous collective bargaining agreement shall be effective as soon as practicable after ratification of this Agreement. Insurance benefit plans presently available are BCN, BCBS-PPO Medical, Ameritas Dental, and Eye-Med Vision.
- B. Employee health insurance programs are subject to the following:
1. The Employer shall pay the full cost of coverage for BCN 10 HMO as detailed in Exhibit E - Active and Exhibit F - Retiree, less any employee premium sharing required by 35.2(8)(4). Employees choosing the PPO shall pay the difference in cost between the HMO and the PPO, in addition to any premium sharing required by 35.2(8)(4). Payments shall be made by means of payroll deduction spread evenly over each payroll period.
 2. Prescription coverage shall be an open formulary plan with a co-pay of \$10.00 for generic pharmaceuticals, \$20.00 for preferred brand name pharmaceuticals, and \$40.00 for non-preferred brand-name pharmaceuticals. In those cases when a generic equivalent is available, but an insured or his or her physician insists on a brand name drug in lieu of the available generic equivalent, the employee shall be responsible for any additional cost of the brand name drug in excess of the generic equivalent to the extent not paid by the plan, over and above the applicable \$20.00 or \$40.00 co-pay.
 3. Office visit co-pay: (HMO: \$30.00) (PPO: \$15.00).
(ER Co-pay HMO: \$100.00; PPO: \$50.00).
(UC Co-pay: HMO: \$35.00; PPO: \$15.00).
 4. Insurance Premium Sharing as follows:

Employees shall contribute 20% of the costs of Township-provided health insurance by way of payroll deduction spread evenly over each payroll period.
 5. The plan shall include a \$3,000/\$6,000 annual individual/family in-network deductible, with such deductible to be paid in full by the Township.
 6. The Township will no longer reimburse the emergency room charge associated with the Township's HMO health insurance program.

7. The Employer will provide open enrollment on an annual basis.
8. The Employer's flexible benefit plan established as part of Section 125 of the Internal Revenue Code shall be available for utilization by members of the bargaining unit. Administration and limitations of this Plan shall be determined by the Township and as otherwise required by federal law or regulation.
9. Unit members who wish to waive medical benefits must complete a Waiver of Medical Benefits form and submit it to Human Resources. Waiver of medical benefits shall remain in effect from coverage year to coverage year unless revoked by the employee, in writing, during a subsequent open enrollment period or as otherwise provided in this Agreement. As a condition of waiver of medical benefits, the employee must submit a letter to Human Resources certifying that the employee and the employee's dependents will be covered under a health insurance plan. Said certification must be provided to Human Resources each year in order to maintain waiver of benefits.
 - a. In the event a unit member's outside insurance coverage is terminated for any reason, he/she shall promptly notify the Township, which will endeavor to enroll the employee and the employee's eligible dependents in a Township-sponsored medical benefits plan at the earliest possible date allowed by the chosen insurance carrier. In the meantime, the unit member shall exercise the COBRA and/or conversion policy rights under his/her spouse's plan until the unit member enrolls in a Township-sponsored plan.
 - b. Union members who waive medical benefits will be entitled to a taxable cash benefit of \$150.00 per pay period
 - c. In the event of any conflict between the payment-in-lieu policy and the terms of any applicable health, dental or optical insurance plan or policy, the terms of the insurance plan or policy shall be controlling.
10. The Union agrees to employee participation in a Township- sponsored cafeteria benefits plan, should one become available, on or after July 1, 1993.

35.3: LIFE INSURANCE. The Township shall provide full-time employees with \$50,000.00 term life insurance coverage. The Township shall provide a \$15,000.00 life insurance policy for part-time employees.

35.4: LONG-TERM DISABILITY INSURANCE. The Township will provide long-term disability insurance with a sixty (60) day elimination period at 66-2/3% benefit level.

35.5: LIABILITY INSURANCE. The Township will continue to provide liability insurance, such as through Michigan Municipal Risk Management Authority.

35.6: EFFECTIVE DATE FOR NEW HIRES. For new employees, health insurance benefits will be provided on the first day of employment.

35.7: RETIREE HEALTH CARE. Subject to Sections A, B, C and D, below, the Township will provide retirees with twenty-five (25) years of full-time service in the Plymouth Township Police Department (see Appendix D for full-time years of service), and their spouses, with health insurance comparable to that provided full-time employees, including dental, optical and prescription drug riders, provided that benefits are coordinated with Medicare, Medicaid, and other benefits provided by subsequent employers or spousal employers. Upon retirement and eligibility, Medicare shall be the primary insurer. At the time of retirement, eligible retirees and their spouses shall have the option to select health insurance coverage under the HMO or PPO provided by the Township. Employees choosing the PPO shall pay the difference in cost between the HMO and the PPO, in addition to any premium sharing required by 35.7(A). Retirees shall be eligible for dependent coverage upon retirement provided that the retiree shall be required to pay the full cost for such coverage.

A. Retiree Premium Sharing

Employees who retire after January 1, 2012 shall contribute 20% of the costs of Township-provided health insurance. The retiree contribution shall be paid directly to the Township prior to the start of the benefit plan year each year of retirement and must continue to be made in every year until the retiree reaches eligibility for Medicare coverage. Upon attainment of Medicare eligibility, retirees will receive the benefit specified in Section B, below, without premium sharing.

B. Coverage upon eligibility for Medicare

1. Retired Employee Becomes Medicare Eligible.

When a retiree and his/ her spouse both become Medicare- eligible or when a retiree without a spouse becomes Medicare- eligible, in lieu of retiree health insurance the Township will provide an annual reimbursable amount not to be rolled over from year to year of \$1,632.00 for single and \$3,264.00 for a couple into a health reimbursable account which may be used for all medical expenses allowed under law. This payment shall be pro-rated in the calendar year when the payment first begins with the \$1,632.00/\$3,264.00 payment being based on a full calendar year.

2. Spouse of Retired Employee Becomes Medicare Eligible.
When the spouse of a retiree becomes Medicare-eligible prior to the retired employee becoming Medicare-eligible, the \$1,632.00 annual payment into the health reimbursable account will be made on behalf of the spouse in lieu of health insurance for the spouse. The retired employee will continue to receive Township provided health insurance until such time as he/ she becomes Medicare-eligible.
3. It shall be the responsibility of the retired employee and/ or spouse to secure supplemental insurance.
4. On January 1, 2017, and each year thereafter, the amounts provided in this section shall be increased by the then most recent Social Security Consumer Price Index increase, if any increase is provided.
5. To the extent there are changes in Federal law following ratification of this Agreement that impact the cost to retirees for Medigap coverage as it exists at the time of ratification, the parties agree that any contractual modifications based on the changes to the Federal law which take effect for then current employees will also apply to previously retired employees.

C. Retiree Opt-Out

1. Retirees who elect to waive medical benefits will be entitled to an annual taxable cash benefit in the amount of \$3,900. The taxable cash benefit provided to retirees is subject to change from year to year as the opt out amount provided to active employees changes with negotiations. Retirees wishing to waive medical benefits must complete a Waiver of Medical Benefits form and submit it to Human Resources. Waiver of medical benefits shall remain in effect from coverage year to coverage year unless revoked by the retiree, in writing, during a subsequent open enrollment period or as otherwise provided in this Agreement.
2. In the event a retiree's outside insurance coverage is terminated for a reason that would permit re-entry into the Township's health insurance plan, the Township will endeavor to enroll the retiree and the retiree's spouse in a Township sponsored medical benefits plan at the earliest possible date allowed by the chosen insurance carrier.
3. In the event of any conflict between the payment-in-lieu policy and the terms of any applicable health, dental or optical insurance plan or policy, the terms of the insurance plan or policy shall be controlling.
4. Employees must notify the Township within thirty (30) days of a status change which would affect a retiree's eligibility or benefit under this section.

D. EMPLOYEES HIRED ON OR AFTER APRIL 24, 2013

Employees hired on or after April 24, 2013, in lieu of retiree health insurance, will be eligible to participate in a Health Reimbursable Account under the following terms: Township to contribute \$75 per pay. Employees shall vest 20% after each year of plan participation and will be 100% vested after five (5) years of plan participation.

- E. Effective April 24, 2013, any retirement benefits in this Article provided to the spouse of the employee, shall be limited solely to the employee's spouse at the time of retirement. A spouse who is divorced from a retiree, or who remarries after a retiree's death, shall only be eligible for those benefits which the spouse would be permitted to obtain, by providing the Township with the premium, under Federal laws regarding extended health care coverage.

ARTICLE 36
PENSION POLICE OFFICERS

36.1: All employees shall be members of MERS Defined Benefit Plan which shall include a 2.8% multiplier, Vest 10, FAC3, F/N 25, 80% max, D-2. Amortization shall be made over a period of time determined at the Employer's discretion, but no less than twenty (20) years. Credit shall be given and contributions shall be made only for actual years of service as a Plymouth Township full-time police officer, dispatcher or PSA. New full-time employees will become participants under the Pension Plan on the date of hire. Unit members shall pay the initial 2.0% of salary contributions necessary to fund the Plan. The Employer shall then be responsible for future contributions to the Plan (subject to above) up to 13.5% of payroll as defined by MERS (excludes bonuses, sick time payouts and benefit opt outs). Should the actuarially determined cost of this Plan exceed 15.5%, unit members will be responsible for additional contributions up to a total contribution of 7.0%. Employee contributions shall not exceed 7.0% of MERS payroll, the Employer remaining responsible for funding any actuarially determined costs that exceed 20.5% of payroll. Effective October 1, 2016, members of the unit will be responsible for paying 10% of MERS payroll to the pension plan, with the Township being responsible for funding any actuarially determined costs which exceed 10% of MERS payroll. All employee contributions shall be made by payroll deduction.

36.2: Employees hired on or after July 22, 2016, shall participate in a defined contribution plan with the Michigan Employees Retirement System (MERS). The terms of the Plan Document for this pension plan and any Adoption Agreements adopted by the Township shall be controlling as to all matters concerning contributions, eligibility and other required matters. The Township shall contribute the following amounts each year to the plan: fifteen (15%) of the employee's base wages. The employee shall make retirement contributions of five (5%) percent of his/her base wages (pre-tax) to the pension plan. The employee may contribute up to an additional ten (10%) percent of the employee's base wages (after-tax) each year to the pension plan on a voluntary basis. The following schedule shall apply:

- A. Personal/Individual Contributions: Employees will be immediately vested for all individual contributions (100% vesting).
- B. Employer/Township Contributions:
 - 20% vested after completion of one (1) year of plan participation
 - 40% vested after completion of two (2) years of plan participation
 - 60% vested after completion of three (3) years of plan participation
 - 80% vested after completion of four (4) years of plan participation
 - 100% vested after completion of five (5) years of plan participation

ARTICLE 37 GRIEVANCE AND ARBITRATION

37.1: A grievance is defined as an alleged violation of a specific Article and Section of this Collective Bargaining Agreement. If any such grievance arises during the term of this Agreement, it shall be submitted to the following Grievance Procedure.

37.2: A grievance shall be processed on the attached form.

37.3: Prior to filing a formal grievance, the employee or his chosen representative shall attempt to settle the grievance at the department level. In any event, a formal written grievance stating the specific Article and Section of this Collective Bargaining Agreement alleged to be violated, together with the facts giving rise to the grievance, the relief requested, and signed by the employee, must be filed within fifteen (15) business days of the occurrence out of which the grievance arises, or fifteen (15) days of when the party should have had reasonable notice of the occurrence, or it will be forever time barred. If attempts to settle the grievance informally have failed at the department level, formal proceeding shall consist of the following:

37.4: Step 1. Submitting the grievance on the Grievance Form to the Chief who shall have five (5) business days to render a decision.

37.5: Step 2. In the event that the decision rendered in Step 1 is not satisfactory to the Union, the Union, on behalf of the employee, shall submit an appeal within five (5) business days of the decision in Step 1 to the Township Supervisor. The Township Supervisor shall then render a decision within ten (10) business days after receiving the appeal.

37.6: Any grievance not advanced to the next Step by the Union within the time limit in that Step shall be deemed abandoned. If the Township Supervisor or, his representative does not answer a grievance within the time limits prescribed in this Article, the grievance will be considered automatically referred to the next Step of the Grievance Procedure. Time limits may be extended by mutual agreement in writing.

37.7: The Township shall not be required to pay any back wages prior to the date a written grievance is filed, provided that in the case of alleged shortages in pay or other allowances

provided in this Collective bargaining agreement the applicable period will be one (1) calendar year from the date the written grievance is filed. In cases of suspension without pay or discharge, the date of suspension or discharge shall be operative for back pay awards.

- A. All claims for back wages shall be limited to the amount of wages that the employee would otherwise have earned. If an employee has a second job prior to discharge or suspension, the amount that the employee customarily earned prior to discharge or suspension shall not be offset.
- B. No decision in any one grievance shall require a retroactive wage adjustment in any other grievance unless such grievance has been designated as a representative grievance.

37.8: Any grievance which arose prior to the effective date of this Collective Bargaining Agreement shall not be processed.

37.9: Any agreement between the Township and the Union representatives is binding on all workers affected and cannot be changed by any individual.

37.10: In no event shall an individual be permitted to invoke arbitration under the Agreement; only the Union and management may invoke arbitration.

37.11: In the event that the grievance is not settled in accordance with Section 37.5, the Union may invoke arbitration by filing a demand with the Federal Mediation and Conciliation Service or American Arbitration Association (AAA) and the Township Supervisor. Such demand for arbitration shall be submitted within twenty (20) business days after receipt of the Township Supervisor's decision or expiration of the time limits for the Township Supervisor's decision contained in Section 37.5 of the Grievance Procedure or it is forever time barred. Each party shall pay its own cost of processing grievances through the Grievance and Arbitration Procedures. The fee of the arbitrator and his travel expenses of arbitration shall be borne equally by the parties.

37.12: The jurisdiction of the Arbitrator shall be limited to the determination of grievances as defined herein. If either party shall claim before the Arbitrator that a particular grievance fails to meet the tests of arbitrability, the Arbitrator shall proceed to decide such issue provided that the Arbitrator may hear the case upon the merits before rendering a decision on arbitrability. If the grievance concerns matters not subject to arbitration, the Arbitrator shall return the grievance and all documents relating thereto to the parties without decision.

37.13: The Arbitrator shall have no power to add to, or subtract from, or modify any of the terms of this Collective Bargaining Agreement. He shall have no power to specify the terms of a new Collective Bargaining Agreement.

37.14: The Arbitrator's powers shall be limited to deciding whether the Township violated the express Articles or Sections of this Collective Bargaining Agreement and he shall not imply obligations or conditions binding upon the Township from this Collective Bargaining Agreement,

it being understood that any matter not specifically set forth herein remains within the reserved rights of the Township.

37.15: There shall be no appeal from the Arbitrator's decision if within the scope of this authority as set forth above. It shall be final and binding on the Union, its members, the employee or employees involved and the Township.

ARTICLE 38 SEVERABILITY AND SAVINGS

38.1: This collective bargaining agreement is subject to the laws of the State of Michigan with respect to the powers, rights, duties, and obligations of the Township, the union and the employees in the bargaining unit, and in the event that any provision of this Collective Bargaining Agreement shall at any time be held to be contrary to the laws of this State by a court of competent jurisdiction from whose final judgment or decrees no appeal has been taken with the time provided therefore, such provisions shall be void and inoperative. However, all other provisions of this Collective Bargaining Agreement shall, insofar as possible, continue in full force and effect.

38.2: All applicable departmental rules, regulations, directions, general orders, or special orders, including any amendments thereto, shall apply to all police officers, unless specifically overruled or inconsistent with the terms of this agreement. If the rules, regulations, directions or orders are inconsistent with this agreement, this agreement shall prevail.

ARTICLE 39 EXTENSION

39.1: In the event that negotiations for any modifications or termination extend beyond the termination date of this Collective Bargaining Agreement, the mandatory terms and conditions of employment contained in this Collective Bargaining Agreement shall remain in full force and effect pending a new Collective Bargaining Agreement between the parties. Consistent with Michigan law, permissive subjects may be discontinued or modified unilaterally by the Township after contract expiration.

ARTICLE 40 DURATION OF AGREEMENT

40.1: The provisions of this Collective Bargaining Agreement shall be effective from the date of signing, unless specifically dated in this Collective Bargaining Agreement, and shall continue and remain in full force and effect to and including December 31, 2023 and thereafter for successive periods of one (1) year unless either party shall, at least ninety (90) days prior to the expiration of the agreement, serve written notice on the other party of a desire to terminate, modify, alter, amend, renegotiate, or change, or any combination thereof, shall have the effect of terminating the entire Collective Bargaining 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 agreement or by withdrawal, by the party proposing amendment.

ARTICLE 41
SUCCESSOR'S CLAUSE

41.1: This Collective Bargaining Agreement shall be binding upon the successors and assigns of the parties hereto until the expiration of this Collective Bargaining Agreement, unless otherwise extended by mutual agreement of the parties.

IN WITNESS WHEREOF, the Union and the Township have caused this collective bargaining agreement to be executed in their names by their duly authorized representatives this ____ day of _____, 2019.

The parties agree that the Collective Bargaining Agreement between the Charter Township of Plymouth and the Police Officers Association of Michigan, effective January 1, 2019 through December 31, 2023, shall remain in full force and effect through December 31, 2023.

POLICE OFFICERS ASSOCIATION
OF MICHIGAN

CHARTER TOWNSHIP OF
PLYMOUTH

By: _____
Thomas Funke
Business Agent

By: _____
Kurt Heise
Township Supervisor

By: _____

By: _____
Jerry Vorva
Township Clerk

LETTER OF UNDERSTANDING
BETWEEN
THE CHARTER TOWNSHIP OF PLYMOUTH
AND
POLICE OFFICERS ASSOCIATION OF MICHIGAN

THE PARTIES HERETO agree as follows:

This Letter of Agreement establishes work conditions under a 12-hours work schedule. All provisions of the Collective Bargaining Agreement to the contrary shall be governed by this Letter of Agreement.

WORK CYCLE

For the purpose of this agreement, the length of the work cycle for police officers will be a 14-day pay period, beginning on Monday and ending on Sunday for two (2) consecutive weeks.

WORK SCHEDULE

Police officers will work two (2) 12-hour shifts in one of seven (7) days weeks of the work cycle and five (5) 12-hours shifts in the other week. This will amount to eighty-four (84) hours of scheduled work in the 14-day work cycle. The employee will normally be scheduled a total of seven (7) days working and seven (7) days off sometime during the 14-days work cycle.

OVERTIME

Employees who work the 12-hours shift shall be paid for the additional four (4) hours worked during the two (2) week cycle at the straight time rate for that pay period.

TIME CONVERSION

For purposes of this Agreement, all references in the collective bargaining agreement to days off will be converted to hours. This includes vacation time, personal business days, bereavement leave and sick days. All vacation time and sick days will be accrued in hours.

HOLIDAYS

Employees will still receive the eight (8) hours of pay for each holiday provided for in the contract.

SPECIAL ASSIGNMENT OFFICERS

Special assignments will not be governed by this agreement. By way of example, DARE, Investigations, Motor Carrier Enforcement Operation, shall be scheduled at the discretion of management.

ASSIGNMENTS

The Township retains the right to approve or deny an employee's request for time off and to reassign employees.

CHANGEOVER TO TWELVE (12) HOUR SHIFT

Under this Agreement, and at the time of changeover from eight (8)-hour to twelve (12)-hour shifts, there will be no overtime costs to the Township. The same will occur should there be a change to a shift schedule other than the one in this Agreement.

LENGTH OF AGREEMENT

This Agreement shall be in effect from year to year but may be terminated by either party giving written notice to the other of intent to terminate the agreement. In such case, the termination date of the 12-hour work schedule shall be one year from the date of said written notice. Upon termination, the provisions of the collective bargaining agreement shall govern.

SUPPLEMENTAL SICK BANK

Police officers shall earn supplemental sick leave bank time in accordance with the eight (8) hours per month schedule provided in paragraph 20.7 of the Agreement.

AGREED THIS ____ DAY OF _____, 20____, AT PLYMOUTH, MICHIGAN.

POLICE OFFICERS ASSOCIATION
OF MICHIGAN

CHARTER TOWNSHIP OF
PLYMOUTH

By: _____

By: _____

PLYMOUTH TOWNSHIP POLICE
OFFICERS ASSOICATION

By: _____

By: _____

TRADING OF DAYS AGREEMENT

The Police Chiefs authorization for all instances of trading days is required.

Unless otherwise approved by the Police Chief, time may be traded in increments of no fewer than four (4) hours, with twenty-four (24) hours advance written approval by the Police Chief. The twenty-four (24) hour period may be waived in emergency situations by prior or subsequent written approval by the Police Chief.

Further, the members of the POAM and the Township do hereby agree that the party who agrees to work for another party is hereby responsible for the fulfillment of all duties and responsibilities as though he were regularly scheduled to work on that given day.

I, _____ hereby agree to work for _____
(Name) (Name)

on _____ for _____ from _____ to _____.
(date) (no. of hours)

I understand that I will be responsible for the fulfillment of all duties and responsibilities as though I were regularly scheduled to work on the above- listed date.

(Signature of Person Agreeing to
to Work and making the Trade)

(Date)

I, _____ hereby agree to repay this time within the calendar year.

(Signature of Person Requesting Trade)

CHARTER TOWNSHIP OF PLYMOUTH
DRUG TESTING POLICY

I. Purpose

The Charter Township of Plymouth and the Police Officers Association of Michigan (POAM) have established a drug program covering sworn members of the Police Department. The main focus of this program is to have employees with drug addiction volunteer for treatment and rehabilitation and provide all sworn officers with notice of the provisions of the Department drug testing program.

II. Policy

It is the policy of this department that the critical mission of law enforcement justifies maintenance of a drug-free work environment through the use of a reasonable employee drug testing program.

The law enforcement profession has several uniquely compelling interests that justify the use of employee drug testing. The public has a right to expect that those who are sworn to protect them are at all times both physically and mentally prepared to assume these duties. There is sufficient evidence to conclude that the use of controlled substances and other forms of drug abuse will seriously impair an officer's physical and mental health and, thus, job performance.

Where law enforcement officers participate in illegal drug use and drug activity, the integrity of the law enforcement profession and public confidence in that integrity are destroyed. This confidence is further eroded by the potential for corruption created by drug use.

Therefore, in order to ensure the integrity of the department and to preserve public trust and confidence in a fit and drug free law enforcement profession, this department will implement a drug testing program to detect prohibited drug use by sworn police officers and probationary police officers on July 1, 1991.

III. Definitions

A. Sworn Officer. Those officers who have been formally vested with full law enforcement powers and authority.

B. Supervisor. Those sworn officers assigned to a position having day-to-day responsibilities for supervising subordinates, or who are responsible for commanding a work element.

C. Drug Test. The compulsory or voluntary production and submission of urine by an officer in accordance with departmental procedures, for chemical analysis to detect prohibited drug usage.

D. Reasonable Suspicion. That quantity of proof or evidence that is more than a hunch, but less than probable cause. Reasonable suspicion must be based on specific, objective facts and any rationally derived inferences from those facts about the conduct of an individual that would lead the reasonable person to suspect that the individual is or has been using drugs while on or off duty.

E. Probationary Officer. For the purpose of this policy only, a probationary officer shall be considered to be any person who is conditionally employed with the department as a recently hired law enforcement officer.

F. MRO - Medical Review Officer. The medical review officer is a physician knowledgeable in the medical use of prescription drugs and the pharmacology and toxicology of illicit drugs. The MRO will be a licensed physician with knowledge of substance abuse disorders. The MRO shall have the appropriate medical training to interpret and evaluate an individual's test results with his or her medical history and any other relevant biomedical information.

IV. Procedure/ Rules

A. Prohibited Activity

The following rules shall apply to all applicants, all employees, probationary, and sworn officers, while on and off duty:

1. No employee shall illegally possess any controlled substance.
2. No employee shall ingest any controlled or prescribed substance, except under the direction of a licensed medical practitioner.
3. Any employee who unintentionally ingests, or is made to ingest, a controlled substance shall immediately report the incident to his/her supervisor so that appropriate medical steps may be taken to ensure the officer's health and safety.
4. Discipline, for any violation of this drug policy shall be in accordance with the department's rules and regulations, policies and procedures and the current collective bargaining agreement. When there is reasonable suspicion that an employee is in violation of the policy, the employee may be ordered to take a drug test. If the drug test is positive, the employee may be immediately relieved of duty pending a department investigation at the discretion of the Chief of Police or his designee.

B. Applicant Drug Testing

1. Applicants for the position of sworn law enforcement officer, or Police Service Aide shall be required to take a drug test as a condition of employment during a pre-employment medical examination.

2. Applicant shall be disqualified from further consideration for employment under the following circumstances:

A. Refusal to submit to a required drug test; or

B. A confirmed positive drug test indicating drug use prohibited by this policy.

C. Probationary Employee Drug Testing: All probationary recruit officers shall be required as a condition of employment to participate in any unannounced drug test scheduled for the probationary period. The frequency and timing of such tests shall be determined by the Chief or his designee. They may be tested prior to completion of the probationary period.

D. Officer Drug Testing:

1. Employees shall be required to take drug tests as a condition of continued employment in order to ascertain prohibited drug use, as provided below.

2. The Chief of Police may order an employee to take a drug test upon reasonable suspicion that the employee is or has been using drugs. A summary of the facts supporting the order shall be made available to the employee prior to the actual test.

3. The Chief of Police may order an officer to take a drug test upon documented reasonable suspicion that the officer is or has been using drugs. A summary of the facts supporting the order shall be made available to the officer prior to the actual test.

4. A drug test will be administered as part of any promotional medical examination required by this department.

5. A drug screening test shall be considered as a condition of acceptance to any Narcotic Unit assignment. Furthermore, the members of the Narcotic Unit will be tested randomly at least once every six months and also when they leave the unit. The members shall be eligible for coverage under the last chance rehabilitation provision set forth in this policy.

E. Penalty: Violation of any provision of this drug testing policy shall be grounds for disciplinary action. Discipline shall be administered in accordance with the Plymouth Township Police Department's Rules and Regulations and may include discharge from the Police Department. Any discipline issued remains subject to review in accordance with the collective bargaining agreement.

F. Rehabilitation Program:

1. Under this program, any employee may volunteer to enter a drug education/rehabilitation program. With regard to marijuana use, this program will require the individual to participate in a Township approved/supervised drug education program as directed by the Township, followed by unannounced periodic testing for drugs. With regard to drugs or controlled substances other than marijuana, this program will require the individual's enrollment in a Township approved/ supervised in- patient treatment facility, followed by participation in a Township approved/ supervised out-patient treatment program as directed by the Township. Participants in both the rehabilitation/treatment program and the education program will be subject to unannounced periodic testing for drugs for a period of two (2) years. Any further use of any controlled substance under any circumstance may thereafter result in the employee's suspension and dismissal from the Police Department. Furthermore, the failure to fully participate in and/ or successfully complete the prescribed education or rehabilitation and follow-up program may constitute grounds for dismissal.

2. The drug education program and in-patient treatment referred to in this section shall be paid for by the employee, subject to the Township provided insurance program.

3. Employees will be allowed to use accrued sick leave benefits until such time as the Township, based on medical evidence, determines they are capable of returning to active duty. Time spent on out-patient treatment after an employee is reinstated shall be on the employee's own time. Successful completion of the prescribed treatment program and certification by a physician, designated by the Township, are required prior to returning to active duty. Participation in the rehabilitation program requires the employee to sign an authorization for release of medical records.

G. Drug Testing Procedures:

1. The testing procedures and safeguards provided in this policy, to ensure the integrity of department drug testing, shall be adhered to by any laboratory personnel administering departmental drug tests.

2. Laboratory personnel authorized to administer departmental drug tests shall require positive identification from each Employee to be tested before the Employee enters the testing area.

3. In order to prevent a false positive test result, a pre- test interview shall be conducted by testing personnel to ascertain and document the Employee's recent use of any prescription or non-prescription drugs, or any indirect exposure to drugs; however, medical information may be given to the laboratory testing

personnel on a voluntary basis. If the test results are positive, it will be mandatory that the employee divulges the necessary medical information to the Medical Review Officer that may have lead to a false positive test.

4. The bathroom facility of the testing area shall be private and secure. Authorized testing personnel shall search the testing area before an Employee enters it to produce a urine sample, and document that it is free of any foreign substances.

5. Where the Employee appears unable or unwilling to give a specimen at the time of the test, testing personnel shall document the circumstances on the drug-test report form. The Employee shall be permitted no more than eight hours to give a sample, during which time he shall remain in the testing area, under observation, however, the employee may allow a blood sample to be drawn. Reasonable amounts of water may be given to the employee to encourage urination. Failure to submit a sample shall be considered a refusal to submit a drug test, except for good cause as determined by the M.R.O.

6. The urine/blood sample will be split and stored in case of legal disputes. The samples must be provided at the same time, and marked and placed in identical specimen containers by authorized testing personnel. One sample shall be submitted for immediate drug testing. The other sample shall remain at the facility in frozen storage. This sample shall be made available to the employee or his Union, prior to disciplinary action, should the original sample result in a legal dispute. The employee must request the same within 72 hours of being notified of a positive and confirmatory test by the Medical Review Officer. All groups of negative samples may be destroyed after seven (7) days.

7. All specimen samples shall be sealed, labeled, initialed by the Employee and laboratory technician, and checked against the identity of the employee to ensure the results match the test specimen. Samples shall be stored in a secured and refrigerated atmosphere until testing or delivery to the testing lab representative.

8. Whenever there is a reason to believe that the Employee may have altered or substituted the specimen to be provided, a second specimen shall be obtained within a reasonable period of time.

The laboratory personnel will take the appropriate necessary steps to assure the integrity of the second specimen.

H. Drug Testing Methodology:

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

- a. initial screening test
- b. confirmation test

2. The urine sample is first tested using the initial drug screening procedure. An initial positive test result will not be considered conclusive; rather, it will be classified as "confirmation pending." Notification of test results to the supervisor or other departmental designee shall be held until the confirmation test results are obtained and verified by the M.R.O.

3. A specimen testing positive will undergo an additional confirmatory test. The confirmation procedure shall be technologically different and more sensitive than the initial screening test.

4. The drug screening tests selected shall be capable of identifying marijuana, cocaine and every major drug of abuse including heroin, amphetamines and barbiturates. Personnel utilized for testing will be qualified to collect urine samples, or adequately trained in collection procedures.

5. Concentrations of a drug at or about the following levels shall be considered a positive test result when using the initial immunoassay drug screening test:

Initial Test Level (ng/ ml)

Marijuana metabolite	100
Cocaine metabolite.....	300
Opiate metabolite	300*
Phencyclidine	25
Amphetamines	1000
Barbiturates	300

*25ng/ml if immunoassay-specific for free morphine.

Concentrations of a drug at or above the following levels shall be considered a positive test result when performing a confirmatory CG/MS test on a urine specimen that tested positive using a technologically different test than the initial screening method:

Confirmatory Test Level

Marijuana metabolite	15*
Cocaine metabolite.....	150**
Opiates:	
Morphine	300+
Codeine	300+
Phencyclidine	25

Amphetamines
Amphetamine500
Methamphetamine.....500
* Delta-9-tetrahydrocannabinol-9-carboxylic acid
** Benzoylcegonine
+ 25ng/ ml if immunoassay-specific for free morphine Barbiturates 300

6. The laboratory selected to conduct the analysis shall be experienced and capable of quality control, documentation, chain-of-custody, technical expertise and demonstrated proficiency in urinalysis.

7. Employees having negative drug test results shall receive a memorandum stating that no illegal drugs were found. A copy of the letter will be placed in the Employee's personnel file upon the Employee's request.

8. Any employee who interferes with the testing process or breaches the confidentiality of test results shall be subject to discipline.

I. Chain of Evidence - Storage

1. Each step in the collecting and processing of the urine specimens shall be documented to establish procedural integrity and the chain of custody.

2. Where a positive result is confirmed, urine specimens shall be maintained in a secured, refrigerated storage area. If a dispute arises the specimens will be stored until all legal disputes are settled.

J. Drug Test Results

1. All records pertaining to departmental-required drug tests shall remain confidential and shall not be provided to other employers or agencies without the written permission of the person whose records are sought. However, medical, administrative, and immediate supervisory personnel may have access to relevant portions of the records as necessary to insure the acceptable performance of the Employee's job duties.

K. Procedures for Implementation of the Last Chance Agreement

1. At the discretion of the Chief of Police, the last chance agreement may also be offered to any Officer whose drug test has been confirmed positive by the Medical Review Officer. This does not apply to a person seeking voluntary rehabilitation under Paragraph F above who shall be given a last chance agreement as described herein.

2. Standard letter of conditions for continued employment (last chance agreement) must be signed by Department and employee.
3. An Employee must attend an employee assistance program and/or an authorized rehabilitation source.
4. Employee must sign a form releasing any and all information to management as may be requested.
5. Employee must complete a rehabilitation program as prescribed by the employee assistance program and/ or an authorized rehabilitation source.
6. Employee must pass a medical examination administered by a medical facility designated by the Chief of Police prior to being allowed to return to duty. The examination shall only screen for drug use and the physical impact of the prior drug usage.
7. Employee may be allowed to use sick time or any other accrued paid time and apply for a medical leave of absence if required, while undergoing rehabilitation.
8. Once authorized to return to duty, the Employee must submit to periodic urinalysis on a timetable as may be determined by the Chief of Police.
9. The Employee shall be subject to the terms of this program for three (3) years after their return to work.
10. The Employee must agree in writing that the Employee will be automatically terminated if a violation of any portion of this program occurs at any time during its enforcement term.
11. Employee must be advised that the Employee is not obligated to sign the agreement and be advised he has the right to seek the counsel of his legal and/ or labor representative.

LAST CHANCE AGREEMENT

Re: _____

Whereas, the above referenced individual was found guilty of violating the departmental drug order on _____ and;

Whereas, the Charter Township of Plymouth Police Department will conditionally reinstate _____ to the position of _____ provided the Officer is found by medical examination to be capable of performing all the duties of the classification as determined by the Charter Township of Plymouth Police Department and subject to the following terms and conditions being met and maintained;

Now, therefore, it is agreed that:

1. Officer must sign a form releasing any and all information to management as may be requested.
2. Officer must complete a rehabilitation program as prescribed by an employee assistance program and/or a Township authorized rehabilitation source.
3. Officer must pass a medical examination administered by a medical facility designated by the Chief of Police prior to being allowed to return to duty. The examination shall only screen for drug use and the physical impact of the prior drug usage.
4. Officer may be allowed to use sick time or any other accrued time and apply for an unpaid medical leave of absence if required, while undergoing rehabilitation.
5. Once authorized to return to duty, the Officer must submit to a periodic urinalysis on a timetable as may be determined by the Chief of Police.
6. Upon clearance by the medical facility designated by the Chief of Police, _____ shall be returned to the Police Department as a _____.
7. Once returned to duty, Officer _____ will present himself to the department approved employee assistance program for evaluation, and agree to, as well as follow any and all directives given him by the employee assistance program for a period of not more three (3) years. Officer _____ agrees to sign appropriate forms releasing any and all information to the Police Department as may be requested. Failure to follow the employees' assistance program directives are grounds for discharge, subject to review pursuant to the collective bargaining agreement of only the discharge for failure to follow E.A.P. directives.

8. Officer _____ shall submit to controlled substance testing at the discretion of the Chief of Police. If any such test shows a positive result for the presence of a controlled substance, Officer _____ will be discharged from employment with the Charter Township of Plymouth, subject to review pursuant to the collective bargaining agreement of only the discharge for a positive test result hereunder.

9. Officer _____ will be credited with seniority, for promotional purposes, for time separated from the Police Department between _____ and the date of return to duty. No other wage is due or owing, and Officer _____ waives any claim thereto.

10. The Union shall withdraw with prejudice the grievance # _____ and shall release and discharge the Employer from any and all claims, if any, relating thereto. The Employer shall release and discharge the Union and Officer from any and all claims relating thereto. Officer shall release and discharge the Union and the Employer from any and all claims relating to grievance # _____ including but not limited to the processing and arbitration of this grievance. Further, Officer _____ releases the Township, its officials, officers, agents, employees and Union from all liability and claims he may have had or now has with respect to his employment with the Charter Township of Plymouth whether such claims or liability arise under Federal or State statute, constitutional provisions, principles of common law, or under the collective bargaining agreement between the Township of Plymouth and the Police Officers Association of Michigan.

11. All parties have had the opportunity to consult legal counsel and have carefully and completely read and understood all the terms of this settlement agreement. This settlement agreement is freely and voluntarily entered into by all parties without any duress or coercion.

12. The parties agree that this agreement is entered into as a full and final settlement of the above referenced matter and is to have no presidential value. Furthermore, the actions taken by the parties in settling this matter are not meant to establish a practice or right to be utilized in any other grievance, claim, or litigation.

13. In the event the Officer grieves and attempts to process to arbitration any discipline imposed as a condition of this last chance agreement, said grievance shall be barred by release and waiver, and an arbitrator shall have no authority to modify the penalty imposed by the Police Department.

DATED THIS _____ DAY OF _____, 2005.

OFFICER

TOWNSHIP SUPERVISOR

UNION REPRESENTATIVE

POLICE CHIEF

Exhibit A

Wage Scale for Full-Time Officers

	Wages in 2018	Hourly
Start	\$45,567	\$21.91
1 year	\$52,310	\$25.15
2 year	\$56,805	\$27.31
3 year	\$66,919	\$32.17
4 year	\$75,172	\$36.14

2 % increase from 2018	Wages in 2019	Hourly
Start	\$46,478	\$22.34
1 year	\$53,356	\$25.65
2 year	\$57,941	\$27.85
3 year	\$68,257	\$32.81
4 year	\$76,675	\$36.86

2.5% increase from 2019	Wages in 2020	Hourly
Start	\$47,640	\$22.90
1 year	\$54,690	\$26.29
2 year	\$59,389	\$28.55
3 year	\$69,963	\$33.63
4 year	\$78,591	\$37.78

2.5% increase from 2020	Wages in 2021	Hourly
Start	\$48,831	\$23.48
1 year	\$56,057	\$26.95
2 year	\$60,874	\$29.27
3 year	\$71,712	\$34.48
4 year	\$80,555	\$38.73

3% increase from 2021	Wages in 2022	Hourly
Start	\$50,296	\$24.18
1 year	\$57,739	\$27.76
2 year	\$62,700	\$30.14
3 year	\$73,863	\$35.51
4 year	\$82,972	\$39.89

Charter Township of Plymouth/POAM (Police)
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Signature Copy

3% increase from 2022	Wages in 2023	Hourly
Start	\$51,805	\$24.91
1 year	\$59,471	\$28.59
2 year	\$64,581	\$31.05
3 year	\$76,079	\$36.58
4 year	\$85,461	\$41.08

Exhibit B

Wage Scale for Part-Time Officers

Annualized Wage Effective:	1/1/2015	1/1/2016	1/1/2017	1/1/2018
Start	\$16,80	\$17.14	\$17.57	\$18.01
After 2,080 hours	\$18.88	\$19.26	\$19.74	\$20.23
After 4,160 hours	\$20.41	\$20.82	\$21.34	\$21.87
After 6,240 hours	\$21.91	\$22.35	\$22.91	\$23.37
After 8,320 hours	\$23.46	\$23.93	\$24.53	\$25.02
After 10,400 hours	\$25.06	\$25.56	\$26.20	\$26.86
	2% increase	2% increase	2.5% increase	2.5% increase

Exhibit C

POAM Seniority List			
Last Name	First Name	Seniority Date	Years of Service
Coffell	Steven	8/26/1994	24.4
Fritz	Michael	6/14/2004	14.6
Hayes	Jason	7/3/2006	12.5
Ripp	Jason	6/3/2007	11.6
Rozum	Charles	9/29/2008	10.3
McParland	Jeff	5/17/2011	7.7
Tiderington	Scott	7/25/2011	7.5
King	Caitlin	10/31/2011	7.2
Smitherman	Joseph	6/17/2013	5.6
Schemanske	Jeremy	9/30/2013	5.3
Hinkle	Michael	11/11/2013	5.2
Fetter	Jeffrey	4/21/2014	4.7
Warring	Aaron	1/5/2015	4.0
Maples	Jeffry	10/17/2016	2.2
Wilder	Christopher	5/8/2017	1.7
McLean	Joshua	8/14/2017	1.4
Brothers	Matt	10/9/2017	1.3
Burnett	Brian	12/4/2017	1.1
*Nicely	Katlin	7/2/2018	
*Chalmers	Jackson	8/27/2018	
*Champagne	Thomas	12/3/2018	

*Probationary Employee
Updated 1/10/2019

Exhibit D

**Police Department
For Retirement Purposes**

Name	Date
Cheston Steven	7/23/1991
Drake John	8/19/1994
Coffell Steven	8/26/1994
Rupard Bryan	1/4/1999
Linton Marcy	11/6/2000
Hayes Jason	6/27/2002
Fritz Michael	6/14/2004
Ripp Jason	6/3/2007
Rozum Charles	9/29/2008
Cioma Brad	5/16/2011
McParland Jeff	5/17/2011
Tiderington Scott	7/25/2011
King Caitlin	10/31/2011
Smitherman Joseph	6/17/2013
Schemanske Jeremy	9/30/2013
Hinkle Michael	11/11/2013
Fetter Jeffrey	4/21/2014
Haskin Dane	5/27/2014
Bartram Brad	7/7/2014
Warring Aaron	1/5/2015

Exhibit E

Benefit and Rate Schedule

GROUP ID / SUBGROUP ID / CLASS ID: 00158010 / 0002 / 0007

SUBGROUP NAME / CLASS NAME: CHARTER TWP OF PLYMOUTH / ACTIVE

AGENT: DEMIRYAN, KELLEY ANNE (00784)

Your benefit package has been renewed at the following rates and is effective from 9/1/18 through 8/31/19.

CERTIFICATE: BCN Classic for Large Groups (CLSSLG)
Riders: CLSSLG, CO30, ER100, UR35, D3000, AS5, 100MSR, DME5, P&O5, DSRCW, WR1000, PSTNTW, BENYR, OPRH, WDEDFC, 6350PM, VACR, AMB25, DCCRM

100MSR	Waiver of Male Sterilization Coinsurance
6350PM	\$6,350/\$12,700 Out-of-Pocket Maximum Rider
AMB25	\$25 Ambulance Copay Rider
AS5	Allergy Services Rider
BENYR	Benefit Year Rider
CO30	\$30 Office Visit Copay Rider
D3000	\$3,000 Individual/\$6,000 Family Deductible Rider
DCCRM	Dependent Child Eligibility Rider
DME5	Waiver of Durable Medical Equipment Copay Rider
DSRCW	Diabetic Supply Cost Sharing Waiver Rider
ER100	\$100 Emergency Room Copay Rider
OPRH	Outpatient Therapy And Home Care Waiver Rider
P&O5	Prosthetic & Orthotic Waiver
PSTNTW	Postnatal Copay Waiver Rider
UR35	\$35 Urgent Care Copay Rider
VACR	Elective Abortion Coverage Rider
WDEDFC	Waiver of Deductible for Services w/A Fixed Dollar Copay
WR1000	\$1,000 Weight Reduction Copay Rider

Pharmacy: P1024C, MOPD2O, 6350PM

6350PM	\$6,350/\$12,700 Out-of-Pocket Maximum Rider
MOPD2O	Open formulary Mail-Order Prescription Drug Rider 2X
P1024C	Prescription Drug Rider - \$10/\$20/\$40 w/Contraceptives

Hearing: HA2

HA2	Hearing Aid Rider - Binaural Every 36 Months
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The above are abbreviated descriptions. They do not replace the language in the certificate or rider brochure.

Charter Township of Plymouth/POAM (Police)
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Exhibit F

Benefit and Rate Schedule

GROUP ID / SUBGROUP ID / CLASS ID: 00158010 / 0002 / 0008

SUBGROUP NAME / CLASS NAME: CHARTER TWP OF PLYMOUTH / RETIREE

AGENT: DEMIRYAN, KELLEY ANNE (00784)

Your benefit package has been renewed at the following rates and is effective from 9/1/18 through 8/31/19.

CERTIFICATE: BCN Classic for Large Groups (CLSSLG)
Riders: CLSSLG, CO30, ER100, UR35, D3000, AS5, 100MSR, DME5, P&O5, DSRCW, WR1000, PSTNTW, BENYR, OPRH, WDEDFC, 6350PM, VACR, AMB25, DCCRM

100MSR	Waiver of Male Sterilization Coinsurance
6350PM	\$6,350/\$12,700 Out-of-Pocket Maximum Rider
AMB25	\$25 Ambulance Copay Rider
AS5	Allergy Services Rider
BENYR	Benefit Year Rider
CO30	\$30 Office Visit Copay Rider
D3000	\$3,000 Individual/\$6,000 Family Deductible Rider
DCCRM	Dependent Child Eligibility Rider
DME5	Waiver of Durable Medical Equipment Copay Rider
DSRCW	Diabetic Supply Cost Sharing Waiver Rider
ER100	\$100 Emergency Room Copay Rider
OPRH	Outpatient Therapy And Home Care Waiver Rider
P&O5	Prosthetic & Orthotic Waiver
PSTNTW	Postnatal Copay Waiver Rider
UR35	\$35 Urgent Care Copay Rider
VACR	Elective Abortion Coverage Rider
WDEDFC	Waiver of Deductible for Services w/A Fixed Dollar Copay
WR1000	\$1,000 Weight Reduction Copay Rider

Pharmacy: P1024C, MOPD20, 6350PM

6350PM	\$6,350/\$12,700 Out-of-Pocket Maximum Rider
MOPD20	Open formulary Mail-Order Prescription Drug Rider 2X
P1024C	Prescription Drug Rider - \$10/\$20/\$40 w/Contraceptives

Hearing: HA2

HA2	Hearing Aid Rider - Binaural Every 36 Months
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The above are abbreviated descriptions. They do not replace the language in the certificate or rider brochure.