

# Collective Bargaining Agreement

between

City of Albany

and

Albany Police Association

July 1, 2022, through June 30, 2025

## TABLE OF CONTENTS

PREAMBLE .....	3
ARTICLE 1 – RECOGNITION .....	3
ARTICLE 2 – MANAGEMENT RIGHTS .....	3
ARTICLE 3 – CITY SECURITY .....	4
ARTICLE 4 – ASSOCIATION SECURITY .....	4
ARTICLE 5 – SERVICE FEES AND CHECKOFF .....	5
ARTICLE 6 – ASSOCIATION BUSINESS .....	5
ARTICLE 7 – BULLETIN BOARDS AND ELECTRONIC MAIL .....	6
ARTICLE 8 – LABOR/MANAGEMENT MEETINGS .....	7
ARTICLE 9 – DISCIPLINE AND DISCHARGE .....	7
ARTICLE 10 – GRIEVANCE PROCEDURE .....	11
ARTICLE 11 – DRUG & ALCOHOL TESTING .....	13
ARTICLE 12 – NEW HIRE TRAINING AND PROBATIONARY PERIODS .....	15
ARTICLE 13 – PERSONNEL RECORDS .....	16
ARTICLE 14 – LAYOFF .....	17
ARTICLE 15 – SENIORITY .....	18
ARTICLE 16 – HOURS OF WORK AND OVERTIME .....	18
ARTICLE 17 – WAGES .....	24
ARTICLE 18 – RETIREMENT .....	27
ARTICLE 19 – MEDICAL, VISION, AND DENTAL INSURANCE .....	27
ARTICLE 20 – DEFERRED COMPENSATION .....	29
ARTICLE 21 – LIFE INSURANCE .....	29
ARTICLE 22 – LONG-TERM DISABILITY INSURANCE .....	29
ARTICLE 23 – LIABILITY INSURANCE .....	29
ARTICLE 24 – EDUCATIONAL INCENTIVE PAY PLAN .....	30
ARTICLE 25 – ACTING IN CAPACITY .....	31
ARTICLE 26 – TRAINING PAY .....	31
ARTICLE 27 – BILINGUAL INCENTIVE .....	32
ARTICLE 28 – CANINE MAINTENANCE INCENTIVE .....	32
ARTICLE 29 – DETECTIVE AND COMMUNITY RESOURCES ASSIGNMENTS .....	33
ARTICLE 30 – RESERVED .....	33
ARTICLE 31 – VACATIONS/HOLIDAYS/PERSONAL/COMPENSABLE LEAVE .....	34
ARTICLE 32 – SICK LEAVE & WORKERS’ COMPENSATION .....	37

ARTICLE 33 – BEREAVEMENT LEAVE.....	40
ARTICLE 34 – FAMILY AND MEDICAL LEAVE .....	41
ARTICLE 35 – MILITARY LEAVE.....	41
ARTICLE 36 – JURY DUTY .....	41
ARTICLE 37 – PERSONAL LEAVES OF ABSENCE .....	41
ARTICLE 38 – OUTSIDE EMPLOYMENT.....	42
ARTICLE 39 – UNIFORMS.....	42
ARTICLE 40 – MILEAGE.....	43
ARTICLE 41 – TERM OF AGREEMENT.....	43
ARTICLE 42 – CONTRACT NEGOTIATIONS.....	43
ARTICLE 43 – MID-TERM BARGAINING .....	44
ARTICLE 44 – SAVINGS CLAUSE.....	44
ARTICLE 45 – MEMBERSHIP IN THE ALBANY RIFLE AND PISTOL CLUB.....	44
APPENDIX A - SALARY SCHEDULE.....	46
APPENDIX B - NON-DEPARTMENTAL AND IN-SERVICE TRAINING .....	48
APPENDIX C – BARGAINING UNIT EXCLUSIONS .....	49

## **PREAMBLE**

- A. This Agreement is between the City of Albany, Oregon, hereinafter referred to as the City, and the Albany Police Association, hereinafter referred to as the Association, and has as its purpose the promotion of harmonious relations between the City and the Association; the establishment of an equitable and peaceful procedure for the resolution of differences; and the establishment of rates of pay, hours of work, and other conditions of employment.

## **ARTICLE 1 – RECOGNITION**

- A. The City recognizes the Association as the sole and exclusive bargaining agent for all members of the bargaining unit with respect to wages, hours, and other conditions of employment.
- B. Members of the bargaining unit are defined as all employees of the Albany Police Department excluding temporary, seasonal, supervisory, confidential, and managerial employees, reserves, and nonpaid volunteers. The positions of Administrative Assistant I and Accreditation Manager shall be considered confidential and excluded from the bargaining unit per Appendix C.
- C. During bargaining for a successor Agreement, the parties agree to review and either incorporate the still in effect MOUs and MOAs into the successor Agreement or bargain over any desired changes, consistent with PECBA. All disputes concerning the interpretation, application and enforcement of MOUs and MOAs shall be resolved in accordance with Article 9 – Settlement of Disputes.

## **ARTICLE 2 – MANAGEMENT RIGHTS**

- A. Except as modified by a specific term of this Agreement, the City, in its sole discretion, retains and shall have all rights related to management in the direction of its operations, resources, facilities, and services including the direction of the work force. Rights of the City include, but are not limited to: to determine the number, location, and type of facilities; to determine the type and/or quality of services rendered; to schedule services; to determine staffing levels; to determine safety issues; to determine workloads; to determine the methods, techniques, and equipment utilized; to hire, supervise, evaluate, discipline, discharge, promote, demote, lay off, transfer, and recall the workforce; to assign work and change, combine, create, or abolish job classifications and job content; and to determine the number of employees, including the number of employees assigned to any particular operation or shift.

Any of the rights, powers, authority, and functions the City had prior to the negotiation of this Agreement are retained by the City and the expressed provisions of this Agreement constitute the only limitations on the City's right to manage its business. The City by not exercising rights, powers, authority, and functions reserved to it, or its exercising them in a particular way, shall not be deemed a waiver of said rights, powers, authority, and functions or of its right

to exercise them in some other way not in conflict with a specific provision of this Agreement.

- B. The exercise of any management prerogative, function, or right which is not specifically modified by this Agreement is not subject to the grievance procedure, to arbitration, or, as set forth above, to decision bargaining during the term of this Agreement; however, nothing precludes the Association from bargaining the impacts of the exercise of management rights consistent with Article 43 of this Agreement.

### **ARTICLE 3 – CITY SECURITY**

- A. The Association will not initiate or engage in, and no employee(s) will participate or engage in, any strike, slowdown, picketing, boycott, or other interruption of work during the terms of this Agreement. The City will not lock out employees during the term of this Agreement, provided, however, that the City shall have no obligation to provide work during a labor dispute if the number of employees reporting for work is insufficient in the City's judgment to warrant continuation of part or all of its operations.
- B. Should a strike or other interruption of work occur, the City shall notify the Association of the existence of such activity and request advice from the Association as to whether the activity has been authorized. The Association, immediately thereafter, shall respond to the City's request in writing.
- C. Upon receiving notice of a strike or other interruption of work which it has not authorized, the Association will take all reasonable steps to terminate such activity and induce the employees concerned to return to work. If the Association takes such action, it shall not be held liable by the City for the unauthorized activity of the employees involved.
- D. In the event employees participate in a strike or other interruption of work in violation of this Article, the participating employee(s) shall be subject to selective disciplinary action which may include discharge.
- E. Actions for monetary damages arising from alleged violations of this Article shall be enforceable in accordance to the decision reached in Linn County Circuit Court and shall not be subject to any grievance and/or arbitration provision set forth in this Agreement.
- F. It is understood that employees shall not be entitled to any benefits or wages whatsoever while they are engaged in a strike, work stoppage, or other interruption of work.

### **ARTICLE 4 – ASSOCIATION SECURITY**

- A. Employees shall have the right to self-organization; to form, join, and participate in the activities of labor organizations of their own choosing; to bargain collectively through representatives of their own choosing on matters of employment relations; or to refuse such

organizational activities. The parties agree that there shall be no discrimination exercised against any employee covered by this Agreement because of ~~his/her~~ **their** membership, non-membership, or Association activities.

- B. The provisions of this Agreement shall be applied equally to all employees in the bargaining unit without discrimination as to age, sex, sexual orientation, mental or physical disability unrelated to job performance, marital status, race, color, creed, religion, national origin, political affiliation, or other protected status or activity. The Association shall share equally with the City the responsibility for applying this provision of this Agreement.

#### **ARTICLE 5 – SERVICE FEES AND CHECKOFF**

- A. Membership or non-membership in the Association shall be the individual choice of the employees who are covered by this Agreement.
- B. The City agrees to deduct from the paycheck of each employee and to pay the Association those dues, fees, costs, charges and assessments as set by the Association when so authorized in writing by the employee. Such deductions shall commence on the first day of the payroll period immediately following the notification of receipt of written authorization from the Association to the City. The City will not be held liable for checkoff errors but will make proper adjustments with the employee and the Association for errors as soon as practical and upon notification from the Association. The Association agrees to indemnify and hold harmless the City from any actions arising under this Article. The amounts to be deducted shall be certified to the City by the Association by the tenth (10th) day of the succeeding month after such deductions are made.
- C. Any authorization for payroll deductions may be canceled upon written notice to the City and the Association as specified in the authorization. Such deductions shall cease on the first day of the payroll period immediately following the notification as is specified in the authorization.
- D. If the Association changes the manner in which it calculates dues (e.g., changing from a flat amount to a graduated percentage) and if that change requires the City to reprogram its payroll system or otherwise incur costs, the Association will reimburse the City for those costs.

#### **ARTICLE 6 – ASSOCIATION BUSINESS**

- A. The City agrees to allow reasonable on-duty time for members who are official Association representatives while engaged in Association activities as defined in ORS 243.798(1)(a)-(h), unless such activities in the City's judgment hamper the normal operations of the Department. Such on-duty time will be paid time, but not subject to overtime.

No more than three (3) employees shall be engaged in such on-duty Association activities at any one time absent exigent circumstances.

For Association activities occurring off-duty, Association representatives may reasonably flex hours with management pre-approval, excluding contract negotiations under Article 42.

- B. The Association shall inform the Chief of Police and Human Resources Director in writing of those Association members chosen as official Association representatives and who have authority to speak for the Association. The Association shall keep this list of official representatives current by notifying the Chief of Police and Human Resources Director of any changes within a timely manner. Employees not on the Association's list of official representatives shall not be recognized as speaking for the Association and shall not be accorded rights of an official Association representative as provided in this Agreement.

### **ARTICLE 7 – BULLETIN BOARDS AND ELECTRONIC MAIL**

- A. The City agrees to furnish a bulletin board in an accessible place available to the members of the Association. The Association will limit its posting of information to such space, except that mailboxes may be used to exchange information or messages which would not be appropriate for public posting. The parties agree that a bulletin board will be used to keep the members of the Association informed of its social, charitable, and representation activities.
- B. The Association may use the City's electronic mail system (email) to conduct Association business under the following provisions:
  - (1) Use of the City's email system will be in compliance with City policies pertaining to use of telecommunication equipment.
  - (2) Only those Association representatives identified under Article 6, Section E, as official Association representatives, shall be allowed to use the email system for Association business.
  - (3) The email system will not be used to promote or oppose election petitions, ballot measures, or candidates; or otherwise advocate a political position.
  - (4) Material sent via the City's email system shall not degrade, demean, humiliate, or embarrass another person or group of people.
  - (5) Emails and attachments shall not be overly large such that sending the material adversely impacts the performance of the City's telecommunication systems.
  - (6) The Association shall indemnify and hold the City harmless against any and all lawsuits, claims, complaints, or other legal or administrative actions that arise out of the Association's use of the City's telecommunications system.
  - (7) The Association acknowledges that communications sent or received via the City's telecommunications system may be public information subject to disclosure under Oregon's Public Records Act, ORS 192.

## ARTICLE 8 – LABOR/MANAGEMENT MEETINGS

- A. The parties recognize that delivery of essential municipal services in the most efficient and effective manner is of paramount importance and interest to the City and the Association. Maximized service to the community is recognized to be a mutual desire of both parties within their respective roles and responsibilities. The parties may agree to meet at mutually convenient times in special conferences as provided below to discuss means of increasing departmental effectiveness.
- B. Labor/Management meetings for important matters may be agreed to between the Association representatives and the City representatives upon request of either party. Such meetings shall be arranged in advance, and an agenda of matters to be discussed at the meeting shall be presented at the time the conference is requested. Association representatives shall be permitted to attend such meetings without loss of pay to the extent such meetings are scheduled during duty hours of the members so attending unless such absences in the City's judgment hamper the normal operations of the Department.

## ARTICLE 9 – DISCIPLINE AND DISCHARGE

- A. The goals of progressive discipline are to correct behavior and produce efficient City operations rather than merely to punish wrongdoers. Disciplinary actions are based on findings of misconduct, including but not limited to any violation of City rule and policy, and are generally imposed in a progressive nature depending on the nature or severity of the conduct and totality of circumstances, or as required by state requirements:
  - (1) Written reprimand.
  - (2) Reduction in pay or suspension with loss of pay.
  - (3) Demotion.
  - (4) Discharge.

Discipline, in lieu of the above-listed actions and with the employee's concurrence, may also include loss of vacation and/or holiday time.

Counseling: Forms of informal evaluation and counseling are not considered discipline and may not be grieved. Examples may include counseling memos, performance notations, directives, letters of confirmation of verbal counseling or letters of expectations. These are less formal means of resolving issues of performance. Counseling may serve as notice to the employee for future discipline. Counseling memos will be maintained in the supervisory file for up to twelve (12) months or the next annual written evaluation or evaluation waiver, whichever is later, if there are no repeat instances of the same or similar conduct. Upon request, an employee may review and request copies of counseling documents in their supervisory file. The employee may submit a written rebuttal to be placed in the supervisory file with the



counseling memo. At the time the counseling memo is removed from the supervisory file, the rebuttal shall also be removed. If the counseling memo is referenced in the employee's formal performance evaluation, the employee may submit a new rebuttal or the prior counseling rebuttal. Nothing in this section shall be construed to prevent or prohibit the Police Chief or superior officer from discussing operational matters with employees. For sworn law enforcement officers, counseling memos removed from a supervisory file will be retained in a separate personnel records retention file consistent with Article 13(E).

B. For non-sworn members, disciplinary action shall be for just cause. For sworn law enforcement officers, all disciplinary actions imposed are subject to the just cause standards governed by ORS 243.808 through 243.812, ORS 236.350 and applicable law. If a supervisor has reason to discipline an employee, the supervisor shall make reasonable efforts to impose such discipline in a manner that will not embarrass or humiliate the employee before other employees or the public.

(1) Investigatory Procedures.

- (a) Employees under investigation shall be afforded the right to an Association representative prior to any discipline being administered or at any time during an investigation process if the employee should request such representation. In the event that an employee requests such representation, that request shall not be allowed to delay the investigation. Up to twenty-four (24) hours generally will not be considered a delay. It is understood that the City will not incur overtime based on an employee's request for a delay in an investigation in order to obtain an Association representative.
- (b) Employees may be interviewed concerning any acts related to the scope of their employment. They will be required to answer any questions involving matters under investigation and will be afforded all rights and privileges to which the employee is entitled under the laws of the State or the United States, including rights under Garrity. In a compelled interview solely for noncriminal purposes, an employee who refuses to respond to questions or to be interviewed must be informed that refusal may lead to disciplinary action. In an investigatory interview, employees will not be subjected to offensive language (unless part of testimony or evidence) nor threatened with punitive action, absent notice of potential discipline or Garrity.
- (c) The City shall make a reasonable good faith effort to conduct these interviews during the employee's regular working hours, except for emergencies when interviews can be conducted by telephone or virtually.
- (d) The employee and the Association President will be informed of the nature of the investigation and the allegations as well as the nature of the actions which might be taken by the City if said allegations are proven.
- (e) The Association will be notified in writing anytime an employee receives written notification of a future meeting to discuss matters for which the employee is under investigation that may lead to discipline or anytime potential discipline may exceed

a written reprimand.

- (f) All interviews shall be limited in scope to activities, circumstances, events, conduct, or acts which pertain to the incident which is the subject of the investigation. Nothing in this section shall prohibit the City from questioning the employee about information which is developed during the course of the interview. No more than two interviewers at a time will question the employee.
- (g) In a disciplinary or administrative investigation, the employee's Association representative, acting in such capacity, may not be required to disclose, or be subject to disciplinary action for refusing to disclose statements made by the employee to the representative for the purposes of representation.
- (h) All investigatory interviews will be audio recorded by the City, and a timely copy of the audio recorded, or transcription if transcribed, will be provided to the Association or employee upon request. The Association or employee are not precluded from audio recording subject to providing appropriate notice.
- (i) Prior to any subsequent investigatory interview, the employee will be provided a copy of any audio recording, written statement or report describing the officer's statement from a prior investigatory interview in the course of the same investigation.
- (j) During the investigatory interview, as soon as it is determined that an employee may be charged with a criminal offense, the employee will be informed of the employee's right to consult with a criminal defense attorney with respect to the criminal charge. This does not prevent continuation of any administrative investigatory interview if a Garrity warning was already provided.
- (k) The City shall make a good faith effort to complete an internal investigation within thirty (30) days. If the City cannot complete the internal investigation within the thirty-day (30) period, the City will notify the Association.

(2) Disciplinary Procedures.

- (a) If the department director or supervisor determines that there is cause for disciplinary action to be taken at the levels specified above under Section A(1), said written reprimand will be issued. The employee shall receive a copy of any written reprimand, and it shall be made part of their personnel file. The supervisor shall determine the length of time the reprimand will remain in the employee's personnel file. Upon written request by the employee to their supervisor, any reprimand which has reached its expiration date will be removed from the City personnel file and maintained in a secure, confidential Human Resources file accessible only by the Human Resources Director, or designee, or the City Attorney consistent with Article 13(E). Such material may be used to demonstrate that the employee has been previously warned or disciplined regarding the behavior and/or conduct noted in the material.

- (b) The City will notify the Association of all disciplinary actions.
- (c) Paid Administrative Leave: If the department director or supervisor determines that there is a basis for potential disciplinary action based on allegations of misconduct or violation of rule or law at any of the levels specified above under Section A(2), (3) or (4), the director or supervisor may suspend the employee without loss of pay or benefits and shall deliver to the employee and the Association a written notice of such suspension if applicable and pending actions. Such notice shall specify the principal grounds for the proposed action.
- (d) Notwithstanding Section 2(c) above, in instances where the employee has been indicted by a Grand Jury or has had criminal charges filed by a jurisdiction's prosecuting attorney, the City will conduct an Internal Affairs investigation (IA) in a timely manner. Should the City be unable to complete the IA within one hundred eighty days (180), due to restrictions imposed by the prosecutor or court, the City may suspend the employee without pay pending completion of the IA.

Upon completion of the IA, the City shall make a determination as to whether or not the employee should be returned to their position and whether discipline, up to including dismissal, should be imposed. Should the employee be returned to their position with or without discipline, the employee shall receive retroactive pay to the date they were was suspended minus any discipline imposed.

Should the City determine the employee should not be returned to their position, the employee will be dismissed without back pay.

- (e) At the City's discretion, an employee who has been suspended, whether with pay or without pay, may be required to return all City equipment and supplies in their possession, including keys.
- (f) Pre-Disciplinary/Loudermill Meetings: In the event the City has notified an employee that an economic discipline may be imposed (reduction in pay, suspension, demotion, termination), the employee and the Association shall then be given the opportunity to attend a pre-disciplinary hearing which shall be held within 7 calendar days after the written notice has been issued. Pre-disciplinary hearings shall be held between 0800 to 1700 Monday through Friday. At least 7 calendar days prior a pre-disciplinary meeting, the City will provide the employee and Association a written notice of pre-disciplinary meeting inclusive of the facts supporting the allegations, the proposed range of disciplinary action, and a complete copy of the investigation relied upon for the findings. The parties acknowledge that in particular circumstances, the release of some specific sensitive or confidential information may be limited to the Association attorney or designee; the parties agree to discuss and resolve those matters promptly as to not unreasonable delay the disciplinary process.

(3) Association Representation.

- (a) Upon request, any employee required to appear before a City representative to discuss matters for which disciplinary action is being contemplated may be allowed to have an Association representative present at the discussion.
  - (b) The Association may process a grievance concerning reduction in pay, suspension, demotion or discharge at the City Manager step of the Grievance Procedure (Step 3).
- (4) Parties acknowledge that City and Department policies are intended to augment the terms and conditions of this Article and this Article supersedes any conflicting standard or practice in City or Department policy.

**ARTICLE 10 – GRIEVANCE PROCEDURE**

- A. A grievance for the purpose of this Agreement is defined as a dispute regarding the meaning or interpretation of a particular article of this Agreement or regarding an alleged violation of a particular article of this Agreement.
- B. Grievances shall be processed in the following manner:

Step 1:

The grievant(s), with or without Association representation, shall submit the grievance in writing to their division captain within two weeks from the date the Association or employee knew or should have known of the occurrence that gives rise to the grievance. The written grievance shall contain the following information: (1) a statement of the grievance and the relevant facts; (2) specific provision(s) of the Agreement violated; and (3) the remedy sought. The captain or designee shall respond to the employee in writing within two weeks with a copy to the Association.

Step 2:

If the grievance is not resolved at Step 1, the Association may submit the grievance in writing to the Chief of Police or designee within two weeks of the date the captain's response was received or was due to be received. Attached to the grievance shall be the Association's response explaining why the Step 1 reply does not resolve the grievance. The Chief of Police or designee may meet with the employee's immediate supervisor, captain, the aggrieved party, and not more than two (2) Association representatives to discuss the grievance and shall respond to the grievance in writing within two weeks of the date of the written grievance, or two weeks of the meeting, if scheduled, whichever is later.

Step 3:

If the grievance is not resolved at Step 2, the Association may submit the grievance in writing to the City Manager within two weeks from the date the Step 2 answer was received or should have been received. The Association shall attach the grievance and an explanation of why the grievance still remains unresolved. The City Manager or designee may meet, within two weeks from the date of the written grievance, with the aggrieved party, Chief of Police, Human Resources Director, and not more than two (2) Association representatives. The City Manager or designee shall respond to the Association in writing within two weeks from the date of the written grievance submitted to the City Manager, or two weeks of the meeting, if scheduled, whichever is later.

Step 4:

Within two weeks of receipt of the City Manager's reply, the Association may notify the City in writing of its intent to arbitrate. For grievances not involving discipline of a sworn officer, within two weeks from the notice to the City of its intent to arbitrate, the parties will either mutually agree to an arbitrator or request a list of five (5) arbitrators from the State Mediation and Conciliation Service. If a list is requested, the parties shall alternately strike one name from the list until only one is left. The one remaining shall be the arbitrator. The Association shall strike first. For grievances involving discipline of a sworn officer and within 14 calendar days from the written notice to the City of the Association's intent to arbitrate a grievance involving discipline of a sworn officer, the Association will request an arbitrator from the Employment Relations Board and the parties will select an arbitrator consistent ORS 243.808 and ERB rule.

- (1) The arbitrator shall strive to render a decision within thirty (30) calendar days of the close of the hearing or submission of post-hearing briefs, whichever is later. The powers of the arbitrator shall be limited to interpreting this Agreement and determining if the specific articles and sections, thereof, identified in the original grievance have been violated. For grievances involving discipline imposed on a sworn officer as defined in Article 9, the arbitrator is bound to the just cause standards defined in Article 9 and as set forth in ORS 243.808 through 243.812, ORS 236.350, and applicable law. The arbitrator shall have no authority to rule contrary to, to amend, add to, subtract from, change or eliminate any of the terms of this Agreement and shall be confined to the application and interpretation of the specific provision of this Agreement under grievance. The decision of the arbitrator shall be final and binding on both parties.
- (2) The cost of arbitrators shall be borne equally by the parties. Each party shall be responsible for costs of presenting its own case to arbitration.

C. Any or all time limits specified in the grievance procedure may be waived or extended by mutual written consent of the parties. Failure to submit the grievance in accordance with these time limits without waiver shall constitute abandonment of the grievance. Failure by the City to submit a reply within the specified time shall be considered a denial of the grievance. The Association will then have two weeks to advance the grievance to the next step. A grievance

may be terminated at any time upon receipt of a signed statement from the Association or the employee that the matter has been resolved.

- D. Once filed, neither the Association/employee nor the City shall expand upon the original elements or substance of the grievance.
- E. The employee shall have the right to be represented by not more than two (2) Association representatives at any level of the grievance procedure. Employees in the bargaining unit involved in meetings under the grievance procedure shall be allowed time off with pay from regularly scheduled duty for that purpose, provided proper appointments for meetings are made in advance. Mutually agreed upon meeting dates will be considered a waiver of time limits for that particular step of the grievance procedure.
- F. Notwithstanding the above provisions, it is the intent of both the City and the Association that the aggrieved employee and/or Association representative will attempt to resolve informally with their supervisor any grievance prior to using this procedure.

#### **ARTICLE 11 – DRUG & ALCOHOL TESTING**

- A. Scope. This section applies to all Police Department employees. Nothing in this section is intended to nullify or amend the employees' rights, obligations, or conditions of employment as set forth by City policy, procedure, or work rule.
- B. Reasonable Suspicion. Employees in the bargaining unit may be required to undergo testing on "reasonable suspicion" when objective facts and observations are brought to the attention of the supervisor. Based upon reliability and weight of such information, the supervisor can reasonably infer or suspect that the employee is using illegal drugs, is abusing legal drugs or alcohol, or is reporting for duty under the influence of drugs and alcohol. Reasonable suspicion must be supported by specific articulable facts which may include but are not limited to: reports and observation of the employee's drug-related activities; observations of the employee's behavior or work performance; an observed impairment of the employee's ability to perform his or her duties.
- C. Costs. The City shall pay all costs for the implementation and administration of this program. Employees who test positive and seek the recommended treatment and counseling shall be responsible for the costs incurred which exceed the City-provided health insurance programs.

An employee who voluntarily acknowledges a substance abuse problem and enters into a mutually agreeable substance abuse treatment program, shall be reimbursed up to \$500.00 for out-of-pocket costs not covered by health insurance for such treatment. Reimbursement is conditioned upon the employee successfully completing treatment as evidenced by written documentation from the substance abuse professional.

D. Testing Procedures.

All drug testing shall be controlled by BIO-MED Testing Services Inc., or equivalent services with NIDA certified lab, testing, and Medical Review Officer (MRO) capabilities. The results shall be reviewed by a Medical Review Officer (MRO) and shall be shared with the employee and the City Human Resources Director or designee. The Human Resources Director shall share all information provided by the MRO with the Police Department management staff. The testing by urinalysis shall be given for the following controlled substances: Marijuana, Cocaine, Opiates, Phencyclidine (PCP), MDMA (Ecstasy), 6-Acetylmorphine, and Amphetamines or other synthetic equivalents (as determined by testing and the MRO) at the cutoff levels established by DOT (49 CFR Part 40, Section 40.87) if applicable. An employee will be considered to be “under the influence of alcohol” if their breath tests greater than 0.02% consistent with LESC standards.

E. Other Testing Requirements. Any safety-sensitive employee who is involved in a serious accident and/or in an incident which involves the use of deadly force while performing their assigned duties may be required to submit to testing as part of the investigation of the serious accident or incident. The employee shall remain readily available for testing unless there is a life-threatening or life-saving occurrence requiring the employee to vacate the scene.

F. Treatment Provider. Testing may be required by the treatment provider or Employee Assistance Program during the rehabilitation process.

G. Employee Testing Options. Employees who question the validity of the controlled substance test may request in writing a retest or a split sample test within 72 hours of the results of the original test. This retesting option will normally be discussed with the employee during their conversation with the MRO as a result of the employee’s first test being determined to have been positive.

H. Employee Consequences and Responsibilities.

(1) An employee who tests positive while on duty shall be referred to the Substance Abuse Professional (SAP) for evaluation. Additional consequences may include rehabilitative treatment, outpatient counseling, last chance agreement, or discipline up to and including dismissal. Employees seeking treatment shall have the right to choose their treatment provider based on the needs identified in the medical recommendations. Bargaining unit employees shall have the right to request Union representation at any discussions with the City concerning this program.

(2) Refusal to submit to drug and alcohol testing as directed will subject the employee to the same consequences and responsibilities as described in Section H(1) of this Article.

## ARTICLE 12 – NEW HIRE TRAINING AND PROBATIONARY PERIODS

- A. New Hires: The New Hire Training Period shall be eighteen (18) months for employees covered by this Agreement. This period shall be subject to the satisfactory rating of the employee's performance by the Department. Prior to completion of the New Hire Training Period, employees may be disciplined or discharged with or without cause by the City and such discipline or discharge is not subject to the grievance procedures of this Agreement.

Lateral New Hire: A lateral officer is an employee who has completed at least three years of continuous experience and is in good standing with another law enforcement agency, and who is Oregon DPPST certified, or, for an officer from an out of state law enforcement entity, that is, as determined by the City, certified or qualified for the lateral position. The probationary period for a lateral new hire officer is 12 months. A lateral officer is required to have at least 12 months of consecutive full-time experience with the Albany Police Department to qualify for any specialty assignments.

A lateral communications specialist is an employee who has completed at least three years of continuous experience and is in good standing with another Oregon telecommunications agency, and who is Oregon DPSST certified, or for a candidate from out of state, the candidate held a telecommunications or similar position that is, as determined by the City, qualified or certified for the lateral position. The probationary period for a lateral new hire communications specialist is 12 months.

- B. Promotions: An employee who promotes to a position at a higher salary range shall be subject to an 18-month probationary period, except an employee who promotes from Police Officer to Police Sergeant shall serve a 12-month probationary period. Promoted employees will be evaluated in writing after six (6) months. The City will return such probationary employees to their previous classification at any time before the end of the probationary period if, in the City's judgment, their job performance in the probationary promotion position does not meet expected standards. Such actions will be subject to review by the Human Resources Director and the City Manager but not subject to the grievance procedure. Employees may be terminated for just cause without being returned to their former or similar positions. If the return of the probationary employee to their previous classification results in the City determining a reduction in force is necessary, the least senior employee in the previous classification will be laid off and the promoted employee will be returned to their former position.

An employee who promotes to a position at a higher salary range shall be placed in the higher salary grade at the step that provides the employee with an increase of no less than four and one-half percent (4.5%) above the employee's base pay on the first day of the payroll period when the promotion becomes effective. The employee's salary step increase date shall be that date, and on each subsequent year until the employee reaches the top pay step of that range. All other seniority issues will be determined by the employee's date of hire consistent with the remainder of this Agreement.

- C. Employees promoted prior to the completion of their New Hire Training Period as described in Section A of this Article, who are returned to their position without completing the



probationary period described in Section B, shall be required to complete their New Hire Training Period.

- D. A probationary period is intended as a period of time to evaluate employees. If in the judgment of the City the employee has not demonstrated the ability to satisfactorily perform the duties of the position, the City may extend the new hire training period, lateral new hires, or promotional probationary period for up to six (6) months if mutually agreed to by the parties.
- E. The City may toll an employee's probationary period if the employee has been absent from work for more than 30 work days resulting from absences due to medical reasons or medical leave in order to complete the observation period. The City will provide written notice to the employee and Association.

### **ARTICLE 13 – PERSONNEL RECORDS**

- A. The employee shall read and sign all material in any form which can be construed, interpreted, or acknowledged to reflect adversely on the employee by the City before they are placed in the employee's personnel file or administrative file. Such material will bear the statement next to the signature line that: "signing does not necessarily indicate agreement."
- B. An employee upon their written request shall have the right to review their personnel file by appointment with a Human Resources representative, or administrative file by appointment with a command officer. Any employee, upon request, shall have the right to reproduction of their personnel file and administrative file which involves them in full or part. A request for review or reproduction will be acted upon within five (5) business days. No portion of an employee's file shall be transmitted without the explicit consent and request of the employee other than to those authorized within the City and/or its representatives and insurers; to Association representatives; for use in grievance, arbitration, and other legal proceedings; or by order of a competent court as required by law; or as otherwise required by law.
- C. Working files are those files used by the employee's supervisor for the express purpose of documenting brief information regarding an employee's performance and which may be used to assist the supervisor in completing the employee's subsequent performance evaluation. Employees may request and will be permitted to review their working file.
- D. Employees may submit a written rebuttal to any material in the employee's personnel, administrative, or working file. The rebuttal will be removed from the file at the same time the original material is removed.
- E. For sworn employees, all personnel records including but not limited to the personnel file, records of complaints, and disciplinary actions, shall be retained in a confidential personnel records file for records retention compliance for ten (10) years after the sworn employee leaves the City's employment and provided to other law enforcement agencies that are considering hiring the sworn employee in accordance with applicable law, regardless of

whether the records have been removed from the sworn employee's supervisory, working, administrative, and/or personnel file. Any and all materials removed from the sworn employee's supervisory, working, administrative, and/or personnel file shall be retained by the City in a confidential personnel records file for records retention compliance.

#### **ARTICLE 14 – LAYOFF**

- A. In the event of a layoff for any reason, employees shall be laid off in the inverse order of their seniority in their classification as long as the employees retained possess the demonstrated ability to perform the work as required. An employee who is to be laid off who advanced to their present classification from a lower classification in which they held a regular appointment shall be entitled to bump into the lower classification, provided the employee has classification seniority over the individual being displaced and the employee notifies the Chief of their desire to bump within ten (10) business days of notice of layoff. Classification seniority shall be credited for all the time an employee worked, was in paid status or was on an authorized unpaid leave of absence of 30 days or less in a given classification from the date of hire or placement in the classification once an employee gains regular status. Exceptions for crediting classification seniority to employees who are on authorized leaves of absence of more than 30 days will be made for employees who are on workers compensation leave and in accordance with applicable law (FMLA, OFLA, USSERA, Oregon Sick leave Act).
- B. Except as set forth in Section C below, employees shall be called back from layoff according to seniority in the classification from which the employee was laid off within the Department. No new employee shall be hired in any classification until all employees on layoff status in the classification have had an opportunity to return to work. Employees shall be notified in writing of their recall by certified mail return receipt requested to the last address listed on City records. If the employee does not respond by providing the Chief or designee notice of intent to return to work in writing within seven (7) business days of receipt of the notice or ten (10) business days of mailing, whichever is later, the employee will lose their recall rights and the Department may proceed to fill the position through other methods. Employees recalled from layoff, shall be returned with the same seniority they had at the time of layoff and will be placed at the same step on the salary schedule from which they were laid off.
- C. An employee laid off from the classification of Sergeant shall also have the right to be recalled to a Police Officer position based on total seniority as a Police Officer and Sergeant. Such employee who accepts recall to a Police Officer position will be directly appointed to the first vacant Sergeant position that the City intends to fill. If the employee had not completed their previous promotional probationary period, the employee shall serve the remaining time when reappointed to a Sergeant position. An employee laid off as a Sergeant who declines recall to a Police Officer position will remain on the Sergeant recall list. An employee laid off as Sergeant who accepts recall to a Police Officer position shall be placed at the salary step closest to the salary rate from which they were was laid off, not to exceed the maximum rate for the Police Officer classification.

- D. Layoff status shall not extend for more than 24 months from date of layoff. Seniority shall not accrue during layoff. All seniority rights and benefits to which an employee was entitled at the time of layoff shall be restored upon recall.
- E. Nothing in this Article or any part of this Agreement is intended to restrict the sole authority of the City to determine the financial necessity of service reduction, the form of reduction, and the duration of the layoff.
- F. Employees who are placed on layoff status through the provisions of Article 32, Section G, shall not be offered recall until they have provided the City with a release for full duty from their attending physician. However, the time prior to providing a medical release shall be part of the employee's maximum eligibility for recall of two years. Upon receipt of a release, the employee shall be offered recall in accordance with the provisions of this Article and shall be subject to all provisions of this Article.
- G. A business day is defined as Monday through Friday, excluding recognized federal holidays.

#### **ARTICLE 15 – SENIORITY**

- A. "Seniority," as used in this Agreement, is determined by the length of an employee's cumulative service within a given bargaining unit classification in the Department since their last day of hire. However, an employee who returns to the Police Officer classification after serving as a Police Sergeant shall have their time served as Police Sergeant added to their Police Officer time to determine the employee's seniority within the Police Officer classification. An employee not completing the entry training period shall not be considered to have seniority and shall not be considered a regular employee.
- B. The City will provide the Association with copies of the seniority list on July 1 of each year and shall post the list in conspicuous places available to employees.
- C. If multiple employees have the same classification seniority, the tie shall be broken by calculating the employees' total continuous service time with the City in regular positions since the employees' last regular dates of hire. The employee with the most service time shall be deemed the more senior employee. Should a tie still exist after calculating service time in all regular City positions, the tie shall be broken by the date and time of the formal offer of employment letter (not the conditional offer) deeming which employee is more senior.

#### **ARTICLE 16 – HOURS OF WORK AND OVERTIME**

- A. The following definitions shall apply to all sections of this Article:

Patrol Employees shall consist of all Police Officers and Police Sergeants assigned to patrol.

Support Employees shall consist of all other employees.

Work Week for support employees shall consist of a seven- (7) day work schedule totaling no more than forty (40) hours. The work week for support employees shall begin at 0001 Monday and end at midnight Sunday. The normal work schedule consists of five (5) consecutive eight- (8) hour days with two (2) days off or four (4) consecutive ten- (10) hour days with three (3) days off except in cases of rollover or flex schedules required in specific assignments.

Work Period for patrol employees working a twelve- (12) hour shift schedule shall consist of twenty-eight (28) consecutive calendar days consistent with the FLSA 7(k) work period.

Work Shift begins with the first hour of the employee's scheduled work day and ends with the last scheduled hour.

- B. Work schedules for patrol employees may be composed of 8, 9, 10, or 12 hours per shift or any combination thereof. It is further agreed that the operational needs of the Department shall be controlling of work schedule assignments.
- C. Work schedules showing the employee's work days and hours shall be posted except for emergency situations and for the duration of the emergency. Changes in the work schedule shall be posted fourteen (14) days prior to the effective date of the change. A shift change without this fourteen (14) day notice that results in the employee being required to work at a time earlier or later than the employee would have worked on their normal schedule shall make the employee eligible for overtime compensation for the hours required to work which fall outside of their normal schedule; this overtime shall in no case exceed ten (10) hours and shall be calculated only on the extra hours worked on the first day of the changed shift. For example, an employee scheduled to work 7:00 a.m. to 4:00 p.m. whose shift is changed to 1:00 p.m. to 9:00 p.m. without 14 days' notice would be paid overtime from 4:00 p.m. on the first day of the change until 9:00 p.m. Upon mutual agreement by the employee and the Department, schedule changes may be made with less than the fourteen (14) day notice requirement and shall not be subject to the overtime requirement.

Once an employee has been given an order that changes the work schedule for training purposes only, it shall serve as proper notification, and the fourteen- (14) day provision shall automatically be waived.

D. Substituting or Trading Shifts

- (1) Solo status employees can request a shift substitution or shift trade through their supervisors using a prepared City form. Both employees involved in the substitution or trade are required to sign the form acknowledging it as voluntary. The form will identify the employees involved and the date(s), shift(s), and time(s) involved. Partial shift substitutions or shift trades will be for a minimum of two (2) hours. Employees who are substituting will not be allowed to work back-to-back shifts without at least eight (8) hours of off-duty time in between shifts. The involved supervisor(s) must review all substitutions or trades prior to their occurrence. Supervisor(s) will normally approve the

substitution or trade as long as it meets operational needs and does not compromise staffing levels or necessary assigned specialties. Supervisor(s) will normally not approve substitutions or trades under the following two circumstances: multilevel shift trades involving more than two employees or when it will place relatives/intimate partners in a position of direct supervisory authority. Shift trades will not be permitted for more than five (5) consecutive regularly scheduled shifts for an employee, absent management pre-approval.

- (2) The City will not compensate the substituting employee for any hours worked during shift substitutions or trades for which the substituting employee was not originally scheduled to work. The employee originally scheduled to work will receive compensation at the rate they are entitled as if they did work the original hours. If the substituting employee is required to work unscheduled hours immediately before or after the substituted or traded hours, they will be compensated at an overtime rate computed to the nearest quarter (1/4) hour for the non-substituted or traded hours, and those overtime hours shall be based on the actual number of hours worked, not a minimum callback.
- (3) Repayment of a shift substitution or trade is at the option of the employees involved in the substitution or trade. Other than approval as mentioned above, the City will not enforce repayments and sets no time limitations on, or requirements for, repayment for substitutions or trades.
- (4) If the employee who agreed to cover the substituted or traded shift doesn't follow through with the agreement, that employee will have leave time for the shift deducted from their accruals but will not receive any compensation.
- (5) The Association indemnifies the City for all claims that may be made by an employee regarding shift substitutions or trades.

#### E. Rest Periods

- (1) Support Employees shall receive one (1) fifteen- (15) minute rest period for every four (4) hours worked without loss of pay.
  - (a) Association members in the classification of Community Service Officer and Code Compliance Officer shall be allowed to combine the two (2) fifteen-minute rest periods into one (1) half-hour rest period to be used during the employee's regularly scheduled work shift.
  - (b) This rest period is also considered the same as the paid meal period in the respect that employees must still be able to respond to necessary calls for service during such time.
- (2) Patrol Employees shall receive one fifteen- (15) minute break per each four- (4) hour shift period, subject to calls for service in accordance with the operational requirements of each

employee's duties and shall be considered on-duty time.

- (3) Rest periods and meal periods cannot be combined, nor can they be taken within the first or last hour of the shift.

F. Meal Periods

- (1) Support Employees, except those referenced in Section F(3) below of this Article, shall be granted a meal period during each work shift, provided the work shift consists of six (6) hours or more. To the extent consistent with the operational requirements of the Department, each meal period shall be scheduled in the middle of the work shift or as near to that time as possible. Support employees' meal period shall be duty free and shall not be considered as time worked for the purposes of compensation.

(a) See paragraph E(1)(a) & (b) of this Article above for Community Service Officer.

- (2) Patrol Employees' meal period shall be during the one-half of their shift with no rest period. Their meal periods shall be for one-half (½) hour and shall be considered as time worked.
- (3) The only exception to those meal periods defined above shall be for sworn officers assigned to the Detective Division, Police Communications Specialists, Community Service Officers, and sworn uniformed officers assigned to the Community Resource Unit who shall have their meal period considered as time worked and must be able to respond to calls for service during such time.
- (4) Rest periods and meal periods cannot be combined nor can they be taken within the first or last hour of the shift.

G. Overtime. The City shall have the right to schedule and assign overtime work as required in the manner deemed to be the most advantageous and consistent with the requirements of the municipal service and of the public interest. No overtime shall be worked without prior approval of a supervisor.

Payment at the overtime rate shall be computed to the nearest quarter (1/4) hour and shall be based on the actual number of hours worked.

- (1) FLSA nonexempt, full-time Support Employees shall be paid at time and one-half for all assigned hours worked in excess of their scheduled hours on a particular shift. FLSA nonexempt, part-time employees shall be paid at the straight time rate until their hours worked exceed forty (40) hours for a given work week. Hours worked in excess of forty (40) hours for a given work week will be paid at the time and one-half rate.
- (2) For Patrol Employees, the Fair Labor Standards Act special exception for Police Officers is hereby applied. Consistent with the FLSA 7(K) exemption, Patrol officers are eligible for overtime for hours worked in excess of 171 hours in a 28-day period when assigned to

a 12-hour shift. For those employees assigned to a 40-hour work week and not on a 7(k) exemption, overtime will be paid for hours worked in excess of 40 hours in a 7-day work period. Contractually, patrol employees will be paid at the rate of time and one-half for all hours worked in excess of their scheduled hours on a particular shift, with the exception of training (See #3). The City may also adjust or flex an employee's regular work schedule to minimize overtime obligations for external training.

- (3) Training outside the employee's regular work schedule not subject to overtime will be compensated at the employee's normal hourly rate. All other work outside the employee's regularly scheduled assigned hours, including training in excess of the Fair Labor Standards Act special exception, will be compensated at one and one-half (1-1/2) times the employee's normal hourly rate.
- (4) Callback will be paid either at the lesser of the continuous time as follows:
  - (a) From the end of the shift to the end of the overtime; or
  - (b) From the beginning of the overtime to the beginning of the shift; or
  - (c) A four- (4) hour minimum;whichever is the lesser of (4a), (4b), or (4c) above. Callback which exceeds the minimum as defined in this section will be compensated as overtime as explained in G(2) & G(3) above.
- (5) Patrol Employees shall be deemed to be working overtime only when directed to work in excess of their normal duty hours by an authorized supervisor.
- (6) Overtime Rate and Compensatory Time: Employees shall be compensated at the rate of one and one-half (1-1/2) times the regular rate of pay for the overtime hours worked. This overtime compensation may be in the form of wages or compensable time off at the election of the individual employee. Employees may accrue and carry forward from month to month a maximum of seventy-two (72) hours. Under no event shall such compensation be received twice for the same hours.
- (7) During each pay period, an employee may elect to bank into deferred compensation any portion of overtime earned during that same pay period. Those funds will be held by the City, without interest, until they can be placed into the employee's selected deferred compensation program in the June and December pay period of each year as lump sums. Contributions to deferred compensation shall be limited to an annual maximum as defined by the IRS. Funds in excess of this amount shall be returned in compensation to the employee in the December payroll check.
- (8) Unless special skills are required, unscheduled work assignments may be met by holding over employees already working and/or by early callback of employees scheduled for work.

- (9) In instances where unscheduled work assignments are required due to required staffing levels and callback is to be utilized instead of extending personnel already scheduled, the City will make a reasonable effort to notify eligible personnel within the classification and assignment by seniority of the available hours. The most senior employee within the classification and assignment who accepts the available hours will be permitted to work those hours. To fill an officer shortage, Sergeants shall be considered in the same classification as officers and their seniority shall be based on their Police Officer hire date. In the event of an emergency situation, where time is of the essence in scheduling the work, or special skills are required, the City is not expected to offer the assignment on a seniority basis.

Assignment as used in the above paragraph means patrol, detectives, street crimes, etc.

- (10) In instances where overtime work assignments are scheduled at least fourteen (14) days in advance for required staffing levels, available employees within the classification may sign up for such duty via a memo or email to their supervisor. The most senior eligible employees who sign up will be given priority in such assignment. To fill an officer shortage, Sergeants shall be considered in the same classification as officers and their seniority shall be based on their Police Officer hire date. If circumstances permit, notice will be given two (2) weeks in advance of the scheduled duty.
- (11) For other than required staffing levels, work assignments involving special skills or training may be made without regard to seniority. Work assignments may also be made without regard to seniority for special projects such as serving on oral boards and interview panels, participating in job fairs or other recruitment activities, making presentations to schools or other groups, or other similar activities.
- (12) In the event that sufficient personnel do not accept such offered assignments on a voluntary basis or in the event of an emergency situation where time is of the essence in scheduling the overtime work, such additional personnel as are deemed necessary by the City may be required to work overtime on an assigned basis.
- (13) In the event a Patrol Employee or communications specialist is called back to Court between two night shifts, the employee will be permitted to have up to a maximum of eight (8) hours off. The eight (8) hours is not required to be consecutive. In the event an employee has not received eight (8) hours off, the employee will be permitted time off from the beginning of her/his night shift until eight (8) hours off has been attained, utilizing accrued leave of the employee's choice. The employee will notify the on-duty supervisor at the conclusion of Court, identify the return to work time, and submit a leave request.
- (14) Employees on previously approved leave who are subsequently subpoenaed to appear in court or other administrative hearing will be compensated at the overtime rate. Employees who receive any approved leave after having been subpoenaed to appear in court or other administrative hearing will only be compensated at the overtime rate for the court or hearing time outside their regular work schedule. All other court or hearing time will be



paid at the straight time rate, and their leave hours for the same amount will not be deducted. The compensation will be computed with a four (4) hour minimum.

- (15) There shall be no pyramiding of hours or overtime pay. That is, hours paid at one and one-half times the employee's rate of pay, shall not be subject to an additional multiplier of one and one-half times for any reason.

H. Work-Related Telephone Calls When Not On Duty. If a supervisor or designee makes a work-related telephone call to an employee when the employee is not on duty and the employee is required as a result to perform work for the City, the employee will be compensated at the employee's overtime rate for the actual time worked, rounded up to the nearest fifteen (15) minutes. Phone calls for the purpose of asking the employee if they are available to perform extra work or asking the employee the location of equipment (e.g., car keys, radio, etc.) or asking if the employee has completed a task (e.g., a report) are not compensable.

When, as a result of a telephone call, the employee is required to report to work and the total time that the employee engages in work is not more than four (4) hours, the employee shall receive the appropriate rate of pay for that work and not be paid the fifteen minutes minimum as noted above. The employee shall receive the appropriate rate of pay for time worked beyond four (4) hours and will be paid the fifteen minutes minimum as noted above.

- (I) Sergeant Pre-Shift Duties: Sergeants who are assigned to patrol and Police Officers acting in capacity of such Sergeants will be required to report for work for shift preparation duties before a shift. Employees are required to record their time in the City's time keeping system. Time spent in shift preparation time will be limited to no more than 15 minutes per shift, unless approved in advance by a supervisor and will be paid as overtime. Such time may be taken as pay or compensatory time consistent with this Agreement. The City reserves the right to discontinue the assignment of shift preparation duties, including the right to reassignment back to Lieutenants, by giving at least 30 days' notice.

## ARTICLE 17 – WAGES

- A. Effective and retroactive to July 1, 2022, bargaining unit employees will receive a salary increase of five percent (5.0%). A new salary schedule (Appendix A) will be attached to this Agreement.
- B. Effective the first full pay period after ratification, each current employee at ratification will receive a one-time payment of twenty-five hundred dollars (\$2,500) in regular payroll subject to applicable withholdings, excluding probationary employees. Those current probationary employees at ratification will receive the same payment with the first full pay period following successful completion of probation. Part-time employees will receive a prorated payment based on their budgeted FTE.
- C. Effective January 1, 2023, bargaining unit employees will receive a salary increase of two

percent (2.0%). A new salary schedule (Appendix A) will be attached to this Agreement.

- D. Effective January 1, 2023, the classifications of Police Communications Specialist and Lead Police Communications Specialist will be increased by an additional one and one-half percent (1.5%). This is a selective market adjustment.
- E. Effective January 1, 2023, the classifications of Police Clerk and Property & Evidence Specialist will be increased by an additional four percent (4.0%). This is a selective market adjustment.
- F. Effective with the March 1-15, 2023, timesheet period (paid on March 31, 2023), those employees currently employed who received the initial \$2,500 payment upon ratification, or subsequently upon successful completion of their probationary period, will receive an additional one-time payment of twenty-five hundred dollars (\$2,500) in the regular payroll subject to applicable withholdings. Probationary employees at the time of ratification are eligible for this payment upon successful completion of probation. Part-time employees will receive a prorated payment based on their budgeted FTE.
- G. Effective July 1, 2023, bargaining unit employees will receive a salary increase of two and one-quarter percent (2.25%). A new salary schedule (Appendix A) will be attached to this Agreement.
- H. Effective January 1, 2024, bargaining unit employees will receive a salary increase of two and one-quarter percent (2.25%). A new salary schedule (Appendix A) will be attached to this Agreement.
- I. Effective January 1, 2024, the classification of Police Communications Specialist and Lead Police Communications Specialist will be increased by an additional one and one-half percent (1.5%). This is a selective market adjustment.
- J. Effective January 1, 2024, the classifications of Police Clerk and Property & Evidence Specialist will be increased by an additional four percent (4.0%). This is a selective market adjustment.
- K. Effective July 1, 2024, bargaining unit employees will receive a salary increase of two percent (2.0%). A new salary schedule (Appendix A) will be attached to this Agreement.
- L. Effective January 1, 2025, bargaining unit employees will receive a salary increase of two percent (2.0%). A new salary schedule (Appendix A) will be attached to this Agreement.
- M. When a selective market adjustment and bargaining unit salary increase take effect on the same date, the market adjustment and the bargaining unit salary increase shall be applied as a combined percentage increase, not compounding.
- C. When a classification in the bargaining unit not listed on the salary schedule is permanently established, the City shall designate a job classification and pay rate for the position. The

Association shall be notified in writing, and the pay rate established by the City shall be considered tentative until the Association has been afforded an opportunity to meet and negotiate the matter. The Association shall make its demand to bargain, if it desires to bargain, in accordance with ORS 243.698. The City will bargain in good faith; however, is not precluded from hiring the position.

D. Employees shall be eligible for a one-step increase upon completion of one year's employment and on each subsequent anniversary date until the employee reaches the top pay step of that range. A step increase will be granted with the approval of the City to employees who are below the maximum salary for this classification, provided the employee has performed satisfactorily during the prior twelve (12) months.

E. Longevity:

1. 120 months: Employees will receive two percent (2.0%) of their base rate of pay per pay period upon completion of 120 months (10 years) of continuous employment in the bargaining unit provided the employee has performed satisfactorily during the prior twelve (12) months.

2. 168 months: Employees will receive five percent (5.0%) of their base rate of pay per pay period upon completion of 168 months (14 years) of continuous employment in the bargaining unit provided the employee has performed satisfactorily during the prior twelve (12) months.

3. 228 months: Employees will receive eight percent (8.0%) of their base rate of pay per pay period upon completion of 228 months (19 years) of continuous employment in the bargaining unit provided the employee has performed satisfactorily during the prior twelve (12) months.

4. 264 months: Employees will receive ten percent (10.0%) of their base pay per pay period upon completion of 264 months (22 years) of continuous employment in the bargaining unit provided the employee has performed satisfactorily during the prior twelve (12) months.

5. Longevity pay is not cumulative for different years of service.

G. All forms of differential pay (e.g., certification pay, training pay, detective assignment, etc.) shall be calculated off an employee's base pay. There shall be no pyramiding of these differential pay types.

H. With approval of the Captain overseeing the employee's functions and the Chief, a supervisor may recognize an employee's outstanding performance and contributions with a gift certificate. The maximum value of the gift certificate at any one time is \$20. The awarding of such benefits is solely at the discretion of the City. Such awards may be granted without expectation of continuation or equal treatment amongst employees. The City will not be obligated to negotiate the implementation, form, value, or cessation of such benefits.

- I. The City agrees that based on the Police Sergeants’ job description discussion on June 30, 2017, the Sergeant classification will remain in the bargaining unit and are not “supervisors” under PECBA.

## **ARTICLE 18 – RETIREMENT**

- A. The City shall continue to participate in the present PERS/OPSRP retirement program or its successor.
- B. The City shall continue to participate in the sick leave program administered by PERS in accordance with the law.
- C. The City shall pick up, assume, or pay the six (6) percent contribution for employees to PERS/OPSRP consistent with PERS rules and regulations. The full amount of the required employee contribution picked up by the City on behalf of the employee shall be considered as wages only for the purposes of computing an employee member’s final average wage.

## **ARTICLE 19 – MEDICAL, VISION, AND DENTAL INSURANCE**

- A. The City shall provide medical, dental, and vision coverage for eligible employees and their dependents. Design of such benefits plans are within the City’s discretion; however, the City will seek input from the City’s Benefits Committee.
- B. During the life of this Agreement, the Association waives the right to bargain changes or file a grievance on changes in the current insurance plan benefits and levels of coverage when the change is made solely at the discretion of the carrier. If the insurance plan is canceled by the carrier during the term of this Agreement, the City will seek a recommendation from the City’s Benefits Committee regarding replacement benefits. Such recommendation will not be binding on the City. In a timely manner, the City shall secure a replacement benefit plan that, as a whole, is considered equivalent to the canceled plan.
- C. The parties acknowledge that it is in the best interest of the public for the City to periodically go out to bid on its medical, dental, and vision insurance plans and agree that the City may make a determination to do so at its discretion.
- D. The City contribution for the medical insurance premium for regular, full-time employees will be ninety-five percent (95%) of the total combined premiums for medical, dental, and vision insurance. Employees shall pay the remaining five percent (5%) of the premiums up to a maximum of \$120.00/month. Effective July 1, 2023, the maximum employee-paid portion changes to \$130/month. Effective July 1, 2024, the maximum employee-paid portion changes to \$140/month.

- E. By the first payday in January of each year of this Agreement, the City will contribute one thousand dollars (\$1,000) to the VEBA for each employee who elects employee-only medical coverage; two thousand dollars (\$2,000) to each employee who elects coverage for employee plus dependent(s).
- F. When the 2022-2025 Agreement expires on June 30, 2025, and if no new agreement has been reached by January 1, 2026, the City will contribute by the first payday in January, one thousand dollars (\$1,000) to the VEBA for each employee who elects employee-only medical coverage; two thousand dollars (\$2,000) to each employee who elects coverage for employee plus dependent(s).

If an employee who elected employee-only coverage adds a dependent(s) during the plan year due to a qualifying event as defined in the Pacific Source contract, an additional one thousand dollars (\$1,000) shall be added to the employee's VEBA.

Newly hired employees shall receive prorated VEBA contributions, based on the number of full pay periods remaining in the calendar year, effective with the first full pay period following their eligibility for City health insurance.

If an employee terminates from employment and returns to the City of Albany within the same calendar year as a regular status employee eligible for healthcare benefits, they will not be eligible for a second VEBA contribution in the same calendar year, as long as the health insurance plans recognize the amounts the employee and dependents (if applicable) have met towards their deductible and maximum out-of-pocket in that calendar year as if the employee never left. If an employee terminates with single coverage and returns to the City in the same calendar year with dependent coverage, the employee will receive a City VEBA contribution equal to the difference between single and dependent contributions (\$1,000).

The money in an employee's VEBA account is owned by the employee.

- G. Part-time employees in positions budgeted between 0.75 FTE and 0.999 FTE shall receive City-paid health insurance premium contributions at the same level as full-time employee. Part-time employees in positions budgeted between 0.50 FTE and 0.749 FTE shall receive City-paid health insurance premium contributions at seventy-five percent (75%) of the full-time employee rate. The employee shall pay the remaining twenty-five percent (25%). Part-time employee in positions budgeted between 0.50 FTE and 0.749 FTE have the option to waive coverage in accordance with the insurance carrier's policy requirements. Part-time employees in positions budgeted at less than 0.50 FTE are not eligible for benefits.
- H. The City shall make the 125 pre-tax flexible spending account available for all bargaining unit members.
- I. The parties agree that should state or federal statutes, rules, or regulations impose any type of tax, fees, surcharges, or similar cost on the City as a result of the City providing employees with health insurance benefits or due to the level of benefits provided, the parties will negotiate the sharing of those costs among employees and the City pursuant to ORS 243.698.

## **ARTICLE 20 – DEFERRED COMPENSATION**

- A. The City shall arrange for all interested employees to participate in the MissionSquare, Nationwide, and/or any additional deferred compensation program which the City may determine it wants to participate in. Effective the first full payroll period following ratification of this agreement, the City will contribute two percent (2%) of the employee's base wage per pay period to the employee's individual deferred compensation account provided by the City, with no match required by the employee.

## **ARTICLE 21 – LIFE INSURANCE**

- A. The City shall provide life insurance equal to two times the employee's annual base salary up to \$150,000, but no less than \$100,000, covering employees against both occupational and nonoccupational related death at City cost.

## **ARTICLE 22 – LONG-TERM DISABILITY INSURANCE**

- A. During the life of this Agreement, the City will continue to make available a long-term disability insurance policy which will ensure sixty-six and two-thirds percent (66-2/3%) of current base salary for an employee if disabled due to off- or on-the-job injury or illness subject to the terms of the LTD policy. This insurance will provide salary protection when ninety (90) calendar days have lapsed from the time of disabling injury or illness. Employees receiving this benefit shall be considered to be on leave of absence without pay from the City for up to two (2) years.
- B. The cost of this benefit shall be borne by the City.

## **ARTICLE 23 – LIABILITY INSURANCE**

- A. The City shall continue to cover employees during the term of this Agreement with no less on-the-job liability protection than is currently in effect.
- B. A copy of the liability insurance policy will be provided to the Association by the City at the beginning of each fiscal year, or whenever any change occurs in the coverage or the carrier.
- C. Legal Defense Plan: The City will contribute towards the PORAC Legal Defense Plan that provides each employee with an attorney as a direct result of criminal charges or a criminal investigation arising out of the employee's performance of their duties as an employee.

- (1) The City will contribute the current contribution for Plan II coverage not to exceed \$7.00 per month for each employee, paid by quarterly reimbursement of invoice provided by the

Association for the “PORAC” Plan.

- (2) The Association will provide a complete legal defense plan description to the City and written notice to the City of any changes to the plan description. Substantive changes in plan benefits may be subject to notice and bargaining under ORS 243.698.
- (3) The City recognizes that it is not entitled to the work product of the attorneys involved in this program. The City recognizes there exists an attorney-client privilege between the attorney and employee.

## **ARTICLE 24 – EDUCATIONAL INCENTIVE PAY PLAN**

### **A. Education Incentive:**

Except for classifications that require an accredited college or university degree, bargaining unit employees who have obtained the following degrees are eligible for incentive pay.

Associate: Associate’s degree from an accredited college or university shall receive incentive pay of three percent (3%) of their base rate of pay per pay period.

Bachelors: Bachelor’s degree from an accredited college or university shall receive incentive pay of six percent (6%) of their base rate of pay per pay period.

Education incentives are limited to one Associate or Bachelor degree and are not cumulative. For those classifications requiring an AA degree, an employee obtaining a Bachelor degree is limited to three percent (3%) incentive pay.

### **B. DPSST Certification:**

Employees in the classifications of Police Officer, Police Communications Specialist, and Lead Police Communications Specialist who hold an Intermediate DPSST Certificate shall receive incentive pay of four percent (4.0%) of their base pay per pay period. Those holding an Advanced DPSST Certificate shall receive incentive pay of eight percent (8.0%) of their base pay per pay period.

Employees in the classification of Sergeant who hold an Advanced DPSST Certificate shall receive incentive pay of four (4.0%) percent of their base rate of pay per pay period. Employees in the classification of Sergeant who hold a Supervisory DPPST Certificate shall receive a monthly educational incentive pay of eight (8.0%) percent of their base rate of pay.

DPSST certification incentives apply to the highest certification held and are not cumulative.

- D. Course of bona fide college courses for Associates or Bachelors’ Degrees: The City, with-prior written approval, agrees to reimburse tuition, books, and fees for employees who satisfactorily complete preapproved, job-related college classes and/or classes in an approved curriculum in

a job-related degree program with a “C” grade or better or a “pass” in a pass/fail college course. The rate of reimbursement shall be the actual tuition rate, up to twenty-four (24) credit hours per fiscal year for full-time employees and up to twelve (12) credit hours per fiscal year for part-time employees, but shall not exceed the amount preapproved by the Department, and in no case will it be more than the tuition paid at Oregon State University. For purposes of calculating the amount of reimbursement, the three-credit charge at Oregon State University will be divided by three to arrive at a per credit maximum reimbursement. Approval must be obtained in advance from the Chief and the Human Resource Director for each course. Reimbursement shall be upon receipt of verified course completion and documentation of expenses incurred. (Note: The following employees are grandfathered to receive education reimbursements for a Master’s degree up to June 30, 2024: Lashaun Emile and Amber Lovejoy. No funding for a Master's degree will be available after June 30, 2024.)

Job related is defined as specific course content which relates directly to functions, responsibilities, or duties in the employee's job descriptions.

- E. Employees who receive reimbursement for tuition, books, and fees will sign an agreement that they will remain employed at the City for twenty-four (24) full calendar months following the completion of the course or have the full cost of the reimbursement deducted from their final paycheck subject to Bureau of Labor & Industries regulations and consistent with City policy.

#### **ARTICLE 25 – ACTING IN CAPACITY**

- A. An employee designated by the City as acting in the capacity (AIC) of a position with a higher salary range than their permanent classification shall receive a five (5) percent increase for all consecutive time worked in such assignment.
- B. An employee who is designated a temporary supervisor as provided for above shall remain a member of the bargaining unit as defined in Article 1, except the employee shall assume all of the duties and be subject to the working conditions of other supervisors of a similar rank for the duration of the appointment.
- C. Nothing in this Agreement requires the City to designate an employee as acting in capacity.

#### **ARTICLE 26 – TRAINING PAY**

- A. Employees who successfully complete the DPSST-FTEP program and are officially designated by the Department as trainers, assigned in patrol or dispatch, shall receive five percent (5%) of their base pay per pay period. Employees receiving five percent (5%) training pay will be expected to be a lead worker and will take on extra assignments such as department training, research, proposals, etc.

The Department retains the right to assign or remove FTEP duties.



- B. All other employees who are officially designated by the Department to train newly hired employees or an employee in a new classification for forty (40) or more hours within a thirty-(30) day period shall receive an additional three percent (3%) over their base pay per month or such prorated portion of that amount for actual time when training the employee. Training pay shall be effective with the first day of assignment.
- C. Employees designated by the Department as the Firearms Coordinator or the Defensive Tactics Coordinator shall receive an additional two hundred dollars (\$200.00) per month over their base pay. The Department retains the right to assign or remove Firearm Coordinator or Defensive Tactics Coordinator duties; and such assignment or removal of duties is not grievable.

### **ARTICLE 27 – BILINGUAL INCENTIVE**

- A. Employees who have contact with the public as part of their regular job duties and who are qualified by the Department as able to converse in Spanish or Sign Language (American Sign or Exact English) at an Intermediate Level will receive a monthly pay incentive of three percent (3%) of their base rate of pay per pay period. The specific requirements will be determined by the Department. Qualifying employees will be tested to determine eligibility for the incentive.
- B. Employees who have contact with the public as part of their regular job duties and who are qualified by the Department as able to converse in Spanish or Sign Language (American Sign or Exact English) at an Advanced Level will receive a monthly pay incentive of five percent (5%) of their base rate of pay per pay period. The specific requirements will be determined by the Department. Qualifying employees will be tested to determine eligibility for the incentive.
- C. The City will provide training each year for those who currently receive the incentive. The City has the right to retest qualifying employees at its discretion. Employees who fail the retest or fail to take the retest when requested to by the City, will have the incentive removed. The results of the initial and retesting processes cannot be grieved.
- D. Employees who wish to be tested to begin the incentive must notify department administration by March 1 of each year in order for testing to be arranged prior to July 1 of that year.

### **ARTICLE 28 – CANINE MAINTENANCE INCENTIVE**

- A. For those employees who are authorized canine officers shall receive fifteen (15) hours of overtime per month for the daily and weekly care needed to be provided, off duty, to the animal named and the respective agreement to purchase. The overtime credit may be taken as pay or compensatory time. The parties agree that this calculation of time is sufficient for care and feeding of the canine and that this provision fully compensates canine officers for their off-duty care activities.

- B. The City has certain expectations of the canine program, the officers as well as the animals. The employees working as canine officers will be expected to submit a monthly summation as to care provided the animal and the numbers and types of incidents involving the animal.

**ARTICLE 29 – DETECTIVE AND COMMUNITY RESOURCES ASSIGNMENTS**

- A. Police Officers and Sergeants assigned to the Detective Unit or the Community Resources Unit will receive specialty assignment pay of five percent (5%) of their base rate of pay per pay period while in the assignment.

**ARTICLE 30 – RESERVED**

**ARTICLE 31 – VACATIONS/HOLIDAYS/PERSONAL/COMPENSABLE LEAVE**

A. Vacations.

(1) Vacations shall accrue as follows:

<b>Months of Continuous Service</b>	<b>Semi-monthly Accrual Rate (Hours)</b>	<b>Total Annual (Hours)</b>	<b>Maximum Accrual (Hours) 2x Annual</b>
1 through 48 months	4.0	96	192
49 through 96 months	5.0	120	240
97 through 144 months	5.5	132	264
145 through 168 months	5.75	138	276
169 through 228 months	6.0	144	288
229 months and over	7.0	168	336

Accrued vacation shall be credited in accordance with the above schedule. If such accrual is for less than the equivalent of full-time hours, the vacation accrual shall be prorated by the regularly scheduled FTE (full-time equivalency). Part-time employees who are regularly scheduled to work an average of at least 20 hours per week per pay period shall earn prorated vacation benefits.

For the purpose of calculating months of continuous service for vacation accrual, an employee’s cumulative time in all regular City positions, since the employee’s last regular date of hire, shall be utilized.

(2) Accrued but unused vacation credits shall not be allowed to accumulate beyond two times annual accrual.

B. Holidays.

Employees will receive accrued holiday leave semi-monthly in lieu of observing holidays. Employees will receive accrued holidays as follows:

<b>Employee’s Regularly Scheduled Shift</b>	<b>Semi-monthly Accrual Rate (Hours)</b>	<b>Maximum Accrual (Hours)</b>
Eight- (8) hour work schedule	4.0	80
Ten- (10) hour work schedule	5.0	80
Twelve- (12) hour work schedule	6.0	80

(1) Employees working a higher number of hours during any portion of a calendar month

will accrue holiday time at the higher rate for that month. The accrued hours and the accrual rates shall be adjusted for employees who have their normally assigned shift hours per scheduled work day change. If such accrual is for less than the equivalent of full-time hours, the holiday accrual shall be prorated by the regularly scheduled FTE (full-time equivalency). Part-time employees who are regularly scheduled to work an average of at least 20 hours per week per pay period shall earn prorated holiday benefits.

- (2) Employees may only accrue a maximum of eighty (80) hours of time off in lieu of holidays.

C. Personal Leave for Sworn Employees on a 12-hour shift.

Semi-monthly Accrual Rate (Hours)	Maximum Accrual (Hours)
2.5	60

- (1) Sworn officers scheduled to work at least four (4) 12-hour shifts in a calendar month shall receive five (5) hours of personal leave per month, up to a maximum accrual of sixty (60) hours.
  - a. When City Payroll is notified by a Police Department administrator that a sworn officer is no longer scheduled to work 12-hour shifts, personal leave accruals shall cease until such time that Payroll is notified that the sworn officer has again been scheduled to work 12-hour shifts. Personal leave already accrued shall still be available for the employee’s use.

D. Compensable Leave.

Compensable time off accrual is set forth in Article 16, paragraph G(6).

E. Vacation/Holiday/Personal/Compensable Leave Rules.

- (1) When an employee is within sixty (60) days of reaching the maximum accumulation allowed in a particular bank, the employee must request time off of sufficient duration to once more allow for accumulation of leave in that bank. Employees failing to make such request for leave shall not accumulate any additional leave hours in that bank until they have reduced their hours below the maximum amount permitted by this Agreement. Should the City be unable to schedule leave for employees who are within sixty (60) days of reaching their maximum accumulation and have made a reasonable request to take leave and that request has been denied by the City, the value of any leave in excess of the maximum allowable accumulation shall be paid to the employee by the end of the following pay period.
- (2) Upon termination of an employee for any reason, the employee shall be paid the lump sum payment for all earned but unused leave, except sick leave, through payroll process

consistent with applicable law.

- (3) Leave periods shall be requested well in advance as established by department orders/procedures but not more than one year in advance of the date requested. Leave requests for less than a full shift may only be submitted no more than two months in advance of the date requested. Requests will be granted on a first come, first serve basis. If two employees within the same classification and assignment submit their written requests on the same day for the same dates off, the senior employee shall be given preference. If within fourteen (14) calendar days after an employee has received approval for leave, an employee with more seniority requests the same leave dates off, the more senior employee may invoke her/his seniority to be granted leave in lieu of the less senior employee whose leave shall be cancelled as long as the senior employee takes the same leave hours off or a minimum of forty (40) hours of the same leave time, whichever is less. An employee may invoke this seniority for scheduling leave only one time each calendar year. Employees are encouraged to request and take at least one half their annual accrued leave hours each year. Sergeants and Police Officers shall be considered in the same classification for purposes of this section and may invoke seniority as long as another supervisor is scheduled to oversee the shift.
- (4) The City shall approve or deny each leave request within fourteen (14) calendar days of the date the request is submitted to the supervisor. Should the City fail to comply with this provision, the affected employee shall be considered automatically approved. If the City cancels an employee's approved leave request, the City will reimburse the employee for the nonrefundable deposits if the employee made nonrefundable deposits supported by written documentation and the employee made a good faith effort to cancel and seek refunds of the nonrefundable deposits. However, the City will not provide reimbursement for a leave cancellation if such cancellation is the result of a more senior employee invoking seniority as described in paragraph E3 above.
- (5) In the event an employee is denied leave due to staffing, it is the denied employee's responsibility to monitor the schedule and identify the opportunity to re-request the time off due to a change in staffing levels.

F. Sale of Leave Hours.

Employees may elect annually to receive compensation for accrued leaves (vacation, holiday, and personal) up to the maximums specified below:

Employees who have notified the City by February 1 in writing using the Department-provided form, through the chain of command that they desire to sell back leave hours, shall be allowed to sell up to a maximum of sixty (60) combined hours of leave at their normal hourly wage rate. The compensation for these hours shall be included with the employee's regular November end-of-month paycheck. The form must identify how many hours they wish to sell and the leave bank(s) from which to deduct them. The specified hours must be deducted from the designated leave balance(s) on their November 1st – 15th time sheet. If the employee does not specify the leave bank(s) from which to sell the hours, they will be deducted by Payroll

from leave banks in this order: vacation, holiday, personal.

Employees are also encouraged to be aware that the compensable value of leave hours may be contributed to their deferred compensation program up to the maximum limit as established by the IRS.

**ARTICLE 32 – SICK LEAVE & WORKERS’ COMPENSATION**

- A. Consistent with the schedule below, full-time employees who regularly work shifts of eight (8) or ten (10) hours shall accrue sick leave at a rate of four (4) hours per semi-monthly pay period. Full-time employees who regularly work shifts of twelve (12) hours shall accrue sick leave at a rate of four and one-quarter (4.25) hours per semi-monthly pay period. Part-time employees shall accrue sick leave prorated by their regularly scheduled FTE (full-time equivalency) on a semi-monthly basis. Sick leave shall be accumulated to a maximum of 1,000 hours for all employees.

<b>Employee’s Regularly Scheduled Shift</b>	<b>Semi-monthly Accrual Rate (Hours)</b>	<b>Maximum Accrual (Hours)</b>
Eight- (8) hour or Ten- (10) hour work schedule	4.0	1,000
Twelve- (12) hour work schedule	4.25	1,000

This bank of leave shall be known as Sick Leave - New and shall be independent of sick leave accrued on or before December 31, 1994, which shall be known as Sick Leave - Old. Sick Leave - Old shall be banked for the employee's use should they request it.

- B. Sick leave shall be utilized for personal illness or injury and for any other reason as allowed by applicable law. Before granting sick leave with pay in excess of three (3) days, the City may require a written statement by a physician certifying that the employee's condition necessitates their absence from their City duties.

Employees may use accrued sick leave for the purpose of caring for an ill or injured immediate family member. An employee will be required to follow all of the stated rules for family medical leave authorization. For this purpose, immediate family shall be defined in accordance with family medical leave laws.

- C. The employee may utilize sick leave for a medical or dental appointment, but a minimum of one (1) hour will be charged. Normally, sick leave shall be charged on the basis of hour for each hour used.
- D. An employee who is reemployed following a layoff, or authorized leave without pay, shall have all sick leave accrued prior to such absence reinstated. No sick leave shall accrue during such absence.

E. All employees will be insured under the provisions of the Oregon State Workers' Compensation Act for injuries received while at work for the City. When an employee is absent from work because of an on-the-job injury or occupational illness, the time off will not be charged to sick leave or other paid leave banks, except as provided below.

- (1) For the first one hundred and twenty (120) calendar days of time loss (after a 3-day waiting period) employees will receive their workers' compensation time loss benefits from the City's workers' compensation carrier. Employees will also receive their regular paycheck from the City, without any withholding of sick leave or other leave for the 3-day waiting period. However, any workers' compensation time loss payments will be deducted from the employee's paycheck and adjusted in the next available payroll cycle, or subsequent payroll cycles if the employee's paycheck is insufficient to permit recovery.

No sick leave will be deducted from the employee's sick leave or other leave banks for one hundred and twenty (120) calendar days following the first day of an on-the-job injury or occupational illness or aggravation of any such injury or illness.

During this period, the employee shall continue to accrue all benefits including sick leave, holiday, vacation and personal accrual and continue to be covered by the City's health insurance at the level currently in effect for bargaining unit employees. PERS will not be paid on any workers compensation wages.

After one hundred and twenty (120) calendar days, employees will be required to use their sick leave benefit coordinated with their workers' compensation time loss benefits to receive their regular pay. The employee's sick leave bank will be charged for only the differential between the time loss payments and regular wages.

In the event an employee's sick leave benefits are depleted, the employee shall use available compensatory, vacation, personal leave, and floating holiday pay to receive their regular wages. In the event the employee does not specify which bank is preferred, compensatory time will be used first, followed by floating holiday then vacation pay. If an employee only wants to receive Workers' Compensation time loss payments, they must notify the Human Resources Department in writing.

- (2) Employees who are offered light-duty assignments that comply with their limitations as provided by their treating physician must accept that assignment, or compensation from the City under this section will not be paid. Continuation of workers' compensation benefits shall be in accordance with applicable law.
- (3) An employee who is off work due to a work-related injury or illness for more than 120 calendar days will continue to accrue vacation, holiday, personal and sick leave benefits, as long as the employee is in paid status for at least eighty (80) hours per month. If the employee is in paid status for less than eighty (80) hours per month, the employee will accrue 100% of sick leave but other leave benefits will be prorated based on partial pay status.

- (4) The City further agrees to continue for one full year its contribution for the employee's insurance programs at the level-currently in effect for bargaining unit members, once the employee on work-related compensable leave has exhausted all accrued leave benefits. The one-year period includes any time the employee is on unpaid family and medical leave. Such additional benefits shall cease should the employee terminate or be terminated from employment.
- (5) If an employee's workers compensation claim is denied, the employee will be required to use their sick leave and other vested paid leave as outlined Article 32. In the event the employee's injury or illness is determined to be work-related through a final, unappealable decision, the City will restore the employee's sick leave and/or other paid leave banks to reflect what the employee would have used if the injury or illness had been treated as work-related from the onset.
- F. It is agreed that employees may donate any part of their sick leave to any other Police Department employee, whether in the bargaining unit or non-bargaining, who has a bona fide need for such donation if agreed upon by the City. Non-bargaining employees in the Police Department may also donate sick leave to bargaining unit employees. Each request will be examined on a case-by-case basis as to the allowance and the amount. The City will not deny such donation in an arbitrary or capricious manner. Any amount of sick leave donated will be deducted from the account of the employee making the donation.
- G. The City shall provide up to six (6) months of ongoing or intermittent leave status, which includes health benefits, while the employee is in paid status, to employees who are unable to return to work because of an illness or injury not covered by workers' compensation. FMLA leave shall run concurrently with this six- (6) month leave. The six-month period shall begin with the effective date of the employee's FMLA-type event. The employee must use available accrued sick leave, compensatory time, vacation, personal leave, and floating holidays during this period. At the conclusion of this period, if the employee has not been released to return to work by their treating physician, and is not currently eligible for family medical leave, they will be placed on layoff status and given the opportunity to continue health benefits under COBRA.
- H. Effective January 1, 2018: Sick leave Retirement Benefit:

Upon the employee's retirement under PERS/OPSRP, the City will make available the value of one-quarter (25%) of the employee's combined Old and New sick leave balances or one-half (50%) of the employee's New sick leave balance, with an 850-hour maximum, whichever is of greater benefit to the employee. The sick leave value is credited to the employee's VEBA account toward the purchase of the City's health insurance premium should the employee or eligible spouse/domestic partner choose this health insurance option as defined with ORS 243.303. This benefit may also be used to purchase insurance under the PERS Retiree Insurance Program. Any administrative fees charged to the City for the retiree to participate in the PERS Retiree Insurance Program will be paid by the retiree through a reduction in their sick leave retirement benefit. Alternatively, an employee who is eligible for full retirement under PERS with unreduced benefits due to age or length of service, but who retires from public service without immediately withdrawing PERS retirement benefits, may use this same



credit toward the purchase of the City's health insurance premium up to the limits of their federal Consolidated Omnibus Budget Reconciliation Act (COBRA) benefit. In such instance, the employee shall provide documentation to the Human Resources Department to demonstrate that s/he is eligible for full PERS retirement. The value of the sick leave described here is only available as a credit and cannot be redeemed or used in any way as a cash payment to the employee or the employee's spouse or family.

Because the sick leave credit under this provision is merely a match, it will not require sick leave to be used in exchange for VEBA credits and consequently will not reduce the number of hours that the City reports to PERS as unused sick hours upon retirement.

Prospective retirees will need to contact PERS for information on PERS Retiree Insurance Program.

At retirement, unused Sick-Old and Sick-New leave banks will be reported to PERS, and an employee's benefits will be adjusted and calculated according to PERS regulations.

### **ARTICLE 33 – BEREAVEMENT LEAVE**

- A. In the event of a death in the immediate family (spouse; domestic partner, parent or stepparent; parent-in-law or stepparent in-law; brother, brother-in-law, or stepbrother; sister, sister-in-law, or stepsister; child (including step-, foster, or adopted child of employee or spouse); child's spouse; grandparent (including step-grandparent); grandparent-in-law; grandchild; uncle; aunt; nephew; niece; first cousin; legal guardian parent; legal guardian child; equivalent relatives of an employee with a domestic partner, any person considered a "family member" under OFLA; or any person in the employee's household), the employee shall be granted five (5) days leave with pay to grieve the death of a family member, make funeral and death arrangements, if necessary, and to attend the funeral. Leave without pay of up to eight (8) hours may be granted by the department director when an employee serves as a pallbearer.
- B. An employee shall be granted five (5) days leave with pay to grieve where an employee or an employee's spouse/domestic partner suffers from the spontaneous death of a fetus not related to a selective termination of pregnancy, unless said termination is in response to a life-saving event for the mother or additional in-utero fetus(s).
- C. Bereavement leave under this Article will run concurrently with bereavement leave provided by the Oregon Family Leave Act (OFLA). Only the five (5) days provided by this Article will be with pay; however, employees may charge the remaining OFLA time to their accrued leave banks; or, if no leave is available, the employee may take leave without pay.

## **ARTICLE 34 – FAMILY AND MEDICAL LEAVE**

- A. The City shall comply with the requirements of state and federal regulations with regard to family and medical leave.

## **ARTICLE 35 – MILITARY LEAVE**

- A. An employee who is a member of the National Guard or a reserve component of the Armed Forces of the United States is entitled to a leave of absence for a period not to exceed fifteen (15) calendar days in any calendar year. Such leave shall be granted without loss of pay or other leave and without impairment of other rights or benefits to which they are entitled, providing the employee receives bona fide orders to active duty or training duty for a temporary period and providing they return to their position immediately upon expiration of the period for which they were ordered to duty. Leave without pay shall be allowed in accordance with applicable law for employees entering military service for extended or indefinite periods of active duty.

## **ARTICLE 36 – JURY DUTY**

- A. An employee will notify their supervisor within 48 hours upon receipt of a jury duty notice. Employees shall be granted a leave of absence with pay from regularly scheduled duty upon their being selected to serve on a jury.
- B. If in the City’s judgment the employee’s absence will cause a hardship, the employee will make a good faith effort to be excused from jury duty and the City reserves the right to petition the court to excuse the employee from jury duty.

## **ARTICLE 37 – PERSONAL LEAVES OF ABSENCE**

- A. A regular employee may be granted a personal leave of absence without pay or benefits for up to one (1) year for education or other reasonable purpose not otherwise covered under applicable law when the work of the Department will not be seriously handicapped by their absence. If such a leave of absence extends more than 30 calendar days, the employee’s seniority will be frozen at the time.

Requests for such leaves must be in writing and must establish reasonable justification for the approval by the department head or City Manager. Leaves of absence for longer than 30 calendar days must also be approved by the Human Resources Director and City Manager.

## **ARTICLE 38 – OUTSIDE EMPLOYMENT**

- A. Permission to work at outside employment, including self-employment, while an employee of the City of Albany must be approved, in advance, by the Chief of Police or his designee. The employee shall submit a written request for approval of outside employment. In order to be approved, the outside employment must:
- (1) Be compatible with the employee's duties.
  - (2) In no way detract from the efficiency of the employee in City duties.
  - (3) In no way be a discredit to City employment or the police profession.
  - (4) Not take preference over extra duty required by City employment.
  - (5) Not represent a conflict of interest, or appearance of such, with regular City employment.
  - (6) Not involve use of City time, facilities, uniforms, equipment, and supplies unless approved by the Chief of Police as providing a direct or indirect benefit to the City.
  - (7) Not anticipate the actual or potential use of law enforcement powers; however, nothing precludes an employee from utilizing law enforcement powers while off duty consistent with department policy.
- B. It is understood that the City Manager or their designated representative may, upon reasonable grounds, at any time revoke permission to hold outside employment.
- C. No employee holding a budgeted position in the City shall be granted a leave of absence for the purpose of engaging in outside employment.

## **ARTICLE 39 – UNIFORMS**

- A. The City agrees to provide footwear, equipment, and three (3) sets of uniforms to each employee performing assigned duties. The City agrees to renew duty ammunition annually.
- B. The City agrees to pay the reasonable cost for providing cleaning service for each uniformed employee for no more than one uniform per week.
- C. Sworn officers assigned to a nonuniformed assignment will receive a clothing allowance of four hundred eighty dollars (\$480) per fiscal year in the first pay period of each fiscal year. Newly assigned sworn officers shall receive a single prorated lump sum equal to forty dollars (\$40) per month for the remainder of the fiscal year. When practical, the allowance will be applied to the employee's paycheck immediately preceding the start of the assignment. If not practical, the allowance will be applied to the next regular paycheck.

- D. Sworn officers temporarily assigned to a nonuniformed assignment for a period of over sixty (60) days shall receive forty dollars (\$40) per month for the duration of the assignment.
- E. The City will continue practice to provide reasonable reimbursement costs for work-related personal property damaged on duty. Employees are discouraged from bringing overly expensive and fragile personal property to work.

#### **ARTICLE 40 – MILEAGE**

- A. The City shall reimburse at the current authorized IRS rate per mile for travel when previously authorized by the department head or the department head’s designee. The City shall reimburse actual and reasonable costs for other preauthorized expenses while on City business when substantiated by receipts.

#### **ARTICLE 41 – TERM OF AGREEMENT**

- A. This Agreement shall become effective the first pay period after ratification by the parties, unless the parties have agreed to different implementation date for a particular article, and expires on June 30, 2025. However, if the parties are in negotiations for a successor agreement, this Agreement shall remain in full force and effect during the period of negotiations beyond June 30, 2025.
- B. Either party may give written notice during January 2025 of its desire to negotiate a successor agreement. The parties will meet within thirty (30) days of such written notice being given to discuss ground rules for the successor negotiations including the schedule for exchange of proposals and the formal commencement of negotiations. The parties will make a good faith effort to commence negotiations with an exchange of proposals no later than the third week of March 2025.

#### **ARTICLE 42 – CONTRACT NEGOTIATIONS**

- A. The composition of the Association’s negotiating team shall be determined by the Association. Not more than four (4) Association negotiation team members shall be permitted to attend negotiation meetings (including ground rule sessions, negotiating sessions, mediation, and interest arbitration hearings) with the City's representatives without loss of pay relative to securing contract renewal to the extent that such meetings are scheduled during the duty hours of the members so attending. However, no more than one (1) employee may be from a single work unit/team, except there may be two (2) employees from Patrol as long as minimum staffing does not drop below six (6). The City shall not be responsible for overtime pay or

travel reimbursement. The date, time, and place for negotiating sessions shall be established by mutual agreement between the parties. Employees shall notify their shift supervisor as soon as possible in advance of the expected absence for the purpose of this Article.

- B. The Association shall notify the City five (5) days prior to the ground rule session of the names of the employees who will be utilizing this Article.

#### **ARTICLE 43 – MID-TERM BARGAINING**

- A. Except as to matters specifically addressed in this Agreement, the parties agree to abide by the provisions of ORS 243.698 regarding mid-term bargaining. Nothing in this Agreement should be construed to limit the City’s right to raise mid-term issues nor the Association’s right to bargain such issues.

#### **ARTICLE 44 – SAVINGS CLAUSE**

- A. Should any section or portion of this Agreement be held invalid, unlawful or otherwise unenforceable by a court of competent jurisdiction, declared invalid by a final, unappealable order of the Employment Relations Board or made illegal through the enactment of a federal or state law or through government regulations having the full force and effect of law, such action shall apply only to the specific section or portion rendered invalid, unlawful or otherwise unenforceable and shall not invalidate the entire Agreement. The remainder of this Agreement shall remain in full force and effect.
- B. The invalidated provision(s) shall be subject to renegotiation by the parties conditioned upon either party notifying the other in writing of its desire to enter into such renegotiation within thirty (30) days of the date the parties became aware of the invalidating action. Notwithstanding this thirty (30) day notice provision, such bargaining shall be subject to the ninety (90) day timelines and interest arbitration procedures for resolution pursuant to ORS 243.698.

#### **ARTICLE 45 – MEMBERSHIP IN THE ALBANY RIFLE AND PISTOL CLUB**

- A. The City and Association agree that it is beneficial to both the City and sworn employees to ensure that employees qualify with their firearms on the first attempt, and to ensure that Community Service Officers maintain necessary firearms proficiency. To this end, the Parties encourage sworn employees, Community Service Officers, Code Compliance Officers, and Park Services Officers to participate in off-duty practice with their firearms. To facilitate such off-duty practice, the Parties agree to the following range membership program:

- (1) Upon request of a sworn employee, Community Service Officer, Code Compliance Officer or Park Services Officer, the City will pay for that employee's annual membership fee in the Albany Rifle and Pistol Club for the period beginning the first of the month following the date on which the employee makes the request.
- (2) The employee will be responsible to pay start-up/initiation and/or other fees, if any.
- (3) Employees are responsible to provide their own practice ammunition. The City will incur no costs other than the annual membership fee.
- (4) Employees will use appropriate personal protective equipment (PPE), such as safety glasses and hearing protection when engaged in firearm practice. Employees will adhere to appropriate safety practices at all times. If the City becomes aware that an employee has not used appropriate PPE or has not adhered to appropriate safety practices, the City may cease paying for that employee's membership. Such action shall not be grievable.
- (5) The Association and its members indemnify and hold the City harmless against any and all lawsuits, claims, complaints, or other legal or administrative actions that arise out of an employee's off-duty participation in firearm practice paid for by the City.

The parties set their hands this 25<sup>th</sup> day of October 2022.

AGREEMENT RATIFIED BY ALBANY POLICE ASSOCIATION ON SEPTEMBER 19, 2022.

AGREEMENT RATIFIED BY THE CITY OF ALBANY ON SEPTEMBER 28, 2022.

FOR THE ASSOCIATION:

  
 \_\_\_\_\_  
 Kyle Libra, President

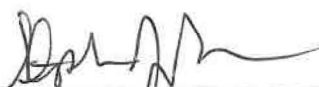
  
 \_\_\_\_\_  
 Mike Wood, Vice President

  
 \_\_\_\_\_  
 Kris Schendel, Secretary

FOR THE CITY:

  
 \_\_\_\_\_  
 Holly Roten, Human Resources Director

  
 \_\_\_\_\_  
 Brad Liles, Police Captain

  
 \_\_\_\_\_  
 Steve Dorn, Police Lieutenant

  
 \_\_\_\_\_  
 Diana Eilers, Senior Administrative Supervisor

**APPENDIX A - SALARY SCHEDULE**  
**ALBANY POLICE ASSOCIATION**  
**Effective July 1, 2022 – 5% Salary Adjustment**

<b>CLASSIFICATION</b>	<b>GRADE</b>	<b>STEP</b>	<b>HOURLY RATE</b>	<b>SEMI-MONTHLY</b>	<b>ANNUAL SALARY</b>
Police Clerk	P100	1	\$19.90	\$1,724.33	\$41,383.92
		2	\$20.85	\$1,807.48	\$43,379.48
		3	\$21.90	\$1,898.49	\$45,563.68
		4	\$22.99	\$1,992.87	\$47,828.96
		5	\$24.17	\$2,094.84	\$50,276.26
		6	\$25.35	\$2,196.97	\$52,727.18
Property and Evidence Specialist	P102	1	\$23.05	\$1,997.40	\$47,937.51
Victim Assistance Specialist		2	\$24.11	\$2,089.55	\$50,149.17
		3	\$25.31	\$2,193.57	\$52,645.77
		4	\$26.41	\$2,288.55	\$54,925.28
		5	\$27.66	\$2,397.10	\$57,530.43
		6	\$28.85	\$2,500.24	\$60,005.86
Police Communications Specialist	P104	1	\$25.20	\$2,184.20	\$52,420.74
		2	\$26.43	\$2,290.82	\$54,979.56
		3	\$27.72	\$2,402.19	\$57,652.55
		4	\$29.07	\$2,519.22	\$60,461.23
		5	\$30.52	\$2,645.31	\$63,487.34
		6	\$32.01	\$2,774.37	\$66,584.93
Community Service Officer	P106	1	\$26.00	\$2,253.69	\$54,088.67
Park Service Officer		2	\$27.28	\$2,364.56	\$56,749.42
		3	\$28.63	\$2,480.94	\$59,542.55
		4	\$30.00	\$2,600.08	\$62,401.86
		5	\$31.50	\$2,730.25	\$65,525.92
		6	\$33.33	\$2,888.55	\$69,325.11
Lead Police Communications Specialist	P108	1	\$26.79	\$2,321.54	\$55,716.89
		2	\$28.08	\$2,434.06	\$58,417.35
		3	\$29.50	\$2,556.53	\$61,356.75
		4	\$30.90	\$2,678.08	\$64,273.98
		5	\$32.26	\$2,796.24	\$67,109.79
		6	\$34.31	\$2,974.04	\$71,376.92
Code Compliance Officer	P110	1	\$29.67	\$2,571.40	\$61,713.51
		2	\$31.22	\$2,705.98	\$64,943.47
		3	\$32.88	\$2,849.39	\$68,385.24
		4	\$34.61	\$2,999.41	\$71,985.85
		5	\$36.41	\$3,156.06	\$75,745.32
		6	\$38.34	\$3,322.63	\$79,743.06
Community Engagement Program Coordinator	P112	1	\$30.15	\$2,613.31	\$62,719.56
Crime Analyst		2	\$31.64	\$2,742.53	\$65,820.79
		3	\$33.22	\$2,879.35	\$69,104.36
		4	\$34.89	\$3,024.23	\$72,581.54
		5	\$36.63	\$3,174.46	\$76,187.13
		6	\$38.48	\$3,335.02	\$80,040.58

**APPENDIX A - SALARY SCHEDULE**  
**ALBANY POLICE ASSOCIATION**  
**Effective July 1, 2022 – 5% Salary Adjustment**

<b>CLASSIFICATION</b>	<b>GRADE</b>	<b>STEP</b>	<b>HOURLY RATE</b>	<b>SEMI-MONTHLY</b>	<b>ANNUAL SALARY</b>
Police Officer	P114	1	\$31.91	\$2,765.39	\$66,369.37
		2	\$33.40	\$2,894.59	\$69,470.19
		3	\$34.93	\$3,027.18	\$72,652.23
		4	\$36.64	\$3,175.37	\$76,208.97
		5	\$38.42	\$3,329.67	\$79,912.11
		6	\$40.18	\$3,482.00	\$83,568.10
Mental Health Intervention Specialist	P115	1	\$33.82	\$2,931.31	\$70,351.53
		2	\$35.40	\$3,068.27	\$73,638.41
		3	\$37.02	\$3,208.81	\$77,011.37
		4	\$38.84	\$3,365.90	\$80,781.51
		5	\$40.72	\$3,529.45	\$84,706.84
		6	\$42.59	\$3,690.92	\$88,582.19
Police Sergeant	P116	1	\$39.30	\$3,405.96	\$81,743.01
		2	\$41.20	\$3,570.75	\$85,698.10
		3	\$43.20	\$3,744.33	\$89,863.95
		4	\$45.22	\$3,918.98	\$94,055.47
		5	\$47.42	\$4,109.98	\$98,639.46
		6	\$49.61	\$4,300.04	\$103,200.95



## APPENDIX B - NON-DEPARTMENTAL AND IN-SERVICE TRAINING

Non-departmental training and in-service training, including payment for travel time and meal reimbursement will be as follows:

- **Non-departmental Training:** Training employee is authorized to attend after submitting a training request form and receiving supervisory approval. Out of town will be defined as any location outside the city limits of Albany. A Non-departmental Training TDY Worksheet must be completed by the employee and supervisor and will track hours owned or earned by the employee as a result of the training.

Drive time for out-of-town non-departmental training will be addressed through the TDY Worksheet if a department vehicle is authorized and used.

For one-day out-of-town non-departmental trainings, lunch will be reimbursable up to the established lunch per diem rate and will be taxable.

If the training is out of town and overnight, full day per diem rates will apply and will not be taxable.

Time spent in overnight travel outside of regular work hours as a passenger on an airplane, train, boat, bus or automobile will be counted as work time and addressed by schedule adjustments rather than overtime.

- **In-Service Training:** Training employee is required to attend which is normally set in the training calendar. This training includes, but is not limited to, firearms, DTs, EVOC, SWAT, DA Update, etc.

Drive time for in-service training will be compensated if a department vehicle is authorized and used. Drive time for in-service training will be compensated if the employee uses their personal vehicle and the training is twenty-five (25) miles or more from the department or the employee's home whichever is less. Mileage will be calculated using the shortest distance according to Google Maps.

Unless the employee is working their normal assigned shift during the in-service training, lunch time will not be compensable. Meal costs for in-service training time will not be reimbursable.

Employees who attend in-service training during their normal assigned shift will be required to work or take time off in vacation, holiday, personal, or comp used for any remaining work hours in excess of two (2) hours at the end of their training day. Example: A SWAT member working day shift [0700-1900 hours] who attends SWAT training from 0800-1600 must work 1600-1900 hours or take the corresponding time off. At the discretion of the on-duty supervisor, the employee can be required to work time less than two (2) hours based on operational necessity.

## APPENDIX C – BARGAINING UNIT EXCLUSIONS

The City and Association agree that the positions of Administrative Assistant 1, reporting to the Administrative Services Supervisor (or successor classification), and Accreditation Manager, reporting to the Chief of Police shall be excluded from the bargaining unit for the following reasons:

A. Employees in the position of Administrative Assistant I shall be excluded from the bargaining unit as confidential for the following reasons:

- 1) This position provides direct administrative support to the Police Chief, Captains, Administrative Services Supervisor, and other members of the Albany Police Department's management team.
- 2) These positions will be assisting the Administrative Services Supervisor, Police Chief and other representatives of the Police Department's management bargaining team with collective bargaining materials.
- 3) These positions will be responsible for handling other confidential material, including material related to tort claims workers' compensation claims, employee discipline and employee and union grievances.

B. Employees in the position of Accreditation Manager shall be excluded from the bargaining unit as supervisory and confidential for the following reasons:

- 1) This position includes assigning and directing work to all levels of personnel in the organization and reports to the Chief of Police regarding those assignments.
- 2) This position creates and updates Department policies to conform to CALEA accreditation standards and changes in state and federal laws and formulates collective bargaining strategies for negotiating those policies with the Association.
- 3) This position handles other confidential material, including material related to employee discipline and employee and Association grievances.