

***AGREEMENT BETWEEN  
THE CITY OF TUMWATER  
AND  
THE TUMWATER POLICE OFFICER'S GUILD***



***2018-2020***

# TABLE OF CONTENTS

	Preamble .....	1
ARTICLE 1	Recognition.....	1
ARTICLE 2	Management Rights .....	2
ARTICLE 3	Complete Agreement/Past Practice .....	2
ARTICLE 4	Maintenance of Standards .....	3
ARTICLE 5	Employee Rights.....	3
ARTICLE 6	City and Guild Security.....	4
ARTICLE 7	Discrimination .....	4
ARTICLE 8	Settlement of Disputes .....	5
ARTICLE 9	Discipline and Discharge.....	6
ARTICLE 10	Personnel File .....	6
ARTICLE 11	Lay Off and Recall .....	8
ARTICLE 12	Leaves of Absence .....	10
ARTICLE 13	Probationary Period.....	12
ARTICLE 14	Hours of Work.....	13
ARTICLE 15	Overtime .....	14
ARTICLE 16	Court/Duty Call Back .....	15
ARTICLE 17	Orders and Regulations.....	15
ARTICLE 18	Officer's Bill of Rights.....	16
ARTICLE 19	Working Out of Classification Pay.....	17
ARTICLE 20	Premium Pay .....	18

ARTICLE 21	Special Assignment Pay .....	18
ARTICLE 22	Educational Incentive Pay .....	19
ARTICLE 23	Physical Fitness Incentive Pay .....	20
ARTICLE 24	Clothing Allowance.....	20
ARTICLE 25	Insurance .....	21
ARTICLE 26	Worker’s Compensation, Light Duty and Alternative Duty Assignments.....	22
ARTICLE 27	Holidays .....	23
ARTICLE 28	Annual Leave.....	24
ARTICLE 29	Training .....	26
ARTICLE 30	Safety .....	27
ARTICLE 31	Substance Abuse Prevention.....	27
ARTICLE 32	Salaries .....	29
ARTICLE 33	Longevity.....	30
ARTICLE 34	Savings Clause.....	30
ARTICLE 35	Term of Agreement.....	30
APPENDIX A	Public Safety Statement.....	31

AGREEMENT BETWEEN  
THE CITY OF TUMWATER  
AND  
THE TUMWATER POLICE OFFICERS GUILD

***PREAMBLE***

This Agreement is between the City of Tumwater, Washington (hereinafter referred to as the "Employer" or "City") and the Tumwater Police Guild (hereinafter referred to as the "Guild") for the purpose of setting forth the mutual understandings of the parties as to wages, hours, and other conditions of employment of those employees for whom the Employer has recognized the Guild as the exclusive bargaining representative. (Such employees are hereinafter referred to as "employees.") All references to employees in this agreement designate both sexes and wherever the male gender is used, it shall be construed to include male and female employees.

***ARTICLE 1 - RECOGNITION***

The City recognizes the Guild as the exclusive bargaining agent for all full-time and/or part-time (employees compensated for 20 hours or more per week) commissioned officers employed in regular positions in the Tumwater Police Department.

The City also recognizes the Guild as the exclusive bargaining agent for all full-time and/or part-time (employees compensated for 20 hours or more per week) commissioned sergeants and lieutenants employed in regular positions in the Tumwater Police Department.

The officer bargaining unit and the supervisory unit comprising sergeants and lieutenants are two separate bargaining units recognized and certified as such by the Public Employment Relations Commission but in the interests of efficiency, the parties to this agreement have decided to draft one contract to govern terms and conditions of employment for both bargaining units.

## ***ARTICLE 2 - MANAGEMENT RIGHTS***

Section A. Management Rights. It is understood and agreed by the parties that the City possesses the sole right to operate the Department so as to carry out the statutory mandate, mission and/or goals assigned to the Department, and that all Employer rights not modified by the Agreement repose in the City. However, such rights must be exercised consistent with the provisions of this Agreement. These Employer rights include, but are not limited to the following:

1. To utilize personnel, methods and means in the most appropriate and efficient manner possible.
2. To manage and direct the employees of the City.
3. To hire, promote, transfer, assign, train, evaluate or retain employees in positions within the City.
4. To establish work rules and rules of conduct.
5. To suspend, demote, discharge, or take other appropriate disciplinary action against employees for just cause.
6. To determine the size and composition of the work force and to lay off employees, with at least thirty (30) days' notice to the impacted employees, in the event of lack of work or funds.
7. To determine the mission of the City and the methods and means necessary to efficiently fulfill that mission.

The parties agree that the above statement of management rights is for illustrative purpose only and is not to be construed as restrictive, or interpreted so as to exclude those prerogatives not mentioned which are inherent to the Employer.

## ***ARTICLE 3 - COMPLETE AGREEMENT/PAST PRACTICE***

Section A. Complete Agreement. Pursuant to their statutory obligations to bargain in good faith, the City and the Guild have met in full and free discussion concerning matters in employment relations. This contract incorporates the sole and complete Agreement between the City and the Guild resulting from these negotiations.

Section B. Past Practices. The parties recognize the City's full right to direct the work force and to issue rules, regulations and procedures and that these rights are diminished only by the law and this Agreement, including interpretive decisions, which may evolve pursuant to the proper exercise of authority given by the law or this Agreement. The Employer is not limited, confined, or restricted by

past practice, rule, custom, or regulation in making changes in policies, procedures, rules, and regulations to carry out the mission of the Department.

However, this article shall not be interpreted to restrict the Guild's right to bargain the decision and impact of subjects of bargaining where the City is compelled to negotiate over the matter by State law.

In the case of disagreement between the parties, the Public Employment Relations Commission (PERC) shall make the decision under this subsection as to whether the City is compelled to negotiate under State law.

#### ***ARTICLE 4 - MAINTENANCE OF STANDARDS***

The City agrees that all written conditions of employment contained in this Agreement in its individual operation relating to wages, hours of work, overtime, general working conditions, benefits, and job security provisions shall be maintained at no less than the standards in effect at the time of the signing of this Agreement.

#### ***ARTICLE 5 - EMPLOYEE RIGHTS***

Section A. Negotiations. The composition of the Guild's negotiating team shall be determined by the Guild. Not more than three (3) employees shall be permitted to attend negotiating meetings with the City's representatives as part of the Guild's negotiating team. The City will not require a Guild negotiating team member to use leave if the meeting occurs while that person is on duty provided there is no additional cost to the City, unless mutually agreed otherwise. The Guild acknowledges that conflicts between negotiating meetings and response to calls for service while on duty will be resolved by proper performance of Police duties.

Section B. Guild Business. The Guild agrees that members of the Guild selected to serve as official representatives will be certified as such in writing to the City Administration. The Guild agrees that Guild business shall not interfere with the operations of the Department or the Police duties.

Section C. Right of Access. Subject to the due process provisions of this Agreement, Guild representatives and agents of the Guild shall have the right to reasonable access to the Police Department for the purpose of investigating grievances, and other business related to the representation of employees for the purpose of employment relations.

Guild representatives and agents of the Guild shall not unreasonably interfere with the employee's work. This Article is not intended to be used for membership drives or recruiting new members.

Section D. Guild Meetings. Guild members who are on duty shall be allowed to attend guild meetings so long as calls for service are answered without delay and according to the usual protocols. Attendance at Guild meetings, while on duty, shall be limited to a maximum of one and one-half (1.5) hours.

Section E. Guild Bulletin Board Space. The City shall provide a bulletin board space for Guild use. All materials posted thereon shall be the responsibility of the Guild. Posted materials shall relate only to Guild meetings, elections, social events, reports of committees and the listing of Guild officers. No material posted shall reflect derogatorily upon employees of the City. Posting of materials by the Guild on any other City property shall be prohibited unless approved by the chief.

## ***ARTICLE 6 - CITY AND GUILD COOPERATION***

Section A. No Strike Provision. The Guild recognizes the detriment and disservice caused the citizens for which they serve by striking or any other job action and agrees that during the life of the Agreement, neither the Guild or its members shall engage in, initiate, sponsor or direct a strike, secondary boycott, picket, "blue flu," work slowdown, work stoppage, or work speedup for any purpose.

Section B. Picket Lines. The Guild and its members while acting in the course of their employment shall not honor any picket line.

Section C. Guild Cooperation and Control. In the event of a violation of this Article and notification of such by the City, the Guild shall immediately notify and instruct the employees orally and in writing that such action is in violation of this Article and that they are to return to normal service immediately. The Guild shall take other affirmative steps, as required in good faith cooperation with the chief, to bring about a stoppage of such violation. The chief shall have the right to discipline any member of the Guild found in violation of this Article, including discharge, and such discipline shall not preclude or restrict the City's recourse to any other available remedies including an action for injunction or damages.

Section D. No Lock-Out Provisions. There will be no lock-out of employees in the unit by the City as a consequence of any dispute arising during the life and duration of this Agreement.

## ***ARTICLE 7 – DISCRIMINATION***

Section A. Guild Activity. No members shall be discriminated against for Guild activities.

Section B. Equality. To promote and foster a diverse workforce with equitable working conditions, the parties agree that the provisions of this contract shall be applied equally to all employees in the bargaining unit without

discrimination as to race, religion, creed, color, national origin, sex, disability, sexual orientation, age or other basis prohibited by state or federal law.

Section C. Compliance with the ADA. The parties agree that the employer may take all reasonable actions to comply with the American with Disabilities Act subject to the terms of this agreement and the statutory duty to bargain.

## ***ARTICLE 8 - SETTLEMENT OF DISPUTES***

Section A. Definitions. For the purpose of the Agreement the term "grievance" is defined as an interpretation or application of the articles in this Agreement.

Section B. The parties agree to make every effort to resolve issues informally. If no satisfactory settlement is reached, the following procedure shall apply:

- Step 1. The grievance shall be reduced to written form by the Guild or the aggrieved employee stating the section of the Agreement violated and explaining the grievance in detail. The written grievance shall be presented to the chief within fourteen (14) days from the date the alleged contract violation occurred. The chief or their designee shall convene a meeting, within seven (7) days after the receipt of the written grievance, between the employee, Guild representative and any other appropriate City officials. Seven (7) days after such meeting, the chief or designee shall transmit a copy of their written decision to the aggrieved employee and guild representative.
- Step 2. If no satisfactory settlement is reached upon the conclusion of Step 1, the written grievance shall be transmitted by the grievant to the City Administrator or their designee within fourteen (14) days after the Step 1 decision has been received by the grievant. The City Administrator or designee shall convene a meeting within seven (7) days of receipt of the written grievance from the grievant. Not more than seven (7) days after the conclusion of this meeting, the City Administrator or designee shall transmit a copy of their decision to the grievant and Guild.
- Step 3. The Guild may request arbitration in writing to the City Administrator within forty-five (45) days after receipt of the Step 2 decision.

Arbitration shall be conducted by an arbitrator from the Federal Mediation and Conciliation Service, or as agreed upon by the parties. The arbitrator shall have no power to alter, add to or subtract from the terms of this Agreement. The arbitrator shall



confine inquiry and decision to the specific area of the contract as cited in the grievance form. Contract interpretation grievances involving claims for compensation shall be limited to thirty (30) days of back pay from the date the grievance was filed.

The decision of the arbitrator may be enforced in any court of competent jurisdiction should either party fail to implement the decision.

Each party shall bear its own costs of arbitration, including attorneys' fees, except that the fees and charges of the arbitrator shall be shared equally by the parties.

## ***ARTICLE 9 - DISCIPLINE AND DISCHARGE***

Section A. Employee Discipline and Discharge. Discharge and discipline of employees shall be based on the standard of just cause.

Disciplinary and discharge matters may be advanced through the grievance arbitration process as outlined in this Agreement or through the steps established in the Tumwater civil service rules to the final step, which is a public hearing before the Tumwater Civil Service Commission. The choice between a hearing before the Commission and arbitration must be made by the Guild, in writing, prior to requesting arbitration. The decision of the Guild to seek arbitration in lieu of a hearing before the Commission is irrevocable and exclusive. In no case will a disciplinary matter be subject to both a public hearing before the Commission and arbitration.

Section B. Civil Service Rules Changes. The City will not propose any rule changes to the Civil Service Commission without first providing an opportunity for discussion with the Guild.

## ***ARTICLE 10 - PERSONNEL FILE***

Section A. Personnel File. The City shall maintain a personnel file for each employee. This file shall contain all of the employee's permanent records, including, but not limited to, civil service documentation relative to the employee, performance evaluations, payroll records and other official records. This personnel file shall be maintained by the City's Human Resources Division. The City may also maintain a Departmental personnel file for an employee which could include documentation deemed appropriate by the chief, including, but not limited to, discipline, commendations, performance evaluations, and other official records.

Section B. Inspection of the File. An employee may inspect the contents of his/her personnel files, except for confidential reports from previous employers, upon the employee's oral request to do so. An employee's official representative, with the permission of the employee, may inspect all files pertaining to the employee, except confidential reports from previous employers.

Section C. Rebuttal Material. If an employee believes that there is material in a personnel file which is incorrect, the employee shall be entitled to prepare in writing an explanation or opinion regarding the particular material. Such a rebuttal shall be included as part of the file. If an employee believes that specific information should be removed from a file, the employee may petition for such consideration to the City, however, any such removal is subject solely to the discretion of the City and is not grievable.

Section D. Critical Entries. No information reflecting critically upon an employee shall be placed in any of the employee's personnel records that does not bear either the signature or initials of the employee or a notation by the employer indicating that the employee has been provided a copy of the material and refuses to sign. A copy of any such material shall be furnished to the employee by the Department concerned, when it is placed in the personnel record.

Section E. Purging.

1. Retention of materials in an employee's Departmental personnel file shall be retained in accordance with the following schedule:
  - a. Permanent Retention:
    - (1) Employment application and related materials including background investigation.
    - (2) Permanent letter of appointment.
    - (3) Documents related to completion of required and optional training.
    - (4) Promotion letters and Civil Service histories.
    - (5) Reports of accidents.
    - (6) Payroll documents.
    - (7) Off-duty employment authorizations.
    - (8) Performance evaluations.
  - b. Five-Year Retention:
    - (1) Notices of disciplinary action resulting in loss of time or pay, provided there have been no further disciplinary notices involving similar conduct during that five (5) year period.
  - c. Three-Year Retention:
    - (1) All documentation of oral or written reprimands, provided there have been no further disciplinary notices involving similar conduct during that three (3) year period.

- d. Disciplinary documents shall be purged from an employee's Departmental personnel file when they reach the time limits identified above, upon oral or written request of the employee to the chief of police.
  - e. Documents purged from the employee's Departmental personnel file will be removed and forwarded to Human Resources for retention in the City's permanent personnel file.
2. Materials purged, as in Section 1, or retained beyond the retention schedule, will not be considered by the Department for the purposes of promotion, transfer or special assignments and shall not be used as the basis for further progressive disciplinary actions.

Section E. Medical Information on File. Medical information including, but not limited to, documents pertaining to physical or psychological assessments, the results of formal psychological tests, industrial accidents and disabilities shall be maintained in a file separate from the personnel file. Such information shall be stored in the Human Resources Office. Police department access to medical information on file shall be limited to the police chief, police commanders or lieutenants who, in the judgment of the chief, have a legitimate need to review the information.

## ***ARTICLE 11 - LAYOFF AND RECALL***

Section A. Employer Responsibility. The Employer shall be the sole determiner of when layoffs are necessary. The Employer may lay off employees when such action is determined to be necessary by reason of lack of work, lack of funds and/or reorganization. When the Employer determines that a layoff is necessary, then the Employer shall determine the number of employees and the affected classifications to be laid off.

Section B. Guild Notification. The Guild's President or designee will be notified, in writing, of the number of employees and classifications designated for reduction as soon as said determination is made. Prior to implementing a reduction in force decision, the employer shall confer with representatives of the Guild regarding the proposed plans and will consider the Guild's opinions in the matter. The City shall fully comply with reasonable Guild information requests relating to the layoffs and their necessity.

Section C. Layoff Procedure. An employee shall be provided with sixty (60) calendar days advance notice of pending layoffs or an involuntary reduction of normal work hours. The least senior employee within a rank or classification designated for reduction shall be laid off from the rank or classification. Persons laid off within each rank or classification shall revert to the next lowest rank or

classification in which they have previously served. In the event that such entry requires or results in a reduction of force in the lower rank, such reduction shall be accomplished by a demotion or layoff of the person or persons in said lower classification or rank having the least seniority. Emergency, temporary, and provisional employees shall be laid off prior to the displacement of regular employees.

Section D. Voluntary Layoff. Simultaneous with implementing the provisions of the layoff procedure, the Employer may first seek, by a five (5) working day posting process, volunteers for layoff or voluntary resignation from among those employees who work within the same job classification as the affected employees. If there are more volunteers than affected employees, volunteers will be chosen by seniority. Employees who volunteer for layoff may opt for recall rights as described in this article at the time of layoff.

Section E. Recall Procedures. In the event of a subsequent vacancy within two (2) years in a higher classification or rank, employees demoted by layoff shall have the first right to be reassigned to a higher classification or rank. No new employees shall be hired by the City into the bargaining unit until the Chief determines that available, qualified employees within the classification placed on layoff have been offered re-employment. It shall be the employee's responsibility to keep the Employer advised of his/her current address. An offer of re-employment shall be in writing and sent by registered or certified mail to the employee. A copy of the City's offer of re-employment shall also be provided to the Guild President or designee. The employee shall be deemed to have received notice within five (5) calendar days after the City mailed said notice. An employee so notified must indicate his/her acceptance of said re-employment within ten (10) calendar days of receipt of notice and shall be back on the job within twenty (20) calendar days of acceptance of said offer or forfeit all call-back rights under this Article. Employees with a break in service of six months or more shall be required to successfully complete Phase 2 of the background investigation (i.e. polygraph, drug test, medical and psychological testing).

Section F. Call-back Rights. Employees recalled from layoff shall not lose previously accumulated time in service, provided all other provisions of this Article are complied with, including that the employees must be re-employed within two (2) years to retain these call-back rights and that the employee has successfully completed their probationary period.

Section G. Compensation Upon Layoff. Employees laid off shall be compensated for unused compensatory time and unused accumulated annual leave in accordance with the terms of this Agreement. The employer shall pay a laid-off employee's health insurance through the end of the month succeeding the month in which the layoff occurs.

Section H. Sick Leave Upon Layoff. Sick leave balances at the date of layoff not cashed out at the date of layoff shall be restored upon re-employment with the

Employer if the person is hired into a regular position from the re-call list. No sick leave shall accrue during the period of layoff.

Section I. Seniority. Seniority shall be in accordance with existing civil service rules except that when employees have the same seniority date, ties shall be broken by the score on the Civil Service hiring list within their entry level Civil Service Classification, with the higher score resulting in the highest seniority placing.

## ***ARTICLE 12 - LEAVES OF ABSENCE***

Section A. Sick Leave. Sick leave shall be granted and allowed to accumulate at the rate of eight (8) hours for each month of employment. When sick leave usage is reasonably considered suspect, the City may require the employee to present a certificate from a registered practicing physician, or other bona fide practitioner attesting to the employee's illness after three days of sick leave usage. Maximum carryover of sick leave on January 1 of each year from the previous year is nine hundred and sixty (960) hours. A minimum of fifteen (15) days per month must be worked for an employee to receive sick leave credit for that month. Days not worked because the employee is on paid sick leave and/or annual leave shall be considered as days worked for the purpose of the preceding sentence. At minimum, employees will receive a minimum of one (1) hour of sick leave accrual for every 40 hours of paid work.

Should the employee be required to undergo a physical examination or provide a physician's certificate of illness, the employer shall bear the cost of such examination or certificate.

Any employee who is ill and unable to report to work shall make reasonable effort to notify the employee's immediate supervisor at least one (1) hour prior to the employee's reporting time. In case of a continuing illness, the employee shall keep the employee's immediate supervisor advised of the employee's inability to report to work.

In the event of an illness in the immediate family of an employee, employees shall be allowed to use their accrued sick leave to the extent and in the same manner that non-represented employees are permitted to do so by City policy and state law.

Employees may be allowed to share accrued sick leave to the extent and in the same manner that non-represented employees are permitted to do so by City policy and ordinance.

### ***Section B. Sick Leave Payments***

1. Annual Payments. Employees shall be eligible to receive monetary compensation for accrued sick leave as follows: In November of each

year, and at no other time, employees with at least 768 hours of accrued sick leave may elect to convert the sick leave hours earned in the previous 12 month period, minus those hours used during that period, to monetary compensation at the rate of twenty-five percent and shall be based on the employee's current salary. Payment of converted sick leave shall occur in the first paycheck issued in December.

2. Sick Leave Payments Upon Retirement. Employees who separate from city service due to retirement shall be compensated for twenty-five percent (25%) of their total unused sick leave accumulation. Compensation shall be based upon the employee's salary at the time of separation and shall be subject to applicable withholding under state and federal law. For the purposes of the preceding sentences, retirement shall not include vested "out-of-service" employees who leave funds on deposit with the department of retirement systems (DRS). Employees who are choosing to retire and wish to receive a sick leave payment, must provide a resignation letter and appropriate documentation of their decision to retire to the city's Administrative Services Department. Employees who separate from city service as the result of death shall be compensated for their total unused sick leave accumulation at the rate of one hundred percent. Compensation shall be based upon the employee's salary at the time of separation.
3. Sick Leave Payments Upon Voluntary Termination or Layoff. Employees shall be compensated for twenty-five percent (25%) of their total unused sick leave accumulation at the time of separation, provided that the Employee has at least 192 hours of accrued sick leave. Employees shall be eligible for this benefit as a result of voluntary separation or involuntary layoff but shall not be eligible if terminated for cause. Compensation shall be based upon the employee's salary at the time of separation.

Section C. Bereavement Leave.

1. In the event of death in the immediate family, or aunt, uncle, niece, nephew, father-in-law, mother-in-law, son-in-law or daughter-in-law, of an employee, up to three (3) workdays paid leave may be approved by the department manager, for a non-represented employee to attend to family matters and the funeral. An additional two (2) workdays of sick leave may be approved by the City Administrator for travel time.
2. Up to four (4) hours paid leave will be allowed to attend the funeral of a close friend or other relative.

Section D. Jury Duty. An employee summoned for jury duty shall be granted administrative leave for such service and shall be paid by the City, their regular

wage. Compensation received for jury duty shall be verified to the City and shall be remitted to the City upon receipt.

Section E. Maternity Leave. This program shall be administered according to applicable state and federal law.

Section F. Civil Witness Appearance. Leave of absence with pay, travel time included in work day, shall be granted for attendance in civil court cases in connection with the employee's officially assigned duties. Leave of absence with pay shall also be granted for an appearance connected with an employee's official duties before any legislative committee or judicial or quasi-judicial body as a witness in response to a subpoena or at the direction of proper authority, provided, however, that compensation received for such appearance shall be verified to the City and shall be remitted to the City upon request.

Section G. Medical Leave Without Pay. Non-probationary, LEOFF II officers who are injured off-duty, may elect to take, with written documentation from a physician, a period of medical leave without pay for up to 180 days. Extensions of the period of medical leave without pay may be granted by the City Administrator on a case-by-case basis. Officers granted medical leave without pay, may return to the same position or a similar position with the same pay and will not be required to serve a probationary period if the leave has been taken for the actual period of illness, recovery from injury or disability related to pregnancy or childbirth.

Section H. Paid Family Leave. Eligible employees are covered by Washington's Family and Medical Leave Program, RCW 50A.04. Eligibility for leave and benefits, which begins January 1, 2020, is established by Washington law and is therefore independent of this Agreement. Employer and employee premiums will be paid in accordance with Washington law.

### ***ARTICLE 13 - PROBATIONARY PERIOD***

Probationary periods shall not exceed one (1) year, provided that probationary periods may be extended by the City for the length of a leave period in the event the employee is on leave status for a period in excess of thirty (30) days. The parties further agree that under appropriate circumstances, probation periods may be extended by mutual agreement of the City and the Guild.

Entry-level police officers who are required to attend the basic law enforcement academy shall serve a probationary period of twelve months. The probationary period begins when the officer returns from successful completion of the training and reports for duty at the Tumwater Police Department.

## ***ARTICLE 14 - HOURS OF WORK***

Section A. Establishing Work Hours. Work hours shall be established in accordance with applicable state and federal wage and hour laws.

Section B. Emergency Scheduling. In the event of an emergency situation declared by the chief, or in his/her absence, their designee, the schedule may be altered to meet the needs of the situation. The overtime rules will be honored as normally applied. Officers will return to their normal schedule as soon as the emergency has ended.

Section C. Shift Changes and Trades. Employees may be given permission to exchange, trade and/or request specific shifts or days off when the change does not interfere with the duties and responsibilities of the department. Such a determination shall be made by the chief, or designee, provided the shift change request is made at least five (5) days before the date and change is to take place; unless this requirement is waived by the chief, or designee.

### **Section D. Patrol Work Schedule.**

1. Patrol staff shall work four (4) consecutive days of work, each consisting of eleven (11) consecutive hours of work. Each work day shall include a 30 minute paid lunch and appropriate breaks. The four (4) day work week will be followed by four (4) consecutive days off.

Patrol staff working the patrol schedule will attend six (6) mandatory eleven (11) hour training days per year, in addition to their regularly scheduled work days. These training days will be assigned based on the agency's needs. Four (4) of the six (6) training days will not fall on the Patrol staff's calendar weekend and will be scheduled on the Patrol staff's last regularly scheduled day off. The four (4) scheduled days off will be scheduled 30 days in advance. The remaining two (2) training days will be scheduled based on the agencies needs and are exempt from the restrictions listed above.

Patrol and Metro shifts may be adjusted, forward or backwards, by two hours to accommodate vacation and training demands. Patrol staff schedules will be adjusted for the next work week by the end of their last scheduled shift prior to their days off. Any changes made after that time will be compensated as overtime if worked in addition to the Patrol staff's eleven (11) hours shift or the Patrol staff can choose to adjust their shift as scheduled in lieu of working any additional overtime hours. EXEMPTION: To cover sick leave called in on the day of the affected shift, Patrol staff will be compensated at the overtime rate for any hours worked in excess of their



scheduled eleven (11) hours shift, or they may flex their shift forward or backwards by two hours in lieu of overtime if adequate road coverage permits and at the approval of their supervisor.

2. K-9 officers: The K-9 officer will work four (4) consecutive days, consisting of (10) hour shifts, followed by three (3) consecutive days off duty. The K-9 officer will get sixty (60) minutes per shift for the care and maintenance of the K-9. The K-9 officer will have Sunday, Monday, and Tuesday off. The K-9 officer's schedule may be changed under the language described in Section E.

3. Metro Shifts: Metro officers will be assigned to the Patrol Schedule. Their regularly scheduled ten (10) hour work shift will be split between the two metro officers and shall be scheduled from 0700 to 1700 hours Monday through Thursday; second officer shall work from 0800 to 1800 hours, Tuesday through Friday, unless otherwise agreed upon under the language described in Section E.

Section E. Non-Patrol Schedule. Officers assigned to positions other than patrol shall work either a 5/8-hour schedule or an alternative schedule approved pursuant to the City's Alternative Work Schedule Policy. All officers assigned to non-patrol positions shall normally have a paid lunch break and will have weekends scheduled off subject to workload requirements.

Section F. Schedule Adjustments. Established schedules may be adjusted to meet workload requirements by mutual agreement of the Guild and the City.

## ***ARTICLE 15 - OVERTIME***

Section A. Overtime. All hours in excess of the employee's regularly scheduled shift shall be paid at one and one-half (1-1/2) times the employee's straight-time hourly rate of pay.

Exceptions would be made by mutual agreement by City and Guild to accommodate alternative scheduling.

No overtime shall be worked unless authorized by the chief or their designee.

Section C. Notice for Overtime. Overtime work shall be assigned by the chief or their designee. Whenever possible, the chief shall give a written or oral notice twenty-four (24) hours in advance of all overtime to be worked.

Section D. Compensatory Time. Employees may elect to convert overtime to compensatory time up to a maximum bank of forty-four (44) hours. Compensatory time off shall be scheduled in accordance with the same procedures and processes as are used for vacation scheduling.

## ***ARTICLE 16 - COURT/DUTY CALL BACK***

Section A. Shift Extensions. To be eligible to receive call back pay, the reporting time must occur more than one (1) hour prior to the start of, or more than one (1) hour after the conclusion of, the employee's shift. Should the reporting time occur within one (1) hour of either side of the employee's regularly assigned shift, the time worked shall be deemed an extension of the shift and shall be compensated at the overtime rate and shall not be subject to call back minimums provided herein.

Section B. Duty and Court Call Backs. If an employee is called to duty or court outside the employee's regularly scheduled work shift, the employee will be guaranteed a minimum of three (3) hours pay at the overtime rate.

Section C. Phone Call-out. Officers and detectives who receive a duty related phone call during their off-duty time from a department employee on duty, shall be paid a minimum of one-half (1/2) hour for each phone call at the overtime rate provided that the phone call is made or authorized by a lieutenant, watch commander, police commander or police chief.

## ***ARTICLE 17 - ORDERS AND REGULATIONS***

Section A. General Orders and Rules and Regulations Provided. The City agrees to furnish each employee of the bargaining unit a copy of the current general orders, and rules and regulations of the Department and revisions thereof. New employees shall be furnished these documents as soon as possible after being hired. The City agrees to provide training and updates as needed to ensure officer compliance with the orders, rules, and regulations.

Section B. Compliance. Upon receipt and after review, employees will acknowledge in writing that they have received a copy of and have read and understand the general orders, rules, regulations and policies of the Department, and that they shall comply with them and with the terms of this Agreement. Subject to the Employer's responsibilities in Section A, employees are responsible for keeping abreast of changes, modifications, additions, deletions to the rules, regulations, policies and general orders provided by the chief.

Section C. Posting and Notice. The City shall furnish each affected employee a written memorandum of personal orders. Special orders of a temporary duration shall be posted on the office bulletin board. Standard operating procedures and general orders of a more permanent character shall be copied to each employee, in addition to being posted on the office bulletin board.

Section D. Notice Requirements. The Employer agrees to notify the Guild in writing prior to any changes to these policies or procedures and provide an explanation of the proposed change, present in "legislative draft" form and allow the Guild the opportunity to bargain changes in mandatory subjects of bargaining.

## ***ARTICLE 18 - OFFICERS BILL OF RIGHTS***

Section A. Purpose. The wide ranging powers and duties given to the Police Department and its officers involve them in all manner of contacts and relationships with the public. In order to resolve any complaints or disputes stemming from these contacts, the chief or their designee must conduct prompt, objective investigations. In an effort to ensure that these investigations are conducted in a manner conducive to good order and discipline, the following guidelines are promulgated:

1. At least forty-eight (48) hours prior to an interview, the officer shall be informed in writing of the nature of the investigation and whether he/she is a witness or a suspect before any questioning commences including the name, address and other information necessary to reasonably apprise him/her of the allegations of such complaint.
2. Interviews will be scheduled at a reasonable hour, preferably when the officer is on duty, unless the exigencies of the investigation dictate otherwise. When practicable, interviews will be conducted at the Tumwater Police Department.
3. Officers shall be afforded a reasonable opportunity and facilities to contact either: a) an attorney of his/her choosing and expense; and/or b) a representative of the Guild to be present during the interview, and to participate in the interview to the extent permitted by law.
4. The questioning shall not be overly long and the officer shall be entitled to such reasonable intermissions, as he/she shall request for personal necessities, meals, telephone calls and rest periods. The employee or City may request that an investigative interview be recorded. Upon request, the employee under an investigation shall be provided an exact copy of any written statement the employee has signed or, at the employee's expense, a verbatim transcript of the interview.
5. The officer shall not be subjected to any offensive language, nor shall he/she be threatened with dismissal, transfer or other disciplinary punishment as a guise to attempt to obtain his/her resignation nor shall he/she be intimidated in any other manner. No promises or rewards shall be made as an inducement to answer questions.

6. Officers involved in the use of force shall be allowed to consult with a Guild representative or attorney prior to being required to provide an oral or written statement regarding the use of force. In such cases no statement will be required during the forty-eight (48) hours following the incident. The Department may request public safety information consistent with the Public Safety Statement attached as Appendix A.

7. Within a reasonable period after the conclusion of the investigation, and prior to a pre-disciplinary hearing, the employee shall be advised of the results of the investigation and the recommended disposition (which may be a range of possible dispositions) and shall be provided a copy of the investigatory file.

Section B. Brady. The parties recognize that instances of dishonesty may warrant discipline up to and including termination. They also recognize that the event of an officer being placed on a *Brady* list does not, in and of itself, constitute a basis for separation from employment.

Section C. Fitness for Duty. Examinations for medical or psychological fitness for duty shall be conducted in accordance with City policy.

#### ***ARTICLE 19 - WORKING OUT OF CLASSIFICATION PAY***

Any employee assigned the duties and responsibilities regularly assigned to an employee of higher classification for any period of time shall receive a working out of class premium of five percent (5%) per hour except that officers working out of class as sergeants shall receive out of class premium at the entry level sergeant rate of pay.

Any employee assigned to a classification with a differing rate of pay in an “acting” appointment status who are promoted to the higher class shall receive credit towards their trial performance period for all time spent in the acting position, only if there is no separation between the “acting” appointment and the promotion.

Any employee assigned to a classification with a differing rate of pay in an “acting” appointment status who are promoted to the higher class shall receive credit towards their next pay step in the new salary range, only if there is no separation between the “acting” appointment and the promotion.

## ***ARTICLE 20 - PREMIUM PAY***

Section A. Premium Pay Recipients: Officers designated by the chief in the following capacities will receive premium pay of 3.3% of their base pay:

Detective  
Metro unit officer  
K-9 officer  
School Resource Officer

Section B. Field Training Officers: Officers assigned as field training officers will receive premium pay of 3.3% of their base pay for each person trained. Premium pay for field training officers will be limited to a maximum of up to six (6) months regardless of the duration or number of trainees assigned to the field training officer during that period of time.

Section C. Conditions Governing Premium and Assignment Pay. Each officer is limited to a maximum of two special assignments or premium pays at one time, regardless of the number of assignments. Non-disciplinary transfers to or from assignments eligible for premium pay will not be grievable subjects under the conditions of this agreement, nor appealable under the provisions of the civil service rules.

## ***ARTICLE 21 - SPECIAL ASSIGNMENT PAY***

Section A. Special Assignments: Officers designated by the chief for the following special assignments will receive special assignment pay of \$100 per month:

Firearms Instructor  
Emergency Vehicle Operation Course Instructor  
Defensive Tactics Instructor  
Less Lethal Instructor  
SWAT Team Member  
Dive Team Member  
Active Shooter Instructor  
Hostage Negotiator

Section B. Conditions Governing Special Assignments and Premiums: Each officer is limited to two special assignments or premium pays per month, regardless of the number of assignments. Non-disciplinary transfers to or from special assignments will not be grievable subjects under the conditions of this agreement, nor appealable under the provisions of the civil service rules.

## ***ARTICLE 22 - EDUCATIONAL INCENTIVE PAY***

Section A. Eligibility. An Employee with the Tumwater Police Department will be eligible for educational incentive pay. The following monthly incentive will be granted to each employee as part of their base wages upon completing the listed number of credits and/or degrees in a law enforcement related field.

Associate's Degree:	2.5%
Bachelor's Degree:	4%
Master's Degree:	6%

Law enforcement related fields shall include: criminal justice, psychology, sociology, public or business administration, political science, liberal arts, law, or any other field of study beneficial to the department as determined by the police chief.

Section B. Recognized Credits. Only credits or degrees from an accredited college or university will be approved for the incentive program. Any questions about the validity of the credits or degrees will be resolved by a review committee that consists of the police chief, or their designee, a police officer and police lieutenant.

Section C. Credits Awarded in Pursuit of a Four-Year Degree. Some colleges and universities award credits for police training or other experience. This type of credit is awarded with the understanding that the officer's educational goal is a four-year degree. If an officer then had enough credits to qualify for a two-year degree he or she may qualify for the two-year degree incentive. If the officer does not complete the four-year degree, and has not accumulated sufficient credits with classroom attendance to qualify for a two-year degree, then the compensation for the two-year degree will cease.

Section D. Break in Class Attendance. When a Guild member is pursuing a four-year degree, and is being compensated at the two-year degree level due to credits awarded by the institution, it is assumed that class attendance will be continual. If a Guild member is not enrolled and attending classes for a period of one academic year, then compensation at the two-year degree level will cease.

Proof of completion of classes shall be submitted to the police chief at the end of each quarter or semester attended.

Section E. Employee's Responsibility to Notify. It is the Employee's responsibility to notify the City in writing upon completion of degree requirements. Educational incentive pay shall be effective beginning with the next monthly payroll cycle following the Employee's written notification and approval by the police chief.

## ***ARTICLE 23 - PHYSICAL FITNESS INCENTIVE PAY***

Incentive pay shall be awarded to senior employees who can pass a prescribed physical fitness test. Eligibility for this pay begins after three (3) years of the employee's service with the Tumwater Police Department, except that lateral hires become eligible to participate after successful completion of probation. Employees successfully passing the physical fitness test will be eligible for a lump sum payment of three percent (3%) of the employee's annual salary minus applicable taxes and other deductions. Details such as eligibility issues, test administration, test scheduling and appeals of test results shall be addressed by Tumwater Police Department policy. Both parties agree that no grievances under this contract or under civil service rules shall result from the physical fitness testing program.

## ***ARTICLE 24 - CLOTHING ALLOWANCE***

Section A. Uniform Maintenance. All employees shall receive a cleaning allowance in the amount of \$50.00 per month.

Section B. Personal Equipment. Personal property limited to necessary leather, weapons, eyeglasses, dentures, watches, handcuffs, and other property and equipment approved by the chief, which is lost, damaged or destroyed in the line of duty shall be repaired or replaced at City expense at the approval of the chief. Any restitution received through order of a court or from any other source shall be offset against the repair or replacement cost paid by the City.

Section C. Uniform Purchases. The City will provide compensation to each member of the Police Guild in the amount of \$1,250 for the purchase of approved uniform clothing and related equipment as established by the department.

Compensation shall be provided to Guild members as a lump sum and shall be subject to appropriate federal and state withholding for taxes, retirement and / or social security.

The parties agree that Guild members will be responsible for meeting department standards for appearance and functionality of uniforms. Failure to meet appearance standards may subject Guild members to disciplinary action. The City reserves the right to require replacement or, if appropriate, repair of uniform items whenever necessary regardless of the cost to the Guild member or the status of an individual Guild member's uniform clothing payment.

The City reserves the right to withhold or reduce the uniform allowance of any Guild member who has announced a retirement or termination date within one year of the scheduled annual uniform allowance payout. Members who resign or are terminated within six months from having received the annual uniform

allowance payment may be required to return unused funds to the City either in cash or by withholding from their final paycheck.

New officers hired by the department more than six months prior to the clothing allowance payment date shall receive the full clothing allowance. New officers hired less than six months before the clothing allowance payment date shall receive one half of the clothing allowance payment.

## ***ARTICLE 25 – INSURANCE***

### **Section A: Medical and Dental Insurance:**

Subject to the requirements of the LEOFF Trust and AWC Trust, effective January 1, 2019, the City agrees to pay 100% of the premium for the employee and 90% for all dependents for medical coverage. Employees may choose between plans to include Kaiser \$20 Co-Pay (200) Plan or the LEOFF Plan F.

The City agrees to pay 100% of the premium for the employee for dental coverage under the AWC Trust, Washington Dental Service Plan A. The City agrees to pay up to 90% of the premium for dependents.

Section B. Officers who must pay a portion of the premiums for medical insurance may, if requested, participate in a pre-tax payment plan subject to IRS Section 125 and pursuant to City procedures and/or policies.

*Section C. False Arrest Insurance. The Employer shall maintain, without cost to the employee, adequate false arrest insurance. [There is no agreement to maintain this language and it is reserved for single issue interest arbitration.]*

Section D. Domestic Partner Insurance. Employees may, consistent with City policy, elect medical and/or dental insurance coverage for a domestic partner. The maximum cost to the City of the coverage shall be limited to the amount provided for spouse coverage under the medical plans as established in this contract.

Section E. Health Reimbursement Account: The City agrees to make monthly contributions not to exceed \$125 per employee to a Health Reimbursement Account (HRA as described above in Section B) for each member of the bargaining unit. Effective April 1, 2018, the parties agree as part of the LEOFF F enrollment and Kaiser enrollment described above, that the monthly contributions shall be increased by \$125 for a total monthly contribution of \$250 per employee. It is expressly understood by the parties that this increase in HRA contributions is connected to the enrollment in Plan F.

Section F. Vision Insurance. The City agrees to pay the premium for family vision insurance coverage under the Vision Services Plan offered by the Association



of Washington Cities Benefits Trust with no deductible and with the second pair of glasses option. Employees that elect the LEOFF F medical plan receive vision insurance through the LEOFF Trust.

Section G. Notification of Change in Status. Employees shall notify the employer in writing whenever there is a change in family status that affects one or more City benefit programs. Such changes could include but are not limited to: birth or adoption of a child; marriage, divorce or legal separation; Medicare eligibility of employee or dependent; loss of dependent status due to age, college enrollment status, or failure to meet IRS definition of dependent; loss of insurance coverage other than City's. Such notification shall normally be given to the employer within thirty (30) days of the event that creates the change in family status.

Section H. Discontinuation of Medical Plan. If a third party medical insurer discontinues an insurance plan during the term of this Agreement, the Parties will meet and attempt to negotiate a replacement plan in time for open enrollment in the new plan. If the parties are unable to agree on a replacement plan in time, the Parties agree to expedited grievance arbitration to ensure a decision prior to open enrollment. The role of the arbitrator will be limited to awarding a substitute plan of substantially similar value to replace the expiring plan. In the event that a substantially similar plan is less beneficial than the expiring plan, the Parties agree that the arbitrator would have jurisdiction to award a supplemental remedy such as a HRA/VEBA contribution to make up the difference. Prehearing briefing and closing arguments will be allowed provided the decision can be issued in time for open enrollment.

## ***ARTICLE 26 - WORKER'S COMPENSATION, LIGHT DUTY AND ALTERNATIVE DUTY ASSIGNMENTS***

Section A. Time Loss. Any employee who is injured on the job and receives a time loss payment under state law shall keep the payment. The City will adjust the pay and leave balances of the employee for the period of time loss in accordance with state law.

Section B. Light Duty. When an employee is unable to perform regular duties due to job related injury or illness and the employee is receiving the employer's supplement as outlined in state law, the employee shall perform light duty tasks as the employer may require, subject to approval of the treating physician. When an employee is unable to perform regular duties due to a non-job related injury or illness and appropriate alternative work, as defined by the police chief, is available, the employee may request assignment to alternative duty tasks, subject to approval of the treating physician.

## ARTICLE 27 - HOLIDAYS

Section A. Holidays. The following holidays shall be recognized and compensated:

New Year's Day	Veteran's Day
Martin Luther King's Birthday	Thanksgiving Day
President's Day	Day after Thanksgiving Day
Memorial Day (last Monday in May)	Day before Christmas
Fourth of July	Christmas Day
Labor Day	*Floating Holiday

\*Floating Holiday. Employees may elect the day on which they desire to take the floating holiday following advance consultation (one week) with an approval by his/her respective supervisor.

Section B: Compensation for Holidays. All employees who have been on the payroll of the City thirty (30) days and who are available for work their regularly scheduled work day prior to and their regularly scheduled work day following the holiday shall receive eight (8) hours of regular pay for the holidays in Section A regardless of which day of the week the holiday falls.

Depending on the employee's status, the following compensation shall apply:

Holiday Compensation Chart	
<i>Holiday Situation</i>	<i>Compensation Received</i>
Employees on scheduled day off on the holiday	Eight (8) hours holiday pay
Employees scheduled to work on Holiday	Normal scheduled day of salary + One and a half (1.5) pay rate for all hours worked on scheduled shift. (2.5 hours pay rate for all hours worked)
Any hours worked in excess of regularly scheduled hours on holiday	Normal salary hourly rate + Double (2) time pay rate for all hours beyond scheduled shift. (totaling 3.0 rate of pay)
Employee required to work on Holiday which is also a scheduled day off	Eight (8) hours holiday pay + Double (2) time pay rate for all hours worked on the holiday (3.0 pay rate up to 8 hours: beyond 8 hours 2.0 pay rate)
Annual Leave taken on Holiday	Scheduled hours taken from annual leave deducted + eight (8) hours of holiday pay
Call Out on Holiday Leave while on Scheduled day off	Eight (8) hours holiday pay + Double (2) time pay rate for all hours worked (minimum three (3) hour

	compensation) (3.0 pay rate up to 8 hours: beyond 8 hours 2.0 pay rate)
Sick Leave taken on holiday	Scheduled hours taken from Sick Leave + eight (8) hours of holiday pay
Administrative employee compensation on holiday that falls on a work day	Day off with pay
Administrative employee compensation for holiday that falls on scheduled day off	Day off with pay on State/Federal observed holiday
Floating holiday compensation	Day off with pay

Section C. Application. Holiday pay applies to a shift which begins on the date of the holiday.

Section D. Annual Leave In Lieu Of. Employees on their scheduled day off which falls on a holiday may choose to add eight hours of annual leave to their annual leave account in lieu of eight hours of holiday pay. Employees may choose annual leave in lieu of holiday pay on no more than (6) six occasions throughout the calendar year.

Section E. Administrative Option. Administrative Guild members who already have the day off on the State/Federal observed holiday (Friday or Monday) will have two options:

1. Take the last working day before or first working day following as a day off with pay. If they are called into work on the actual holiday they receive double time pay for all time worked; or,
2. Work their scheduled day. If they are called in to work on the actual holiday they receive up to eight hours of triple time and then double time for anything after that. If they are not called out on the actual holiday, they receive 8 hours of holiday pay or elect to add 8 hours of annual leave to their annual leave account.

## ***ARTICLE 28 - ANNUAL LEAVE***

Section A. Annual Leave. Annual leave with pay shall be allowed to each regular employee with six (6) months continuous service at the rate of eight (8) hours of annual leave credit for each month of completed service. During the first six (6) months of service, no annual leave with pay shall be allowed. After six (6) months employment, the employee shall have six (6) days accrued.

Section B. Annual Leave Accrual Rates. Annual leave for all employees shall be as follows:

<b><i>YEARS OF SERVICE</i></b>	<b><i>VACATION TIME ACCRUED PER MONTH</i></b>
1 - 12 months (1 <sup>st</sup> yr.)	8 hours per month
13 - 24 months (2 <sup>nd</sup> yr.)	8 hours 40 minutes per month
25 - 48 months (3 <sup>rd</sup> & 4 <sup>th</sup> yrs.)	9 hours 20 minutes per month
49 - 60 months (5 <sup>th</sup> yr.)	10 hours per month
61 - 84 months (6 <sup>th</sup> & 7 <sup>th</sup> yrs.)	10 hours 40 minutes per month
85 - 108 months (8 <sup>th</sup> & 9 <sup>th</sup> yrs.)	11 hours 20 minutes per month
109 - 120 months (10 <sup>th</sup> yr.)	12 hours per month
121- 144 months (11 <sup>th</sup> & 12 <sup>th</sup> yrs.)	12 hours 40 minutes per month
145- 168 months (13 <sup>th</sup> & 14 <sup>th</sup> yrs.)	13 hours and 20 minutes per month
169- 204 months (15 <sup>th</sup> , 16 <sup>th</sup> & 17 <sup>th</sup> yrs.)	14 hours per month
205- 228 months (18 <sup>th</sup> & 19 <sup>th</sup> yrs.)	14 hours and 40 minutes per month
229 months & after (20 <sup>th</sup> yr. and after)	15 hours and 20 minutes per month

Section C. Annual Leave Accrual Limits. Employees shall accumulate no more than 360 hours of annual leave at any one time. If annual leave is scheduled 30 days in advance and the chief must cancel and the cancellation causes the accrual to go over the 360 hour limit, the City agrees to pay the officer for any time lost over the 360-hour limit. No more than 240 hours of annual leave under this section shall be paid to an employee upon separation from employment with the City.

Section D. Years of Service. For the purpose of annual leave accrual, "years of service" is defined as that service unbroken by separation from City service other than by military, Peace Corps, annual leave, sick leave, disability leave or other authorized leave. Effective upon ratification of this Agreement, lateral transfers shall have their current accrual rates adjusted for time in law enforcement service in other jurisdictions. Employees returning from such leave or employees who were laid off, shall be entitled to credit for service prior to and including the leave or lay-off.

Section E. Annual Leave Scheduling.

1. The Employer agrees that an employee's request to take annual leave credited to the employee shall normally be honored, provided that it does not interfere with work load requirements and schedules.
2. Other factors being equal, employees with the greater seniority within the same job classification shall be given preference of annual leave requests within the respective selections involved.

3. Employees who desire to take their annual leave at a specific period and time shall submit their request to the Chief or their designee in writing using the patrol leave schedule. The patrol leave schedule will begin circulation to officers assigned to patrol no later than October 15<sup>th</sup> of the preceding calendar year. The schedule will be circulated based on seniority outlined in Sect E: (2). Each officer will have three consecutive days to select a block of vacation not to exceed three consecutive scheduled work weeks. At the end of that three day period the selection process will proceed to the next senior employee who will schedule their annual leave during their scheduled time block and will have preference for their requested annual leave over any senior officer who failed to submit their request during their scheduled three day time block. A senior officer may select their annual leave at any point after their scheduled three day time block has passed as long as it does not conflict with previously scheduled annual leave. The vacation schedule will be submitted to the Chief or their designee no later than December 30<sup>th</sup> of the prior calendar year. Subject to modification due to work load requirements and schedules, the chief or their designee will compile and publish a listing of these requests by the 1<sup>st</sup> of February of the scheduled calendar year. Employees on said list shall have priority and shall be granted annual leave insofar as possible for the time stipulated on the listing. Should it be necessary for the City to cancel a previously scheduled annual leave due to emergency workload requirements, the employee's annual leave so canceled will be given priority for re-scheduling. It is understood and agreed between the parties that all annual leave shall be granted at the convenience of the Employer.
4. Any regular employee who is in an annual leave status and becomes incapacitated through illness, accident or hospitalization shall have the right to revert to a sick leave status. In such case an employee shall furnish a statement from a duly licensed physician.
5. Patrol Sergeants and Lieutenants assigned to the same patrol team may not be on annual leave at the same time, unless authorized by the Chief or his designee.

## ***ARTICLE 29 - TRAINING***

Section A. Intent and Purpose. To improve the efficiency and professionalism of the officers, the Department will strive to provide professional training each year, subject to budget and manpower availability.

## ***ARTICLE 30 - SAFETY***

Section A. Equipment. To ensure the safety of all officers and to improve the effectiveness of the Department, the City will provide each officer with a bullet resistant vest as part of the officer's regular uniform. The City agrees to provide for any upkeep, maintenance, or reconditioning necessary as determined by the chief to keep the vest in safe condition.

## ***ARTICLE 31 - SUBSTANCE ABUSE PREVENTION***

Section A. Intent and Purpose. The City and the Guild acknowledge that substance abuse poses a serious threat to the health, safety and productivity of officers, other City employees and members of the public. For that reason, the Guild agrees that its members will be subject to the City's Substance Abuse policy as established in the City of Tumwater Personnel Policy and Procedures Manual with the following additions, modifications or clarifications:

1. It is understood that Guild officers will be requested and not required to sign a statement acknowledging receipt of a copy of the policy. Officers who choose not to sign will be subject to documentation from department management indicating that they received the copy but chose not to sign an acknowledgment of receipt.
2. Throughout the City's Substance Abuse Policy, the standard for supervisory action toward Guild members on matters of substance abuse shall be "probable cause". The basis for establishing probable cause for action shall be outlined in a written, standard operating procedure of the Tumwater Police Department to be adopted concurrently with this agreement.
3. For purposes of testing for the presence of substances, any positive result from a guild member's sample will be subject to confirmation by a GC-MS test.
4. The parties to this agreement recognize that maintaining a chain of custody for test samples is vital to fair treatment of the employee who has been tested. The parties acknowledge that the current chain of custody standards used by the testing service providers selected by the City and detailed during these negotiations are appropriate and sufficient. It is understood that a documented violation of the agreed upon standards for maintaining the chain of custody for test samples would nullify the sample and, if feasible, require retesting.
5. The parties further agree that the thresholds for reporting positive findings of commonly abused substances to the employer by the testing services provider shall be as follows:

SUBSTANCE	SCREENING THRESHOLD
Alcohol (Scr)	.03 G / DL
Cannabinoid (UR)	100 NG / ML
Amphetamines	1000 NG / ML
Barbiturates	300 NG / ML
Benzodiazepines	300 NG / ML
Cocaine (Metab)	300 NG / ML
Methadone	300 NG / ML
Methaqualone	300 NG / ML
Opiates	300 NG / ML
Phencyclidine	25 NG / ML
Propoxyphene	300 NG / ML

6. The parties agree that blood testing will be required of officers only for the purpose of determining or confirming whether alcohol is present within the system of the employee who is being tested.
7. If an employee has tested positive, the employer will provide a copy of the test results.
8. An employee being tested may request to have a sample collected by the City's designated test facility for testing by a laboratory of his/her choosing at the expense of the employee.
9. It is understood that the duty of a bargaining unit supervisor who suspects the impairment of another member of the bargaining unit will be limited to making the necessary observations and promptly notifying the police commander or chief, who will handle the report per the department's established procedure.
10. If an employee tests positive for substance abuse and is disciplined for violating the City's substance abuse policy for the first time, the discipline will be limited to a written warning on the condition that the employee must cooperate fully with any treatment program required by the City and agree to refrain from any future violations of the policy. If the employee has violated other department or City policies concurrently with the substance abuse policy, discipline up to and

including termination may be administered as appropriate under the City policy or Civil Service Rules.

Section B. Discipline Resulting from Substance Abuse. The parties agree that any discipline/discharge action taken under the City's substance abuse policy, shall be subject to the provisions of Article 9 of this agreement.

## ***ARTICLE 32 – SALARIES***

Section A. 2018 Salary Schedule. Effective January 1, 2018, the 2017 monthly pay schedule shall be increased by 3.0%.

### **Police Officer**

Academy	\$5,060.00
FTO	\$5,313.00
Probation	\$5,577.00
Year 2	\$5,861.00
Year 3	\$6,152.00
Year 4	\$6,464.00
Year 5	\$6,792.00
Year 6	\$7,128.00
Year 7 and above	\$7,306.00

Effective upon ratification, the sergeant and lieutenant salary schedule shall be as follows:

### **Police Sergeants**

Step 1	\$7,890.00
Step 2	\$8,109.00
Step 3	\$8,328.00
Step 4 and above	\$8,547.00

### **Police Lieutenants**

Step 1	\$9,060.00
Step 2	\$9,317.00
Step 3 and above	\$9,573.00

Employees will be moved to the closest step on the revised sergeant and lieutenant salary schedule that does not result in a loss of pay.

Section B. 2019 Salary Schedule. Effective January 1, 2019, the monthly pay schedule shall be increased by 3.5% over the 2018 rates.

Section C. 2020 Salary Schedule. Effective January 1, 2020, the monthly pay schedule shall be increased by 3.5% over the 2019 rates.



Section D. Salary Steps Resulting from Promotion. An employee promoted to a different job class covered by this agreement, will be placed at the nearest pay step, which provides a salary increase.

Section E. Paydays. There shall be two paydays in a month. The first pay day of the month will be on or before the twenty-fifth (25<sup>th</sup>) day of the month. The second will be on or before the tenth (10<sup>th</sup>) day of the month.

### ***ARTICLE 33 – LONGEVITY***

Officers will be accorded a longevity premium in accordance with the following schedule:

10 Years of Service	\$125 per month
15 Years of Service	\$175 per month
20 Years of Service	\$225 per month

### ***ARTICLE 34 - SAVINGS CLAUSE***

Should any article, section or portion of this Agreement be held unlawful and unenforceable by final order of any court of competent jurisdiction or administrative agency having jurisdiction over the subject matter, or by legislation of the State of Washington or federal government, such decision or legislation shall apply only to the specific article, section or position thereof directly affected. Upon issuance of any such decision or legislation, the parties agree immediately to negotiate a substitute, if possible, for the invalidated article, section, or portion thereof. All other portions of this Agreement, and the Agreement as a whole, shall continue without interruption for the term thereof.

### ***ARTICLE 35 - TERM OF AGREEMENT***

All provisions of this Agreement shall continue to be in full force and effect from January 1, 2018 through December 31, 2020, unless otherwise specified in this agreement.

Prior to termination of this contract, either party may recommend any or all parts of the Agreement be re-opened for negotiations, for a successor agreement. Notice to open negotiations must be provided to the other party in writing within one hundred fifty (150) days of the termination of this Agreement by submission and receipt in writing to the other party. The party receiving the request for re-opening of the contract will then be provided an opportunity to submit their recommendations or proposal prior to the start of formal negotiations.

## ***APPENDIX A – PUBLIC SAFETY STATEMENT***

### **Public Safety Statement**

#### **Use of Deadly Force Situations**

### **SUMMARY STATEMENT TO SUPERVISOR**

Incident Number: \_\_\_\_\_ Date: \_\_\_\_\_

Directions to on-scene supervisor:

This is a compelled statement.

The supervisor (sergeant or higher rank) is compelling this statement and will not deviate from its contents.

The supervisor will write down on this card the answers provided verbatim, and disseminate public safety information immediately via radio as appropriate, and provide this completed card to the first arriving investigative supervisor.

The police supervisor receiving this information is required to submit a written statement to the Investigations Division. The statement is to include that the Summary Statement was formally given to the involved officer, the content of the answers given by the involved officer, and that the supervisor did not deviate from the specified questions.

“(Rank of involved officer) \_\_\_\_\_ (Name of involved Officer) \_\_\_\_\_,  
I am directing you to give me a summary statement in a use of deadly force incident. Due to the immediate need to take action, you are ordered to answer the following questions listed below. If you refuse to answer these questions relating to the performance of your official duties, you will be subject to Department charges, which could result in your dismissal from the Department.”

#### **Requesting Supervisor:**

Name \_\_\_\_\_ Rank \_\_\_\_\_ Per.# \_\_\_\_\_ Time \_\_\_\_\_

“At this time and to the **best of your knowledge**, please answer the following”:

1. From where and in what direction did you fire rounds?

\_\_\_\_\_  
\_\_\_\_\_.

2. In what direction did the suspect(s) fire rounds?

\_\_\_\_\_  
\_\_\_\_\_.

3. If you know of anyone injured, what is her/his location?

---

---

4. If any suspects are outstanding, what are their descriptions?

---

---

**Supervisors:** If there are **no** outstanding suspects, proceed directly to question #5, otherwise ask question #4 (a-d).

4a. What was their direction of travel?

---

4b. How long have they been gone?

---

4c. With what weapons were they armed?

---

4d. Are there any other safety risks known about the outstanding suspect(s)?

---

---

5. Does any evidence need protection?

---

---

6. Any known witnesses?

---

7. Where are they located?

---

---

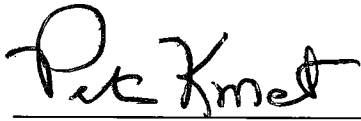
“(Rank of involved officer)\_\_\_\_\_ (Name of involved officer) \_\_\_\_\_,  
in order to prevent the contamination of your statement, I order you not to discuss  
this incident with anyone, including your supervisors or staff officers, prior to the  
arrival of the assigned investigators, with the exception of your legal  
representation.”

This Agreement shall remain in full force and effect during the period of negotiation. This Agreement may be amended at any time during its effective term, provided there is mutual consent of both parties in writing.

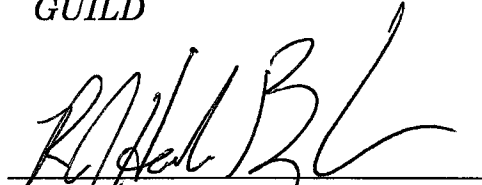
DATED this 25 of September, 2018.

*CITY OF TUMWATER*

*TUMWATER POLICE OFFICERS  
GUILD*




Pete Kmet  
Mayor  
City of Tumwater

  
Randy Hedin-Baughn  
President  
Tumwater Police Guild

ATTEST:

  
Melody Valiant, City Clerk

APPROVED AS TO FORM:

  
Karen Kirkpatrick, City Attorney