

**AGREEMENT
BETWEEN
POLICE OFFICERS LABOR COUNCIL
(COMMAND)
and
CITY OF GRAND HAVEN
PUBLIC SAFETY DEPARTMENT**



Effective July 1, 2025 through June 30, 2028

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PREAMBLE

THIS AGREEMENT, effective July 1, 2025 by and between the CITY OF GRAND HAVEN, a Michigan municipal corporation of Grand Haven, Michigan (for purposes of convenience sometimes hereinafter called the "City"), and the POLICE OFFICERS LABOR COUNCIL (for purposes of convenience sometimes hereinafter called the "Union").

ARTICLE 1 PURPOSE AND INTENT

The general purpose of this Agreement is to set forth the wages, hours and other terms and conditions of employment which shall prevail for the duration of this Agreement and to promote orderly and harmonious labor relations for the mutual interest of the City, the employees and the Union. Recognizing that the safety and well-being of the City residents are the paramount concern of all employees of the City Department of Public Safety, the City and the Union for and in consideration of the mutual premises, stipulations and conditions hereinafter specified, agree to abide by the terms and provisions set forth herein for the duration of this Agreement.

ARTICLE 2 RECOGNITION

2.1: Recognition Clause. The City hereby recognizes the Union as the exclusive representative for purposes of collective bargaining in respect to rates of pay, wages, hours of employment and other terms and conditions of employment of the following employees:

All full-time Fire Marshal, Sergeants, Captain and Lieutenants; excluding the Director, Deputy Director, Public Safety Officer and all other employees.

2.2: Individual Representation. Notwithstanding the provisions of Section 1 above, any individual employee may at any time present grievance adjusted, without intervention by the Union, if the adjustment is not inconsistent with the terms of this Agreement, provided the Union has been afforded an opportunity to be present at such adjustment.

2.3: Gender. Use in this Agreement of pronouns such as he or she, him or her, or his or her shall be inclusive of all genders.

ARTICLE 3 UNION REPRESENTATION

3.1: Negotiating Committee. The City agrees to recognize a Negotiating Committee composed of not more than two (2) employees in the bargaining unit, one of whom shall be the President of the bargaining unit, plus a non-bargaining unit representative of the Union's choosing. The Union shall furnish to the City a written list of the members of the Negotiating Committee, and shall advise the City in writing of any changes in such membership and of any alternate members of the Negotiating Committee. No negotiating member or alternate shall function as such until the City has been so advised by the Union. The Negotiating Committee shall represent the Union in meetings with the City for the purpose of collective bargaining and for the purpose of administration of this Agreement.

3.2: Meetings. All meetings between the City and the Negotiating Committee shall be at times mutually agreeable to the parties; and when any such meetings occur during a Negotiating Committee member's scheduled working time, it is understood: (1) that the City shall not pay more than two (2) such Negotiating Committee members, per bargaining session, for their actual working time lost, and (2) that such Negotiating Committee members shall provide any Public Safety back-up required of them notwithstanding their meeting with the City.

ARTICLE 4 UNION SECURITY AND CHECK-OFF

To the extent the laws of the State of Michigan permit, it is agreed that:

4.1: The current or future employment of bargaining unit employees is not contingent upon membership in the Union or the payment of union dues or fees.

4.2: The Employer agrees to make Union payroll deductions once each month from the pay of the employees who have authorized that such deductions be made as set forth in Subsections 4 and 5.

4.3: As soon as practicable following the decision to hire a new employee into the bargaining unit, the Employer shall notify the Union of newly-hired bargaining unit employees and provide the Union an opportunity during the onboarding process to meet with newly-hired bargaining unit employees to discuss the employees' options with respect to becoming or not becoming a member of the Union.

4.4: Each employee who becomes a member of the Union after June 27, 2018, must sign the Union's Application for Union Membership and Authorized Dues Deduction Card, and shall do so with the understanding that the dues authorization and assignment shall be irrevocable for the term of the applicable contract between the Union and the Employer or for one year, whichever is the lesser, and shall automatically renew itself for successive yearly or applicable contract periods thereafter, whichever is the lesser, unless the employee gives written notice to the Employer and the Union at least sixty (60) days, but not more than ninety (90) days before any periodic renewal date of this authorization and assignment of the employee's desire to revoke same. Such authorization and

assignment is voluntary and not conditioned upon present or future membership in the Union.

4.5: The Employer shall not make any Union payroll deductions from any employee without written authorization from the employee. In the case of an employee who becomes a member after June 27, 2018, written authorization must be in the form of a signed and completed Application for Union Membership and Authorized Dues Deduction Card, as well as any additional written authorization as the Employer may require. In the event the terms of the Employer's written authorization conflicts with the terms of the Union's Card, the terms of the Card shall be controlling. For an employee who became a member prior to June 27, 2018, the employer must have from the employee written authorization showing the employee's clear intent to participate in Union payroll deductions.

4.6: Employees may resign their Union membership at any time by notifying the Union but may still be responsible for payroll deductions as set forth in Subsection 4.

4.7 Deductions for any calendar month shall be remitted to the Union. In the event that a refund is due to any employee for any sums deducted from wages and paid to the Union, it shall be the responsibility of such employee to obtain the appropriate refund from the Union.

4.8: The Employer shall not be liable for the remittance or payment of any sums other than those constituting actual deductions made. If the Employer fails to make a deduction for any employee as provided, it shall make that deduction from the employee's next pay period in which such deduction is normally deducted after the error has been called to its attention by the employee or the Union.

4.9: If there is an increase or decrease in Union payroll deductions, as determined and established by the Union, such changes shall become effective upon the second pay period following notice from the Union to the Employer of the new amount(s).

4.10: The Union will protect, save harmless, and indemnify the Employer from any and all claims, demands, suits, and other forms of liability by reason of action taken by the Employer for the purpose of complying with this article of the Agreement.

ARTICLE 5
MANAGEMENT RIGHTS

5.1: In General. The City on its own behalf and on behalf of its electors hereby retains and reserves unto itself, without limitation, all powers, rights, authority, duties and responsibilities conferred upon and vested in it by the City Charter and the laws and the Constitutions of the State of Michigan and of the United States. Such rights and responsibilities shall include, by way of illustration and not by way of limitation, the right: to manage, direct and control the operations and activities of the Department of Public Safety; to hire, evaluate, promote, transfer within the Department of Public Safety, lay off and recall employees; to discipline and discharge employees for cause; to determine the composition and number of facilities and their locations; to determine the size of the work force required and to increase or decrease its size; to assign work; to direct the work force; to determine the services to be furnished and operations to be performed, including the methods, procedures, means and equipment required to provide such services and operations; to discontinue, combine or reorganize services or operations within the Department of Public Safety; and to otherwise carry out the ordinary and customary functions of management except as specifically restricted by the terms of this Agreement.

5.2: Rules and Regulations. The City shall have the right at any time to promulgate and to enforce such reasonable rules and regulations as it considers necessary or desirable for the safe, effective, proper and efficient operation of the Department of Public Safety, so long as such rules and regulations are not inconsistent herewith. The Union shall have the right to grieve the enforcement on any such work rule.

5.3: Volunteers; Jobs; Classifications; Funded Programs. The Union recognizes that volunteer organizations and individuals may perform services in the Department of Public Safety which do not interfere or conflict with the normal work, safety, duties or privileges of employees within the bargaining unit. The Union further recognizes the right of the City to create new jobs, to reasonably alter existing classifications with the Union, and to utilize the services of persons whose compensation is provided by State or Federally funded programs.

5.4: The Union recognizes that the City may use paid on call firefighters to perform fire services in the Department of Public Safety.

ARTICLE 6
GRIEVANCE PROCEDURE

6.1: In General. A grievance is defined as any dispute claiming a violation of the meaning, interpretation or application of the terms and provisions of this Agreement.

An employee or group of employees having a grievance shall discuss the same with the command officer or supervisor designated by the City to consider such grievances or, in the event of such command officer's or supervisor's unavailability, with the command officer or supervisor designated by the City as an alternate to consider such grievances, in an effort to resolve the matter informally. Such discussion should take place as soon as possible after the incident giving rise to the grievance. In the event the informal discussion does not resolve the grievance, the following procedure shall apply:

STEP ONE. To be processed hereunder, a grievance must be reduced to writing, state the facts upon which it is based and when they occurred, specify the section of this Agreement which has allegedly been violated, specify the relief requested, and be signed and dated by the aggrieved employee or the Union. The written grievance must be presented to the Director of Public Safety or other command officer designated by the City to consider such grievances, or in the event of the Director of Public Safety's or other command officer's unavailability, to the person designated by the City as an alternate to consider such grievances, within ten (10) working days after the event occurred which is allegedly in violation of the Agreement and upon which the grievance is based; provided, however, that any grievance which could not have been reasonably detected by an aggrieved employee or the Union at the time of its occurrence may be filed, in the manner herein provided, within ten (10) working days after the same could have been reasonably detected by the aggrieved employee or the Union. The Director of Public Safety or other command officer shall give a written answer to the aggrieved employee or the Union within five (5) working days after receipt of the written grievance.

STEP TWO. If the grievance has not been settled at Step One and the Union desires to appeal it to the Second Step, a written notice of such appeal must be served upon the City Manager, or in the event of his unavailability upon his designee, within five (5) working days after the Director of Public Safety's Step One answer. The City Manager and the Union may, in the City Manager's discretion, meet to consider the grievance within ten (10) working days after the City Manager receives the grievance at this Step. Whether or not the City Manager and the Union meet to consider the grievance, the City Manager shall give to the Union a written answer to the grievance within ten (10) working days after he receives the grievance at this Step.

STEP THREE. If the grievance is not settled at Step Two and the Union desires to appeal it to the Third Step, the Union must file a written request for arbitration with the Michigan Employment Relations Commission ("MERC") and must serve a written copy of such request upon the City Manager, all within ten (10) working days after the City Manager's Step Two answer.

The written request to the MERC for arbitration of the grievance shall direct the MERC to submit to the City and the Union a list containing the names of seven (7) arbitrators approved by the MERC. Upon receipt of said list, the parties shall attempt to mutually agree on an arbitrator. If the parties cannot agree, each may strike the name(s) of any arbitrator(s) they are unwilling to accept and shall numerically rank order (number "1" being highest in preference) those names remaining on the list. Thereafter, the parties shall each return their lists, with any names stricken and all other names rank ordered, to the MERC and the MERC shall appoint the arbitrator with the lowest aggregate score when combining the rankings of each party from among the unstricken names. In the event an arbitrator is not able to be selected in this procedure based on any particular list, a subsequent list should be requested.

Any such arbitration proceeding shall be subject to all of the following terms and conditions:

- A. The award of the arbitrator shall be binding upon the City, the grievant(s) and the Union;
- B. Not more than one (1) grievance shall be heard by any arbitrator at any one time;

- C. The arbitrator shall have no authority to add to, subtract from, disregard, alter or modify any provision or provisions of this Agreement;
- D. The arbitrator shall not base his award on state or federal law, but must make his award solely on the basis of the provisions of this Agreement;
- E. The arbitrator shall not change or alter any policies, rules and/or actions of the City which are not specifically in violation of this Agreement;
- F. The arbitrator shall not award any adjustment or settlement of a grievance retroactively more than seven (7) working days before the date of filing the grievance; and any claim for or award of back wages shall be offset by any unemployment compensation paid, and by any compensation derived from any substitute employment, during the period for which back wages are sought;
- G. The arbitrator shall not award any punitive damages;
- H. The arbitrator shall have no power to award new salary schedules, or to award any monetary adjustments where there has been no wage loss;
- I. The costs or expenses of the arbitrator shall be shared equally by the City and the Union. Any costs or expenses individually incurred by the parties, however, including any transcript of an arbitration proceeding ordered by a party, shall be borne by the party incurring the cost or expense;
- J. The arbitrator shall not hear any grievance previously barred from the scope of the grievance procedure; and
- K. Any grievance which is not appealed to arbitration within the time limit herein above provided shall be considered adjusted and may not thereafter be so appealed.

6.2: Grievance Processing. Grievances which are not filed or appealed in the manner or within the time limits specified in the grievance procedure shall be considered to have been withdrawn or abandoned and shall not be resubmitted. If the City fails or neglects to answer a grievance within the time limit specified at the various steps of the grievance procedure, the grievance shall automatically be referred to the next higher step in the grievance procedure.

It is understood and agreed, however, that the time limits specified in this grievance procedure may be extended by mutual agreement in writing between the Union and the City.

6.3: Working Days. As used in this Article, the words "working days" shall be defined as excluding Saturdays, Sundays and holidays recognized under this Agreement.

ARTICLE 7 DISCIPLINE, DISCHARGE, SUSPENSION AND DEMOTION

7.1: Just Cause. The City shall not discipline, discharge, suspend or demote any employee without just cause.

7.2: Union Notification. The City shall notify the Union of any employee discharge, suspension, demotion or other discipline which results in loss of work or pay.

7.3: Grievance Procedure. Grievances which involve discipline, discharge, suspension or demotion allegedly in violation of this Agreement, and which involve a loss of work or pay, shall be commenced at Step Three of the grievance procedure.

7.4: Discipline. The City shall not discipline, discharge, or suspend any employee without just cause. The City shall notify the affected employee and the President of the Union of any employee discharge, suspension or other discipline which results in loss of work or pay. Copies of all discipline issued to an employee shall be placed in the employee's personnel file. Written discipline/discharge notices shall cite the specific conduct and/or rules, regulations, laws or ordinances the employee is alleged to have violated. An employee that has been disciplined, but whose record has remained clear for a period of three (3) years after the effective date of the disciplinary action, shall have his/her record reviewed by the Department Director and the employee, upon the employee's request. By mutual agreement only, the disciplinary action may be removed from the employee's record. Personnel file maintenance and retention shall be in compliance with applicable law. Employees may review their personnel files during normal business hours pursuant to applicable law.

ARTICLE 8 SENIORITY

8.1: Definition. Seniority shall be defined as follows: Seniority shall exclude approved leaves of absence, unless otherwise provided in this agreement.

- A. Department Seniority - Length of full-time service in the Police, Fire, or Public Safety Department.
- B. Classification Seniority - Length of full-time service in a classification (i.e. sergeant, police officer, detective, fire-fighter).
- C. Employer Seniority - Length of full-time service with the City of Grand Haven.
- D. Bargaining Unit Seniority - Length of full-time service in the bargaining unit or in a classification included within the bargaining unit.

8.2: List. A seniority list shall be prepared by the City and a copy supplied to the Union. The list shall be revised and updated by the City every six (6) months, if changed.

In the event that more than one employee is hired on the same day, seniority shall be determined by alphabetical order of the employees' last names as of the date of hire. A change to an employee's last name after his/her date of hire shall not result in a change in seniority. In the event that more than one employee is hired or promoted on the same day, seniority shall be determined, first by seniority in the lower classification they were promoted from. If the classification seniority is the same, seniority will be determined by seniority in the Department.

8.3: Probationary Employees. Each new employee shall be considered to be on probation and shall have no seniority until such employee shall have been employed full-time with the Department of Public Safety for a continuous period of one (1) year following his last date of hire. During the probationary period, an employee may be laid off or discharged without regard for the provisions of this Agreement and without recourse to the grievance procedure. The City shall have no obligation to rehire or recall an employee who is laid off or discharged during his probationary period, or to retain any employee for the full period of probation.

8.4: Loss of Seniority. An employee shall lose his seniority and the employment relationship shall cease, upon the happening of any of the following events:

- A. He quits;
- B. He is discharged and the discharge is not reversed through the grievance procedure set forth in this Agreement;
- C. He retires or is retired;
- D. He is laid off for a continuous period in excess of his accumulated seniority or twenty-four (24) months, whichever is less;
- E. He is on sick leave of absence for a period of one (1) year;
- F. His employment status while on leave of absence (other than military service leave of absence) is changed (other than by layoff, quit or discharge) without the prior written approval of the City Manager, from that stated in his application for such leave. In this regard, it is the intent of the parties that all leaves of absence shall be used in accordance with the reasons stated for such leave in the leave application, and that leaves of absence shall not be used as trial periods for new employment. An employee shall state in his leave application whether or not he intends to perform any work while on leave and the nature and extent of such work, if any;
- G. He fails to report for work within two (2) working days following the expiration of an approved leave of absence without first notifying the City of the justifiable, legitimate and unavoidable reason for such absence, unless such failure is otherwise excused; or
- H. He is absent from work for two (2) consecutive working days without notifying the City of the reason for such absence, except when the

failure to notify and work is due to circumstances beyond the control of the employee.

8.5: Seasonal, Temporary Help. Persons hired by the City within the Department of Public Safety to positions which are created for the summer or other temporary positions shall not be subject to the terms, benefits or conditions of this Agreement; provided, however, that such seasonal, paid-on-call, part-time or other temporary positions shall not be used to cause the layoff of bargaining unit personnel. Seasonal, paid-on-call, part-time or other temporary positions may be used for the purpose of filling vacancies in the Public Safety Department.

If an employee filling a seasonal or temporary position is retained as a regular full time employee in a non-seasonal and non-temporary position subject to this Agreement, such employee shall be covered by the provisions of this Agreement commencing from the date of hire into the full time position and shall be credited with the number of hours worked in the seasonal or temporary position toward their seniority and economic benefits, except for pension credit which shall begin upon hire into the full time position.

ARTICLE 9 LAYOFF AND RECALL

9.1: Layoff.

- A. Layoff shall mean a reduction in force, within the bargaining unit, for any reason determined by the City.
- B. Layoffs within the bargaining unit shall be by classification seniority, with probationary employees laid off first before non-probationary employees, provided all remaining seniority employees are deemed by the City to possess the background, experience, training, skills, abilities and qualifications required to perform the remaining work.
- C. If a seniority employee is laid off pursuant to the above provisions, such employee shall have the limited "bumping" privileges set forth below. To be eligible to "bump", a laid off employee must:
 - 1. Be a seniority (non-probationary) employee; and
 - 2. Exercise such bumping privileges in writing to the Director of Public Safety, within forty-eight (48) hours of being notified of layoff; and
 - 3. Bump into a lower paid classification within the bargaining unit or into a lower paid classification in the non-supervisory unit of the POLC, if permitted by the POLC collective bargaining unit; and
 - 4. Have greater bargaining unit seniority than the person to be bumped; and

5. Be deemed by the City to possess all of the background, experience, training, skills, abilities and qualifications required to perform the work in the new classification; and
6. It is expressly understood and agreed, notwithstanding the layoff and recall provisions of this Article and notwithstanding any other terms and provisions of this Agreement, that the City may use volunteers (Civil Defense personnel, non-profit organizations), in any classification within the Department of Public Safety at any time.

An employee who is eligible to bump and who exercises bumping privileges pursuant to the above provisions will be paid at the rates applicable to the new classification.

9.2: Recall.

- A. Within two years of the layoff, if the City determines to expand the work force, by adding or reinstating positions within any of the bargaining unit classifications from which seniority employees have been laid off, the following recall provisions shall apply:
 1. Seniority (i.e., non-probationary) employees who have been laid off from a given classification shall, if they are still eligible for recall and whether or not they have exercised bumping privileges as provided above, be recalled in the inverse order of their layoff from the classification affected, provided they are deemed by the City to possess the background, experience, training, skills, ability and qualifications required to perform the work in the classification to which they would be recalled.
 2. Recall notices shall be by mail, addressed to the employee's last known address. The employee must respond to the recall notice in writing within two weeks of the postmark date stating their intent to return. If no response is received, such employee shall be presumed to have resigned and shall have no further recall rights.
 3. Job vacancies which result from reinstatement of positions eliminated in connection with layoff, and which occur during a period when there are employees laid off who are eligible to be recalled, may be filled by the City through a recall as provided in this Article, without regard to the job posting provisions of this Agreement.

ARTICLE 10 JOB POSTING UNILATERAL TRANSFERS

10.1: If the City determines to fill a permanent vacancy (not caused by vacations, illness, leave, or similar reason) a written notice of the opening, indicating the job duties and rate, shall be posted on the bulletin board(s) for a period of seven (7) calendar days. Any employee may signify to the employer in writing during that period an interest in being considered for the opening. The City shall make their selection on the basis of their judgment of the qualifications, skill and ability of those bidding. Provided more than one employee is qualified, classification seniority will be considered. In the event the senior employee is not transferred a statement of why he was not chosen shall be given to the senior employee at his request. If no employee has bid, or the employer determines that no bidder has the appropriate qualifications, the vacancy may be filled by outside hiring. The first ninety (90) days on the new job shall be considered a trial period. During this trial period, the employee shall have the opportunity to transfer back to his former position, or if the employer deems the employee to be unsatisfactory in the new position, they may be returned to the former position at any time during this period at the rate of pay for the job being performed. The job vacated by a successful bidder need not be posted, but shall be filled at the discretion of the City. Written notification shall be given by the employer or employee, whichever initiated the reversion and statement of reason for the action, prior to the reversion. A successful bidder may not bid again until a minimum of twelve (12) months have passed. Such assignment shall not exceed twenty-four (24) months duration. Additional time may be added by mutual consent of the Union and City.

ARTICLE 11 PROMOTIONS

11.1: This promotional procedure shall apply only to the classifications of lieutenant and captain.

11.2: Selection Criteria. Selection of employees for promotion shall be based on merit, inclusive of, but not limited to, the employee's ability to meet the minimum qualifications for the position, and demonstrating satisfactory job performance in the present classification.

11.3: The City shall post the availability of a promotional position opening. Non-probationary employees desiring to be considered for the position shall sign up within fourteen (14) days of the posting. Employees shall have the minimum qualifications as stated in the posting.

11.4: The City shall have the sole right to select from those employees who have signed the posting (as provided in 11.3) to the positions of lieutenant or captain. The Employer may utilize any procedure, if any, to determine which of the employee(s) is the most qualified.

11.5: Probation. The employee appointed to a promotional classification, shall serve a six (6) month probationary period in the position. During this period the employee may request to revert to their former classification, or if deemed to be performing unsatisfactorily may be reverted to their former position at their prevailing rate of pay for

the former classification. An employee reversion to the former classification during the probationary period only, shall not imply in his personnel records a discredit or demotion.

11.6: A sergeant may be assigned to perform lieutenant or captain duties without a pay adjustment for a consecutive period of up to fourteen (14) days provided said sergeant is qualified. Such work is usually assigned when a command officer is on vacation, absent due to illness or similar short term absences.

11.7: Salary Placement Guideline. Upon promotion, the employee's new salary shall be placed on the salary scale at a level that ensures no reduction in the employee's gross monthly income compared to their pre-promotion salary. If the calculated placement on the new scale results in a lower monthly income, the employee shall be moved to the next higher step on the scale.

In cases where the promotion involves a shift to a new bargaining unit or classification with a different salary structure, the employer will ensure that the promoted employee's monthly income remains equal to or higher than their previous monthly income.

The employer shall provide a written confirmation of the new salary placement at the time of promotion, including a breakdown of the calculation to verify compliance with this section.

ARTICLE 12 LEAVES OF ABSENCE

12.1: Injury Leave. An employee who receives an injury or has an illness which is compensable under the Worker's Disability Compensation Act of 1969 and who has PTO accrued or accumulated may elect to receive paid injury leave in conjunction with such Worker's Compensation benefits in accordance with the following terms and conditions:

- A. During the first seven (7) days of the compensable disability (i.e. before Worker's Compensation benefits commence), an employee eligible for and electing such paid injury leave shall have his accrued and accumulated PTO charged at the full rate for those days until such accrued and accumulated PTO is exhausted.
- B. After the first seven (7) days of the compensable disability (i.e. after Worker's Compensation benefits commence), an employee eligible for and electing such paid injury leave shall be paid an amount equal to the difference between his Worker's Compensation benefits and his normal salary and shall have his accrued and accumulated PTO charged on a pro-rated basis proportionate to the City's payment until such PTO is exhausted.
- C. When and if an employee having received full or partial paid injury leave without set off of Worker's Compensation benefits becomes eligible for Worker's Compensation benefits covering the same disability period, the City shall be entitled to a credit, by refund or otherwise, of paid injury leave in an amount equal to the Worker's

Compensation benefits payable during said period. It is intended hereby that no employee shall receive more in paid injury leave and Worker's Compensation benefits than he would normally receive if working. Notwithstanding the provisions of this subsection, the City shall not be entitled to any such set off or credit with respect to so-called "specific loss" Worker's Compensation benefits paid pursuant to M.S.A. Section 17.237(361).

- D. If such paid injury is not elected, or if an employee has no PTO accrued and accumulated, or if such PTO has been exhausted, then and in any such event an employee shall receive only the Worker's Compensation benefits payable under the Act.
- E. Employees shall promptly report work-related injuries or illnesses to their supervisor.

12.2: Bereavement Leave. Eligible employees shall be granted bereavement leaves in accordance with the following terms and conditions:

- A. In the event of a death in an employee's immediate family, such employee shall, upon request to the Director of Public Safety, be granted a leave of absence up to three (3) days without loss of pay, provided the employee is scheduled to work those days or is on his/her scheduled vacation. The employee may request to use bereavement leave at the time of death or for a future related event or celebration of life. Required traveling distance, family conditions, and the relationship of the deceased to the employee shall control the duration of such leave. Based on these foregoing factors, the Director of Public Safety may, in their further discretion, grant additional bereavement leave days to an employee for death in the employee's immediate family. For purposes of this Section the term "immediate family" shall mean:
 - Biological, adopted or foster child, stepchild, or legal ward, a child of a domestic partner, or a child to whom the employee stands in loco parentis.
 - Biological parent, foster parent, stepparent, or adoptive parent or a legal guardian of an employee or an employee's spouse or domestic partner or a person who stood in loco parentis when the employee was a minor child.
 - A person to whom the employee is legally married under the laws of any state or a domestic partner.
 - A grandparent.
 - A grandchild.
 - A biological, foster or adopted sibling.
 - Any other individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.
 - An unborn child.

- B. Nothing in this Section shall prohibit the granting of leaves of absence without loss of pay for periods of time less than one (1) full working day.

12.3: Military Leave. Any full-time employee who, while employed by the City, enters or has entered into active service in the United States Armed Forces, and who receives an honorable discharge and is still qualified to perform the duties of his former position and makes application for reinstatement within ninety (90) days after his discharge, shall be reinstated to his former position if it still exists, consistent with his seniority. The reemployment rights of such employees shall be in accordance with all laws and federal regulations.

12.4: Jury Leave. An employee who is summoned for jury duty and not relieved from such duty, shall be granted a special leave of absence for that purpose, provided he presents evidence of such duty to the City as far in advance as possible. Employees shall work scheduled hours when not serving as jurors, and an employee not selected to serve on a particular jury shall report to his scheduled work immediately after selection of said jury. The pay such employee shall receive for such jury leave shall be his basic rate for the time necessarily lost from his scheduled work, less any amount received for such jury duty.

12.5: Unpaid Leaves of Absence. Employees may, for good and substantial reasons, be granted unpaid leaves of absence in accordance with the following terms and conditions:

- A. Applications for such unpaid leaves of absence shall be in writing, signed by the employee, stating the reasons for such leave, and shall be filed with the Director of Public Safety and the City Manager.
- B. Requests for unpaid leaves of absence shall be answered by the City within two (2) weeks (14 calendar days) from the date of receipt of application by the Director and the City Manager, and such leaves of absence shall only be granted upon the prior written approval of the Director of Public Safety and the City Manager.
- C. Such unpaid leaves of absence, if granted, shall state the period thereof, but shall in no event exceed twelve (12) months.
- D. Employees shall not accrue seniority, PTO or holidays while on leaves of absence granted pursuant to the provisions of this Section.
- E. Employee insurance benefits provided by this Agreement shall be the responsibility of the employee while on leaves of absence outside of FMLA granted pursuant to the provisions of this Section.

12.6: General Provisions. Except as otherwise specifically provided in this Agreement, leaves of absence outside of FMLA granted pursuant to this Article shall be subject to the following terms and conditions:

- A. Employees shall not accrue seniority while on such leaves.

- B. PTO and holidays earned prior to the leave will be retained, but such benefits will not accumulate during leaves of absence.
- C. All leaves of absence shall be without pay except as otherwise provided in this Article.
- D. Notwithstanding the above provisions, the City may terminate a leave of absence if evidence indicates such leave is no longer applicable. The employee shall be notified of such fact and shall report for work within seven (7) calendar days thereafter or shall be considered to have voluntarily quit. (Such notice shall be by ordinary mail to the employee's last address on record with the City).
- E. Verification of the leave status of an employee may be required by the City, upon request to the employee; and if such verification is not received within seven (7) calendar days after being requested, such employee shall be considered to have voluntarily quit. (Such request shall be by ordinary mail to the employee's last address on record with the City.)
- F. Upon an employee's return or anticipated return from any leave of absence, the City may require a physical examination and proof of fitness prior to allowing the employee to return to work.

ARTICLE 13 PAID TIME OFF (PTO)

13.1: Use of PTO. Paid Time Off (PTO) is intended to be used for vacation, ESTA sick days, and personal business. Furthermore, employees must use PTO for any vacation, ESTA sick days and personal days taken. Employees may not have unpaid time off until all PTO is exhausted. Upon proper notice as provided herein, PTO use will be approved provided that, in the opinion of the Department Director (or designee), such time off does not interfere with Department operations or interfere with an employee's right as governed under the Michigan Earned Sick Time Act (ESTA). It is understood that the Department must have adequate staffing at all times.

13.2: PTO Amounts. PTO will be accrued bi-weekly as follows:

Date of Hire through 7th year of service: 156 hours (6 hours)
 July 1 following 7th year through 12th year of service: 198 hours (7.62 hours)
 July 1 following 12th year through 19th year of service: 240 hours (9.24 hours)
 July 1 following 19th and subsequent years of service: 282 hours (10.85 hours)

13.3: Notification for Use. In order to use PTO, employees must schedule PTO in advance in accordance with Department rules, and PTO must be approved in advance by the appropriate Department designee. The only exception is the use of PTO for the purpose of sickness or accident. In the case of sickness or accident, the employee is required to notify his/her supervisor in accordance with Public Act 338 of 2018, as amended.

13.4: PTO Use for Illness. PTO is available for use for illness under the rules and guidelines of the ESTA for the following reasons:

- a) The employee's mental or physical illness, injury or health condition; medical diagnosis, care or treatment of the employee's mental or physical illness, injury, or health condition; or preventative medical care for the employee.
- b) For the employee's family member's mental or physical illness, injury, or health condition; medical diagnosis, care or treatment of the employee's family members' mental or physical illness, injury or health condition; or preventive medical care for a family member of the employee.
- c) If the employee or the employee's family member is a victim of domestic violence or sexual assault, for medical care or psychological or other counseling for physical or psychological injury or disability; to obtain services from a victim services organization; to relocate due to domestic violence or sexual assault; to obtain legal services; or to participate in any civil or criminal proceedings related to or resulting from the domestic violence or sexual assault.
- d) For meetings at a child's school or place of care related to the child's health or disability, or the effects of domestic violence or sexual assault on the child; or
- e) For the closure of the employee's place of business by order of a public official due to a public health emergency; for an employee's need to care for a child whose school or place of care has been closed by order of a public official due to a public health emergency; or when it has been determined by the health authorities having jurisdiction or by a health care provider that the employee's or employee's family member's presence in the community would jeopardize the health of others because of the employee's or family member's exposure to a communicable disease, whether or not the employee or family member has actually contracted the communicable disease.
- f) For the loss of an unborn child.

For the purposes of this policy, "family member" includes all the following:

- a) Biological, adopted or foster child, stepchild, or legal ward, a child of a domestic partner, or a child to whom the employee stands in loco parentis.
- b) Biological parent, foster parent, stepparent, or adoptive parent or a legal guardian of an employee or an employee's spouse or domestic partner or a person who stood in loco parentis when the employee was a minor child.
- c) A person to whom the employee is legally married under the laws of any state or a domestic partner.
- d) A grand parent.
- e) A grandchild.
- f) A biological, foster or adopted sibling.
- g) Any other individual related by blood or affinity whose close association with the employee is the equivalent of a family relationship.
- h) An unborn child.

13.5: PTO Use for Vacation. The City shall establish a schedule of available PTO vacation times. Each such schedule shall indicate how many employees may be absent for vacation, and the schedule shall be posted each year by January 10th. Employees shall have an opportunity to indicate their vacation time preference on the schedule on the basis of their seniority within each team, with the most senior employee within each team entitled to choose his/her vacation time first and the remaining employees within the team entitled to choose their vacation times in order of their respective seniority. Each employee shall have one week (7 calendar days) within which to choose his/her vacation

time. In the event any employee fails to indicate his/her vacation time preference in any year within said period, such employee shall be placed at the bottom of the seniority list for vacation time selection purposes in said year.

A. If at least two (2) weeks' notice is provided by the requesting employee, the City shall permit a minimum of two (2) bargaining unit employees assigned to each of the twelve (12) hour shift teams, off on vacation per week. This minimum does not include employees whose regular assignments are other than those of road patrol and fire suppression.

B. One Sergeant will be allowed to be off on PTO vacation per day for July 4th and during the week of the annual Coast Guard Festival. Individuals in the position of Lieutenant, Captain and Fire Marshal must work on July 4th and during the week of the annual Coast Guard Festival.

13.6: Payment. Paid Time Off shall be paid at employee's regular straight time rate, exclusive of any premiums or differential pay, up to a maximum per day of eight (8) hours for eight (8) hour shift employees and up to twelve (12) hours per day for employees working twelve (12) hour shifts. PTO may not be used in increments of less than one (1) hour.

13.7: Maximum Accrual. An employee may not have more than 72 hours over their accrual tier maximum in their PTO bank. Before June 30 of each year employees may elect to deposit 72 hours of PTO into a pre-tax account of their choosing (i.e. HCSP, HSA or 457) at 100% of the value. Employees may not waive PTO and take pay in lieu of leave.

Effective 7/1/2025, employees will be allowed a one-time election to deposit an additional 72 hours of PTO into a pre-tax account of their choosing (i.e. HCSP, HSA or 457) at 100% of the value in December 2025).

13.8: Pay Out of PTO Bank Upon Separation. Employees who voluntarily quit after giving two (2) weeks' advance written notice, or who terminate due to death, military service or retirement, will be paid any amounts remaining in their PTO bank. Upon death, PTO will be paid out to the employee's estate.

13.9: Transition to PTO – Sick Leave. Effective July 1, 2017, no additional sick time will be added to employee sick leave balances. An employee's sick leave balance on June 30, 2017 will be frozen and available to him/her for the duration of the employee's employment with the City to use to supplement short term disability payments and worker's disability compensation payments to a maximum of 100% of the employee's base wage or for other leaves of absence authorized by the Public Safety Director. Upon the employee's death or retirement from active service under the City retirement program, the employee (or the employee's beneficiary in the case of the employee's death), will receive 50% of all unused sick leave days at the employees' wage rate at the time of death or retirement. "Retirement" for purposes of this Section, shall mean that an employee is immediately eligible to collect full retirement benefits from MERS upon leaving the City's employment, and is not applicable to employees who will be eligible to collect a full retirement benefit at a later date due to their service with the Employer.

An employee covered by this contract may request a one-time payout of their sick leave balance and will receive 50% of all unused sick leave at the employees' wage at the time of the request. This provision must be requested no later than June 15, 2028 and is not transferrable to any additional future contracts.

The only exception to the 50% payout of the frozen sick bank described above is a duty-incurred death. Upon the duty-incurred death of an employee, such employee's estate shall be paid the full amount (100%) of his/her accumulated sick leave hours. As used herein, the phrase "duty-incurred death" shall mean death resulting directly from specific and identifiable personal injury or injuries sustained in the course of active duty with the City.

13.10: Donation of PTO. Under the following circumstances a POLC unit employee with a minimum of two (2) years of service shall have the right to donate up to 60 hours per year of PTO to another POLC Employee provided:

1. A POLC unit employee has a serious long-term illness or injury and the Member has exhausted all PTO and any amounts in his/her frozen sick leave bank, or;
2. A POLC unit employee has an immediate family member, who has a serious long term illness or injury that requires care and the POLC unit employee has exhausted all PTO and any amounts in his/her frozen sick leave bank to provide this care.
3. After making a donation the donator must have a balance of at least 60 hours in their PTO bank.

Donations will only be accepted up to 13 weeks. In the event of a maternity leave or other disability, donations will only be accepted through the Doctor's certified period of disability. Donated PTO days will be applied to the recipient in the order donated. Donations that go beyond the disability period will be returned.

To donate PTO time, employees must complete and sign a PTO Transfer Request form. The completed and signed form is to be submitted to the Payroll Department for processing. The City reserves the right to request a physician certification of illness/disability upon request. The donation of PTO time will be transferred on an hour for hour basis.

If a POLC unit employee has a qualifying long-term illness, injury, or care requirement and has exhausted all paid time off days, they may request time donations in accordance with the aforementioned requirements. It is the Employee's responsibility to contact Human Resources to begin the donation request process prior to exhausting all available Paid Time Off. The request must be made prior to running out of Paid Time Off.

ARTICLE 14 HOLIDAYS

14.1: Holidays and Pay. Subject to and in accordance with the provisions of this Article, eligible work employees shall be entitled to holiday pay for the following days:

New Year's Day	Martin Luther King Day
Washington's Birthday	Easter
Memorial Day	Independence Day
Labor Day	Columbus Day
Veteran's Day	Thanksgiving Day
Christmas Day	

All employees shall be paid a dollar amount equal to five and one half percent (5.5%) of their individual base pay as holiday pay in the last pay period of November. New employees shall have the holiday pay prorated over the holidays occurring after the employee's date of employment with the City.

Captains and lieutenants and bargaining unit employees assigned to an investigator position on a temporary basis shall receive holiday pay, work forty (40) hours per week and shall be permitted to take six (6) of the designated holidays off with pay. Designation of the holidays taken off shall be mutually selected between the employee and the City. Captains and lieutenants must work five (5) holidays to be eligible for holiday pay.

Holiday pay will be prorated for employees leaving the employment of the City based upon actual holidays occurring prior to the last day of work.

In addition to holiday pay, if an employee is not scheduled to work a holiday and is required to or volunteers to work the holiday, the employee shall receive premium pay at double time (2x) for all hours actually worked on the holiday.

14.2: Active Employment. No holiday pay will be paid to an employee for any holiday which occurs after the date of his quit or discharge, or while he is on leave of absence, or while he is absent due to a non-occupational illness or injury or absent due to an occupational disability exceeding one hundred and eighty (180) calendar days, or while he is laid off. It is understood that holiday pay shall not be denied an employee for any holiday falling within the first one hundred and eighty (180) calendar days of an occupational disability.

ARTICLE 15 INSURANCE

15.1: Hospital-Medical Insurance. Regular full-time employees will be eligible to participate in the City of Grand Haven's chosen health insurance program. If the City of Grand Haven offers more than one health insurance carrier or more than one plan under the health insurance carriers, the regular full-time employees will have the option of choosing one of the plans. All rules and regulations set forth by the City of Grand Haven will be applicable to all regular full-time employees.

City contributions toward hospital-medical insurance shall be continued for eligible employees during fully paid leaves of absence or an approved FMLA leave; but they shall not be continued for such employees during any partially paid or unpaid leave of absence or layoff; and they shall cease effective upon such an employee's termination of employment.

Eligible employees who participate in the employer's health insurance shall be required to contribute up to 20% towards the monthly premium, or whatever percent the non-union group is paying for the monthly premium for the plans offered, whichever is less.

The "percentage" is based on the Employer's rates and the recommendation from its TPA, not to exceed the BC/BS illustrated rates. The employer shall make available a pre-tax 125 plan for employees to pay for out of pocket expenses as identified under the provisions of the law. Unless mutually agreed otherwise, the Rx copay for the plans will be a five-tier copay at \$10/\$40/\$80/15%/25%. A maximum outlay applies on the 15% tier (\$150) and the 25% tier (\$300).

15.2: Long Term and Short Term Disability. Employees shall continue to be covered by the City's Long Term Disability Insurance program on the same terms and conditions as applied to other City employees.

The Employer shall maintain a short-term disability insurance program for members of the bargaining unit. Qualification for receiving these benefits are set forth in the terms of the short-term disability insurance program as determined by the insurance carrier.

15.3: Retirees. Regular full-time employees hired by the City before January 29, 2009, who: (i) participated in the group hospital-medical insurance and dental insurance program provided through the City immediately prior to their retirement, and (ii) retire at an age and after sufficient years of credited service with the City to be eligible for full retirement benefits under the City's retirement plan (MERS) or retire under the disability retirement provisions of the City's retirement plan, shall be eligible to remain in said group hospital-medical insurance program and dental, provided such retired employees are permitted by the insurance carrier to continue such participation. Such participation may include eligible dependents (if elected), but shall be subject to the following additional terms and conditions:

Effective July 1, 2014 such participation shall cease upon the happening of the following event:

the retired employee attains the age of sixty-five (65) and the retiree is eligible for Medicare from any source.

Upon becoming eligible for medical coverage/benefits, the coverage to be provided by the City will be limited to Medicare supplement or filler coverage.

The cost of such group hospital-medical and dental insurance for such retired employees (including eligible dependents, if elected), shall be paid seventy-five (75%) percent by the City and twenty-five (25%) percent by the retired employee. The retired employee's portion of the cost of such insurance shall be invoiced monthly by the City's Finance Department. The retired employee must deposit, with the City Treasurer such monies as are necessary to cover the retiree's portion of the cost of such insurance. The retired employee's failure to do so shall terminate the City's obligation to pay its share of the cost and shall terminate the retired employee's further participation in the program.

A retiree may waive insurance coverage to which he/she is entitled to under this Agreement but is not eligible to receive an opt-out payment. A retiree eligible for continued coverage under this section who has elected to waive the employer provided health insurance shall be entitled to re-enroll (opt back in) into the employer provided retiree health insurance plan during open enrollment periods or within thirty (30) days of a Qualifying Life Event (QLE). The retiree shall be limited to re-enrolling themselves, their spouse at the time of retirement, and qualified dependents.

15.4: Post-65 Retirees. If a retired employee hired by the City before January 29, 2009 remained in the City's group hospital-medical insurance program pursuant to Section 15.3 above, and if he can no longer remain in such group hospital-medical insurance program pursuant to Section 15.3 above for the sole reason that he has attained the age of sixty-five (65), such retired employee may remain in such group hospital-medical insurance program pursuant to this Section, if such continuation is allowed by the insurance carrier. If the retiree is eligible for Medicare coverage/benefits, the coverage to be provided by the City will be limited to Medicare supplement or filler coverage. The cost of such group hospital-medical insurance for such retired employee (including eligible dependents, if eligible and if elected) shall be paid ten (10%) percent by the City and ninety (90%) percent by the retired employee. The retired employee's cost of such insurance shall be invoiced monthly by the City's Finance Department. The retired employee must deposit, with the City Treasurer, such monies as are necessary to cover the retiree's portion of the cost of such insurance. The retired employee's failure to do so shall terminate the City's obligation to pay its share of the cost and shall terminate the retired employee's further participation in the program. The retired employee's participation shall also cease upon the retiree's death.

15.5: Life Insurance.

- A. Regular, full-time employees shall be eligible to apply for participation in a group term life insurance program (including double indemnity) provided through the City at the rate of fifty thousand (\$50,000) dollars per employee. The entire cost of such employee coverage shall in be paid by the City.

Such City contributions toward life insurance shall be continued for eligible employees during fully paid leaves of absence or an approved FMLA leave; but they shall not be continued for such employees during any partially paid or unpaid leave of absence or layoff; and they shall cease effective upon such an employee's termination of employment.

15.6: Dental Insurance.

- A. Regular full-time employees shall be eligible to participate in a group dental insurance program provided through the City (including basic dental coverage on a 75/25 co-pay basis with an \$800.00 minimum benefit and a basic orthodontic rider on a 75/25 co-pay basis with a \$1,200.00 minimum lifetime benefit, with the insurance program responsible for the large percentage of the co-pay arrangement).

- B. The cost of such group dental insurance coverage, including eligible employees and eligible family dependents when elected, shall be paid eighty (80%) percent by the City and twenty (20%) percent by the employee. The employee's share of the premiums shall be paid by payroll deduction. If, however, an employee's check is insufficient to cover the employee's portion of the cost, the employee shall promptly and timely deposit with the City's Treasurer (or his designee) such additional monies as are necessary to cover the employee's portion of the cost; and failure of the employee to do so shall terminate the City's obligation to pay its share of the premiums for such employee and his eligible family dependents. The City's liability hereunder shall be limited to the prompt payment of its portion of the premiums.

The City's obligation to pay its portion of the premiums for such group dental insurance coverage shall be continued for eligible employees during fully paid leaves of absence or an approved FMLA leave; but it shall not be continued for such employees during any partially paid or unpaid leave of absence or layoff; and it shall cease effective upon such employee's termination of employment.

15.7: Vision Insurance. Regular full time employees will be eligible to participate in the City's vision insurance program which provides insurance coverage for vision care related expenses such as eye exams, glasses, contact lenses, etc. The City will pay for 40% of the vision coverage for the employee and qualified dependents.

15.8: Change of Carriers. The City shall have the right with respect to the group hospital-medical insurance program, the group term life insurance program, the group dental insurance program and the group vision insurance program to change insurance carriers provided the insurance coverage is basically comparable to or better than such existing coverage.

15.9: Insurance Continuation: In the event that a regular full-time employee, who had been eligible to participate in one (1) or more of the City's group insurance programs, ceases to be actively employed by the City and thereby ceases to be eligible for participation in any City group insurance program (except to the extent specifically provided above for the continuation of certain retired employees in the City's group hospital-medical insurance program), the ability of any such employee to continue in any City group insurance program shall be governed by the requirements of United States Public Law 99-272, the Consolidated Omnibus Budget Reconciliation Act of 1985, or any successor statute, to the extent Public Law 99-272 or any successor statute is applicable to the City.

15.10: Employee's electing to waive the employer's health insurance coverage shall be given the following amounts either, at the employee's option, into a 457 deferred compensation plan or cash:

Eligible for family coverage elected no coverage	\$3,000
Eligible for family coverage elected single coverage	\$1,750
Eligible for two-person coverage elected no coverage	\$2,000
Eligible for two-person coverage elected single coverage	\$1,750

Eligible for single coverage elected no coverage \$1,750

In the event payment of the above amounts would cause the City to be subject to a penalty or other adverse result under the Affordable Care Act or other federal or state legislation, the amounts shall be reduced to the extent necessary to avoid the penalty/adverse result. If an employee did not complete a full year of service, the amount would be prorated. An employee who terminates during the probationary period would not be receiving this benefit. The amounts provided herein would be placed into the deferred compensation plan or paid out at the end of the calendar year.

In the event a bargaining unit employee has a spouse also employed by the City, neither spouse will be eligible for the payment in lieu of insurance.

The parties agree that if the City offers a City-wide insurance opt out plan, it may make the plan available to POLC bargaining unit employees, provided the opt out benefit exceeds the opt out benefit contained in the parties' current collective bargaining agreement.

15.11: Health Care Savings Program. The post-employment Health Care Savings Program (HCSP) is an employer-sponsored savings account designed for an employee to set aside money to cover escalating costs of post-employment health care. Under the program, contributions are made during active employment. When employment is separated, regardless of the reason or age of the employee, the employee may be reimbursed for healthcare related expenses through this account. This account may be used by the employee, employee's spouse and/or legal dependents. These funds are pre-tax dollars for both the employee and employer.

Sections 15.3 and 15.4 will remain only for employees hired before January 29, 2009. Employees hired before January 29, 2009 have a mandatory contribution to the HCSP with no City match available. The amount of the contribution is 0.25% or the amount of the employee's contribution on record with MERS on May 1, 2011. Employees in this group may choose to waive their right to retiree health care under 15.3 and 15.4 and be treated as a new employee for the purposes of the HCSP match. To exercise this option an employee should contact Human Resources to complete a request form.

Employees hired on or after January 29, 2009 will only have the HCSP, but the City will match the employee's contribution. The contribution amount is 3% of gross wages and will be matched by the City at 100% (3% of gross wages).

ARTICLE 16 PENSION

16.1: The City of Grand Haven has adopted the Michigan Employees Retirement System (MERS) effective March 1, 1993. The following MERS benefit programs have been adopted for all employees:

- A. Benefit Description:
 - Non-standard 3.0% Multiplier for all employees for all service prior to July 1, 2013.

- 2.5% Multiplier for all service after July 1, 2013.
- The parties agree that a Termination FAC will be used in the final pension calculation.
- Maximum benefit 80% of FAC.
- Benefit F50 (With 25 Years of Service).
- 10 Year Vesting.
- Benefit FAC-3 (3 year Final Average Compensation)
- Benefit E-1 (Annual Increases for Past Retirees)
- Benefit E-2 (Annual Increases for Future Retirees)
- RS-50

16.2: For purposes of the City's MERS benefit plan, part-time employees as defined herein are not enrolled in MERS. A part-time employee who becomes full time shall receive no service credit for any period of part-time employment.

16.3: Both the City and each employee shall split the cost to fund the required MERS contribution on a 50-50 basis with an employee maximum contribution of 17% (with the applicable MERS conversion factor applied to the employee contribution). The percentage of employee and City contributions necessary to maintain the 100% funding level will be determined based upon the annual actuarial report. In no case will the City and employees each contribute less than 2%.

16.4 The City reserves the right to close the Defined Benefit Plan to new hires. New hires will be offered a Defined Contribution Plan with a 12% employer contribution and an 8% employee contribution. The vesting schedule for the Defined Contribution Plan will be 50% at year 3 and 100% at year 5. A conversion option (move from current Defined Benefit Plan to new Defined Contribution Plan) will be available to existing employees at the current PVAB as defined by MERS at the time of conversion.

16.5: Employees who choose to remain in the Defined Benefit Plan will do so for the duration of their employment with the City. The acceptance of another position or promotion within the department will not affect the opportunity to remain in the Defined Benefit Plan.

16.6: If City Council pursues voter support, and if there is voter support in a successful millage request during the term of this collective bargaining agreement, the Defined Benefit Plan employee cap will decrease to 15%.

16.7 401A Money Purchase Plan. The City of Grand Haven provides a money purchase plan, which is a tax deferred retirement plan. The employer's contribution will be two (2%) percent of the employee's base earnings and the employee's contribution is a mandatory two (2%) percent of the employee's base earnings.

The City has the right to change providers when deemed necessary.

The Fire Marshal shall receive the 2% employer contribution with a mandatory 2% employee contribution as outlined in this section.

16.6 Roth IRA Deductions. The City shall provide employees the option to make Roth IRA contributions via payroll deduction.

ARTICLE 17 UNIFORMS

17.1: The City shall provide employees with uniforms in accordance with established Department specifications and as outlined in attached Appendix C. The Fire Marshal shall receive the same uniforms and equipment as outlined in the POLC Patrol contract for Fire Marshal/PSO III/Investigator.

17.2: All employees shall have the standard uniform, and the replacement of worn out or damaged articles of clothing shall be by the City as needed, but not more often than every six (6) months. Prior to ordering replacement uniforms and clothing, employees shall present worn out or damaged clothing to the Departmental Quartermaster or his designee for inspection.

17.3: All Public Safety Officer/Investigator Sergeants, lieutenants and captains (excluding bargaining unit members assigned to WEMET), shall be reimbursed post-tax up to \$1,000 per year for clothing necessary to perform their duties. Bargaining unit members assigned to WEMET shall receive \$500 per year. Temporary Investigators Sergeants whose assignment exceeds ninety (90) calendar days shall receive a pro-rated investigator clothing allowance.

17.4: Cleaning Allowance. The City shall provide a cleaning service for employees (except full-time investigators, but including lieutenants and captains) of an amount up to \$450 per year, provided that all uniforms be professionally dry cleaned. The City shall provide a cleaning service to investigators, sergeants and bargaining unit members assigned to WEMET of an amount up to \$250 per year for cleaning of their clothing used in the performance of their duties.

ARTICLE 18 WAGE/SALARIES AND OTHER COMPENSATION MATTERS

18.1: Wage/Salary Schedule. Employees shall be paid in accordance with the salary schedule attached hereto and made a part hereof as Appendix "A".

18.2: Merit Achievement Pay

The parties reserve the right to meet and, upon mutual agreement, modify the Merit Achievement Program. All employees shall receive such additional compensation for which they qualify as follows:

- A. Employees qualifying, shall be eligible for semi-annual payments, to be made in December and June of each fiscal year, in accordance with the following schedule:

<u>YEARS OF SERVICE</u>	<u>ANNUAL PAYMENTS</u>
After 3 years of service	\$200.00 per year

After 5 years of service	\$400.00 per year
After 10 years of service	\$800.00 per year
After 15 years of service	\$1200.00 per year
After 20 years of service	\$1600.00 per year
After 25 years of service	\$2000.00 per year

As used, "years of service" shall mean an employee's length of continuous and uninterrupted service with the Department of Public Safety from the date of last hire, excluding leaves of absence.

B. Qualifications.

1. Three (3) Years of Public Safety Service. An employee must have at least three (3) years of continuous and uninterrupted service with the Department of Public Safety from the date of last hire, and must possess and demonstrate continued progressive interest and achievement in the Department by carrying out duties and assignments to the best of his or her ability and in accordance with the rules, regulations and policies of the Department.
2. Performance Evaluation. To be eligible for merit payment, an employee must have received a satisfactory rating (average of all 4-month rating periods), on his or her performance rating.
3. Physical Condition. An officer must keep him/herself in good physical condition.
 - a. An officer may qualify by successfully completing one (1) of the following three (3) alternatives:
 - (1) Meeting all requirements of LEVEL 1 (Bronze) proficiency level (or better) of the Public Safety Physical Fitness Program, attached as appendix "D". If an Officer chooses and successfully completes the requirements of the LEVEL 1 (Bronze), LEVEL 2 (Silver), or LEVEL 3 (Gold) portion of the Public Safety Physical Fitness Program, the Officer will receive an additional annual payment as outlined in Appendix B –OR
 - (2) Participate in the one hundred (100) miles in one hundred days walking program. - OR -
 - (3) Participate in a pre-approved self-disciplined wellness program.
 - b. In the event an officer incurs some physical injury or disability in the line of duty, or through ill health or accident over which the officer has no control, and the impairment is not of such nature as to disqualify the

officer from Public Safety service, this qualification may be waived upon receipt of a physician's certificate indicating that the meeting of this requirement would be injurious to the officer's health.

- c. An officer not meeting this requirement will forfeit one-half (1/2) of the semi-annual Merit Achievement payment for that six (6) month period.

18.3: Hours of Work.

- A. The normal bi-weekly pay period consists of an average of eighty-four (84) hours. It is understood that sergeants are always on duty regardless of break periods and shall be required to respond to those urgent aspects of their job that may arise while on break.
- B. The Fire Marshal bi-weekly pay period shall consist of an average of 80 hours on a schedule determined by the employer. It is understood that the Fire Marshal is always on duty regardless of break periods and shall be required to respond to those urgent aspects of their job that may arise while on break.

18.4: Overtime. Time and one-half (1-1/2) of an employee's regular straight time hourly rate of pay shall be paid for all time, to the nearest quarter (1/4) hour, necessarily spent on the job including compensated time with regard to holidays, PTO, and on-the-job injury which cumulatively is in excess of eighty-four (84) hours per biweekly pay period for Sergeants and eighty (80) hours for the Fire Marshal. There shall be no pyramiding of premium pay. The City further agrees to guarantee minimum overtime as follows:

- A. This Section 18.4 shall apply to Sergeants and the Fire Marshal. Lieutenants and Captains are not eligible for overtime pay under this Section.
- B. Signing complaints, warrants, consultation with the Prosecutor and/or City Attorney - two (2) hours minimum at the time and one-half (1-1/2) the prevailing hourly rate.
- C. Court Appearances - two and one-half (2-1/2) hours minimum at time and one-half (1-1/2) the prevailing hourly rate or time and one-half (1-1/2) of the actual time spent, whichever is greater. All witness fees shall be returned to the City.
- D. Call Back - When an employee is called in to perform work at a time other than that for which he/she has previously been scheduled, they shall receive not less than three (3) hours at time and one-half (1-1/2) for work performed. The three (3) hour minimum provision shall not apply to employees who are called in for periods of less than three (3) hours prior to the start of their duty watch but who continue to work their regular duty watch thereafter. Employees scheduled at least seven (7) calendar days in advance to attend meetings, shall receive a minimum of one (1) hour or the actual number of hours, whichever is greater, at time and one-half.

18.5: Pay or Compensatory Time Off. Employees eligible to be paid at time and one-half (1-1/2) rates pursuant to Section 18.4 may elect to receive either time and one-half (1-1/2) pay or time and one-half (1-1/2) compensatory time off. All such elections shall, however, be subject to the following provisions:

- A. The election of pay or compensatory time off must be made in writing before the end of the pay period in which it is earned. Otherwise the City may elect for the employee. Once the election of pay or compensatory time off is made, it may not thereafter be changed without the express prior consent and approval of the City.
- B. Compensatory time off earned and elected shall be subject to a maximum logged accumulation of eighty (80) hours. (Employees may not log or accumulate compensatory time off beyond the maximum allowed herein; and an employee having accumulated the maximum allowable compensatory time off must elect pay instead of additional compensatory time off).
- C. Compensatory time off may only be taken at times which are approved, in advance, by the City.
- D. Compensatory time off banks shall be paid out in full to the employee upon separation of employment.

18.6: Licensure and Education

- A. Employees who are licensed in Michigan as a Paramedic shall receive a twelve hundred fifty dollar (\$1250.00) bonus on or before July 1 of each calendar year.
- B. Employees who are licensed in Michigan as an Emergency Medical Technician (EMT) shall receive a seven hundred fifty dollar (\$750.00) bonus on or before July 1 of each calendar year.
- C. Employees who possess a Master's Degree shall receive a twelve hundred fifty dollar (\$1250.00) bonus on or before July 1 of each calendar year.
- D. Employees who possess a Bachelor's Degree shall receive a seven hundred fifty dollar (\$750.00) bonus on or before July 1 of each calendar year.
- E. Employees who possess a Master's Degree shall not receive an additional bonus for a Bachelor's Degree.
- F. Bachelor's or Master's Degree must be in a subject matter directly related to employment as a Public Safety Officer, such as Criminal Justice, Psychology, Sociology, Counseling, Information Technology,

Security, Public Administration, or similarly related subject to qualify for the bonus. Final determination of education qualifying for the bonus to be made by the Public Safety Director.

- G. Employee's who possess a Bachelor's or Master's Degree and receive a bonus for that degree shall not be eligible for the bonus for Paramedic/EMT license.
- H. Employees who are licensed in Michigan as a Paramedic or EMT and receive a bonus for that license shall not be eligible for the Bachelor's or Master's Degree bonus.

18.7: Shift Differential. All employees regularly assigned to a night shift, shall receive an additional one dollar (\$1.00) per hour for all hours worked on their shift.

18.8: Longevity Retention Pay. All regular, full-time employees in the active service of the Employer shall be entitled to receive Retention Pay for their length of continuous service with the Employer. Such pay will be based on the following schedule:

If an employee leaves employment with the City of Grand Haven their Retention Pay that they would otherwise be entitled to for that year, will be prorated and paid by the employer to the employee. Such prorating shall be calculated on a monthly basis for that specific calendar year.

- 5 or more but no more than 9 years of continuous service: \$ 500
- 10 or more but no more than 14 years of continuous service: \$ 1,000
- 15 or more but no more than 19 years of continuous service: \$ 1,500
- 20 plus years of continuous service: \$ 2,000

Such Retention Pay shall be paid in a separate check no later than the first payday in July of each calendar year.

Employees must leave employment with the City of Grand Haven in "good standing" to be eligible for receipt of above prorated Retention Pay. Examples of "good standing" include but are not limited to the giving of at least two (2) weeks' notice, separation agreement, death or reasons otherwise excused or excepted by management.

ARTICLE 19 NO STRIKE

19.1: The Union agrees that during the term of this Agreement it, its members, or any employee in the bargaining unit represented by it, will not call, authorize or participate

in any strike, work stoppage or other significant interruption or interference with the normal business or activities of the City. The City shall, in addition to any other remedy, have the right to discipline or discharge any employee participating in any such interruption or interference; and the union shall not oppose such discipline or discharge, except that the Union may oppose such discipline or discharge if the employee asserts in good faith that he did not participate in such interruption or interference.

ARTICLE 20
MISCELLANEOUS PROVISIONS

20.1: Severability.

- A. If any Article, Section, paragraph or clause of this Agreement, or any riders thereto, shall be held invalid by operation of law, or by any tribunal of competent jurisdiction, or if compliance with or enforcement of any Article, Section, paragraph or clause shall be restrained by such tribunal pending a final determination as to its validity, the remainder of this Agreement and of any rider thereto, or application of such Article, Section, paragraph or clause to persons or circumstances other than those as to which it has been held invalid or as to which compliance with or enforcement of has been restrained, shall not be affected thereby.
- B. In the event that any Article, Section, paragraph or clause is held invalid or compliance with or enforcement of which has been restrained, as above set forth, the parties affected thereby shall enter into immediate collective bargaining negotiations upon the request of either party for the purpose of arriving at a mutually satisfactory replacement for such Article, Section, paragraph or clause during the period of invalidity or restraint.

20.2: Bulletin Board. The City agrees to provide the Union with a bulletin board, at a place mutually agreeable to the City and the Union, for use by the Union in posting appropriate notices pertaining to the Union and its bargaining unit members.

20.3: Shift Schedules. Prior to implementation, the City shall post for bid, when more than one shift per twenty-four (24) hours is required, available shifts and shift hours. Non-probationary employees shall be permitted to select the shift of their choice by classification seniority. The City reserves the right to deny a shift bid, regardless of seniority, if it will result in a married couple working the same shift. If two employees working on the same shift marry, the least senior employee will be transferred to another shift unless the parties mutually agree otherwise.

The City shall be permitted to change an employee's shift and/or team bid for the purpose of attending training, to cover for other employees while attending required training, and to cover for short-term or long-term vacancies due to injury, illness, leaves of absence, retirements, or changes in assignment. If an employee's shift bid is changed for short-term department operational needs other than training, the change shall not exceed 4 months per calendar year provided the City:

- A. First attempt to solicit volunteers who are willing to have their schedule altered to cover the vacancies.
- B. If no employees volunteer to change shifts, the City shall make the necessary schedule changes and notify the affected employee(s) at least two (2) weeks in advance of the proposed schedule change.
- C. When a change is made pursuant to B above, the least senior employee(s) on the effected shift(s) shall be changed.

20.4: Residency. All employees included in the POLC- Command bargaining unit and hired on or after July 1, 1987 shall reside and maintain their principal domicile within the limit of 35 miles from the nearest City limits of the City of Grand Haven. This Section shall be interpreted and construed consistent with applicable state law.

20.5: No Tobacco Policy. All employees in the Union's bargaining unit are prohibited from using tobacco products on duty as a condition of continued employment.

Any employee violating this policy will be subject to discipline, up to, and including, discharge.

20.6: Educational Reimbursement. Bargaining unit employees are eligible to apply for tuition reimbursement in accordance with the City's Tuition Reimbursement Policy.

20.7: All employees hired after July 1, 1992 must agree to cross-train and be certified as both police officers and fire fighters.

20.8: Employees whose shifts include the hours during spring daylight savings time change shall not be required to submit one (1) hour of accrued PTO deduction from their accrued PTO bank but rather will be compensated the one (1) hour of time by the employer.

Employees whose shifts include the hours during fall daylight savings time change shall be compensated one (1) hour at time and one-half their regular straight time wage.

20.9: Employees assigned voluntary training or schools shall not be entitled to overtime compensation unless the total number of hours in training or attending school, including travel time, exceeds their normal regularly scheduled work day or work week or is required by law.

Travel time shall only be considered if the training or school location is outside the Counties of Ottawa, Muskegon, Kent or Allegan.

20.10: The Union and employer agree to adhere to the City of Grand Haven drug-free workplace policy, as amended.

20.11: Those employees in the classifications of Lieutenant, Captain and Fire Marshal shall be permitted to use their assigned vehicle up to a distance of one hundred (100) miles from the City limits while off duty.

20.12: Fitness for Duty. In the event that the Department Director determines that good cause exists to evaluate a member's fitness for duty, a referral shall be made to a practicing and licensed physician, psychiatrist or psychologist having experience conducting examinations for peace officers or peace officer candidates. Said evaluation shall be directed only to the professional conducting the examination, and shall identify the officer's duties and responsibilities as well as any specific areas of concern underlying the referral. The decision to send a member for a fitness for duty examination shall be at the discretion of the Department Director. However, in identifying areas of concern, the Department Director shall consider only those matters which are relevant to the ability of the member to perform his or her duties.

All communications between the member and physician, psychologist or psychiatrist shall be deemed confidential and shall not be disclosed to the City unless a written waiver has been executed by the member. A refusal to sign the waiver shall be considered insubordination and may result in discipline, up to and including termination of employment.

In the event that the physician, psychologist or psychiatrist selected by the Department Director renders an opinion ("first opinion") that the member is unfit to perform his or her duties, the City will allow the individual to apply for a leave of absence in accordance with the policies of the City. The purpose of the Leave of Absence will be to allow the employee the time and focus to successfully be deemed fit for Duty and return to active duty. When an employee believes that they have indeed completed all steps necessary for them to be re-evaluated, the member shall have the right (at his or her own expense) to have an independent professional, with qualifications as identified above, perform a second evaluation and render an opinion ("second opinion") as to the member's fitness for duty. The member shall be permitted to use accumulated paid sick leave for time off necessary to procure the second opinion.

In the event that the second opinion determines that the member is not fit for duty, the City may then take any further action it deems appropriate including, but not limited to, declaring the member temporarily or permanently unfit for duty. In the event that the second opinion of the professional retained by the member concludes that the member is able to perform the duties of a public safety officer, the Director shall consider those finding and recommendations, and may return the member to full duty.

In the event that (a) the second opinion finds the employee fit for duty; and (b) the Department Director declines to return the member to full duty, the parties shall mutually select a third physician, psychologist or psychiatrist to conduct an independent examination ("third opinion"). The third professional shall consider the evaluations of both the first and the second opinions as well as his or her own evaluation of the member and render a final determination of the member's fitness for duty. Should the finding of the third professional conclude that the member is not fit for duty, the City may then take any further action it deems appropriate including, but not limited to, declaring the member temporarily or permanently unfit for duty. The costs and fees charged by the third professional shall be shared by the parties equally.

When the Director requests a fitness for duty examination, he/she must inform the employee in writing of his/her reasons for doing so and the consequences of failure to cooperate. Any employee who refuses to undergo a required fitness for duty examination shall be found insubordinate and subject to discipline up to and including termination.

Under no circumstances will an employee who has been determined unfit for duty be allowed to return to Active Duty until the employee has successfully completed a Fitness for Duty Evaluation.

20.13: EMT Training. The Employer will provide training for all employees to become EMT certified and all employees are required to participate in the training. Employees who do not pass or are unable to complete training shall not be transferred, assigned to less desirable duties or terminated from employment.

ARTICLE 21 SAFETY PROCEDURES

21.1: The City of Grand Haven shall furnish and maintain a safe working environment. In doing this the City shall comply with occupational safety and health standards.

Each employee shall also be responsible for complying with occupational safety and health standards. No employee shall in any way alter a safety device or interfere with the use of a safety device. Employees shall follow safety rules and use all safeguards and safety equipment and make safety a part of their job.

ARTICLE 22 SPECIAL CONFERENCES

22.1: Special conferences on important matters such as interpretation of this Agreement may be arranged between the Local President and the Employer's designated representatives upon the request of either party. The Union Business Agent may attend the conference.

22.2: The party requesting a special conference between the parties shall prepare an agenda and submit it to the other party, five (5) working days before said conference. Only those items on the agenda shall be discussed.

ARTICLE 23 UNPAID FAMILY AND MEDICAL LEAVE


23.1: Employees shall be eligible for unpaid family and medical leave in accordance with the City of Grand Haven Personnel Policy and the Family and Medical Leave Act.


ARTICLE 24
DURATION OF AGREEMENT


This Agreement shall become effective upon July 1, 2025 and shall continue in full force and effect from said date until midnight on the 30th day of June, 2028, and shall be automatically renewed from year to year thereafter unless either party hereto shall give the other party at least sixty (60) days written notice, by certified or registered mail, before the end of the term of this Agreement or before the end of any anniversary date thereafter, of its desire to terminate, modify or change this Agreement.


IN WITNESS WHEREOF, the parties hereto have caused this Agreement to be executed by their duly-authorized representatives.

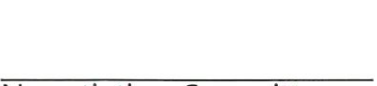
POLICE OFFICERS LABOR COUNCIL

Signed by:

Business Agent


Negotiating Committee

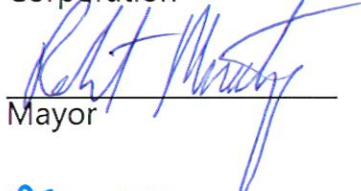

Negotiating Committee

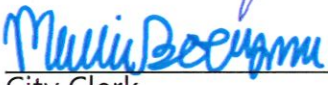

Negotiating Committee


Negotiating Committee

Date: 7/1/2025

CITY OF GRAND HAVEN
a Michigan Municipal
Corporation


Mayor


City Clerk


City Manager


Director of Public Safety


Human Resources Manager

Date: 7/1/2025

APPENDIX A
WAGES

POLC COMMAND SALARIES/WAGES							
Effective	Start	6 Months	1 Year	2 Years	3 Years	4 Years	5 Years
July 1, 2025 (6.0%)	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Fire Marshal- PSO III	66,158	70,374	74,590	78,686	82,998	86,974	91,431
	31.81	33.83	35.86	37.83	39.90	41.81	43.96
Sergeant - PSO III	70,408	74,870	79,354	83,819	88,299	92,771	97,239
	32.24	34.28	36.33	38.38	40.43	42.48	44.52
Lieutenant	75,022	79,789	84,565	89,334	94,103	98,876	103,641
	36.07	38.36	40.66	42.95	45.24	47.54	49.83
Captain	78,727	83,732	88,749	93,756	98,765	103,773	108,780
	37.85	40.26	42.67	45.08	47.48	49.89	52.30
Effective	Start	6 Months	1 Year	2 Years	3 Years	4 Years	5 Years
July 1, 2026 (5.5%)	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Fire Marshal- PSO III	69,797	74,245	78,693	83,014	87,563	91,757	96,460
	33.56	35.69	37.83	39.91	42.10	44.11	46.38
Sergeant - PSO III	74,281	78,988	83,718	88,429	93,156	97,873	102,587
	34.01	36.17	38.33	40.49	42.65	44.81	46.97
Lieutenant	79,148	84,178	89,216	94,247	99,279	104,314	109,341
	38.05	40.47	42.89	45.31	47.73	50.15	52.57
Captain	83,057	88,338	93,630	98,913	104,197	109,480	114,763
	39.93	42.47	45.01	47.55	50.09	52.63	55.17
Effective	Start	6 Months	1 Year	2 Years	3 Years	4 Years	5 Years
July 1, 2027 (3.0%)	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7
Fire Marshal- PSO III	71,890	76,472	81,053	85,504	90,190	94,510	99,353
	34.56	36.77	38.97	41.11	43.36	45.44	47.77
Sergeant - PSO III	76,509	81,358	86,230	91,082	95,950	100,809	105,664
	35.03	37.25	39.48	41.70	43.93	46.16	48.38
Lieutenant	81,523	86,703	91,893	97,074	102,257	107,443	112,621
	39.19	41.68	44.18	46.67	49.16	51.66	54.14
Captain	85,549	90,988	96,439	101,880	107,323	112,765	118,206
	41.13	43.74	46.36	48.98	51.60	54.21	56.83

APPENDIX B/LEVELS OF PHYSICAL FITNESS

1. Exercise Options

Bronze – Add \$500 per year

Silver - 5% above bronze requirements. Add \$1000 per year

Gold - 10% above bronze requirements. Add \$1500 per year

Physical Fitness Levels - Standards	
Exercise	Standard
Push-ups	MCOLCS for age/gender—MCOLCS guidelines for push-up form
Sit-ups	MCOLCS for age/gender—MCOLCS guidelines for sit-up form
1 mile course run	MCOLCS for age/gender—MCOLCS guidelines for run
Equipment carry	Current Department Standard—PSOIII Test—5 minute time limit
Simulated Rescue—Dummy Carry	Current Department Standard—PSOIII Test—3 min male/5 min female
Simulated hose pull	Current Department Standard—PSOIII Test—1 minute time limit

MCOLCS Standards as Determined and Periodically Adjusted by the Commission
Current Standards:

Male			
Age Group	Vertical Jump	Sit-Ups	Push-Ups
18-29	17.5	32	30
30-39	16.0	30	30
40 +	15.0	30	28

Female			
Age Group	Vertical Jump	Sit-Ups	Push-Ups
18-29	11.0	28	7
30-39	9.0	19	7
40 +	8.0	18	7

1-mile Course Run:

MALES			
Age	Bronze	Silver	Gold
18-29	8:45	7:53	7:26
30-39	9:12	8:17	7:49
40+	9:42	8:44	8:15

FEMALES			
Age	Bronze	Silver	Gold
18-29	10:37	9:33	9:01
30-39	11:11	10:04	9:30
40+	12:17	11:03	10:26

GRAND HAVEN DEPARTMENT OF PUBLIC SAFETY

PRELIMINARY APPROVAL FORM FOR A
SELF-DISCIPLINED WELLNESS PROGRAM
REQUEST FORM

To: Director of Public Safety

FROM _____ DATE _____

This is a request for preliminary approval of a plan to meet the employee's participation requirement for the DEPARTMENT OF PUBLIC SAFETY Health and Wellness Program. It is not a request for approval of the completion of the employee's plan or participation.

DESCRIBE THE PROPOSED PLAN OR PROGRAM ON WHICH YOU ARE SEEKING APPROVAL, INCLUDE LENGTH OF PROGRAM, HISTORICAL INVOLVEMENT AND WHO ADMINISTERS THE PROGRAM. (Attach additional sheets if necessary).

PLEASE DESCRIBE HOW YOU PROPOSE TO DOCUMENT YOUR PARTICIPATION IN THIS PROPOSED PROGRAM: _____

Employee Signature

- () Plan will not be recommended.
- () Plan will not be recommended as outlined. Please contact the Director to discuss ways to qualify your participation.
- () Plan meets general guidelines as outlined. However, approval of participation will not be given until the program is completed and the required documentation is submitted. Final approval will be at the discretion of the Director.

Dated: _____
Director of Public Safety

Documentation Due Date: _____

APPENDIX B (CONTINUED)

100 MILES IN 100 DAYS

GRAND HAVEN DEPARTMENT OF PUBLIC SAFETY WALKING PROGRAM

Session I: March - June
Session II: July - October

WALKING PROGRAM GUIDELINES

1. You must be a Grand Haven Department of Public Safety employee to participate in this Walking Program.
2. You must officially sign up (register) prior to walking any miles in this program. You may register for the program by contacting the Administrative Lieutenant of Public Safety.
3. All participants must have completed the assessment portion of the National YMCA Fitness Evaluation.
4. Walking may be done prior to the work day, during the lunch hours, after the work day, or on weekends, but not on duty.
5. You must walk a minimum of one (1) mile each time you walk.
6. All miles walked must be recorded on your "Mileage Card". Your miles must be verified by having another program participant or spouse participant initial your Mileage Card each time you walk.
7. Jogging only may be substituted for walking.
8. "Mileage Cards" and maps of the designated routes are available from the Administrative Lieutenant of Public Safety. Also, you may supply a verifiable route of your own. The completed "Mileage Cards" must be turned into the Administrative Lieutenant of Public Safety on a weekly basis.
9. If you walk 100 miles or more (Session I or Session II) this walking program may be used to qualify for the semi-annual Physical Condition portion of the Merit Achievement Program. Proper verification by another walker or spouse participant is required to meet qualifications.

GRAND HAVEN DEPARTMENT OF PUBLIC SAFETY
WALKING PROGRAM MILEAGE LOG

Name:

Week Beginning:

Sunday Monday Tuesday Wednesday Thursday Friday Saturday

Date

Miles

Partners Initials

Total Miles

This Week

Administrative Lieutenant

APPENDIX C UNIFORMS

COGH/POLC PATROL/POLC COMMAND 2025 REVISIONS	
PSO I	PSO II and III
<ul style="list-style-type: none"> 4 Patrol long sleeve shirt-With name and badge 4 Patrol short sleeve shirt- With name and badge 4 Patrol pant 1 Class A long sleeve shirt 1 Class A short sleeve shirt 1 Class A pant 1 Class A uniform hat with hat badge 1 Uniform badge 1 Patrol pants belt 1 Class A Belt 1 ties 1 Raincoat 1 Pair side cutter or similar self-rescue tool 1 Baseball style cap 1 Dual Layer Coat 1 Winter Cap 1 Rechargeable flashlight-duty belt and fire helmet light 1 Class C polo-style shirt with department logo 1 Class C pant 1 Tourniquet with holster 1 pair footwear (shoes or boots) 3 Cotton T-shirts with department logo 1 Set collar brass 1 Name plate 	<ul style="list-style-type: none"> 1 Class A uniform hat with hat badge 1 Tie 1 Long sleeve class A uniform shirts 1 Short sleeve class A uniform shirts 1 Class A uniform pant 4 Patrol long sleeve shirt 4 Patrol short sleeve shirt sleeve shirt 1 Patrol short sleeve with name and badge 1 Patrol long sleeve with name and badge 1 Patrol pants belt 1 Class A pants belt 1 Multi-purpose jacket 1 Uniform badge 1 Name plates 1 Set collar brass 1 Duty holster 1 Magazine case 1 Set handcuffs and case 1 ink pen clip style handcuff key 1 OC Spray and case 1 Baton and case 1 Wallet badge 1 Tourniquet with holster 1 Raincoat 1 Patrol bag 2 Baseball style cap 1 Class C polo-style shirt with department logo 1 Class C pant 1 Rechargeable flashlight-duty belt and fire helmet light 1 Holster for class B/C 1 Pair side cutter or similar self-rescue tool 1 Storage clip board 1 Winter cap 4 Belt loop holders 3 Wicking or vented shirts for wear under soft body armor 3 Cotton T-shirts with department logo 1 pair footwear (shoes or boots) 1 Soft body armor ballistic vest 1 Outer Carrier vest and 2 shells 1 Taser holster
Fire Marshal (Same as PSO II/III except add)	
1 lightweight "fire safe" jacket, pants, or coverall	