

**AGREEMENT BETWEEN**  
**THE CITY OF ROSEBURG**  
**AND**  
**ROSEBURG POLICE EMPLOYEES ASSOCIATION**  
**2019 – 2022**

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## **2019–2022 POLICE EMPLOYEES ASSOCIATION AGREEMENT**

### **PREAMBLE**

This Agreement is entered into between the CITY OF ROSEBURG, OREGON, hereinafter referred to as the “City”, and the ROSEBURG POLICE EMPLOYEES’ ASSOCIATION, hereinafter referred to as the “Association.”

It is the intent and purpose of this Agreement to assure sound and mutually beneficial working conditions and economic relations between the City and the Association; and set forth herein the basic and full agreement between the City and the Association. Such agreement does not restrict the Association’s collective bargaining rights on matters not contained in this agreement as prescribed by Public Employees Collective Bargaining Act.

### **ARTICLE 1 RECOGNITION**

The bargaining unit shall consist of all full-time and regular part-time employees of the City employed in the Police Department in the following classification: Police Officer, Corporal, Police Administrative Technician and Records Specialist.

The Association is recognized as the sole and exclusive bargaining agent for all employees in the bargaining unit for the purpose of negotiations with respect to employment relations.

### **ARTICLE 2 MANAGEMENT RIGHTS**

Except as otherwise specifically limited by the terms of this Agreement or by the statutory duty to bargain, the City retains all of the customary, usual and exclusive rights, decision making, prerogatives, functions and authority connected with, or in any way incident to, its responsibility to manage the affairs of the City or any part of it. Without limitation, but by way of illustration, the exclusive prerogatives, functions and rights of the City shall include the following:

1. To direct and supervise all operations, functions and policies of the department in which the employees in the bargaining unit are employed;
2. To manage and direct the work force, including, but not limited to, the right to determine the methods, processes and manner of performing work; the right to hire, promote and retain employees; the right to determine schedules of work and vacations; the right to purchase, dispose of and assign equipment and supplies;
3. To determine the need for a reduction or an increase in the work force;

4. To establish, revise and implement standards for hiring, classification, promotion, quality of work, safety, materials and equipment;
5. To implement new and to revise or discard, wholly or in part, old methods, procedures, materials, equipment, facilities and standards.

### **ARTICLE 3 HOURS OF WORK**

#### **3.1 Workday**

The workday shall consist of ten consecutive hours for patrol personnel and eight consecutive hours for all other personnel. Detectives shall work a forty-hour week at eight hours per day with a paid one-half hour lunch.

#### **3.2 Workweek**

The workweek shall begin at 12:01 a.m. Sunday and end at 12:00 midnight Saturday. The normal work schedule shall consist of forty hours in a seven-day workweek. The workweek shall consist of a seven-day work schedule with five consecutive eight-hour days, with two days off or with four consecutive ten-hour days with three days off or any other schedule mutually agreed to by the City and the Association. The five consecutive eight-hour days for Detectives may be flexed to include Saturdays and Sundays without incurring any overtime pay up to forty hours per week.

#### **3.3 Rest and Meal Periods**

Non-sworn employees shall receive a one-hour unpaid lunch break and two fifteen-minute paid breaks. Patrol and Detectives personnel shall receive a one-half hour paid lunch break and two fifteen-minute paid breaks.

#### **3.4 Shift Bidding**

Prior to the month of November, employees may, based on seniority, choose the sergeant for his/her work team to begin on or about January 1 of the following year. The first employee eligible to sign-up by seniority has four shifts to complete their selection. The following employees have two shifts to complete their signups.

Should reassignments, transfers or any unexpected events cause scheduling problems, the least senior employee per team shall be moved to accommodate the scheduling need, unless a senior officer requests the transfer.

During the rotation to shifts, in the case of uneven shifts, personnel shall choose the shift they will work based on seniority on the affected shift. In any event, the affected personnel will return to their chosen team when staffing allows.

In no event shall these bidding rights apply to probationary officers.

### 3.5 Shift Change Notification

Schedule adjustments will not be made only to avoid the employee's accumulation of overtime or compensatory time. Recording overtime or compensatory time compensation shall be at the discretion of the officer when appearing for court outside the hours of their regularly scheduled workday. An officer who attends court on a workday may request a shift adjustment in lieu of overtime compensation and may annex the court time to their work shift in order to work straight through.

City shall provide 24-hours' notice prior to any change. Failure to provide 24-hours' notice shall result in the payment of overtime for all time worked in the adjusted shifts, up to a maximum of three shifts. In the event of a known manpower need of ten or more days in length such as to cover extended vacations, family leave, or sick time, hours of work and/or shift change adjustments may be made at any time during the known period of need. Reporting during such times shall not constitute a callback under Article 4.3 of this Agreement.

Shifts and days off may be adjusted to day shift for the duration of the training not sponsored by the Roseburg Police Department in which an officer is enrolled or for the duration of any paid administrative leave.

## **ARTICLE 4 OVERTIME**

### 4.1 Overtime

#### **Patrol**

Overtime shall be defined as hours worked beyond the employee's regularly scheduled workday, or any hours worked in excess of 160 in a 28-day work period.

#### **Other Personnel**

- A. Detectives and Administrative Services. Hours worked beyond the regularly scheduled workday or forty in a five-day, Monday through Friday, workweek.
- B. Records Specialists and Police Administrative Technician. Hours worked beyond eight in one day or forty in one workweek.

### 4.2 Form of Compensation

Employees will be granted overtime or compensatory time off at the rate of time and one-half at their option. Accrued compensatory time shall not exceed eighty (80) hours. Compensatory time use shall be scheduled by mutual agreement between the employee and the Chief of Police or a designee. Every effort shall be made to schedule compensatory time consistent with the employee's wishes and the operational needs of the department. At separation from the City, any accrued compensatory/vacation time up to the maximum allotted amount will be paid.

Members of the Emergency Response Team, K-9 Officers, and the Hostage Negotiating Team can either choose compensatory time or overtime for supervisor approved training related to those assignments.

### 4.3 Callback

Employees called back to work on their regularly scheduled workday shall receive a minimum of two hours overtime compensation unless the time is annexed to either end of their regularly scheduled hours of work.

Only scheduled court appearances that are a result of the employee's employment with the City will receive compensation. Scheduled court appearances shall be paid as continuous time if within one hour of either end of the employee's shift. During such continuous time the employee shall not be required to engage in other department business unless operationally necessary. If the court time occurs more than sixty minutes prior to or after the employee's shift they shall receive a minimum of two hours overtime.

When scheduled for two or more court sessions on the same day, only one session will be paid the minimum call back. Notwithstanding Article 4.6, for any additional mandatory callback, the employee shall be paid the actual time worked or one hour, whichever is greater.

Employees participating in background investigations, the hiring board, supervisory meetings and FTO meetings shall be given 48-hours' notice of such meetings. Employees scheduled for training time shall receive notice seven days in advance of such training. If the 48-hour and seven-day notices are given, attendance at such meetings and training will not be eligible for call back pay regardless of the day the activity takes place.

Employees assigned to graveyard shift shall receive a minimum of four (4) hours overtime compensation if called back for court appearances.

Employees assigned to swing shift shall receive a minimum of four (4) hours overtime compensation if called back for court appearances with less than eight (8) hours off between the end of their shift actually worked and the scheduled court time.

Employees called back on their day off shall receive a minimum of four hours of overtime compensation.

#### 4.4 Standby for Court

In the event an employee is requested to remain on cellular telephone standby within the Roseburg area, the employee shall receive straight time during the waiting period.

#### 4.5 Court Subpoenas

The City shall accept subpoenas for officers prior to any scheduled court appearance. The City will accept service and serve the subpoenas on the officers through Department mail with the exception of quick set Grand Jury.

#### 4.6 No Pyramiding

In no event shall compensation be received twice for the same hours.

#### 4.7 Court Cancellation

If any employee is not notified of court cancellations or changes by 6:00 p.m. the day prior to the scheduled court appearance, that employee will receive four hours of overtime compensation if the court time falls on their regularly scheduled day off and two hours of overtime compensation if it falls on their regularly assigned workday. The officer is obligated to check the District Attorney's Code-A-Phone and his/her own department email for cancellation notices. The City shall not be obligated to pay additional overtime if an employee does not follow the procedure to check email and Code-A-Phone.

#### 4.8 Working Out of Class – Records Section.

A bargaining unit member in the Records Section temporarily assigned to act in the capacity of a bargaining unit or non-bargaining unit position classified at a higher rate of pay shall be paid an additional 5% (or at the bottom step of the higher pay scale, whichever is greater) for time spent in such assignment after two or more working days.

**ARTICLE 5  
MILEAGE AND PER DIEM**

Per diem shall be paid at the rate established by the City Manager for all city employees. The amount established by the City Manager will not be reduced from the current level. If travel does not involve the entire day, meal reimbursement shall be at the per meal rate established by the Chief of Police in order to receive reimbursement.

Whenever possible, a City vehicle should be used while traveling on City business. If a City vehicle is not available, mileage will be reimbursed at the current I.R.S. rate. If, however, a City vehicle is available and the employee elects to use his/her own vehicle, reimbursement shall be at the City's per-mile adopted rate. Employees should contact their supervisor to obtain a vehicle.

In addition, the City will pay reasonable lodging expenses directly if the employee has received prior permission to stay overnight.

**ARTICLE 6  
COMPENSATION**

6.1 Wages

The salaries to be paid by Employer to members of the Association are set forth in Exhibit "A."

Effective July 1, 2019, salaries for all personnel shall be increased by five percent (5%) across the board.

Effective July 1, 2020, salaries for all personnel shall be adjusted across the board by three percent (3%).

Effective July 1, 2021, salaries for all personnel shall be adjusted across the board by three percent (3%).

6.2 Movement on the Schedule

Step increases will be granted annually up to step 6 or current pay scale on the basis of merit as reflected by a satisfactory evaluation.

**ARTICLE 7  
INSURANCE**

7.1 Coverage

City shall maintain the current, or a substantially comparable medical, dental, life, vision and disability insurance program (Plan A) for the life of the agreement. Changes that may be necessitated by market conditions will be handled as required by the terms of this contract and applicable law. Employees must insure all qualified dependents under the benefit plan as they initially become eligible. There are no provisions for late enrollment.

In addition, the City will make available a second higher deductible health insurance plan (Plan B). For those employees who select Plan B, the City will make an annual Health Savings Account (HSA) contribution of \$750 per individual/\$1,500 per individual + 1 or more. Employees who select Plan B will not be required to contribute to the monthly premium during the years they are enrolled in that plan.

7.2 Medical Policy

Contract Years 2019-2020: The City shall pay cost of medical premium decreased by employee contribution of:

Full Family	\$125.00 per month
Employee & Spouse	\$121.00 per month
Employee & Children	\$117.00 per month
Employee Only	\$106.00 per month

Contract Year 2020-2021: For those employees who select Plan A, the City shall pay cost of medical premium decreased by employee contribution of:

Full Family	\$135.00 per month
Employee & Spouse	\$131.00 per month
Employee & Children	\$127.00 per month
Employee Only	\$116.00 per month

Contract Year 2021-2022: For those employees who select Plan A, the City shall pay cost of medical premium decreased by employee contribution of:

Full Family	\$145.00 per month
Employee & Spouse	\$141.00 per month
Employee & Children	\$137.00 per month
Employee Only	\$126.00 per month

The City shall provide the plans as proposed by the providers or a substantially comparable plan.

The City shall pay the cost of the medical premium, decreased by any applicable amounts listed above. Consistent with the provisions of the Affordable Care Act, if the amount of the employees' contribution to the monthly premium ever equals or exceeds the amount of 9.5% of the federal poverty level (FPL) for the lowest cost self-only coverage that provides minimum value, the employees' contribution will be limited to the amount that equals 9.5% of the FPL, and the Employer will pay the remainder of the monthly premium.

Notwithstanding the preceding sentence, if the Employer receives notification that its contribution to the monthly premium will exceed an amount sufficient to trigger the "Cadillac Tax", then the Employer shall have the right to immediately reopen Article 7 for the purpose of renegotiating wages and the health insurance provisions. Similarly, should a federal or state agency or court issue a decision that would result in the Employer incurring any taxes, penalties or additional costs other than the Employer's monthly contribution amount set forth above, the Employer shall have the right to immediately reopen Article 7 for the purpose of renegotiating wages and the health insurance provisions.

The parties acknowledge that rules and guidance are still being issued by federal agencies charged with implementation of the Affordable Care Act. The parties agree that should rules or guidance be issued that would alter or modify the intended agreement between the City and Association; either party may request a special conference to discuss the matter.

### 7.3 Dental Policy

City shall pay the full premium for dental insurance for the life of the Agreement.

### 7.4 Life Insurance Policy

The City will maintain the current or substantially comparable life insurance plan for the life of the agreement at no premium cost to the employee.

### 7.5 Disability Insurance

City shall pay the full premium for long term disability insurance for the life of the Agreement.

### 7.6 Part-Time Employees

Regular part time employees' benefits shall be in proportion to hours worked (i.e., 30 hours = 3/4 benefits).

### 7.7 Vision Insurance

The City agrees to provide and pay premium for vision coverage at current or substantially comparable benefit levels through the life of the agreement.

### 7.8 Health Reimbursement Arrangement

The City will pay 5.0% of actual wages on behalf of each employee into the Health Reimbursement Arrangement. These HRA contributions shall be paid into the HRA monthly, and shall be nontaxable except as required by law.

7.9 Flexible Spending Account

Effective, July 1, 2014, the City will provide access to a Flexible Spending Account program, allowing employees to set aside pre-tax dollars for eligible unreimbursed medical and dependent care expenses.

## ARTICLE 8 VACATION

### 8.1 Accrual Rate

Employees will be entitled to and encouraged to take vacation with pay during each year of employment in accordance with the following benefit schedule:

Zero year to five years	10 days
Five through ten years	15 days
Eleven through fifteen years	20 days
Sixteen through nineteen years	25 days
Twenty years and over	27 days

Vacation will accrue on a monthly basis and may be taken only after six months of employment unless otherwise authorized by the Chief of Police or their designee. Non-bid vacation time may only be used in increments of one-half hour or more.

### 8.2 Maximum Accrual

Employees may accrue a maximum of 240 hours of vacation time. An employee subject to loss of vacation by over accrual must be granted sufficient time off to prevent loss of vacation time or else be granted authorization to exceed the limit. Upon separation from the city, any excess hours over 240 will be lost.

### 8.3 Retirement

An employee will be allowed to increase his/her maximum vacation accrual to 480 hours during the three-year period prior to his/her earliest non-penalty retirement date. Upon retirement or termination, the employee will be paid a lump sum for all accrued vacation time not used. Any excess hours over 480 will be lost.

### 8.4 Donation

Employees may donate up to eighty hours of accrued vacation leave to fellow employees who are on extended leave for an eligible reason and have exhausted leave available to them. Employees donating vacation leave must still have eighty hours available for their use after donating vacation hours. The choice of employees to receive donated hours will be solely at the discretion of the donating employee. These donations will be hour for hour and receiving employees shall receive pay at their pay rate regardless of the rate of the donating employee. Payroll must be notified of this change by the established cut off date for payroll changes. Employees may also donate accrued compensatory time. Employees donating compensatory time must also have eighty hours vacation available for their own use. Any time donated under this provision will be voluntary and non-refundable.

### 8.5 Vacation Bidding

Each employee, based on seniority, may schedule priority vacation time to be taken during the following year in the manner described in this section.

Within the first two weeks of the annual rotation, employees desiring to do so will bid his or her priority eight (8) or ten (10) days of vacation [8 days for those on 4-day work weeks; 10 days for those on 5-day work weeks]. This priority vacation shall not be canceled or interrupted except for an unanticipated organizational need as determined by the Chief of Police. The officers will attempt to ensure that the municipal and state courts are aware of priority vacations and take them into account when scheduling trials; however, the parties recognize that the City cannot control or compel the Court in this regard.

After the most senior employee desiring to do so has scheduled their priority vacation time, the next senior employee will be given an opportunity to do so, until all employees have scheduled their priority vacation. After each employee has had an opportunity to bid his/her vacation time, employees may schedule any additional vacation including non-scheduled priority vacation on a first-come, first-serve basis.

The following considerations apply to vacation bidding and scheduling:

1. Only one employee at a time, per each shift, may schedule or take vacation, unless staffing permits more than one employee to take time off, as determined by the City.
2. Times may be blocked from vacation prior to the bid to meet annual department wide training requirements. As a general rule, the City will keep such blocked time to a minimum and will not block weeks during the Summer and Fall months.
3. Additional time off may be granted by the department head or designee as scheduling and operational considerations permit throughout the year.
4. Vacation time that exceeds the eight (8) or ten (10) days cannot be guaranteed; however, efforts will be made, as the City has always done, to accommodate the employee's requested vacation. Such scheduling shall be at the City's discretion.

#### 8.6 Court Callback

When an employee schedules vacation, they will notify the appropriate courts (i.e.: Circuit, Municipal, Juvenile) via email of those vacation dates and receive an acknowledgement from those courts.

After being served a subpoena that requires the employee's presence in court on a regularly scheduled duty day that conflicts with the employee's vacation, as soon as possible the employee will notify the appropriate court via email of that conflict and make a concerted effort to have the conflicting court moved to another date.

If the court does not allow this change, and the employee appears as required by a subpoena, the employee shall provide their Sergeant, or supervisor, with the sent and received email(s). The employee shall then have the entire vacation time for that day (10 hours for those assigned to patrol and 8 hours for those assigned to detectives or administrative positions) returned to the employee's vacation bank. This shall be in conjunction with the appropriate call back language found in Article 4.3 and 4.4.

## **ARTICLE 9 RETIREMENT**

### 9.1 Retirement

The City shall continue to participate in the Public Employees Retirement System or its successors as determined by the State of Oregon. For the life of this Agreement, the City shall pay the six-percent employee's contribution.

Oregon Public Service Retirement Plan (OPSRP). During the term of this Agreement the City shall continue to participate in the Oregon Public Service Retirement Plan (OPSRP) for eligible employees. The City shall pick up, assume and pay the employee's contribution to OPSRP in accordance with ORS 238A.335(1) and (2)(a) subject to the Oregon Administrative Rules pursuant to OPSRP statutes.

### 9.2 Sick Leave Conversion

Fifty percent of accumulated, unused sick leave shall be converted to retirement benefits pursuant to the Public Employees Retirement Act.

## **ARTICLE 10 HOLIDAYS**

### 10.1 Designated Holidays

The following paid holidays will be recognized and observed by the date established by state statute and so recognized and approved by the City:

1. New Year's Day
2. President's Day
3. Martin Luther King Jr. Day
4. Memorial Day
5. Independence Day
6. Labor Day
7. Veteran's Day
8. Thanksgiving Day
9. Day after Thanksgiving
10. Christmas Day
11. One additional day to be scheduled by the Chief or designee according to the best operational interest of the department. The Police Chief will notify staff sufficiently in advance of the schedule. The holiday for the Uniform Patrol Division will be recognized as Columbus Day.

## 10.2 Holiday Pay

Employees shall receive one day's pay (at the eight-hour rate) for each of the holidays listed above. Those employees assigned to an eight-hour day who will, by schedule, receive the day off from work, will receive their regular pay. Those employees assigned to a ten-hour day who may, by schedule, have the day off will take off the ten hours for the holiday. Those police officers and corporals assigned to patrol will receive pay at time and one half for ten hours for all of the designated holidays whether or not they work on the holiday.

## **ARTICLE 11 SICK LEAVE**

### 11.1 Accrual

Accrued sick leave shall be earned for the purpose stated herein by each employee at the rate of eight hours for each full calendar month of service and employees assigned to work a ten-hour shift will earn ten hours of sick time for each calendar month of service, commencing with the date of employment, but in no event will an employee be allowed to use sick leave during their first thirty days of employment, unless authorized by Chief of Police. There shall be no limit on the number of days that can be accrued.

### 11.2 Utilization

Employees are eligible for sick leave for personal illness or physical disability. Sick leave may not be taken in less than one-half hour increments. Sick leave may be used if the employee is a donor for a bone marrow transplant.

The City may require a doctor's verification of illness as a condition of payment of sick leave benefits if the City has previously warned an employee in writing that it believes the employee is abusing sick leave. This requirement will only be imposed for a maximum of six months for a first occurrence. If an employee is again notified in writing, after the first occurrence, and is within five years of that warning, the employee may be required to obtain a doctor's verification of illness for a maximum of two years.

Under no circumstances shall the City grant an employee sick leave with pay for injury or illness resulting from employment other than with the City if workers' compensation is available at said employment, regardless of whether the claim is presented and/or accepted.

### 11.3 Family Use

Employees may use sick leave when there is an illness in their immediate family, in order to provide assistance and/or care to the ill relative as provided for in OFLA or FMLA and City policy, whichever is most advantageous to the employee. For the purpose of this section, the immediate family shall be defined as persons living in the employee's household but shall also include parents, children, brothers and sisters who may not be living in the household as well as all others defined by OFLA and/or FMLA

#### 11.4 Without Pay

Upon application by the employee, sick leave without pay may be granted or renewed by the City for up to six months after accrued sick leave, vacation and holiday time have been exhausted. When the employee goes into sick leave without pay status they will not accrue benefits. The employer may require that the employee submit a certificate from a physician during the period of such disability.

#### 11.5 Leave Credit

An employee who is recalled by the City following a layoff shall have sick leave credits accrued during the previous employment restored.

#### 11.6 Integration with Workers' Compensation

When an injury occurs in the course of employment, and the employee complies with light duty requirements, the City will pay the difference between any disability payment or time loss payment received under workers' compensation laws and the employee's net pay. Such payment by the City shall not be deducted from the employee's accumulated sick leave. Employees receiving benefits under this section will continue to receive benefits as provided elsewhere in this Agreement except that they will not accumulate sick leave during the time they are on workers' compensation or other disability payments.

#### 11.7 Misuse

Misuse of sick leave may be grounds for disciplinary action.

#### 11.8 Light Duty

This section applies to illness or injury that took place on or off the job. In the event all light duty assignments cannot be accommodated, those who have sustained an on-the-job injury shall take precedence in light duty tasks over those incurred off the job.

When an employee is unable to perform the regular duties of his/her position, due to an injury or illness, he/she shall be assigned to a light duty position.

The employee shall provide a doctor's statement that he/she is unable to perform his/her regular duties. A release for physician's information on physical capacities, duration of treatment expected and prognosis as pertains to that particular illness or injury is to be provided to the City and will be assigned by the employee.

Job descriptions and required activities will be provided to the attending physician to assure proper assignments for light duty.

Light duty assignment will be determined by the Chief of Police and Personnel Director and will be assigned as appropriate within any department within the City. If, in the opinion of the doctor, the employee is not capable of the assigned work, the employee may be assigned to another available light duty assignment. This may be in any suitable task beneficial to the City of Roseburg that can be safely performed by the employee.

When on light duty, the workweek schedule shall be forty hours on such days and during such hours as determined by the Police Chief based on operational needs and light duty release considerations. The City will attempt to schedule light duty based on regular work schedule of the employee. When an employee is unable to work the full schedule, by virtue of the extent of the illness or injury, a part time schedule can be arranged to meet the employee's physical capacities as determined by the attending physician.

There will be no charge of sick leave for attendance at the doctor's office, or for therapy due to the injury or illness that is job related and the subject of an accepted workers' compensation claim. Sick leave provisions will apply in the event the illness or injury is not an on the job injury. However, light duty participants are encouraged to schedule physical therapy of medical appointments around the modified work schedule as much as practical, preferably at the beginning or end of assigned work hours. Verification of appointments with medical providers may be requested.

Time worked under light duty assignments will be considered as any other time worked in determining seniority.

No overtime will be paid while employees are on light duty assignment without supervisor's approval.

Light duty assignments are not expected to extend beyond ninety days unless full recovery is expected. In that event, a full medical report and prognosis for full recovery shall be provided by employees attending physician. The decision to continue light duty shall be made by the Chief of Police based on this medical opinion. Accommodations for an identified disability shall be handled under the provisions of the Americans With Disabilities Act. Employee may identify and request needed accommodations. This policy shall also comply with all applicable sections of the State of Oregon and/or Federal Medical and Family Leave Policy.

In every instance, this policy shall be coordinated and supervised by the Chief of Police with cooperation from the Personnel and Finance Departments. All supervisors and employees shall assist in the full recovery and re-integration of co-workers into light duty and regular assignments as much as possible.

Light duty is intended as a temporary assignment only. No regular position will automatically be created to accommodate light duty restrictions on employees' activities.

A doctor's release will be required stating the employee is capable of returning to regular duty and the City may require a certification from a physician of its own choice.

#### 11.9 Attendance Leave Incentive

Full time employees who maintain a bank of 480 hours or more of sick leave from July 1 to June 30 of each year are eligible to participate in the Attendance Incentive Program. Eligibility for part time employees shall be on a proportionate basis of the above. For eligible employees:

- A. The first five months of sick leave accrual earned but not used in the fiscal year shall be retained in the employee's bank.

- B. The remaining months of sick leave accrual earned but not used in the fiscal year shall be purchased back at an hourly rate equal to fifty percent (50%) of the employee's actual wage (including only DPSST and education incentives) which shall be paid into the employee's Health Reimbursement Arrangement, and the total sick leave accrual shall be reduced by the number of hours purchased. This payment shall be made based on the June 30 base wage (of the prior year) during July of the succeeding year.
- C. All payments to the HRA shall be considered part of total compensation.

#### 11.10 Compliance

To the extent that the City is required to comply with any provisions of Federal and/or State laws applicable to sick leave that conflict with or alter the employer's obligations under any of the provisions of the Agreement, the City will comply with the required provision of Federal and/or State laws, whichever is most advantageous to the employee.

### **ARTICLE 12 MISCELLANEOUS LEAVE**

#### 12.1 Miscellaneous Leave With Pay

An employee is entitled to leave from his/her duties without loss of time, pay or leave benefits for absences caused by:

- A. Time necessary for voting, if the employee is unable to vote before or after working hours due to work schedule.
- B. Funerals. Paid funeral leave shall consist of four hours in the Roseburg area for non-family and up to one day when attendance at the funeral requires travel beyond the Roseburg area.

A maximum of five work days shall be allowed for members of the immediate family ("immediately family" as defined in City Personnel Policies) in the State of Oregon. A maximum of seven work days shall be allowed for members of the immediate family outside the State of Oregon. Time off may be granted upon recommendation of the Chief of Police for relatives not listed in this Article and such time will be deducted from vacation, compensation time or sick leave or it may be taken as leave without pay.

Additional time in excess of seven work days and time off for funerals of others not listed as "family members" may be approved or denied on a case-by-case basis.

- C. Duties occasioned by:

1. Jury service, unless said service falls on an employee's own time. Any pay received for jury service shall be turned over to the City Finance Department.
2. Attendance in court resulting from official duties.
3. Court time for personal business will not be compensated for under this section.
4. Whenever an employee that is working graveyard is called for jury duty, the department will transfer the employee to day shift and move another employee to graveyard for the duration of the jury duty assignment if operationally necessary. The City may direct an employee to change shift in accordance with this paragraph without reapplication of Article 3.5.

#### 12.2 Leave Without Pay

An employee may be granted a leave without pay for a period not exceeding one year. Request for shift leave including sick leave without pay must be in writing and establish reasonable justification for the approval by the Chief of Police and the City Manager. While on leave without pay status the employee shall have the option to pay medical, dental and life insurance premiums under the group plan. No other benefits such as seniority, retirement, vacation or sick leave shall accrue while the employee is on a leave without pay status.

#### 12.3 Parental Leave

Parental Leave shall be in accordance with the City's policy. The policy shall follow applicable State and Federal law.

## ARTICLE 13 UNIFORMS AND EQUIPMENT

### 13.1 City Obligations

City will provide all authorized uniforms and equipment, including but not limited to leather gear, handcuffs, magazines and firearm for sworn personnel. The make, style and model of all duty gear issued and owned by the City will be determined by the City. The issued firearm will be a department authorized firearm and will be determined by the City based upon a current list of authorized weapons. Any alterations to City firearms shall only be made after approval from the department armorer and the operations commander. All alterations to City owned firearms will be at the expense of the employee. Upon the surrender of the City owned firearm, by choice or at termination, the employee shall restore the firearm to its original condition at no cost to the City, or if City approves, in its altered condition. City-owned firearms will be repaired or replaced only as needed.

Alternatively, employees may choose to purchase and own their own firearm from the list of those approved by the City. In this instance, employees will be given a \$400.00 stipend towards its purchase. This will be a one-time election. Employees may not receive this stipend and later request a City-owned firearm.

The City will provide an external ballistic vest carrier for all sworn employees who achieve non-probationary status, if desired. Sworn employees issued an external vest carrier will be responsible for cleaning and maintenance, whereas the City will maintain responsibility for repairs and replacements.

### 13.2 Investigators

Sworn employees required to wear civilian clothes shall receive \$800.00 per year for purchase and cleaning of such clothing. The City shall pay the entire amount to an employee in one lump sum for the first year of his/her assignment upon assignment; after twelve months in the assignment the City shall pay one-half on each successive July 1 and one-half on each successive January 1 of the employee's assignment.

### 13.3 Cleaning

The City will provide uniform cleaning at City cost on an as needed basis. This does not apply to Polo shirts or non-mandatory uniforms. No payment will be made to the employees. In the event of a significant change or loss of a reasonable cleaning source, either party has the right to request re-opening the agreement for this article only.

### 13.4 Police Administrative Technician

City agrees to provide three shirts, two pair of pants and one set of coveralls for use by the Technician. These articles of clothing shall be replaced as City determines the need.

### 13.5 Footwear

Personnel assigned to Patrol Division and the Police Administrative Technician shall receive a reimbursement of up to \$250.00 for footwear as needed. Employees shall specifically request of their supervisor replacement footwear and shall produce the worn shoes, if requested. The footwear shall meet an acceptable standard as defined by the Police Chief or designee. Motor officers will continue to have boots provided as needed.

### 13.6 Lost/Damaged Replacement.

In the event personal prescription glasses or sunglasses are lost or damaged in the line of duty due to aggression or circumstances other than employee carelessness, the City shall pay uninsured replacement cost of up to \$200.00; in the event a wrist watch or non-prescription sunglasses are lost or damaged under the same circumstances, the City shall reimburse replacement cost up to \$75.00.

**ARTICLE 14**  
**DISCIPLINE AND DISCHARGE**

14.1 Discipline and Discharge

Non-probationary employees shall not be disciplined or discharged except for just cause. Oral reprimands or warnings shall not be considered discipline and shall not be subject to the grievance procedure. Oral reprimands or warnings shall be documented and signed but shall not be placed in the employee's personnel file.

14.2 Probationary Employee

This article shall not apply to any employee on probation as defined in Article 15.

14.3 Due Process

In the event the City believes an employee may be subject to any discipline greater than a written reprimand the following procedural due process shall be followed:

- A. The employee shall be notified of the charges or allegations that may subject him/her to discipline;
- B. The employee shall be notified of the disciplinary sanctions being considered;
- C. The employee will be given an opportunity to refute the charges or allegations either in writing or orally in an informal hearing;
- D. At his/her request, the employee will be entitled to be accompanied by a fellow employee or a representative of the Association/Union at the informal hearing.

14.4 Just Cause Standards

For the purpose of this agreement, just cause shall be determined in accordance with the following guidelines:

- A. The employee shall have warning of the consequences of his/her conduct, unless the conduct is of such nature that no warning is necessary in the eyes of a reasonable person.
- B. If a rule or order is the subject of the alleged misconduct, it must be reasonable and applied evenhandedly, with variations allowed based upon the actual situations of the alleged misconduct.
- C. The City must conduct a reasonable investigation.
- D. It must be determined that the employee is guilty of the alleged misconduct or act.
- E. The discipline must be appropriate and applied in an evenhanded manner based on the severity of the misconduct or the actual or likely impact the misconduct has or would have on the employer's operations.

- F. The employee's past employment record shall be considered, if appropriate, based on the severity of the act.

#### 14.5 Internal Affairs Investigations

All internal affairs investigations shall provide employees with rights no less than those articulated in ORS 236.360. These rights shall be extended to all bargaining unit members.

## **ARTICLE 15 PROBATIONARY PERIOD**

### **15.1 Sworn Employees**

Every new sworn employee hired into the bargaining unit shall serve a probationary period of eighteen months (1-1/2 years). Lateral officers who are currently certified in Oregon, or who are certified in another state and require no more than successful completion of the Oregon DPSST Police Career Officer Development Course for approved out-of-state officers, shall serve a probationary period of 12 months (1 year). The Association recognizes the right of the City to terminate or discipline probationary employees for any reason, with or without cause, and any such discipline shall not constitute a violation of this agreement, and shall not be subject to the grievance procedure.

### **15.2 Promoted Employees**

Promoted employees shall be subject to a probationary period of twelve months. Such promoted employees may, at the City's discretion, be returned at any time during the probationary period to the employee's previous classification without cause and without any employee right of appeal. The returned employee will be returned without loss of seniority to the applicable rate of pay for the previous classification.

### **15.3 Records Specialists and Police Administrative Technician**

Records Clerks and Police Administrative Technician employees shall serve a probationary period of twelve months (one year). The above clause relating to right to termination shall also apply to these employees.

## **ARTICLE 16 SETTLEMENT OF DISPUTES**

### **16.1 Procedure**

Any dispute concerning the application, interpretation or enforcement of this Agreement shall be resolved in the following manner and sequence:

#### **Step 1.**

If, after first attempting to resolve the dispute informally with the employee's immediate supervisor, the grievance remains unresolved, the affected employee(s) shall present the grievance in writing to his/her "Management Team" within fifteen business days immediately following the date the employee had or should have had knowledge of the grievance, whichever date is earlier. The Management Team shall consist of all supervisors responsible for the employee's job performance including the Chief and the City Manager. At this and each subsequent step of the grievance procedure, the written grievance submitted by the Association or employee(s) shall include:

- A. a statement of the grievance and the factual allegations upon which it is based;
- B. the section(s) of this agreement alleged to have been violated;
- C. the remedy sought; and
- D. the name and signature of the individual(s) submitting the grievance.

The Chief of Police shall have ten business days to respond to the grievance.

Step 2.

If the grievance remains unsettled at Step 1, the employee or the Association may, within ten business days of receipt of the Chief's reply, submit the grievance to the City Manager. The City Manager, or his designee, shall convene a meeting with the aggrieved employee, Association and such members of the City's management team as is appropriate for the grievance. The City Manager shall formally respond to the grievance within ten business days of the meeting.

Step 3.

If the grievance is not resolved at Step 2 above and if the Association wishes to pursue the grievance further, the Association shall submit the grievance to arbitration by written notice to the City Manager within ten days following the date the City Manager's response is due or received, whichever is earliest.

The parties may, prior to selecting an arbitrator, mutually agree to have the dispute mediated by the State Conciliation Service.

Unless the parties mutually agree upon an arbitrator, the Association shall, within ten days of their notice to proceed to arbitration, submit a written request to the Oregon Employment Relations Board that it submit to the parties a list of names of seven Oregon arbitrators that are on the AAA list. Upon receipt of the list, the parties will determine by coin toss who shall strike first, and shall then continue to alternate strikes until only one name remains and the remaining name shall be the arbitrator.

The arbitrator shall have no power to modify, add or subtract from the terms of this agreement, and shall be confined to the interpretation and enforcement of this Agreement. The arbitrator's decision shall be in writing and it shall be submitted to the parties within 30-days following the close of the hearing. The arbitrator's decision shall be final and binding upon the affected employees, the Association and the City.

Either party may request the arbitrator to issue subpoenas but if issued, the cost of serving a subpoena shall be borne upon the party requesting the subpoena. Each party shall be responsible for compensating its own witnesses and representatives during the arbitration hearing. The loser shall pay the arbitrator's fee and expenses and the arbitrator, as part of the award, shall designate the losing party for such purpose.

## 16.2 Time Limits

All parties submit to these procedures shall be bound by the time limits contained herein. If either party fails to follow such limits, the following shall result:

- A. If the grievant fails to respond in a timely fashion, the grievance shall be deemed waived.
- B. If the City, at any step, fails to respond in a timely fashion, the grievance shall proceed to the next step.

**ARTICLE 17  
GENERAL PROVISIONS**

17.1 Seniority/Definition

Seniority shall be defined as the total length of continuous service worked by an employee in the Police Department.

Seniority shall be broken or terminated if an employee:

- A. Quits;
- B. Is discharged for just cause;
- C. Is laid off and fails to respond to written notice of recall;
- D. Is laid off work for a period of time greater than eighteen months or a period of time equal to the employee's seniority, whichever is shorter;
- E. Is retired.

17.2 Education Reimbursement

In order to encourage self-improvement, the City will reimburse 75% of an employee's actual tuition costs incurred for job related courses. These reimbursements will be made upon successful completion of job related courses taken on employee's own time. Prior approval must be granted by the employee's supervisor, Chief of Police and the City Manager, and is subject to budgeted funds being available. Reimbursement may be denied without prior approval being granted only for transferable college units. In no event is the City obligated to reimburse over \$500 per year per employee.

17.3 Association Representative

The City will agree that up to three employees may participate in negotiations without loss of pay, subject to operational requirements of the Department. In addition, Officers of the Association will not suffer any loss of pay while investigating grievances or attending internal affairs investigations while on duty, or for attendance at approved labor-relations meetings or training. In no instance shall City be forced to pay overtime for said representation.

17.4 Under-insured/Uninsured Motorists

The City shall maintain coverage for under-insured/ uninsured motorists which shall not be reduced without prior written notice to the Association.

17.5 Use of City Resources

Association officers and Executive Board representatives may use City resources including phones, email and fax machines for communication by and between the Executive Board, the Association attorney and management representatives. General meeting notices may be directed to all Association members. All email constitutes a public record without any expectation of privacy.

## **ARTICLE 18 LAYOFF AND RECALL**

### 18.1 Layoff

In the event of a layoff, all extra part-time employees shall be laid off prior to any regular employee being laid off. In the event it becomes necessary to lay off regular employees, such employees shall be laid off in the reverse order of seniority by classification. For example, the employee in each classification with the least classification seniority shall be laid off first. Employees laid off within a classification shall be permitted to bump the least senior employee in any classification for which bumping may occur. The City agrees to notify the Association and the employees, simultaneously, not less than thirty days prior to any layoff by forwarding the name and occupation or classifications of the employees to be laid off.

### 18.2 Bumping

Any corporal who was laid off may bump down to police officer. Any person who bumps to a lower classification will have his/her seniority be departmental seniority for purposes of comparison to other Association members in that classification.

### 18.3 Recall

Recall from layoffs will be in the inverse order of layoff. The City will not hire new employees until all employees that have seniority are given the opportunity for recall.

### 18.4 Notice

It shall be the responsibility of the employees laid off to keep the City informed of the address at which they may be reached and re-employment shall be offered in person or by certified mail addressed to the last address furnished by the employee. When an offer of re-employment has been made, the former employee shall advise the City of acceptance within one calendar week and shall report for duty within fourteen calendar days of the receipt of the notification by the City, unless prevented by circumstances beyond their control from reporting within that time period. An employee who fails to accept re-employment at his/her previous position when offered by the City in accordance with provisions of this Article, shall be deemed to have forfeited all rights hereunder.

## **ARTICLE 19 PROMOTION TO CORPORAL**

### 19.1 Minimum Requirements

Before being eligible for a corporal, an officer must have three years current experience as a police officer with this department; the officer's last two evaluations must have been "satisfactory" or better; the officer must not have had any disciplinary action greater than three day suspension in the last year, as of the date of the posting; the officer must possess, at a

minimum, an Intermediate Police Certificate from the Oregon Department of Public Safety Standards and Training.

#### 19.2 Notice of Promotional Opportunity

A written notice of the existence of the open position will be posted at least ten days prior to the selection being made. The notice shall contain the following:

- A. job description;
- B. closing date for application;
- C. other information considered pertinent by the Administration.

Promotion to the position may be competitive testing or appointment at the discretion of the Chief of Police.

#### 19.3 Oral Examination

An oral interview may be convened to directly inquire into the applicant's suitability for the higher level position. The oral board will be appointed by the Chief of Police.

#### 19.4 Department Evaluation

A review board comprised of Department staff personnel and appointed by the Chief of Police, may be convened to review the past job performance of each candidate. The Department evaluation will be based upon the information contained in the candidate's personnel folder.

#### 19.5 Compensation

A corporal shall be paid a base pay rate which is equivalent to 110% of the master police officer base pay.

## **ARTICLE 20 STRIKES**

#### 20.1 No Strike

The Association and its members, as individuals or as a group, will not initiate, cause, permit or participate or join in any strike, work stoppage or slowdown, or any other restrictions of work, at any location in the City during the term of this agreement. Employees in the bargaining unit, while acting in the course of their employment, shall not honor any picket line established by the City, by the Association or by any other labor organization when called upon to cross picket lines in the line of duty. Disciplinary action, including discharge, may be taken by the City against any employee or employees engaged in a violation of this Article. Such disciplinary action shall not preclude or restrict recourse to any other remedies, including an action for damages, which may be available to the City.

## 20.2 Association Obligation

In the event of a strike, work stoppage, slowdown, picketing, observance of a picket line or other restriction of work in any form either on the basis of individual choice or collective employee conduct, the Association will immediately upon notification, attempt to secure an immediate order to return to work. This obligation and the obligations set forth in Section 20.1 above shall not be affected or limited by the subject matter involved in the dispute giving rise to stoppage or by whether such subject matter is or is not subject to the grievance and mediation provision of this Agreement.

## **ARTICLE 21 DEFENSE AND INDEMNIFICATION**

### Statement:

The City acknowledges its responsibility to provide its employees, when they are acting within the course and scope of their employment and are not malfeasant or willful and wanton in their neglect of duty, with a defense and indemnification against any tort claim, demand or action as prescribed by law.

### Policy:

If a member of the RPEA is named as a personal defendant in an ongoing litigation between the City and a third party, the Association may notify the City that it wishes its attorney to have access to information and the ability to monitor progress of such litigation. The Association shall identify the member for whom such monitoring is requested.

- A. The City agrees that all reasonable efforts will be made to coordinate attorney meetings so that an Association attorney can be present for those meetings.
- B. The Association promises that if their primary attorney is unable to attend a meeting and rescheduling is not possible, the Association's law firm will make every effort to have an alternate attorney attend the meeting.
- C. In the event the respective attorneys cannot coordinate a meeting where an Association attorney is available, the Association attorney shall designate an RPEA member to attend as agent of the Association law firm. The City may refuse attendance to this designated member.

### Potential Retaliation:

If an employee is issued a citation (non-criminal) by anyone who is not a police officer, which the employee believes is in retaliation for the employee's actions as a police officer, the employee may request the City to take the following steps:

- A. The City shall investigate whether the employee's actions were within the course and scope of employment and were not malfeasance in office or willful or wanton neglect of duty.

- B. The City will investigate the employee's allegations that the citation is retaliatory.
- C. The employee will cooperate in the City investigation of these sections A and B.
- D. If the employee's actions are determined to be within the course and scope of employment and not malfeasance in office or willful and wanton neglect of duty and the City determines there is cause to believe the citation is retaliatory, the City will provide the employee with defense counsel of the City's choosing. In the event there is a charge levied upon the employee for an adjudicated citation the City will indemnify the employee up to \$3500.00.

Criminal Allegations:

The City agrees to reimburse an RPEA employee for reasonable, usual and customary legal fees charged by an attorney as a direct result of criminal charges or a criminal investigation arising out of the employee's performance of their duties as a police officer which is in the course and scope of their employment with the City.

- A. The reimbursement will not be made if:
  - 1. The employee is convicted by verdict or plea, or pleads no contest to criminal charges arising out of the incident; or
  - 2. The employee has sustained disciplinary charges at a level higher than written reprimand based on the employee's actions which formed the basis for the possible criminal liability, unless the discipline is overturned completely or reduced to a written reprimand or lower through the grievance arbitration process.
- B. The City shall have no obligation to reimburse the Association or counsel for the Association for costs or Association legal fees in any instance where the employee or the Association elect to have counsel for the association represent the employee involved in the incident at any stage of the criminal proceeding, including, but not limited to, any grand jury proceeding.
- C. The City shall have no obligation to reimburse an employee, the Association or counsel for the Association for costs or legal fees associated with representation at pre-disciplinary proceedings or through the grievance process.
- D. Any reimbursement required shall be made only at the conclusion of all criminal and disciplinary proceedings up through the conclusion of the arbitration proceedings against the employee arising out of the incident and are subject to the following monetary maximums:
  - 1. Legal fees related to a grand jury investigation and/or appearance: \$3500.00
  - 2. Legal fees related to a grand jury or post-grand jury indictment or other charging instruments: an additional \$7500.00

- E. In order to be reimbursed under this position, the City and the Association attorney shall confer and agree upon three attorneys eligible under this provision.
- F. Before becoming obligated under this Section, the City shall be presented with a sworn affidavit by the attorney listing an hourly breakdown of time spent and describing briefly the purpose of such time. If the City in its discretion feels the charges exceed reasonable, usual and customary fees normally charged, the City may submit the bill to a mutually acceptable arbitrator. The arbitrator's determination will be final and binding for the City's obligation under this Section.

**ARTICLE 22  
SAVINGS CLAUSE**

Should any portion of this agreement be held contrary to law, such decision shall apply only to the specific portion thereof directly specified and all other provisions of this Agreement shall remain in full force and effect for the duration of this Agreement. Upon such declaration, the parties agree to immediately negotiate a substitute, if possible, for the invalidated portion thereof.

**ARTICLE 23  
INCENTIVE PAY**

23.1 Eligibility

Police Officers possessing an Intermediate or Advanced Certificate from DPSST and who have met the minimum training standards will be eligible for incentive pay. Officers will be eligible for and shall receive incentive pay in the first monthly payroll following their eligibility date. It shall be the responsibility of the employee to request and provide sufficient data to their supervisors to verify their eligibility for incentive pay. Payment will be made if this information is received before the first of the eligible month. In no event shall retroactive pay be paid.

23.2 Schedule of Incentives

- A. Officers who possess an Intermediate Certificate from DPSST and complete ten hours of approved training within the year shall receive an additional monthly compensation of 4% of their base wage.
- B. Officers who possess an Advanced Certificate from DPSST and complete twenty hours of approved training within the year shall receive an additional monthly compensation of 8% of their wage.
- C. Officers who do not have either an Intermediate or Advanced Certificate, but have a Bachelor of Arts or Bachelor of Science degree shall receive an additional monthly compensation of 3% of their base wage.
- D. Employees who are certified by a recognized instructor as fluent in Spanish or competent in sign language shall receive an additional monthly compensation of 3% of their wage. Employees will be certified in fluency by an instructor paid by an educational institution or one certified by a recognized language training company. Employees will provide this certification in writing in January of each year. The certification shall not be required for employees whom the certification is their native language.

**ARTICLE 24  
ASSIGNMENT PAY**

24.1 Schedules of Assignment Pay

While on special assignment, employees shall receive the following pay increases for the period of time during which an employee performs those assigned duties:

- A. Field Training Officer (FTO) 5% over base pay if other than a Master Officer
- B. Motorcycle Officer 6% over base pay;
- C. Detective - CID 9% over base pay
- D. Detective – DINT 7% over base pay
- E. Field Training and Evaluation Program Coordinator 3% over base pay if other than a Master Officer or above. There must be an officer assigned to an FTO in order to receive this pay.
- F. School Resource Officer 8% over base pay
- G. Records Trainer (RTE) 5% over base pay (for duration of training period)
- H. Dog Handlers (K-9 Officers) 5% over base pay

24.2 Combination

In no instance shall a combination of assignment pay and incentive pay equal more than 20% over base pay unless otherwise specified.

**ARTICLE 25  
MASTER OFFICER**

Employees must meet requirements as outlined in the Master Officer program to be eligible for this category. Master Officer shall receive a base pay, which is 5% above top step for Police Officer. Master Officer constitutes a pay grade or additional pay step within the police officer job classification which is recognition of time and experience which is not promotional and which is not a "seniority" related designation.

**ARTICLE 26  
DOG HANDLER (K-9 OFFICER)**

Dog Handler canine training activities shall be conducted on-duty. Dog Handlers accept and may resign from the position voluntarily. Acceptance of the assignment is based upon willingness to care for the animal off-duty. Employees who serve as Dog Handlers shall receive a pay differential of five percent (5%) of their base salary while serving in that capacity, and shall not receive overtime wages for off-duty care of the animal. The parties intend to compensate for the off-duty care, feeding and grooming at the overtime rate computed based upon the FLSA or Oregon minimum wage (whichever is greater). The five percent (5%) differential compensates for approximately 45 minutes per day. The parties agree that not more than 45 minutes per day is required for off-duty care of the animal. The parties agree that commuting to work with the dog does not constitute "hours of work" solely because the dog is in the vehicle.

**ARTICLE 27  
TERMS OF AGREEMENT**

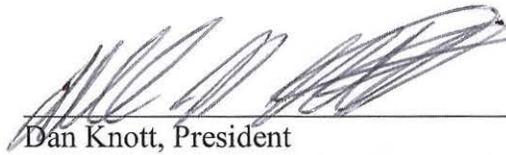
This Agreement shall be effective July 1, 2019, and shall remain in full force and effect until June 30, 2022.

If either party desires to reopen negotiations for a successor agreement they may do so on or after October 1, 2021. During the period of negotiations, this Agreement shall remain in full force and effect.

CITY OF ROSEBURG

ROSEBURG POLICE EMPLOYEES  
ASSOCIATION

  
\_\_\_\_\_  
Nicole Messenger, City Manager Pro Tem

  
\_\_\_\_\_  
Dan Knott, President

ATTEST:  
Dated: 6/3/19

Dated: 6/7/19

ATTEST:

  
\_\_\_\_\_  
Amy L. Sowa, City Recorder

Dated: 6/3/2019

**POLICE DEPARTMENT**  
**JULY 1, 2019 5% over FY 2018-2019**

3%	Bachelor's Degree (only if intermediate or Advanced degree not held)		
5%	Field Training Officer	4%	Intermediate Certificate
3%	Sign Language or Spanish	8%	Advanced Certificate
6%	Motorcycle Officer	7%	Detective - DINT
8%	School Resource Officer	9%	Detective - CID
5%	K-9 Officer	5%	Records Training
3%	Training Coordinator		

TITLE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
Records Specialist	3339	3506	3681	3865	4058	4261
	19.2638	20.2273	21.2369	22.2985	23.4120	24.5826
Plus 3%	3439	3611	3791	3981	4180	4389
	19.8408	20.8331	21.8716	22.9677	24.1158	25.3216

TITLE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
Admin Technician	3605	3785	3974	4173	4382	4601
	20.7985	21.8370	22.9274	24.0755	25.2813	26.5453
Plus 3%	3713	3899	4093	4298	4513	4739
	21.4216	22.4947	23.6139	24.7966	26.0370	27.3409

**CORPORAL**

Corporal	6830
	39.4060
Plus 3%	7035.16
	40.5882
Plus 4%	7103.46
	40.9823
Plus 5%	7171.76
	41.3763
Plus 6%	7240.07
	41.7704
Plus 7%	7308.37
	42.1645
Plus 8%	7376.67
	42.5585
Plus 9%	7444.97
	42.9526
Plus 10%	7513.28
	43.3467

Plus 11%	7582
	43.7407
Plus 12%	7650
	44.1348
Plus 13%	7718
	44.5288
Plus 14%	7786
	44.9229
Plus 15%	7855
	45.3170
Plus 16%	7923
	45.7110
Plus 17%	7991
	46.1051
Plus 18%	8060
	46.4991
Plus 19%	8128
	46.8932

**POLICE DEPARTMENT**  
**JULY 1, 2019 5% over FY 2018-2019**

<b>TITLE</b>	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>	<b>STEP 6</b>	<b>MASTER</b>
Police Officer	4632 26.7236	4864 28.0621	5107 29.4640	5362 30.9352	5630 32.4814	5912 34.1083	6208 35.8138
Plus 3%	4771 27.5255	5010 28.9044	5260 30.3467	5523 31.8641	5799 33.4564	6089 35.1295	6394 36.8892
Plus 4%	4,817 27.7909	5,059 29.1871	5,311 30.6410	5,576 32.1698	5,855 33.7795	6,148 35.4699	6,456 37.2469
Plus 5%	4864 28.0621	5107 29.4640	5362 30.9352	5630 32.4814	5912 34.1083	6208 35.8161	6518 37.6046
Plus 6%	4910 28.3275	5156 29.7467	5413 31.2294	5684 32.7929	5968 34.4314	6267 36.1565	6580 37.9623
Plus 7%	4956 28.5929	5204 30.0237	5464 31.5237	5737 33.0987	6024 34.7545	6326 36.4969	6642 38.3200
Plus 8%	5003 28.8640	5253 30.3064	5516 31.8237	5791 33.4103	6080 35.0776	6385 36.8372	6704 38.6777
Plus 9%	5049 29.1294	5302 30.5890	5567 32.1179	5845 33.7218	6137 35.4065	6444 37.1776	6766 39.0354
Plus 10%	5095 29.3948	5350 30.8660	5618 32.4122	5898 34.0276	6193 35.7295	6503 37.5180	6828 39.3931
Plus 11%	5142 29.6660	5399 31.1487	5669 32.7064	5952 34.3391	6249 36.0526	6562 37.8584	6890 39.7508
Plus 12%	5188 29.9313	5448 31.4314	5720 33.0006	6005 34.6449	6306 36.3815	6621 38.1988	6953 40.1142
Plus 13%	5234 30.1967	5496 31.7083	5771 33.2949	6059 34.9564	6362 36.7046	6681 38.5450	7015 40.4719
Plus 14%	5280 30.4621	5545 31.9910	5822 33.5891	6113 35.2680	6418 37.0276	6740 38.8854	7077 40.8296
Plus 15%	5327 30.7333	5594 32.2737	5873 33.8833	6166 35.5738	6475 37.3565	6799 39.2258	7139 41.1873
Plus 16%	5373 30.9987	5642 32.5506	5924 34.1776	6220 35.8853	6531 37.6796	6858 39.5661	7201 41.5450
Plus 17%	5419 31.2641	5691 32.8333	5975 34.4718	6274 36.1968	6587 38.0027	6917 39.9065	7263 41.9027
Plus 18%	5466 31.5352	5740 33.1160	6026 34.7661	6327 36.5026	6643 38.3257	6976 40.2469	7325 42.2604
Plus 19%	5512 31.8006	5788 33.3929	6077 35.0603	6381 36.8142	6700 38.6546	7035 40.5873	7387 42.6181

**POLICE DEPARTMENT**  
**JULY 1, 2020 3% over FY 2019-2020**

3%	Bachelor's Degree (only if intermediate or Advanced degree not held)		
5%	Field Training Officer	4%	Intermediate Certificate
3%	Sign Language or Spanish	8%	Advanced Certificate
6%	Motorcycle Officer	7%	Detective - DINT
8%	School Resource Officer	9%	Detective - CID
5%	K-9 Officer	5%	Records Training
3%	Training Coordinator		

TITLE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
Records Specialist	3438 19.8350	3610 20.8273	3791 21.8716	3981 22.9677	4180 24.1158	4389 25.3201
Plus 3%	3541 20.4292	3718 21.4504	3905 22.5293	4100 23.6543	4305 24.8370	4520 26.0774

TITLE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
Admin Technician	3712 21.4158	3898 22.4889	4093 23.6139	4298 24.7966	4513 26.0370	4739 27.3417
Plus 3%	3823 22.0562	4015 23.1639	4216 24.3235	4427 25.5409	4648 26.8159	4881 28.1602

**CORPORAL**

Corporal	7035 40.5882
Plus 3%	7246.21 41.8059
Plus 4%	7316.56 42.2118
Plus 5%	7386.92 42.6176
Plus 6%	7457.27 43.0235
Plus 7%	7527.62 43.4294
Plus 8%	7597.97 43.8353
Plus 9%	7668.32 44.2412
Plus 10%	7738.67 44.6471

Plus 11%	7809 45.0529
Plus 12%	7879 45.4588
Plus 13%	7950 45.8647
Plus 14%	8020 46.2706
Plus 15%	8090 46.6765
Plus 16%	8161 47.0823
Plus 17%	8231 47.4882
Plus 18%	8301 47.8941
Plus 19%	8372 48.3000

**POLICE DEPARTMENT**  
**JULY 1, 2020 3% over FY 2019-2020**

<b>TITLE</b>	<b>STEP 1</b>	<b>STEP 2</b>	<b>STEP 3</b>	<b>STEP 4</b>	<b>STEP 5</b>	<b>STEP 6</b>	<b>MASTER</b>
Police Officer	4771 27.5255	5010 28.9044	5260 30.3467	5523 31.8641	5799 33.4564	6089 35.1295	6394 36.8882
Plus 3%	4914 28.3505	5160 29.7698	5418 31.2583	5689 32.8218	5973 34.4603	6272 36.1853	6586 37.9969
Plus 4%	4,962 28.6275	5,210 30.0583	5,470 31.5583	5,744 33.1391	6,031 34.7949	6,333 36.5372	6,650 38.3661
Plus 5%	5010 28.9044	5261 30.3525	5523 31.8641	5799 33.4564	6089 35.1295	6393 36.8834	6714 38.7354
Plus 6%	5057 29.1756	5311 30.6410	5576 32.1698	5854 33.7737	6147 35.4641	6454 37.2353	6777 39.0988
Plus 7%	5105 29.4525	5361 30.9294	5628 32.4699	5910 34.0968	6205 35.7988	6515 37.5873	6841 39.4681
Plus 8%	5153 29.7294	5411 31.2179	5681 32.7756	5965 34.4141	6263 36.1334	6576 37.9392	6905 39.8373
Plus 9%	5200 30.0006	5461 31.5064	5733 33.0756	6020 34.7314	6321 36.4680	6637 38.2911	6969 40.2065
Plus 10%	5248 30.2775	5511 31.7948	5786 33.3814	6075 35.0488	6379 36.8026	6698 38.6431	7033 40.5758
Plus 11%	5296 30.5544	5561 32.0833	5839 33.6872	6131 35.3718	6437 37.1373	6759 38.9950	7097 40.9450
Plus 12%	5344 30.8314	5611 32.3718	5891 33.9872	6186 35.6891	6495 37.4719	6820 39.3469	7161 41.3143
Plus 13%	5391 31.1025	5661 32.6602	5944 34.2930	6241 36.0065	6553 37.8065	6881 39.6988	7225 41.6835
Plus 14%	5439 31.3794	5711 32.9487	5996 34.5930	6296 36.3238	6611 38.1411	6941 40.0450	7289 42.0527
Plus 15%	5487 31.6564	5762 33.2429	6049 34.8987	6351 36.6411	6669 38.4757	7002 40.3969	7353 42.4220
Plus 16%	5534 31.9275	5812 33.5314	6102 35.2045	6407 36.9642	6727 38.8104	7063 40.7489	7417 42.7912
Plus 17%	5582 32.2045	5862 33.8199	6154 35.5045	6462 37.2815	6785 39.1450	7124 41.1008	7481 43.1604
Plus 18%	5630 32.4814	5912 34.1083	6207 35.8103	6517 37.5988	6843 39.4796	7185 41.4527	7545 43.5297
Plus 19%	5677 32.7526	5962 34.3968	6259 36.1103	6572 37.9161	6901 39.8142	7246 41.8047	7609 43.8989

**POLICE DEPARTMENT**  
**JULY 1, 2021 3% over FY 2020-2021**

3%	Bachelor's Degree (only if intermediate or Advanced degree not held)		
5%	Field Training Officer	4%	Intermediate Certificate
3%	Sign Language or Spanish	8%	Advanced Certificate
6%	Motorcycle Officer	7%	Detective - DINT
8%	School Resource Officer	9%	Detective - CID
5%	K-9 Officer	5%	Records Training
3%	Training Coordinator		

TITLE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
Records Specialist	3542 20.4350	3719 21.4562	3905 22.5293	4100 23.6543	4305 24.8370	4520 26.0797
Plus 3%	3648 21.0466	3831 22.1023	4022 23.2043	4223 24.3639	4434 25.5813	4656 26.8621

TITLE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6
Admin Technician	3825 22.0677	4016 23.1697	4217 24.3293	4428 25.5466	4649 26.8217	4881 28.1619
Plus 3%	3940 22.7312	4136 23.8620	4344 25.0620	4561 26.3140	4788 27.6236	5028 29.0083

**CORPORAL**

Corporal	7246 41.8059
Plus 3%	7463.60 43.0601
Plus 4%	7536.06 43.4781
Plus 5%	7608.52 43.8962
Plus 6%	7680.98 44.3142
Plus 7%	7753.45 44.7323
Plus 8%	7825.91 45.1503
Plus 9%	7898.37 45.5684
Plus 10%	7970.83 45.9865

Plus 11%	8043 46.4045
Plus 12%	8116 46.8226
Plus 13%	8188 47.2406
Plus 14%	8261 47.6587
Plus 15%	8333 48.0768
Plus 16%	8406 48.4948
Plus 17%	8478 48.9129
Plus 18%	8551 49.3309
Plus 19%	8623 49.7490

POLICE DEPARTMENT  
JULY 1, 2021 3% over FY 2020-2021

TITLE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	MASTER
Police Officer	4914	5160	5418	5689	5973	6272	6586
	28.3505	29.7698	31.2583	32.8218	34.4603	36.1853	37.9948
Plus 3%	5061	5315	5581	5860	6152	6460	6783
	29.1986	30.6641	32.1987	33.8083	35.4930	37.2699	39.1334
Plus 4%	5,111	5,366	5,635	5,917	6,212	6,523	6,849
	29.4871	30.9583	32.5102	34.1372	35.8392	37.6334	39.5142
Plus 5%	5160	5418	5689	5973	6272	6586	6915
	29.7698	31.2583	32.8218	34.4603	36.1853	37.9969	39.8950
Plus 6%	5209	5470	5743	6030	6331	6648	6981
	30.0525	31.5583	33.1333	34.7891	36.5257	38.3546	40.2758
Plus 7%	5258	5521	5797	6087	6391	6711	7047
	30.3352	31.8525	33.4449	35.1180	36.8719	38.7181	40.6566
Plus 8%	5307	5573	5851	6144	6451	6774	7112
	30.6179	32.1525	33.7564	35.4468	37.2180	39.0815	41.0316
Plus 9%	5356	5624	5906	6201	6511	6836	7178
	30.9006	32.4468	34.0737	35.7757	37.5642	39.4392	41.4123
Plus 10%	5405	5676	5960	6258	6570	6899	7244
	31.1833	32.7468	34.3853	36.1045	37.9046	39.8027	41.7931
Plus 11%	5455	5728	6014	6315	6630	6962	7310
	31.4718	33.0468	34.6968	36.4334	38.2507	40.1662	42.1739
Plus 12%	5504	5779	6068	6372	6690	7025	7376
	31.7545	33.3410	35.0084	36.7622	38.5969	40.5296	42.5547
Plus 13%	5553	5831	6122	6429	6749	7087	7442
	32.0372	33.6410	35.3199	37.0911	38.9373	40.8873	42.9354
Plus 14%	5602	5882	6177	6485	6809	7150	7508
	32.3199	33.9353	35.6372	37.4142	39.2834	41.2508	43.3162
Plus 15%	5651	5934	6231	6542	6869	7213	7573
	32.6026	34.2353	35.9488	37.7430	39.6296	41.6143	43.6912
Plus 16%	5700	5986	6285	6599	6929	7276	7639
	32.8852	34.5353	36.2603	38.0719	39.9758	41.9777	44.0720
Plus 17%	5749	6037	6339	6656	6988	7338	7705
	33.1679	34.8295	36.5719	38.4007	40.3162	42.3354	44.4528
Plus 18%	5799	6089	6393	6713	7048	7401	7771
	33.4564	35.1295	36.8834	38.7296	40.6623	42.6989	44.8336
Plus 19%	5848	6140	6447	6770	7108	7464	7837
	33.7391	35.4238	37.1949	39.0584	41.0085	43.0624	45.2143