

COLLECTIVE BARGAINING AGREEMENT

By and Between

City of Lewiston

and

Fraternal Order of Police

Lewis-Clark Lodge #10

October 1, 2020 - September 30, 2023

TABLE OF CONTENTS

PREAMBLE.....4

ARTICLE 1: PURPOSE AND AUTHORITY.....4

ARTICLE 2: F.O.P. RECOGNITION.....4

ARTICLE 3: MANAGEMENT RIGHTS.....4

ARTICLE 4: STRIKES AND LOCKOUTS.....5

ARTICLE 5: PERSONNEL POLICY6

ARTICLE 6: F.O.P. SECURITY.....6

ARTICLE 7: CLOTHING ALLOWANCE.....7

ARTICLE 8: WORK PERIOD, OVERTIME, COMPENSATORY TIME OFF AND
OUT OF TOWN TRAINING7

ARTICLE 9: HOLIDAY PAY9

ARTICLE 10: ACCIDENT, LIFE & HEALTH INSURANCE.....10

ARTICLE 11: WAGES.....10

ARTICLE 12: WORKING IN A HIGHER CLASSIFICATION12

ARTICLE 13: VACANCIES AND PROMOTIONS12

ARTICLE 14: PERSONNEL REDUCTION -LAYOFF NOTICE.....13

ARTICLE 15: F.O.P. ACTIVITY.....13

ARTICLE 16: ON-DUTY INJURY.....13

ARTICLE 17: BINDING CLAUSE14

ARTICLE 18: NON-DISCRIMINATORY CLAUSE.....14

ARTICLE 19: SAVING CLAUSE.....14

ARTICLE 20: SHIFT ROTATION.....15

ARTICLE 21: ENTIRE AGREEMENT15

ARTICLE 22: DISCIPLINARY ACTION -NOTIFICATION.....16

ARTICLE 23: GRIEVANCE PROCEDURE18

ARTICLE 24: ALCOHOL AND SUBSTANCE ABUSE.....21

ARTICLE 25: VACATION.....21

ARTICLE 26: SICK LEAVE.....23

ARTICLE 27: DURATION.....23

ARTICLE 28: PERSONNEL FILES.....23

ATTACHMENT: WAGE MATRIX.....25

PREAMBLE

This agreement is made and entered into between the CITY OF LEWISTON, an Idaho municipal corporation, herein called the "City" and FRATERNAL ORDER OF POLICE LEWIS-CLARK LODGE #10, herein called the "F.O.P."

WITNESSETH;

Whereas, the F.O.P. has been selected by a majority of the employees of the Police Department, below the rank of Lieutenant, as their exclusive bargaining agent; and

Whereas, the City, although under no legal obligation to recognize the F.O.P. as the exclusive agent of said employees, nor to bargain collectively within the F.O.P., voluntarily agrees to meet and confer with representatives of the F.O.P.; and

Whereas, the City and representatives of the F.O.P. have met and conferred in good faith to resolve and mutually agree upon working conditions and other terms, wages and conditions of employment and, as a result thereof, the City and the F.O.P. desire to enter into a Collective Labor Agreement.

NOW, THEREFORE, THE PARTIES AGREE:

ARTICLE 1. PURPOSE AND AUTHORITY

Section 1: Purpose. The purpose of this agreement is to promote and improve relations between the City, its employees and the F.O.P. in order to provide the most efficient police service to the citizens of the City of Lewiston. It is recognized by the parties that the city is under no legal obligation to bargain with the F.O.P. or to enter into this agreement, but that it does so voluntarily for the purposes stated above.

Section 2: Authority to Sign. The persons signing this agreement certify that they have been authorized by their respective governing body or general membership to execute this agreement on behalf of such entity.

ARTICLE 2. F.O.P. RECOGNITION

The City recognizes the F.O.P. as the exclusive bargaining agent for the following classifications within the Police Department during the term of this agreement: Sergeant, Corporal, Police Officer, Evidence Custodian, Code Enforcement, Communications Watch Supervisor, Communications Specialist, Police Computer Systems Specialist, Customer Service Specialist, and Records Specialist.

ARTICLE 3. MANAGEMENT RIGHTS

Section 1: Usual Rights. The City retains all 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. The rights of employees in the bargaining unit and the F.O.P. are limited to those specifically set forth in the agreement, and the city retains all prerogatives, functions and rights not specifically limited by the terms of this agreement, the City Personnel Policy, City Administrative Policy and Police Department Policy and Procedure Manual. The City shall have no obligation to bargain with the F.O.P. with respect to any such subject or the exercise of its discretion and decision making with regard thereto. Any subject covered by the terms of this agreement and any subject which was or might have been raised in

the course of collective bargaining are closed to further bargaining for the term herein specifically agreed upon.

Section 2: Examples. Without limitation, but by way of illustration, the exclusive prerogatives, functions and rights of the City shall include the following:

- A. To direct and supervise all operations, functions and policies of the Police Department in which the employees in the bargaining unit are employed, and operations, functions and policies in the remainder of the City as they may affect employees in the bargaining unit.
- B. To terminate, combine, or reorganize by department or function of the City for budgetary or any other reason.
- C. To determine the need for a reduction in force in accordance to Article 14, or an increase in the work force and implement any decision with regard thereto.
- D. To establish, revise and implement standards for hiring, classification, promotion, quality of work, safety, materials, types of equipment, uniforms, appearance, methods and procedures, except as specifically provided herein.
- E. To implement new, and to revise or discard, wholly or in part, old methods, procedures, materials, equipment, facilities and standards.
- F. To contract or subcontract work as determined by the City, however, the City shall not use contractors or subcontractors to reduce the regular work hours of full-time employees.
- G. To assign shifts, workdays, hours of work and work locations, except as specifically provided herein.
- H. To designate and to assign all work duties.
- I. To introduce new duties and to revise job classifications and duties within the unit.
- J. To determine the need for and the qualifications of new employees, transfers and promotions.
- K. To discipline, suspend, demote or discharge any employee in accordance with the prevailing personnel policy of the City or as specified herein.
- L. To determine the need for additional education courses, training programs, on-the-job training and cross training and to assign new employees to such duties for periods to be determined by the City except as specified herein.

Section 3: Limitation. The exercise of any management prerogative, function or right which is not specifically modified by this Agreement is not subject to the grievance procedure or bargaining during the term of this Agreement.

ARTICLE 4. STRIKES AND LOCKOUTS

Section 1. Strikes. F.O.P. members shall authorize no strikes of City employees.

Section 2. Lockouts. There shall be no lockout of employees within the bargaining unit by the City.

Section 3. Picket Lines. Employees within the bargaining unit, while acting in the scope of

their employment, shall not honor any picket line established by any F.O.P. or any other Labor Organization when called upon to cross such picket line on City business in any situation.

ARTICLE 5. PERSONNEL POLICY

The Personnel Policy of the City, as it now exists or may hereafter be amended by the City Council shall govern except where in conflict with specific terms of this Agreement. The F.O.P. will be advised of proposed changes in the Personnel Policy prior to their adoption by the City Council.

ARTICLE 6. F.O.P. SECURITY

Section 1: The City agrees not to discriminate against any person or employee for their activity on behalf of or membership in the F.O.P. The City recognizes the F.O.P. as the exclusive bargaining representative on matters concerning wages, hours, and working conditions for employees in the bargaining unit.

Section 2: For any employee who elects to pay Union dues and/or initiation fees by deduction from his/her check, the City agrees to honor the F.O.P. Enrollment & Revocation Form in whatever amount designated by the F.O.P., upon receiving the form from the Union. The amount of the Union dues shall be set forth in writing to the City and signed by an official of the Union. The Union shall be responsible for obtaining all written dues and initiation fee deduction forms and submitting such forms to the Employer prior to any Employer obligation to begin dues and initiation fee deductions.

Revocation: To revoke authorization for payroll deductions, the employee must complete the F.O.P. Enrollment & Revocation Form. The form must be submitted by the employee to the Union in accordance with the terms and conditions of the authorization. After the City receives the original written employee confirmation from the Union that the employee has revoked authorization for deductions, the City shall end the deduction no later than the second payroll after receipt of the confirmation.

Section 3: Payroll Deduction. The City shall deduct dues and initiation fees pursuant to the employee's authorization form from the employee's earnings on a per period basis; provided, however, that should any employee have earnings less than the amount authorized by the dues or initiation fee authorization form, the appropriate deduction shall be made from the employee's subsequent earnings.

The City shall submit the amount so collected to the F.O.P. in a lump sum, together with an itemized statement of the amount of the collection. The F.O.P. will advise the City of any change in F.O.P. dues thirty (30) days before the effective date of the change.

Section 4: Hold Harmless. The F.O.P. shall indemnify, defend and save the employer harmless against any and all claims, demands, suits, or other forms of liability that may arise out of or by reason of action taken or not taken by the employer in fulfilling the obligations imposed on the employee under this Article.

Section 5: The parties agree that it is not a condition of employment to be a member of the UNION based upon the SCOTUS ruling *Janus v. AFSCME* in 2018. However, in order to preserve solidarity, employee benefits, and job security, the UNION encourages all eligible employees to become a UNION member and remain a UNION member in good standing.

Section 6: Right to Work. Idaho has adopted right to work as the policy of the State as found in Idaho Code, Section 44-2001 et seq. The parties hereto agree to comply with the provisions of right to work. Should, during the term of this agreement, right to work no longer be the law, the parties agree that there shall be an automatic reversion to the preceding language.

ARTICLE 7. CLOTHING ALLOWANCE

Section 1: Sworn officers, Computer System Specialist, Records Specialist, and the Evidence Custodian, when not required to wear a uniform shall be paid a fifty dollar (\$50) per month clothing allowance for each month assigned to non-uniform duty. The clothing allowance shall be paid annually in the second paycheck in October. The clothing allowance is paid in advance for the next (12) months.

Section 2: Shoe or Boot Allowance- Uniformed personnel, Evidence Custodian, Code Enforcement Officer, Computer Systems Specialist, and Records Specialist shall receive an annual shoe allowance of one hundred and fifty dollars (\$150.00). The shoe allowance shall be paid in the second paycheck in October. The shoe allowance is paid in advance for the next twelve (12) months.

Section 3: Glove Allowance-Sworn personnel, Code Enforcement Officer, Evidence Custodian and Investigation Section employees shall receive an annual glove allowance of fifty dollars (\$50.00). The glove allowance shall be paid in the second paycheck in October. The glove allowance is paid in advance for the next (12) months.

Section 4: Sworn personnel having any item of clothing damaged, seized for evidence, or stolen on duty will have the item cleaned, repaired or replaced at City expense on approval of the Chief of Police or his/her designee as reasonable and necessary. Employees who have had uniforms or clothing contaminated by bodily fluids during the course of duty may have the uniform or clothing cleaned at City expense upon confirmation and advance approval by the supervisor. Personal property items damaged on duty will be repaired or replaced at City expense on approval of the Chief of Police as reasonable and necessary, but will not exceed the following amounts for items listed:

<i>Watch</i>	<i>\$250.00</i>
<i>Firearm</i>	<i>\$1000.00</i>
<i>Baton</i>	<i>\$100.00</i>
<i>Flashlight</i>	<i>\$158.00</i>
<i>Handcuffs</i>	<i>\$60.00</i>
<i>Binoculars</i>	<i>\$200.00</i>
<i>Glasses</i>	<i>\$250.00</i>
<i>Contact Lenses</i>	<i>\$232.00</i>
<i>Jewelry</i>	<i>\$250.00</i>

ARTICLE 8. WORK PERIOD, OVERTIME, COMPENSATORY TIME OFF AND OUT OF TOWN TRAINING

Section 1: Work Period The work period for all employees shall be forty (40) hours to be worked within seven (7) consecutive days beginning at 12:01 a.m. on Saturday and ending at midnight Friday.

Section 2: Overtime.

- A. Overtime- will be paid for hours worked in excess of forty (40) hours in a work period. Absences compensated by sick leave, holiday pay, vacation pay and compensatory time shall be counted as hours worked. In lieu of payment for overtime, an employee may elect to receive compensatory time pursuant to Section 3.
- B. Overtime will be paid at one and one-half (1-1/2) times the employees' regular hourly rate.
- C. For computation of overtime, the following will apply:
 - 1. For less than one-quarter (1/4) hour, time shall be computed at one-quarter (1/4) hour.
 - 2. For one-quarter (1/4) hour or more, time shall be computed for the next one-half (1/2) hour.
- D. If an employee is called back to work after completing his/her regularly scheduled work shift, excluding hold over contiguous with the end of a regularly scheduled shift or an employee is called in one hour or more prior to his/her regularly scheduled shift, the employee will receive a minimum of two hours pay or the actual hours worked at one and one-half (1½) his/her regular rate of pay. The callback or called in time will start when the employee arrives at the department or the scene, and an additional half hour will be added for travel and preparation time. If the call in or call back time is less than one (1) hour, the employee will be paid the actual time worked at one and one half (1 ½) his/her regular rate of pay, and will not include the half hour travel time. In lieu of payment for overtime, an employee may elect to receive compensatory time pursuant to Section 3.
- E. When a member of the F.O.P. is called to appear in court or at a hearing and said appearance does not run in conjunction with his or her regularly scheduled work shift, the employee will receive a minimum of two (2) hours or the actual hours worked at one and one-half (1-1/2) times their regular hourly rate of pay. The amount of time compensable under this paragraph shall include the total amount of time actually spent pursuant to the subpoena or call to testify. In lieu of payment for overtime, an employee may elect to receive compensatory time pursuant to Section 3.

Section 3. A. Compensatory Time. An employee may elect to receive compensatory time earned and accrued at one and one-half (1-1/2) times each hour of overtime worked. An employee may not accumulate more than two hundred forty (240) hours of compensatory time for all Police Department personnel. Hours accumulated in excess of this maximum shall be paid as overtime. Employees may redeem up to one hundred twenty (120) hours of compensatory time twice per year on the second pay check of April and October. In the event of an emergency, employees may redeem compensatory time outside of the specified dates with approval from the Police Chief and City Manager. Accrued compensatory time may be used by the employee upon the prior approval of the Chief of Police or his designee.

Section 3. B. In the case of a planned event where the employee is notified by a personnel order at least three (3) of the employee's working days prior to the planned event, the employee's shift may be adjusted at a one to one hourly rate. In the event that the personnel order is issued less than three (3) of the employee's working days prior to an event, the

employee and the department may mutually agree upon schedule adjustments or overtime/compensatory time at the rate of one and one half (1 ½) times for hours that are different from their regularly scheduled shift.

Section 4: Court Cancellation. If not on duty, a member of the F.O.P. shall be entitled to receive a minimum of two (2) hours at one and one-half (1-1/2) times their regular hourly rate of pay provided:

- A. The employee calls the City Attorney/Nez Perce County Prosecutor's office to verify the court appearance, one work day before the court appearance or hearing.
- B. The City Attorney/Nez Perce County Prosecutor's office fails to notify the employee at least twenty-four (24) hours before the scheduled court appearance. Cancellation notice shall be in writing, orally, email or by voicemail.

Section 5: Out of Town Training

- A. All out of town training will be subject to the provisions of this Agreement with the following exceptions: Compensatory time (Article 8, Section 3) will be allowed for out of town travel time, except as indicated below. The Department may elect to pay overtime in lieu of comp time for any out of town travel. Travel hours worked shall be determined as follows:
 - 1. The City will provide round trip transportation to the training school in accordance with the City's travel policy.

ARTICLE 9. HOLIDAY PAY

Section 1: The following holidays are recognized as municipal holidays for pay purposes. All personnel shall have these holidays off with pay: New Year's Day, Martin Luther King, Jr./Idaho Human Rights Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, the day after Thanksgiving, Christmas Eve, Christmas Day, one day of the employee's choice and any other holiday declared by the Governor of the State of Idaho.

Section 2: Covered personnel who are scheduled to work on a designated holiday or who do not receive an additional day off when a holiday falls on their regularly scheduled day off shall be compensated for eight (8) hours if they normally work a five day work week or ten (10) hours if they normally work a four day work week at his or her regular hourly rate for each of the twelve (12) recognized holidays, this shall be in addition to the employees regular salary at the straight time or overtime rate as applicable. This amount is to be paid with the second paycheck in September. Holiday pay received in September will be for holidays worked during the fiscal year, October 1 through September 30. For this contract term, Holiday pay will be paid according to this schedule:

Holidays worked January 1, 2020 through September 30, 2020, will be paid on the second paycheck in October.

Holidays worked October 1, 2020 through December 31, 2020, will be paid as soon as administratively possible upon Council's approval of contract.

Holidays worked January 1, 2021 through September 30, 2021, will be paid on the second paycheck in September 2021.

Holidays worked October 1, 2021 through September 30, 2022, will be paid on the

second paycheck in September 2022.

Holidays worked October 1, 2022 through September 30, 2023, will be paid on the second paycheck in September 2023.

All other personnel will receive holiday pay as earned. Employees who work a 40-hour schedule, and do not receive holiday compensation in the traditional lump sum check in September, if required to work authorized overtime on recognized holidays, shall be compensated at the rate of double the employee's regular hourly rate for their standard workday.

ARTICLE 10. ACCIDENT, LIFE & HEALTH INSURANCE

Section 1: The employer agrees to maintain the current level of medical insurance benefits to pay one hundred percent (100%) of covered employees' medical insurance premiums with the following provisions:

- A. Transition to modified plan as recommended by the insurance committee.
- B. The employee shall be responsible for paying twenty percent (20%) of the premium for dependent coverage.

Section 2: The City agrees to provide a life insurance policy with a face value of Twenty Thousand Dollars (\$20,000) and a double indemnity clause of Forty Thousand Dollars (\$40,000) for employees only.

Section 3: Both parties agree to reopen negotiations in the event of a health care premium increase of 10% or greater, or if the reserve falls below the requirements set by the Idaho Department of Insurance.

Section 4: Sick leave may be accumulated up to nine hundred sixty (960) hours. Employees who separate from the City after five (5) years of service will be eligible for payment of twenty-five percent (25%) of their earned sick leave to a tax-free medical expense reimbursement account (VEBA). An employee who meets the PERSI retirement requirements and retires from the City after (5) complete years of service is eligible for payment of thirty-five percent (35%) of his/her sick leave into a VEBA.

Section 5: Hepatitis Vaccine, Testing. Hepatitis vaccine and follow-up testing will be provided at City expense for Department employees who desire it.

ARTICLE 11. WAGES

Section 1: Effective October 1, 2020, a salary schedule, effective 10/1/2020 – 9/30/2021 (new salary schedule), will be implemented. Employees will move into the new salary schedule upon their step date and placed appropriately based upon their projected salary under the former pay scale (salary schedule from 10/1/2019 – 9/30/2020). Employees with no future steps based on the former scale, will be placed into the new scale upon their evaluation date.

Section 2: For fiscal years 2022 and 2023, the city shall provide salary adjustments based upon the U.S. Cities CPI-W, rolling average index for the quarter ended in March (January, February, and March) and according to the following:

Effective October 1, 2021, each step of the pay matrix shall be increased by a minimum of 1% to a maximum of 2.5%.

Effective October 1, 2022, each step of the pay matrix shall be increased by a minimum of 1% to a maximum of 2.5%.

All step movements are contingent on employees obtaining a minimum of a "meets standards" evaluation in this section.

Section 3. Patrol personnel assigned to motorcycle duty shall receive \$0.50 per hour in addition to their base salaries.

Section 4.

A. Officers who are assigned to serve on the "Special Weapons and Tactics" (SWAT) team shall receive \$0.20 per hour in addition to their base salaries.

B. The employee serving as the Communications Training Coordinator (CTC) will receive \$1.50 per hour incentive pay in addition to the negotiated hourly rate. The hourly wage and the incentive pay will be open for future contract negotiations.

Employees assigned as Field Training Officers or Communications Training Officers, will receive \$0.75 per hour incentive pay for hours worked when in good standing, to include hours for vacation, compensatory time, sick time, and holiday pay.

C. Personnel assigned to K-9 duty shall be paid an additional one dollar and nine cents (\$1.09) per hour and accrue an additional eight (8) hours per month of compensatory time during their assignment.

D. Major Collision Investigation Team members shall be paid an additional forty dollars (\$40.00) per call-out. The call-out incentive shall be earned any time the affected personnel arrive at the scene or command post in an official capacity as a Major Collision Investigation Team Member.

E. Voluntary Idaho POST PT test is to be offered twice per year in the months of March and September. Scheduling will be up to the shift Sergeants and Support Services. S.W.A.T. team members in good standing with passing S.W.A.T. PT scores will be automatically eligible for bonus. Each passing score as determined by Idaho POST will entitle the employee to \$0.25 per hour in addition to his or her base salary. This test is voluntary and employees who take PT test voluntarily acknowledge not meeting minimum Idaho POST requirements may result in administrative action. Employees that pass the March test will receive the additional pay April 1 through September 30, employees that pass the September test will receive the additional pay October 1 through March 31. If an employee does not pass a PT exam, then the \$0.25/hour incentive pay will be removed from such employee's base salary until the employee successfully passes a future PT exam. Any new participating employee who tests in March and passes will have his or her pay adjusted as of April 1. Any new participating employee who tests in September and passes will have his or her pay adjusted as of October 1.

Section 5: Specialty Assignment Pay: Full time sworn personnel who are assigned to positions other than the Patrol Section will receive assignment compensation in addition to their base wage. The amount of compensation will be five (5%) percent of the employee's base wage during said assignment and will only be in effect during the employee's actual assignment to these assignments. Specialty Compensation shall not be paid to employees on worker's compensation, or employees on extended sick leave in excess of eighty (80) work hours.

Section 6: Education Incentive Pay: Employees with one or more Bachelor's degrees related to their field of work per Idaho POST standards shall be compensated \$0.50 per hour in addition to their base salaries. Employees are responsible for providing certified copies of their degrees to the Human Resources Department. The education incentive will be added to the employee's base salary effective the day that complete and adequate documentation is received by the Human Resources Department.

Section 7: Breath Test Specialist Pay: Full time sworn personnel who are assigned as the department's Breath Test Specialist shall receive \$.20 per hour in addition to their base salary.

ARTICLE 12. WORKING IN A HIGHER CLASSIFICATION

Any regular employee covered by this Agreement who is required and is appointed by the Chief of Police or his/her designee to accept the responsibilities and carry out the duties of a position or rank above that which he or she normally holds, for a period of forty (40) or more consecutive work hours, excluding normal days off, shall be paid at the rate for such higher position or rank; provided, however, that this provision shall not apply where an employee is required to accept such responsibilities while the person who holds such position or rank is on vacation or approved leave of absence.

ARTICLE 13. VACANCIES AND PROMOTIONS

When a vacancy occurs in any covered position excluding evidence custodian, records specialist, police computer systems specialist, customer service specialist, patrol officers and public communications specialist, it shall be filled by promotion within sixty (60) days of the time upon official severance of the department member from the Police Department unless management has decided to reorganize or reduce the work force. The City will develop and or update standard qualifications for each position. These qualifications will be posted with the promotional announcement. Once posted, qualifications shall not be changed to accommodate any specific non-qualifying individual. Promotional testing shall be conducted as follows:

1. For each vacancy, a standard test shall be developed by the Department and used for all applicants for current vacant position during the current testing period. All testing results will be retained by Human Resources and will not be graded until testing is complete.
2. Oral questions/presentations will be developed. The questions and/or presentations will be reasonably related to the position for which applicants are testing.

A series of oral questions and/or presentations will be administered by a panel composed of individuals selected by the Chief of Police (either inside or outside of the Department). The same oral questions will be asked of each applicant. Each member of the panel will then score the responses on paper and individually. Raw test scores will be collected by Human Resources and will be totaled when all testing is complete.

Once testing is complete and the scores totaled, the top three (3) applicants and their resume/qualifications will be submitted to the Chief of Police for consideration. The Chief shall have the right to select from the top three (3) applicants at his/her discretion.

Upon promotion from Communications Specialist to Communications Watch Supervisor, the employee shall have her/his salary adjusted to a step in the Communications Watch Supervisor pay scale which is closest to, but not less than, the employee's current base salary

plus five percent (5%) and the employee shall be assigned a new salary date.

Upon promotion from Officer to Corporal or Corporal to Sergeant, the employee will move up one grade and back one step on the pay scale, there by moving into the newly promoted grade at one step less than their current step. For example, an Officer in Step 6 will promote into the Corporal Grade at Step 5. A Corporal in Step 7 will promote into the Sergeant Grade at Step 6. The employee shall be assigned a new salary date.

This Article may be reopened by either party. Should the provisions contained herein not meet the parties' needs, the reopener shall occur sixty (60) days or less prior to October 1st of each year, by written notification to the other party.

All employees hired into the Police Department who are covered by this contract shall be probationary for a period of twelve (12) months from the date of hire. Probationary employees shall be evaluated quarterly until completing the twelve (12) months probationary period. Employees promoted to a higher rank shall be on probation in the new rank for a period of twelve (12) months. Newly promoted employees shall be evaluated quarterly for the first six (6) months in the higher classification.

ARTICLE 14. PERSONNEL REDUCTION -LAYOFF NOTICE

Section 1. Employees having completed the probationary period, but having less than three (3) years' service, shall be entitled to fifteen (15) calendar days' notice prior to being laid off due to a reduction in the work force.

Section 2. Employees having more than three (3) years' service shall be entitled to thirty (30) calendar days' notice prior to being laid off due to a reduction in the work force.

Section 3. In the case of a layoff, employees will be laid off in the following order: (a) part-time; (b) probationary; and (c) regular. Employees with the least seniority in their classification shall be laid off first.

ARTICLE 15. F.O.P. ACTIVITY

With the approval of the Chief of Police or his/her designee, F.O.P. Officers or elected Executive Committee members may conduct F.O.P. business on City time as long as the F.O.P. business does not interfere with the operation of the Department.

ARTICLE 16. ON -DUTY INJURY

Work related injury benefits are provided in accordance with the Worker's Compensation Law of Idaho. Claims will be reviewed and processed accordingly with the Risk Manager's office and the City's third party worker's compensation administrator. Coverage begins immediately upon employment.

Employees may receive income benefits for time missed from work for injuries incurred during the performance of work. The basic income benefit is sixty-seven percent (67%) of an employee's average weekly wage, subject to the minimum and maximum provided in Idaho Code, and are determined by the City's third party worker's compensation administrator. Income benefits are not received for the first 5 days an employee is off work due to a work related injury

unless the injury requires overnight hospitalization or the time loss exceeds 14 days. There is no waiting period for eligibility for medical benefits.

The employee can choose to use their accrued leave or leave without pay during time loss for the remaining approximate 33% not paid by workers compensation income benefits and/or the initial 5 days an employee is off work due to a work-related injury. Employees elected benefit deductions will be collected through payroll for those that use accrued leave. If accrued leave is not elected the employee is responsible for paying to the City the amount of any elected benefit deductions in a timely manner.

Work-related injuries sustained that meet the criteria identified by the Peace Officer and Detention Officer Temporary Disability Act will be submitted for review by the Risk Manager's office. If it is determined that an officer's injury meets the criteria, the employee will be provided full base salary between worker's compensation and the City with an expectation that the City will be reimbursed by the Peace Officer and Detention Officer Temporary Disability Act for any amount of salary not covered by worker's compensation. Reimbursement is subject to available funds within the Peace Officer and Detention Officer Temporary Disability Fund. If funds are unavailable, compensation provided by the City to keep the employee whole will not apply and the injured worker will revert back to use of accrued leave or leave without pay for time loss not compensated by worker's compensation income benefits. If the injury does not meet the criteria, the employee will receive their worker's compensation income benefit and the other portion of leave not paid by the income benefit is subject to use of the employee's accrued leave or leave without pay.

ARTICLE 17. BINDING CLAUSE

This agreement shall be binding upon the successors and assigns of the parties hereto for the term hereof.

ARTICLE 18. NON-DISCRIMINATION CLAUSE

The City and the F.O.P. pledge strong support and commitment to Federal and State goals of equal employment without regard to race, religion, gender, age, national origin, sexual orientation, covered handicap or any other unfair preferential treatment. This commitment covers recruiting, selection, promotion, training and education, and the employee's work environment.

In no instance shall the Employer be held in a position of double indemnity as a result of this Article and/or matters arising out of this Article.

Should any employee choose under this Article to utilize the grievance procedure for redress and also utilize an outside agency for redress, then any award received shall be mitigated in kind by any additional award received, i.e., there shall be no pyramiding of awards.

ARTICLE 19. SAVING CLAUSE

Should any sentence, clause or article of this Agreement be held by a court of competent jurisdiction, including any court of final appellant jurisdiction, to be invalid, such partial invalidity shall not be deemed as rendering the remainder of this Agreement invalid.

ARTICLE 20. SHIFT ROTATION

Section 1: Shifts and days off rotation for patrol personnel will be bid on a four (4) month bid basis. Watches and days off will be selected and granted based on seniority. This will be accomplished by using a watch bid sheet. The bid shall occur two months prior to the date of the actual first rotation of the year with the resulting shift assignments being posted one month prior to the rotation.

Seniority will be determined by the following method: for all officers the hire date will be used, for all Corporals and Sergeants the promotion date will be used.

Probationary employees will not be permitted to bid, and will have their watch and days off assigned by the Chief of Police or his/her designee. After their probationary period these employees will be permitted to bid on the next rotation cycle.

Officers in specialty assignments will not be permitted to bid, and will have their watch and days off assigned by the Chief of Police or his designee. During times when these Officers are not working their "special" duties and they are assigned to one of the patrol watches, they may bid amongst themselves according to seniority for which watch they prefer to work.

During time of emergency, disasters, watch shortages, or unforeseen circumstances as determined by the Chief of Police, the Chief of Police may reassign officers on the watches. Any reassignment will be done according to seniority on a volunteer basis. The FOP will be advised of any reassignments due to these circumstances at the time the reassignment occurs. An officer transferred from the watch of his/her choice will be returned to that watch after the need for the officer(s) has subsided.

Section 2: Communications personnel shall rotate shifts at a four (4) month interval. Watches and days off will be selected and granted based on a rotational system. This will be accomplished by using a bid sheet. The bid shall occur two (2) months prior to the date of the rotation, with the resulting shift assignments being posted one month prior to the rotation

The rotation will be determined by the following method: When an employee is off his/her probationary period, his/her name will be put at the bottom of the rotation. At each rotation, each of the names of the Communications Specialists' bid rotations sheet will move up on the sheet, i.e. the third person to bid on the bid sheet will become the first person to bid on the current sheet. The top two (2) names will rotate to the bottom of the sheet. Communications Watch Supervisors will follow the same method established in this sections, except the names will be moved one (1) position at a time on the Communications Watch Supervisors' bid rotation. The second person to bid on the previous bid will become the first (1) person on the bid sheet

Section 3: Shift Differential. Employees shall receive two percent (2%) of the employee's base wage when assigned to Watch III. Employees shall receive an additional one percent (1%) of the employee's base wage when assigned to Watch II.

ARTICLE 21. ENTIRE AGREEMENT

During the course of negotiations, each party has had the unlimited right to raise and discuss issues of concern to the parties. The results of those discussions are contained herein. Therefore, neither the F.O.P. nor the City shall have the right to oblige the other to bargain with respect to any subject or matter specifically discussed during negotiations or covered in this agreement unless mutually agreed otherwise

ARTICLE 22. DISCIPLINARY ACTION

Section 1. ***Notice of Investigatory Interviews.*** Whenever an employee covered by the collective bargaining agreement is a party to an internal investigation as a subject or witness and is so notified, such notice shall be e-mailed to the FOP. Notification to the FOP and employee shall be completed the same business day.

- A. The FOP will receive a copy of all notices and summaries of any internal investigation of an employee at the time the notice and summary is sent to the employee via e-mail or inter-department mail.
- B. Employees called for a subject or witness interview in an investigation will have the right to representation and/or legal counsel during any interview.
- C. The parties agree that on any investigation conducted, a summary of facts will be provided to the subject employee who is to be interviewed prior to the interview with sufficient time for the employee to review the summary before making a statement or being asked questions. For purposes of this section, "summary" means a description of the allegation, with the locations, time, and date. If the location, time, or date are unknown, the notice will so state. If there are multiple allegations, then the summary of facts must address all of the allegations and include a description of the misconduct or performance problem.
- D. When alleged employee misconduct is discovered during the course of an internal investigation unrelated to the original matter under investigation, a second complaint number will be obtained and a separate investigation initiated into the unrelated misconduct. This provision will not apply if it is determined an employee was untruthful during the investigation. In such instances, the finding will be "misconduct not based on complaint".
- E. When the Department receives a complaint against an employee, that employee will be notified as to the existence of the complaint through the employee's chain of command as expeditiously as practicable. Such notice shall be made via e-mail or inter-department mail. In situations where covert actions may be necessary to properly engage an investigation, no notice will be given to the employee until those actions are completed. Additionally, the parties agree that notice will only be necessary when it is determined an investigation will be undertaken. This alleviates the need for any notice while a supervisor or IA is conducting a preliminary review to determine if an investigation should go forward.
- F. Untruthfulness during an internal investigation is defined as the willful making of a knowingly false statement of material fact. This finding shall be reviewed and approved by the Chief of Police prior to a disposition being sent out.
- G. When the Department possesses information or facts which contradict an employee's recollection of those facts under investigation, the investigator will allow the employee an opportunity to explain an answer or refute the negative implication of his/her recollection after informing the employee of the specific contradiction(s).
- H. When the Department possesses information in an electronic, audio, video, or written format, the investigator will allow the employee an opportunity to explain an answer or refute the negative implication of his/her recollection after the

employee is given the opportunity to review the media evidence.

- I. On any statement, report, or document prepared at the direction of the Department for an internal investigation, the protections afforded to employees under the doctrines set forth in *Garrity v. New Jersey*, 385 U.S. 493 (1967), will apply to all employees.
- J. Employees, whether a witness or subject employee, will receive 48-hours' notice of an interview unless such notice is specifically waived in writing with the employee's signature. If a subject employee waives the notice period, this waiver must also be approved by the FOP. A reasonable extension will be granted for a subject employee at the request of the FOP.
- K. As a guideline, no interview session will extend more than four (4) hours unless the employee agrees to more time in one 24-hour period. Regular breaks will occur during the interview based on any person's request attending the interview.
- L. When charged with a criminal offense, the Department may, at the employee and the FOP's request, waive an interview of the subject employee if there are sufficient facts present to make a fair determination in the case.
- M. The FOP, an employee or the City Manager may suggest that a case meets the criteria where a formal investigation may be waived. If the parties agree to the alleged allegation and the appropriate level of discipline, the investigation and any subsequent right to the grievance procedure will be waived. This agreement will be reflected in a letter sent from the FOP to the Chief of Police.

Section 2. The Employer has the right to discipline employees for cause or discharge employees for just cause. No provisions of these disciplinary procedures are to be construed as to mandate the use of progressive discipline; although the Employer will strive to adhere to the principles of progressive discipline. The Employer may discipline or discharge employees based on Lewiston Personnel Policy Manual Section 12.

If the Employer elects to use disciplinary action, then it will attempt to, but is not required to, administer discipline in a progressive fashion. If used, the progressive discipline will be dependent on the severity of the infraction, and the Employer is not required to adhere strictly to the order or system set forth in Lewiston Personnel Policy Manual Section 12.

A disciplinary Record of Discussion and a disciplinary Official Reprimand may, upon the approval of the Chief of Police, after a specified period of time from the date of the incident, and upon the employee's written request, be returned to the employee, unless in the intervening period related infractions have occurred. In this case, the specified time frame starts over from the date of the most recent related infraction. The specified time frame will be determined by the Chief of Police upon the implementation of the discipline and will be officially recorded in the discipline document.

Section 3. Use of Deadly Force Situations: When an employee, whether on or off duty, uses deadly force which results in the injury or death of another person, or discharges a firearm in which no injury occurs, the employee shall not be required to make a written or recorded statement for seventy-two (72) hours after the incident except that immediately following the incident and any information necessary to secure evidence, identify witnesses, or apprehend suspects. The affected employee may waive the requirement to wait seventy-two (72) hours.

Officers involved in a deadly force situation or critical incident shall be placed on paid

administrative leave for a minimum of three (3) days and will not be forced to use sick time or vacation time during the administrative paid leave. The Chief of Police may provide for additional days of paid administrative leave. The Officer will accrue all medical, insurance and other benefits provided in this Agreement during such administrative leave.

Section 4. Consequences of refusal to submit to polygraph examination.

- 1) If a police employee refuses to submit to a polygraph examination:
 - a) No law enforcement agency may take any disciplinary or retaliatory action against the police employee; and
 - b) No investigator may make a notation of such a refusal in the investigator's report or in any other manner maintain evidence of such a refusal.
- 2) Evidence of any refusal by a police employee to submit to a polygraph examination is not admissible at any subsequent hearing, trial or other judicial or administrative proceeding.

ARTICLE 23. GRIEVANCE PROCEDURE

Section 1. Grievance Procedure.

(A) **Purpose.** The purpose of the following provision is to set forth, simply and clearly, the methods and procedures to address the various types of disputes that may arise between the parties hereto.

(B) **Definition.** A grievance shall be defined as:

1. A dispute regarding the application of a disciplinary Record of Discussion and a disciplinary Official Reprimand.
2. A dispute regarding the application or interpretation of any Department rule, regulation, policy, or procedure that governs the Department.
3. A dispute regarding the application of a disciplinary suspension.
4. A dispute regarding the application of a disciplinary transfer.
5. A dispute regarding the application or interpretation of any and all provisions of the Collective Bargaining Agreement between the City and the FOP.
6. A dispute regarding a termination.

(C) **Representation.** A grievant may have representation of his/her choice at any or all steps.

(D) **Process.** Employees shall have the right to appeal all grievances defined above pursuant to the procedures described herein. If a dispute cannot be resolved informally, the employee shall deliver the grievance in writing to the Chief of Police within fifteen (15) business days from the employee's knowledge of the occurrence giving rise to the dispute. With regard to disciplinary appeals, this shall be the date the employee signed his or her Adjudication of Complaint and received a copy of the Adjudication. The grievance shall specify the information relevant to the employee's reason for appealing and the relief requested.

In the event the FOP does not sanction a grievance the employee will be responsible for expenses as set out in Step 3 of this procedure.

Step 1 – The FOP will deliver the grievance to the Chief of Police, However, if the matter giving rise to the grievance occurred at that level the appeal will be sent to the City Manager as Step 1.

If the Chief of Police determines the grievance meets the definition of a grievance as described above and is timely, the Chief of Police shall initiate an investigation of the appeal. Within fifteen (15) business days of the filing of the grievance, the Chief of Police will hold a meeting with the grievant and his/her representative in an effort to explain the results of the investigation. The Chief of Police shall submit to the grievant and his/her representative a written response to the grievance, including a summary statement of the findings of the investigation, within fifteen (15) business days of the filing of the grievance.

Annotation: If there is a dispute as to whether a dispute meets the definition of a grievance, it shall be resolved by the City Manager.

Step 2. City Manager: For disputes regarding the application or interpretation of any Department rule, regulation, policy, or procedure that govern the Department; a disciplinary suspension; a disciplinary transfer; Termination or regarding the application or interpretation of any and all provisions of the Collective Bargaining Agreement between the City and the FOP: If the grievant and/or FOP is not satisfied with the response provided in Step 1, the FOP may request, within fifteen (15) business days of receipt of the Step 1 response or, if no response is received at step 1, within fifteen (15) business days of the date the response was due, that the matter be resolved by the City Manager. This response shall be the final decision on the matter. If the dispute is not resolved under one of the above steps, then the matter may, within fifteen (15) business days, be referred by either party to mediation-arbitration in the process set forth below.

Step 3. Mediation/ Arbitration: Selection of Mediator or Arbiter. Within fifteen (15) business days following referral of a dispute to procedures under C (above), the two parties' representatives shall either mutually agree upon a mediator-arbiter or shall request a list of seven (7) names from the Federal Mediation and Conciliation Service. Selection from the list of names shall be through alternate elimination by each representative of one name in each turn, with the order of selection determined by a coin toss. The person whose name remains shall function as mediator/arbiter or as arbiter, as the case may be. The City and the F.O.P. shall share equally the cost of the mediator-arbiter or arbiter.

A. Mediation. Whenever practicable, the Union and the City shall, by mutual agreement, first mediate the dispute in an effort to expedite resolution of the matter and thus provide a speedy answer to the grievant. The mediator-arbiter shall meet with the parties and endeavor to mediate/conciliate a mutually agreeable settlement of the dispute. Should the matter be resolved by mediation, a settlement agreement shall be written and signed by both parties. This agreement shall be binding on both parties. In the informal hearing, briefs, testimony and exhibits shall be waived, except by mutual agreement.

B. Arbitration. Should mediation not resolve the dispute, then the mediator shall immediately assume the role and duties of arbiter and convene an informal hearing to determine the facts, followed by a "bench decision." In the event arbitration is used, the arbiter shall be selected as in Section 2 (above), and shall, hold a hearing and render a final and binding award. The arbiter shall receive testimony, exhibits and other evidence and may subpoena and question witnesses. A binding "bench decision" shall immediately be rendered following the hearing and shall be summarized later in a written opinion and award, which shall be binding on the grievant and upon the City. The arbiter shall timely furnish his/her written opinion and award to the grievant and to the City.

(E) Resolution.

Reduction in Discipline - At any level of review, if the decision is to reduce the level of discipline, the reviewer that reduced the discipline will have the Adjudication of Complaint rewritten. The new Adjudication of Complaint will show the new level of discipline in the appropriate place on the form. All original dates will be utilized on the written adjudication. If the grievant does not accept the reduction or removal, the matter can proceed to the next step of the procedure based on the original discipline.

Exoneration of Discipline - Exoneration of discipline or the sustained complaint or a change to the Internal Affairs sustained violation, can only be authorized by the Chief of Police, the City Manager, or arbitrator if the grievance has been appealed to that level. If the discipline and sustained complaint are reversed in favor of the employee, the Personnel file and the employee's bureau file will be purged of all references to the investigation. Additionally, the Internal Affairs file will be supplemented to show the new findings.

(F) Time Limits. In computing any period of time described or allowed in this procedure, the day of the act, event, or default from which the designated period of time begins to run shall not be included. The last day of the period so computed shall be included, unless it is a Saturday, Sunday, or a holiday, in which event the period runs until the end of the next day which is not a Saturday, Sunday, or holiday.

In the event that the employee and/or F.O.P fails to appeal a discipline or answer given to the next step of the grievance procedure within the time allowed, or in the event that the Department fails to answer a grievance within the time required at any step of the grievance procedure, then the grievance will be considered settled against the side which has defaulted for failing to act in a timely fashion. Specifically, if an appeal is not filed or processed within the time limits set forth above, it will be deemed withdrawn with prejudice; if a grievance meeting is not held or an answer to a grievance or appeal is not filed or processed within the time limits set forth above, the appeal and requested relief will be deemed granted in its entirety, so long as such remedy is within the confines of the dispute. However, any of the time limits in a grievance procedure may be extended by mutual agreement of the parties, in writing. Grievances settled by default cannot be the basis of establishing precedent for the settlement of any other grievances.

Documentation. A copy of all appeals shall be forwarded to the FOP and Human Resources immediately upon filing with the Department.

Section 2. Time limits in this Article may be extended by ten (10) business days by either party when the request is made in writing within the fifteen (15) business day window. One request may be made per step.

Section 3. It is understood the City may use the grievance procedure to allege a F.O.P. violation of a specific term of this Agreement or to resolve a dispute regarding an interpretation of a term or terms of the Agreement. A City grievance shall be presented to the F.O.P. Representative, within fifteen (15) business days of its occurrence or knowledge thereof, who shall provide a written response within fifteen (15) business days of receipt of the grievance. City grievances shall follow the steps in the grievance procedure.

Section 4. Both parties jointly and separately agree that the following principles shall pertain and be applied:

- A. In any dispute or complaint, employees shall work now and grieve later, except for those situations where the employee is in a clear and present danger to life and limb.
- B. Grievances should be processed to meet the applicable time limits whenever possible.
- C. Those items covered in both the Personnel Policy and contract which are in clear conflict shall be grievable under the applicable terms and conditions of this contract and not those contained in the Personnel Policy.
- D. Dissimilar grievances shall be submitted to arbitration only one at a time. Multiple grievances shall not be heard without written concurrence of both parties.
- E. While grievances relative to Article 19, Non-Discrimination, shall be processed, any such grievance or settlement shall be mitigated by any award obtained as a result of relief procedures under Federal or State law, if the award is the result of the same circumstances alleged in the grievance.
- F. In any grievance dispute, an employee shall choose either the grievance procedures under the Personnel Policy or under the mediation/arbitration process contained herein, but he/she may not use both. His/her selection of the process to be used shall be at his/her first knowledge of the matter causing the dispute and shall be irrevocable.
- G. No grievant shall be entitled to punitive damages under this agreement. Relief requested shall only intend to make whole the grievant.

Section 5. Meetings. Any meeting required by the above procedure shall, whenever possible, be scheduled during normal work hours.

ARTICLE 24. ALCOHOL AND SUBSTANCE ABUSE

The parties have agreed upon an alcohol and controlled substance policy. The parties specify that the Policy will be mutually agreed upon before revision when any portion thereof applies to F.O.P. covered positions.

ARTICLE 25. VACATION

Section 1. Use of Vacation. Employees shall be eligible to take vacation based on those hours accrued, subject to the Police Chief's or his designee's approval. Such paid vacation shall not exceed the amount of vacation time actually accrued without approval of the Police Chief or

his designee and the City Manager. The time and amount of vacation to be taken at any one time is subject to approval of the Police Chief based on the needs of the City. Vacation requests must normally be scheduled two (2) weeks in advance and will be honored to the maximum extent possible and will only be denied for operational reasons. Employees shall not work for the city during their vacation unless called in for emergency purposes. Double compensation is prohibited. Under no circumstances shall an employee lose accrued vacation because of an inability to schedule vacation in order to meet the City's needs.

Should an employee be required to work while on vacation due to emergencies, call-out or other hardship, their vacation, compensatory or bonus holiday will be restored and they will be paid at time and a half (1½) their regular rate of pay at a four (4) hour minimum or for the duration of the emergency , call-out or hardship.

Section 2. Vacation Accrual. Each regular and part-time employee shall accrue vacation at the following rate for continuous service performed in pay status. Temporary and emergency employees shall not earn vacation leave with pay. Accrual will be posted on each pay check notice.

A. First (1st) through fourth (4th) year of service -employees so entitled shall accrue ninety-six (96) hours vacation during each complete year of service.

B. Fifth (5th) through ninth (9th) year of service -employees so entitled shall accrue one hundred twenty (120) hours vacation during each complete year of service.

C. Tenth (10th) through fourteenth (14th) year of service -employees so entitled shall accrue one hundred sixty (160) hours vacation during each complete year of service.

D. Fifteenth (15th) through nineteenth (19th) year of service -employees so entitled shall accrue one hundred seventy-six (176) working-hours vacation during each complete year of service.

E. Twenty (20) years of service or more -employees so entitled shall accrue two hundred (200) working hours vacation during each completed year of service.

F. Part-time employees shall accrue vacation proportionate to the ratio of scheduled hours of work per week to the standard work week, but in no case shall the number of days of vacation accrued per year exceed those days allowed by the appropriate section above.

Section 3. Maximum Accumulation. Employees shall be allowed to accumulate vacation up to, but no more than two times their annual accrual. The amount of vacation over an employee's maximum accrual limit will drop off as of December 31st of each year, reflected on the second paycheck in January.

Section 4. Vacation at Termination. All covered personnel whose employment with the City terminates shall be paid for that part of vacation accrued that remains unused at the time of termination. Payment shall be made at the employee's rate of pay in effect at the time of termination.

When termination results from the death of the employee, pay for unused accrued vacation shall be paid to the beneficiary the employee has designated in writing, and filed with the City Manager. In the event no beneficiary has been designated, the payment shall be made to the estate of the employee.

ARTICLE 26. SICK LEAVE

Section 1. Sick leave shall be requested only in cases of actual personal illness or disability, medical or dental treatment, serious illness or injury of a member or the employee's immediate family, or absence beyond three days due to the death of a member of the employee's immediate family. The employee requesting sick leave shall notify his/her supervisor or other department authorized personnel at least one hour prior to the time set for reporting to work. Sick leave with pay will not be permitted unless the employee has met and complied with the provisions of this Article, and the Chief of Police has approved such payment. Serious illness is defined as a condition requiring hospitalization and/or constant care requirements.

If absent three or more days, the Chief of Police, or his/her designee or the City Manager may require a written statement from the attending physician or dentist (or from a physician or dentist designated by the City Manager) that the employee is or was incapacitated and unable to perform his/her duties.

An employee who is absent from work on sick leave shall not engage in any activity which would be detrimental to his/her ability to return to work.

The abuse of sick leave may be considered as cause for disciplinary action.

Section 2. Accrual. Sick leave for personnel shall be accrued at the rate of eight (8) hours for each calendar month that an employee has worked regularly scheduled hours and/or has been on an authorized leave which provides for full pay for at least ten (10) working days in that month.

ARTICLE 27. DURATION

The effective date of this Agreement shall be October 1, 2020 and shall remain in full force and effect until September 30, 2023. Should either party desire to amend or terminate this Agreement, said party shall serve the other with written notice of such intent not less than one hundred twenty (120) days prior to the expiration of the Agreement. Should such timely notice be served, bargaining shall commence at a date which is mutually agreed upon by the parties.

In the event this Agreement reaches the expiration date without a new agreement in place and there is an ongoing good faith effort by the Union and the City to reach an agreement, the Agreement shall be extended up to 90 days.

ARTICLE 28. PERSONNEL FILES

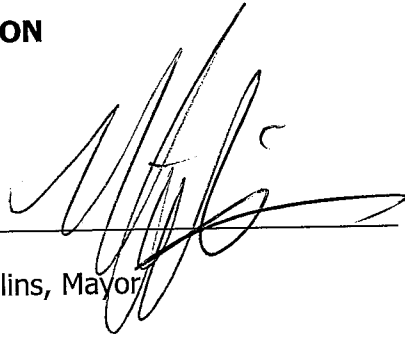
Section 1. Official Personnel Files. Employees may request an electronic copy of their personnel file from the Human Resources Department. The personnel data will be provided electronically as soon as possible but not more than two (2) working days from Human Resources. Employees may submit rebuttals of information contained in their files and these rebuttals shall be included in their personnel file. Only one official file shall be maintained by the city. Requests for information from outside agencies, either during or after employment, must have the employee's written consent in order to be released by the Human Resources Department.

Section 2. Departmental Personnel Files. The general public shall not have access to department personnel files or supervisors' files. Employees, or their representatives, with permission of the employee, shall have access in the presence of the appropriate supervisor.

Section 3. Access to information in the files shall follow State codes.

CITY OF LEWISTON

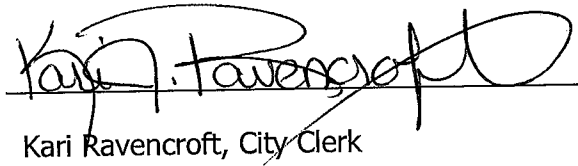
By:



Michael Collins, Mayor



ATTEST:

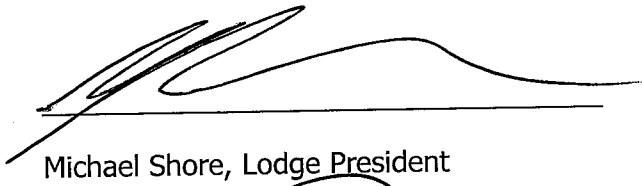


Kari Ravencroft, City Clerk

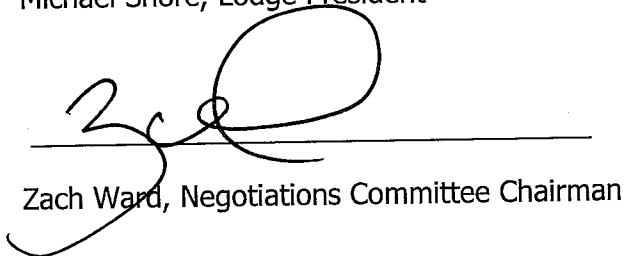


Alan Nygaard, City Manager

FRATERNAL ORDER OF POLICE LEWIS-CLARK LODGE #10



Michael Shore, Lodge President



Zach Ward, Negotiations Committee Chairman

In Witness hereof: This Agreement has been duly executed by the parties the 9th day of November, 2020.

**CITY OF LEWISTON
LPD - Police**

FY21 SALARY SCHEDULE (10/1/20 through 9/30/21)

Grade	Position	Step 1 (Entry)	Step 2	Step 3	Step 4	Step 5	Step 6	Step 7	Step 8
610	Sergeant				74,400.00	76,632.00	78,930.96	81,298.89	83,737.86
	Bi-weekly				2,861.54	2,947.38	3,035.81	3,126.88	3,220.69
	Hourly				35.769	36.842	37.948	39.086	40.259
609	Corporal			65,750.00	67,722.50	69,754.18	71,846.80	74,002.20	76,222.27
	Bi-weekly			2,528.85	2,604.71	2,682.85	2,763.34	2,846.24	2,931.63
	Hourly			31.611	32.559	33.536	34.542	35.578	36.645
608	Officer	53,770.00	56,458.50	59,281.43	61,356.27	63,503.74	65,726.38	68,026.80	70,407.74
	Bi-weekly	2,068.08	2,171.48	2,280.05	2,359.86	2,442.45	2,527.94	2,616.42	2,707.99
	Hourly	25.851	27.144	28.501	29.498	30.531	31.599	32.705	33.850
607	Comm Watch Supervisor			46,370.00	48,920.35	51,610.97	54,449.57	57,172.05	60,030.65
	Bi-weekly			1,783.46	1,881.55	1,985.04	2,094.21	2,198.93	2,308.87
	Hourly			22.293	23.519	24.813	26.178	27.487	28.861
606	Comm Specialists	43,000.00	44,075.00	45,176.88	46,532.18	47,928.15	49,605.63	51,341.83	53,138.79
	Bi-weekly	1,653.85	1,695.19	1,737.57	1,789.70	1,843.39	1,907.91	1,974.69	2,043.80
	Hourly	20.673	21.190	21.720	22.371	23.042	23.849	24.684	25.547
605	Investigation Assistant	45,190.00	46,997.60	48,877.50	50,832.60	52,611.75	54,453.16	56,359.02	58,331.58
	Bi-weekly	1,738.08	1,807.60	1,879.90	1,955.10	2,023.53	2,094.35	2,167.65	2,243.52
	Hourly	21.726	22.595	23.499	24.439	25.294	26.179	27.096	28.044
604	Customer Service	39,250.00	40,623.75	42,045.58	43,517.18	44,822.69	46,167.37	47,552.39	48,978.97
	Bi-weekly	1,509.62	1,562.45	1,617.14	1,673.74	1,723.95	1,775.67	1,828.94	1,883.81
	Hourly	18.870	19.531	20.214	20.922	21.549	22.196	22.862	23.548
603	Code Enforcement	41,350.00	43,004.00	44,724.16	46,513.13	48,141.09	49,826.02	51,569.93	53,374.88
	Bi-weekly	1,590.38	1,654.00	1,720.16	1,788.97	1,851.58	1,916.39	1,983.46	2,052.88
	Hourly	19.880	20.675	21.502	22.362	23.145	23.955	24.793	25.661
602	Computer Specialist	52,050.00	54,132.00	56,297.28	58,549.17	60,598.39	62,719.34	64,914.51	67,186.52
	Bi-weekly	2,001.92	2,082.00	2,165.28	2,251.89	2,330.71	2,412.28	2,496.71	2,584.10
	Hourly	25.024	26.025	27.066	28.149	29.134	30.154	31.209	32.301