

Leslie Rubin Aron Trombka

Office of Legislative Oversight Montgomery County, Maryland

OLO Report 2021-1

Table of Contents

Introduction.	ii
Chapter 1	Legal Background
Chapter 2	The Collective Bargaining Agreement
Chapter 3	Summary of Collective Bargaining Agreement Provisions
Chapter 4	Difficulties for the Third-Party Reader
Chapter 5	OLO Recommendation
Chapter 6	Stakeholder Comments
	Appendices
Appendix A	Agreement between the Fraternal Order of Police Montgomery County Lodge 35, Inc. and Montgomery County Government, Montgomery County, Maryland for the Years July 1, 2019 through June 30, 2020
Appendix B	May 11, 2020 Memorandum from County Executive Marc Elrich to Council President Sidney Katz, <i>Memorandum of Agreement between the County and the FOP</i> and Attached May 11, 2020 Memorandum of Agreement between the Montgomery County Government and the Fraternal Order of Police, Montgomery County Lodge 35, Inc.
Appendix C	Council Resolution 19-472, Adopted May 21, 2020: Approval of and Appropriation for the FY 2021 Operating Budget of the Montgomery County Government (selected pages)
Appendix D	Agreement between the Fraternal Order of Police Montgomery County Lodge 35, Inc. and Montgomery County Government, Montgomery County, Maryland, July 1, 2020 through June 30, 2023

Introduction

The County Council asked the Office of Legislative Oversight (OLO) to prepare a report that describes the terms and conditions of the County Government's collective bargaining agreement (CBA) with County police officers. In Montgomery County, police officers are represented for collective bargaining purposes by the Fraternal Order of Police, Montgomery County Lodge 35, Inc. (FOP or FOP Lodge 35).

The collective bargaining agreement between the County Government and FOP Lodge 35 that is available on the County's website is over 100 pages long. In addition to the main CBA document, for this project the County Government provided OLO with 23 "Appendix" documents and dozens of "side letters," "and "memoranda of agreement" (MOA) related to the collective bargaining agreement.

In this report:

- **Chapter 1** describes the laws that establish collective bargaining rights for police officers, processes related to developing a CBA, and other relevant County and State laws;
- **Chapter 2** describes the documents that make up the collective bargaining agreement and the lack of clarity surrounding those documents;
- Chapter 3 summarizes the provisions in the CBA between the County and the FOP;
- Chapter 4 describes difficulties with the CBA that prevent third-party readers (like the Council) from being able to identify all terms and requirements of the CBA that currently are in effect; and
- Chapter 5 provides OLO's recommendations to the Council.

Acknowledgements

The following individuals met with OLO staff and/or provided information and data to OLO for this report. OLO appreciates all the effort and assistance provided for this report. OLO would also like to thank Robert Drummer and Susan Farag of Council Central Staff for their input.

Office of the County Executive

Fariba Kassiri, Deputy Chief Operating Officer Caroline Sturgis, Assistant Chief Operating Officer Debbie Spielberg, Special Assistant to the CE

Montgomery County Police Department

Marcus Jones, Chief of Police Lt. Nicholas Picerno, Executive Officer to the Chief

Office of Labor Relations

Steven Blivess, Acting Chief Labor Relations Officer

Office of the County Attorney

Silvia Kinch, Chief, Div. of Labor Rel. and Pub. Safety Haley Roberts, Associate County Attorney Edward Haenftling, Jr. Associate County Attorney

Fraternal Order of Police, Montgomery County Lodge 35, Inc.

Torrie Cooke, President Lee Holland, Corporation Vice-President

¹ https://www.montgomerycountymd.gov/HR/Resources/Files/Labor/FOP 2019 2020 AGREEMENT.pdf

Chapter 1. Legal Background

In the most generic sense, collective bargaining is the coming together of representatives of employees and employers (management) to negotiate the terms and conditions of employment. Issues that are typically discussed and negotiated in collective bargaining include: wages, benefits, working conditions, and workplace rules. Agreements that result from the collective bargaining process are generally written down in a collective bargaining agreement (CBA) - a contract signed by the employees' representative and management that governs the relationship between employees and the employer for a certain period of time.

The federal National Labor Relations Act (NLRA), passed by Congress in 1935, outlines basic rights of workers and employers in the private and nonprofit sectors and grants virtually all nonsupervisory employees in these sectors the right to join together in unions and to bargain collectively.

Federal law, however, does not address or provide collective bargaining rights for public sector employees – which typically are governed by state and/or local law. Maryland State law established collective bargaining rights only for teachers. The collective bargaining rights of other public sector employees in Maryland, including police, are subject to laws enacted by County or municipal jurisdictions.

In the November 1980 general election, County voters approved a ballot question sponsored by a group of police officers that added a new section to the County Charter requiring the Council to enact a collective bargaining law for police officers with binding arbitration. In April 1982, the Council adopted the Police Labor Relations law (Bill 71-81), which established the basic collective bargaining process for the County Government and an authorized representative for police officers.²

In 1982, both the County Executive and the Council supported limiting eligibility for collective bargaining representation of police officers to non-supervisory employees.³ Accordingly, the 1982 police collective bargaining law limited representation in a collective bargaining unit to police officers below the rank of sergeant. In 2000, Bill 10-00 expanded the bargaining unit to include police sergeants.

The County Charter and County Code define the basic standards and requirements of the County's collecting bargaining process, including those relating to:

- Which employees have the right to representation for collective bargaining;
- What matters are subject to or excluded from collective bargaining;
- Elections of employee organizations to represent employees in collective bargaining;
- The process for resolving disputes that arise during collective bargaining; and
- The roles of the County Executive and the County Council.

² The law is codified at Montgomery County Code (MCC) §§ 33-75 to 33-85.

³ See OLO Report 2009-5, *Collective Bargaining Laws in Montgomery County: A Legislative History*, at p. 13 (Dec. 2, 2008). https://montgomerycountymd.gov/olo/resources/files/2009-5.pdf

Employees in the bargaining unit hold an election to choose a certified representative to represent the bargaining unit in negotiations with the County Government.⁴ In Montgomery County, the Fraternal Order of Police Lodge 35 represents police officers in the bargaining unit.

A. Subjects of Collective Bargaining

The Police Labor Relations Law states that the County Government must bargain over:

- Salary and wages,
- Pension and retirement benefits for active employees only,
- Employee benefits (e.g., insurance, leave, holidays, vacation),
- Hours and working conditions, including the availability of personal patrol vehicles,
- Provisions to process and settle grievances concerning the interpretation and implementation of the CBA,
- Matters affecting the health and safety of employees,
- Amelioration of the effect on employees when the employer's exercise of rights causes a loss of existing jobs in the unit.⁵

B. Employer Rights and Topics Excluded from Collective Bargaining

The Police Labor Relations law and other bills enacted by the Council also identify subjects that are not subject to collective bargaining. Some subjects are identified in a section of the Labor Relations Law titled "Employer rights." In other cases, an enacted bill will specifically state that the subject matter of the bill or the implementation of the bill is not subject to collective bargaining. Examples of such bills include Bill 45-10 on disability retirement, enacted in June 2011 and Expedited Bill 27-20 on the use of force by police officers, adopted in July 2020.

The employer rights outlined in the Police Labor Relations law that are not subject to collective bargaining include the rights to:

 Determine the budget and mission of the County Government and any agency of County Government;

⁵ MCC § 33-80(a).

⁴ MCC § 33-79.

⁶ MCC § 33-80(b).

⁷ See, Expedited Bill 27-20, "Police – Regulations – Use of force Policy" (enacted July 29, 2020) (requiring the Police Chief to issue a policy directive establishing permissible use of force by police officers, establishing the minimum standards required for use of force, and indicating that the policy adopted by the Police Chief is not subject to collective bargaining) https://apps.montgomerycountymd.gov/ccllims/DownloadFilePage?FileName=2666 1 10868 Bill 27-20E Signed 20200810.pdf; Bill 45-10, "Personnel – Disability Retirement – Eligibility – Total and Partial Incapacity," Section 2 (enacted June 28, 2011) (indicating that the implementation of the provisions of the bill amending disability retirement programs "is not subject to collective bargaining with a certified representative of employees in any bargaining unit."). https://apps.montgomerycountymd.gov/ccllims/DownloadFilePage?FileName=754 1 3356 Bill 45-10 Signed 20120701.pdf

- Maintain and improve efficiency and effectiveness of operations;
- Determine the services offered and operations performed by the County Government;
- Determine the overall "structure, methods, processes, means, job classifications or personnel by which operations are to be conducted and the location of facilities;"
- Direct and supervise employees;
- Hire, select, and establish standards for promotion of employees and classification of positions;
- Relieve employees from duty due to lack of funds or work or when the employer determines continued would be inefficient or nonproductive;
- Make and enforce rules and regulations not inconsistent with the law or a collective bargaining agreement;
- Take actions to carry out the mission of government in emergency situations; and
- To transfer, assign and schedule employees.⁸

The County Code indicates that the County Government can "voluntarily ... discuss with the representatives of its employees any matter concerning the employer's exercise of" employer rights but that those rights are not subject to collective bargaining.⁹

C. Coming to Agreement

During the collective bargaining process, County Government and FOP representatives discuss proposals by each side that are within the subjects of collective bargaining, listed above. Examples range from the amount of salary increase in future years to the clothing and gear that the County will provide officers to the use of County recreation and exercise facilities by officers.

In any year that the County Government and the FOP bargain, the parties choose an "impasse neutral" – a person who will try to mediate disagreements over contract provisions during the bargaining process and, if mediation is unsuccessful, the impasse neutral will choose the final proposal that will constitute the parties' collective bargaining agreement. To reach that point, both the County Government and the FOP each provide the impasse neutral a final written offer stating each parties' position on every disputed item in the bargaining process. The impasse neutral is required to choose, in the impasse neutral's judgment, the "more reasonable" of the final offers, which, along with all provisions that the parties did agree to, will be deemed the final agreement between the parties. ¹⁰ The County Code outlines how the impasse neutral must determine the "more reasonable" offer:

On or before February 1, the impasse neutral must select, as a whole, the more reasonable, in the impasse neutral's judgment, of the final offers submitted by the parties

(A) The impasse neutral must first evaluate and give the highest priority to the ability of the County to pay for additional short-term and long-term expenditures by considering:

⁸ MCC § 33-80(b).

⁹ MCC § 33-80(c).

¹⁰ MCC § 33-81(b).

- i. the limits on the County's ability to raise taxes under State law and the County Charter;
- ii. the added burden on County taxpayers, if any, resulting from increases in revenues needed to fund a final offer; and
- iii. the County's ability to continue to provide the current standard of all public services.
- (B) After evaluating the ability of the County to pay under subparagraph (A), the impasse neutral may only consider:
 - i. the interest and welfare of County taxpayers and service recipients;
 - ii. past collective bargaining contracts between the parties, including the bargaining history that led to each contract;
 - a comparison of wages, hours, benefits, and conditions of employment of similar employees of other public employers in the Washington Metropolitan Area and in Maryland;
 - iv. a comparison of wages, hours, benefits, and conditions of employment of other Montgomery County employees; and
 - v. wages benefits, hours and other working conditions of similar employees of private employers in Montgomery County. 11

The Police Labor Relations Law states that any CBA becomes effective only after it has been ratified by the employer and the certified representative (exception for provisions selected by an impasse neutral).¹²

D. Required Council Review and Funding of Collective Bargaining Agreements

The County Code requires the County Council to review any terms or provisions in the CBA that require an appropriation of funds or that require a change to County law.¹³ The Council has the authority to either accept the proposals that require the appropriation of fund or reject them. If the Council rejects a provision in a CBA that requires funding, it must state its reasons for doing so.¹⁴ The County Code requires the CBA to provide either for the automatic reduction or elimination of wage or benefit adjustments if the Council does not take action required to implement the agreement or if the Council does not appropriate sufficient funds.¹⁵

¹¹ MCC § 33-81(b)(5).

¹² MCC § 33-80(f).

¹³ MCC § 33-80(h).

¹⁴ Ibid.; see also Memorandum from Robert Drummer, Senior Legislative Attorney, to the County Council (April 30, 2020) (Council Agenda Items 4A, B, and C) (explaining the process for Council review of collective bargaining agreements). https://www.montgomerycountymd.gov/council/Resources/Files/agenda/col/2020/20200505/20200505_4A-C.pdf
¹⁵ MCC § 33-80(i).

In practice, the Executive historically has submitted to the Council during the annual operating budget review documents that only include changed language agreed upon by the Executive and the FOP. The Executive does not provide the Council with a complete copy of each CBA with the agreed-upon changes.¹⁶

E. Other Laws

In addition to the Police Labor Relations law, other state and County laws impact topics that are identified as subjects of collective bargaining. Retirement benefits and disability retirement benefits for County employees, including police officers, are codified in the County Code. Procedures regarding the investigation and discipline of officers is codified in state law in the Law Enforcement Officer Bill of Rights. From a legal perspective, County and State law supersede the provisions of a collective bargaining agreement in the County. If a provision of law is different from language in a collective bargaining agreement, the law controls.

1. Retirement Benefits

Retirement benefits for police officers are set out in the Montgomery County Code (MCC).¹⁷ The code establishes the minimum age and number of years of service to qualify for retirement, the size of the retirement benefit, and other requirements related to retirement. Many components of the retirement benefits are arrived at through the collective bargaining process. If collective bargaining results in changes to retirement, the County Executive will propose legislation to amend the County Code to reflect the changes; the Council needs to adopt the legislation for the change to become effective.

2. Disability Retirement Benefits

The County Government also provides disability-related retirement benefits for employees who become incapacitated while they are County Government employees. These benefits are also outlined in the County Code and apply to police officers represented by the FOP.¹⁸ As with general retirement benefits, the code establishes the requirements to qualify for disability retirement benefit, procedures related to receiving benefits, and the amount of benefits. In 2011, the County Council passed Bill 45-10, which amended disability retirement benefits. In the bill, the Council expressly stated that the implementation of any part of the bill was not subject to collective bargaining.¹⁹

3. Law Enforcement Officers' Bill of Rights

The Law Enforcement Officers' Bill of Rights (LEOBR) is a state law that outlines procedures for the discipline of most law enforcement officers in Maryland who are authorized to make arrests, including state, County, and municipal police officers, officers in various state agencies (e.g., the Maryland

¹⁶ See, e.g., https://www.montgomerycountymd.gov/council/Resources/Files/agenda/col/2020/20200505/20200505 4A-C.pdf at © A-3 through A-6 and A-9 through A-23.

¹⁷ MCC § 33-34 et seq.

¹⁸ MCC § 33-43 et seq.

¹⁹ Bill 45-10, "Personnel – Disability Retirement – Eligibility – Total and Partial Incapacity," at Section 2 (enacted June 28, 2011). See link to final bill at

https://apps.montgomerycountymd.gov/ccllims/BillDetailsPage?RecordId=754&fullTextSearch=45-10.

Transportation Authority, the Bureau of the Comptroller), and officers at various colleges and community colleges in the state.²⁰ The LEOBR supersedes any state, county, or municipal law that conflicts with it.²¹

Among other things, the LEOBR:

- Does not allow law enforcement agencies to prohibit secondary employment by officers;
- Prohibits discipline and other actions again officers (1) who request rights under the LEOBR; (2) who lawfully exercise constitutional rights; (3) or who disclose information about government mismanagement and waste, "substantial and specific dangers to public health or safety," or violations of law by other law enforcement officers.²²

The LEOBR also established requirements and procedures surrounding the investigation or interrogation of a law enforcement officer that "may lead to disciplinary action, demotion, or dismissal." If an investigation or interrogation of an officer results in a recommendation of punitive action (e.g., demotion, dismissal, transfer, etc.), the officer may request a hearing by a hearing board. The LEOBR also outlines procedures for conducting these hearings.

The next table summarizes rights established in the LEOBR.

Summary of Provisions in the Maryland Law Enforcement Officers' Bill of Rights

Investigation or interrogation of an officer

- An officer under investigation must give given the name, rank, and command of (1) the officer in charge of the investigation, (2) the interrogating officer, and (3) each individual present during an interrogation.
- An officer under investigation must be given notice in writing of the nature of the investigation.
- If an officer is under arrest or likely to be placed under arrest due to the interrogation, the officer shall be informed of all the officer's rights before interrogation begins.
- Interrogation of an officer:
 - Interrogation must be conducted at a reasonable hour, preferably when the officer is on duty, unless immediate interrogation is required; interrogation must be for a reasonable period of time.
 - All questions to the officer must be asked by one interrogating officer during any session of interrogation.

²⁰ Md. Code Ann., Public Safety § 3-101 et seq. The most recent version of the LEOBR (from 2019) can be found here: https://govt.westlaw.com/mdc/Browse/Home/Maryland/MarylandCodeCourtRules?guid=N54A416F09CC211DB9BCF9DAC 28345A2A&transitionType=Default&contextData=%28sc.Default%29

²¹ Md. Code Ann., Public Safety § 3-102.

²² Md. Code Ann., Public Safety § 3-103.

Investigation or interrogation of an officer

- An officer under interrogation may not be threatened with transfer, dismissal, or disciplinary action.
- An officer under interrogation has a right to counsel or "another responsible representative" who can be present and available for consultation at all times during the interrogation." An officer can wave this right.
- An interrogation may be suspended for up to five business days for an officer to obtain representation (law enforcement agency Chief can extend this time).
- An officer's counsel or representative (1) may ask for recess of an interrogation at any time to consult with the officer, (2) may object to any questions asked, and (3) may state on the record the reason for the objection outside the presence of the officer under interrogation.
- A "complete record" must be kept of an "entire" interrogation, including recess periods, and may be "written, taped, or transcribed."
- The officer under investigation or his/her counsel may request a copy of the record of interrogation after completion of the investigation and the record must be made available at least 10 days before a hearing.

Individuals authorized under the LEOBR to investigate or interrogate an officer

- A sworn law enforcement officer.
- The Attorney General (or designee) if requested by Governor.

Administration of blood alcohol tests; blood, breath, or urine tests for controlled dangerous substances; polygraph examinations, or interrogations

- A law enforcement agency may order an officer under investigation to submit to blood alcohol tests; blood, breath, or urine tests for controlled dangerous substances; polygraph examinations, or interrogations "that specifically relate to the subject matter of the investigation."
- A law enforcement agency may initiate an action that may lead to a punitive measure if an officer refuses to submit to a test, examination, or interrogation.
- The results of any test, examination, or interrogation "are not admissible or discoverable in a criminal proceeding against the law enforcement officer."
- The results of a polygraph examination may not be used as evidence in an administrative hearing unless the law enforcement agency and the officer agree to the admission of the results.
- An officer's counsel or representative does not need to be present for the administration of a
 polygraph examination if (1) the officer, counsel, or representative review the questions to be
 asked before administration of the examination; (2) the counsel or representative is allowed to
 observe the administration of the examination; and (3) a copy of the final examination report is
 made available to the officer, counsel, or representative within 10 days of completing the exam.

Hearings

- If an investigation or interrogation of an officer results in a recommendation of punitive action (e.g., demotion, dismissal, loss of pay, etc.), the officer is entitled to a hearing on the issue by a hearing board of the law enforcement agency that takes the action.
- Officers convicted of a felony are not entitled to a hearing.
- A hearing board must have at least three voting members who had no part in the investigation or interrogation of the officer.
- Hearing board members are appointed by the chief of the law enforcement agency.
- At least one member of a hearing board must be the same rank as the officer against whom the complaint is filed.
- A hearing board may also include a nonvoting member of the public who has received training by the Maryland Police Training and Standards Commission on the LEOBR and police procedure.
- If allowed by local law, a hearing board may include up to two voting or nonvoting public members.
- A union may negotiate an alternative hearing board structure for its members. (Note:
 Montgomery County and FOP Lodge 35 have negotiated an alternative hearing board structure.)
- Both the chief of a law enforcement agency and the officer subject to a complaint may issue subpoenas to compel attendance and testimony under oath at a hearing and production of documentary evidence.
- Hearings are open to the public unless a chief finds there is good cause to close a hearing (e.g., protect a confidential informant, undercover officer, or child witness).
- The law enforcement agency and the officer may be represented by counsel at a hearing.

Enforcement of LEOBR Rights

• An officer can ask a circuit court to enforce the officer's right if an officer is denied a right under the LEOBR.

Timing of Charges

- Administrative charges against an officer must be brought within one year after an appropriate law enforcement agency official learns of the act(s) giving rise to the charges.
- The one-year limitation does not apply to charges related to criminal activity or excessive force.

Allegations of Brutality in an Officer's Execution of Duties

- In cases with an allegation of brutality in an officer's execution of duties, the LEOBR prohibits investigation of a complaint unless:
 - A complaint is signed and sworn to, under penalty of perjury by (1) an aggrieved individual, (2) member of the aggrieved individual's "immediate family," (3) an individual with firsthand knowledge obtained because the individual was "present at and observed the alleged incident" or has an unaltered video recording of the incident, or (4) the parent or guardian of a minor child.
 - A complaint is filed within 366 days of an alleged incident.

Maintaining List of Officers for Disclosure as Impeachment or Exculpatory Evidence in a Criminal Case

- A law enforcement agency may maintain a list of officers found or alleged to have committed
 acts bearing on credibility, integrity, honesty, or other characteristics that would constitute
 exculpatory or impeachment evidence.
- A law enforcement agency cannot take punitive action against an officer solely because the
 officer is on such a list.
- A law enforcement agency must give notice to officers whose names are places on the list and the officer has the right to appeal.

Source: Md. Code Ann., Public Safety § 3-101 et seq.

F. Implementing the Collective Bargaining Agreement

The Police Labor Relations Law creates the position of "permanent umpire" – an individual appointed by the County Executive and approved by the County Council to a five-year term who has responsibility for "the effective implementation and administration of" the sections of County law governing (1) the selection, certification, and decertification of an employee organization to represent the bargaining unit, and (2) prohibited practices.²³ County law authorizes the permanent umpire to hold hearings, examine witnesses under oath, compel the attendance of witnesses and production of documents, and take testimony and receive evidence in an effort to resolve these grievances.²⁴

Chapter 2 describes the current status of the collective bargaining agreement between the County Government and FOP Lodge 35.

_

²³ MCC § 33-77(a).

²⁴ MCC §§ 33-77(a)(3), (5).

Chapter 2. The Collective Bargaining Agreement

A Note on the Information in This Report

Office of Legislative Oversight staff researched and wrote this report in the Fall of 2020. An OLO report becomes publicly available once the County Council votes to receive the report and release it publicly. Before finalizing a report, OLO shares a confidential draft with stakeholders for technical review (asking for suggested edits, clarifications, or identification of mistakes) and with a request for written comments on the report's findings and recommendations.

The Council has scheduled this report for receipt and release on January 19, 2021. On Monday, December 14, 2020, OLO sent a draft of the report to the Executive Branch and to FOP Lodge 35 asking them to review the report and to provide both technical edits and written comments by Friday, January 8, 2021. When OLO sent this report for review in December 2020, the parties did not have a signed collective bargaining agreement and had not had a signed agreement for many years.

On January 9, 2021, OLO received written comments on the report's findings and recommendations from the County's Chief Administrative Officer (CAO). In those written comments, the CAO reported that it was no longer accurate that "the County and the Fraternal Order of Police (FOP) have been unable to agree upon a unified collective bargaining agreement." Along with the written comments, Executive Branch staff sent OLO a written, but unsigned CBA, and stated that the Council would receive a signed version of the document in the coming week. See Appendix D.

The text of this report reflects the status of the collective bargaining agreement with the FOP as of the end of the first week of January 2021. When OLO finalized this report on January 13, 2021, the Council had yet to receive a signed copy of the collective bargaining agreement for FY21-FY23 and the FY20 collective bargaining agreement was still the most recent document posted on the County's website. By the time the Council considers this report, an FY21-FY23 collective bargaining may be signed.

Together, the Police Labor Relations Law, the collective bargaining agreement between the County and the FOP, memoranda of agreement and side letters between the County and the FOP, internal Montgomery County Police Department (MCPD) department policies as reflected in Headquarters Memoranda and Function Codes, and other relevant County and State laws, guide the day-to-day operations of MCPD, the actions of police officers when they are on- and off-duty, and processes and procedures for settling disagreements between the County and the FOP over the terms of the CBA. For this report, the County Council asked OLO to describe the provisions in the current collective bargaining agreement.

Ultimately, a collective bargaining agreement is a contract – an agreement between parties that create mutual obligations that are enforceable by law. In this situation, the CBA would be a contract between the County Executive and the Fraternal Order of Police, Montgomery County Lodge 35, Inc. To facilitate understanding of the terms of a contract between two parties, it is preferable to have a written document agreed to and signed by both parties that expressly states the terms of an agreement.²⁵

Once parties have agreed to the provisions of a contract, the parties can also mutually agree to change provisions in the contract. And, while it is preferable to have an agreed-upon written document that states the terms of a contract, contract terms and provisions can also be made by verbal agreement. It can be difficult for a third-party to determine or understand the provisions of a contract when the terms are not written down — especially if there is disagreement between the parties to the contract as to what was agreed upon.

In the process of conducting research for this report, OLO found that there is not agreement between the County Government and FOP Lodge 35 on the written documents that make up the full collective bargaining agreement between the parties. In this context, OLO's reference to a full "collective bargaining agreement" between the County and the FOP includes (1) the primary document that outlines the main provisions of the agreement, and (2) all appendices, side letters, and memoranda of agreement (MOAs) that modify the current primary document.

First, the Executive Branch and the FOP use different versions of the primary agreement and do not agree on a singular document as the primary CBA. Second, the parties also do not agree on which side letters and MOAs are part of the current agreement and which are not. OLO was told by representatives both in the Executive Branch and from the FOP that the County Government and the FOP have not had a signed collective bargaining agreement for over a decade. OLO has also been told by the Executive Branch that an agreement is in place and the Office of Labor Relations and the FOP are working towards a unified, written document. OLO notes that despite the state of the documents, the parties report that they work together to implement the collective bargaining agreement on a day-to-day basis and use an agreed-upon arbitration process to resolve disagreements, when necessary.

OLO's primary finding is that it is impossible for a third-party reader to identify the terms and provisions of the collective bargaining agreement between the County and FOP Lodge 35 because the parties do not agree on the primary document. In addition, while the County and the FOP agree that certain side letters and MOAs are in effect, they do not agree on the current status/effect of *all* side letters and MOAs. This disagreement adds to the inability of a third-party to know or understand all the provisions that make up the collective bargaining agreement.

OLO asked Executive Branch representatives to describe the collective bargaining agreement between the County and the FOP. Executive Branch staff provided the following written comments:

The Collective Bargaining Agreement is a document that is comprised of a binding agreement made between the parties each collective bargaining term and submitted to Council via Memorandum of Agreement per the County collective bargaining laws. Typically, the parties add to, amend, delete, or carry forward without amendment the

_

²⁵ See https://www.law.cornell.edu/wex/contract# for an explanation of the basic law of contracts.

terms from the bargaining agreement that is about to end. This year, the parties sent Council a renegotiated MOA on May 11 after Council rejected the financial terms that the parties originally agreed to in an MOA sent to Council in April. Executive Branch staff have informed OLO that there is a binding three-year bargaining agreement which has been agreed to in all respects between the Executive Branch and the FOP, beginning July 1, 2020. However, due to differences associated with format and language contained in the various versions of previous CBAs, the bargaining agreement has yet to be reduced to one unified CBA document. The Executive Branch and the FOP are actively working to resolve these differences. Currently, the written documents that collectively comprise the County's binding bargaining agreement with the FOP consist of (1) terms from the CBA that ended on June 30, 2020 that the parties agreed to carry forward to the new agreement beginning July 1, 2020, pursuant to the term bargaining Ground Rules signed by the parties on October 17, 2019, (2) the amendments to the CBA that were agreed to by the FOP and the Executive and were included in the May 11, 2020 memorandum from the Executive to the Council President, and (3) further changes to the CBA to reflect subsequent Council action on May 13, 2020.

Documents Reviewed by OLO. OLO reviewed a number of documents provided by the County Government and by FOP Lodge 35 related to the collective bargaining agreement. OLO reviewed:

- A version of a collective bargaining agreement between the County and the FOP for the period July 1, 2019 through June 30, 2020 available on the website of the County Government's Office of Labor Relations (OLR).²⁶ See Appendix A.
- FOP-provided versions of a collective bargaining agreement between the County and the FOP
 for the period July 1, 2020 through June 30, 2023. Executive Branch staff reported to OLO that
 neither document provided by the FOP had been agreed to by the County Government. The
 Executive Branch also report that the two documents provided by the FOP have minor
 differences from the County version.
- A May 11, 2020 memorandum of agreement (MOA) between the County Government and FOP Lodge 35, sent by the Executive to the Council President via memo on May 11, 2020.²⁷ The MOA states that "[a]s a result of ... negotiations, the Employer and Union agree that the Collective Bargaining Agreement shall be amended according to the terms set below."²⁸ See Appendix B.
- The County-Government's repositories of appendices, side letters, and memoranda of agreement.
- Council Resolution 19-472, Approval of and Appropriation for the FY 2021 Operating Budget of the Montgomery County Government (May 21, 2020).²⁹ See Appendix C.

²⁶ https://www.montgomerycountymd.gov/HR/Resources/Files/Labor/FOP 2019 2020 AGREEMENT.pdf

²⁷ https://www.montgomerycountymd.gov/council/Resources/Files/agenda/col/2020/20200513/20200513 9.pdf, see attachment C.

²⁸ Ibid. at C-3.

²⁹ https://apps.montgomerycountymd.gov/ccllims/DownloadFilePage?FileName=9684_1_10675_Resolution_19-472_Adopted_20200521.pdf

As described in Chapter 1, collective bargaining between the County and the FOP dates back almost four decades – to 1982 – to a time before County departments were able to maintain documents in electronic form. Over the past several years, Executive Branch staff in the Office of Labor Relations, the Office of the County Attorney (OCA), and MCPD have worked to find, identify, and electronically scan all documents related to the CBA (including side letters and MOAs) that are in the County's possession. However, Executive Branch staff report that they may not have copies of all historical documents that modify or have modified over the years the primary CBA document.

Legal Significance of Side Letters and MOAs. The Office of Legislative Oversight asked the Office of the County Attorney to provide a written description of the documents appended to the primary collective bargaining agreement and their relevance. The OCA provided the following written comments:

Collective Bargaining between the Fraternal Order of Police, Lodge 35 and Montgomery County began in 1982 with the introduction of the Police Labor Relations Act ("PLRA") in the Montgomery County Code, Section 33-75, et. seq. Since 1982, the parties have consistently bargained over those bargainable items as outlined in the PLRA, ultimately memorializing any agreed upon items in the succeeding collective bargaining agreement ("CBA") resulting from that term's bargaining session.

When the PLRA was first enacted, before the first CBA was bargained, the union members retained all rights they already had under the existing administrative procedures and personnel regulations. Since that first bargaining session, there remain certain APs and PRs that still apply to FOP members, as if unaltered by time, using the language that was in place at the time of the PLRA's enaction.

In addition to CBA provisions, the parties have at times bargained side letters and memoranda of agreement ("MOAs"), which are either referenced in the CBA or otherwise attached to CBA articles by reference. There are certain CBA provisions which have either explicitly sunset, or, due to changing times and policing practices, are no longer applicable to the County's Police Department, i.e., Article 69 references pilots and pilot pay, bargained when the County was going to obtain a helicopter for police use. Side letters and MOAs can be entered into at any time, by agreement of the parties, and often outside term bargaining, whenever necessary to effectuate some operational need within the Department, or to resolve a grievance.

Whether a CBA provision, side letter or MOA remains in effect is determined on a case by case basis. There are some CBA provisions, side letters and MOAs which have sunset, but the parties have continued to comply with the provisions and therefore created a past practice. There are other side letters and MOAs which one party may believe applies and the other party may disagree. The ultimate determination as to which CBA articles, side letters and MOAs apply is often determined by an arbitrator through the course of a grievance arbitration. Those grievance decisions will them impact the legality of those same provisions for the parties moving forward.

Documents Used in This Report. To fulfill the Council's request to understand the terms and conditions in the County's collective bargaining agreement with police officers, OLO had to determine which documents to reference as the basis for the agreement. For the purposes of this report to summarize the current provisions in the County Government's CBA with FOP Lodge 35, OLO used:

- (1) The CBA on the County Government's OLR website that expired on June 30, 2020;30
- (2) The amendments to the CBA that were agreed to by the FOP and the Executive and were included in the May 11, 2020 memorandum from the Executive to the Council President;
- (3) Further changes to the CBA to reflect subsequent Council actions on May 13 and 21, 2020; and
- (4) Appendices, side letters, and MOAs.

Executive Branch staff have informed OLO that currently there is general agreement between the Executive Branch and the FOP on the terms of the new CBA but that the parties are still negotiating final language. To the extent that there is a final agreement between the Executive and the FOP, the agreement has not yet been memorialized in a written and signed document.

14

³⁰ Executive Branch staff reported to OLO that the FY20 CBA on the OLR website has not been updated to reflect the changes agreed to by the County and the FOP as reflected in the May 11, 2020 Memorandum of Agreement submitted to the County Council. Executive Branch staff also stated that OLR and the FOP are working to finalize this document and OLR will update its website once the CBA is fully updated.

Chapter 3. Summary of Collective Bargaining Agreement Provisions

This chapter summarizes the content of the Collective Bargaining Agreement (CBA) between Montgomery County and the Fraternal Order of Police Lodge 35 (FOP) based on two primary documents:

- The agreement between the County Government and the FOP dated July 2019 that covers the period of July 1, 2019 through June 30, 2020; and
- Agreed-upon changes to the CBA that were submitted to the County Council on May 11, 2020.

In some cases, the summary references provisions in supplementary documents to the CBA, such as appendices and side letters. The primary CBA document used for this report is the only version currently available to the public. The parties have reported to OLO that, as of the writing of this report, they have not yet finalized an agreed-upon document that includes the May 11, 2020 changes.

The summary of key provisions appears in bulleted form in the tables on the following pages. For this summary, OLO selected provisions from the CBA that represent the breadth of topics covered by the CBA. OLO used its best judgement to include CBA provisions that would be of greatest interest to third-party readers of the CBA, that is, Councilmembers and residents of Montgomery County.

The summary is organized in 12 categories, listed in the table below, that represent OLO's view on how to best consolidate the contents of the CBA by topic.

- A Union Rights and Activities
 B Management and Employee Rights
 C Pay
 D Benefits
 E Leave / Time Off
- F Vehicles, Uniforms, and Equipment
- **G** Weapons
- H Health and Safety
- I Personnel Matters
- J Work Rules and Responsibilities
- K Performance, Conduct, and Discipline
- L Locator and Camera Systems

Following each bulleted summary point, OLO included a parenthetical reference to the location of the provision in the CBA by Article and section. For example, the first bullet concludes with "(3A)" which indicates that that provision is found in Article 3, section A of the CBA. In some cases, OLO references to CBA provisions that have their source in outside documents, such as a State law or an appendix.

A. Union Rights and Activities

Agency Shop	 Employees must pay FOP dues or an equivalent service fee that is deducted from the employee's paycheck (3A). (Note: In 2018, the U.S. Supreme Court ruled that the requirement that an employee pay service fee was unconstitutional.) The County must allow FOP members to make voluntary political contributions to the FOP as a payroll deduction (3C).
Communications	 The FOP's business office is included as a stop in County interdepartmental mail (7B). The FOP is assigned a County email address (7C). FOP officials are granted access to work sites and are granted reasonable time to address officers at roll call (7E).
Contract Negotiations	 The Agreement describes the process to reopen negotiations should any economic or non-economic provision of the Agreement become inoperative (31A, B). The Agreement describes the process to reopen negotiations for issues determined bargainable by the Permanent Umpire pursuant to a prohibited practices charge (31G). The FOP may demand to bargain a provision of a new MCPD directive or rule. If the County does not agree that the provision is subject to bargaining, a Permanent Umpire will determine if the matter is bargainable (61B).
Contract Grievances	 A grievance is defined as a dispute as to the interpretation or application of terms of the Agreement (8A). Grievances are addressed through informal dispute resolution, mediation, or arbitration (8B-H). The grievance arbitrator is selected from a panel of arbitrators agreed to by the County and the FOP (8E2). The arbitrator makes decisions on a grievance based on the provisions of the current Agreement and applicable law (8G). The arbitrator's decision is final and binding on all parties (8G).

B. Management and Employee Rights

Verbatim entire text of County Code § 33-80(b)

The Agreement shall not impair the right and responsibility of the employer:

- To determine the overall budget and mission of the employer and any agency of the County Government;
- To maintain and improve the efficiency and effectiveness of operations;
- To determine the services to be rendered and the operations to be performed;
- To determine the overall organizational structure, methods, processes, means, job classifications or personnel by which operations are to be conducted and the location of facilities;

Management Rights

- To direct or supervise employees;
- To hire, select and establish the standards governing promotion of employees and to classify positions;
- To relieve employees from duties because of lack of work or funds, or under conditions when the employer determines continued work would be inefficient or nonproductive;
- To make and enforce rules and regulations not inconsistent with this Law or a Collective Bargaining Agreement;
- To take actions to carry out the mission of government in situations of emergency;
- To transfer, assign and schedule employees. (42A)

Verbatim text of County Code §§ 33-78(a) and (b) but excludes §§ 33-78(c) – (f)

Employee Rights

- Employees in the bargaining unit shall have the right:
 - 1. To form, join, support, contribute to, or participate in or to refrain from forming, joining, supporting, contributing to, or participating in, any employee organization or its lawful activities; and
 - 2. To be fairly represented by their certified representative, if any.
- The employer shall have the duty to extend to the certified representative the exclusive right to represent employees for the purpose of collective bargaining, including the orderly processing and settlement of grievances as agreed by the parties. (42B)

C. Pay

	 FOP members will receive a 1.0% general wage adjustment in FY21 (36A of May 11, 2020 submission to Council). (The Council rejected this provision on May 13, 2020.)
General Wage Adjustments	 The County Executive agrees to submit to the County Council a supplemental appropriation request to fund FY21 pay increases in the event that: (a) County revenues exceed projections by a specified amount; (b) the Council funds pay increases for employees who are members of other bargaining units; or (c) the Council approves tax-supported spending greater than a specified amount (36A of May 11, 2020 submission to Council).
	 In December 2020, the County and the FOP will reopen negotiations on FY22 cash compensation (31F of May 11, 2020 submission to Council).
	 A new memorandum of agreement (MOA) regarding cellular phone use and a new MOA regarding taser use will not go into effect until the Council funds the FY21 GWA for FOP members.
	 A service increment of 3.5% may be granted annually to employees who perform their duties and responsibilities at an acceptable level of competence (28A).
Consider Increments	• A service increment is not granted to employees at the maximum salary for their grade (28A).
Service Increments	• In addition to the service increment, the FOP salary schedule will be adjusted to increase all salary levels by 3.5% (36A of May 11, 2020 submission to Council). (The Council rejected this provision on May 13, 2020.)
	The FY13 service increment is considered deferred (28A).
Longevity	 FOP members receive a longevity increase of 3.5% after 16 years of service (28H). (The Council rejected award of longevity increases in FY21 on May 13, 2020.)
	 FOP members receive a longevity increase of 3.5% after 20 years of service (28H). (The Council rejected award of longevity increases in FY21 on May 13, 2020.)

C. Pay

Overtime	 Officers earn overtime for working hours outside their regularly scheduled shifts hours (15A). Any regular work performed after less than 10 hours off is to be compensated at the overtime rate (15T5c). Overtime is paid at 1.5 times an officer's regular hourly pay rate (15A1).
	The selection of officers to work overtime for scheduled events, in most cases, is based on seniority (15M).
Holiday Pay	 Employees who work on a holiday receive their regular workday pay plus premium pay of 1.5 times their regular hourly rate for each hour worked (14G-I).
Emergency Pay	 A "General Emergency" is defined as "any period determined by the county executive, chief administrative officer or designee to be a period of emergency, such as inclement weather conditions. Under such conditions, County offices are closed, and services are discontinued; only emergency services will be provided" (15B).
	 Employees required to work during a general emergency receive twice their regular hourly rate. Employees required to work overtime during the emergency receive their regular rate plus the overtime rate (15B).
Call-Back Pay	 An employee who is required to perform unscheduled work receives a guaranteed three hours of overtime "call-back" pay (15E).
Stand-By Pay	• Employees assigned to remain available for work for a specified period of time beyond their assigned work hours receive \$4.25 per hour of stand-by pay (15F).
Court Time	 An officer summonsed to court on his/her day off will be paid a minimum of three hours at 1.5 times the hourly rate (10A).

C. Pay

Special Pay	Afternoon and nighttime shift differentials (41).	
	Multilingual pay (5C).	
	Roll call differential for Sergeants (62B).	
	Field Training Officer pay differential (5B).	
	Canine Officer pay (5A).	
	 Clothing and shoe allowance for non-uniformed FOP members (6A-D). 	

D. Benefits

- An FOP member is eligible for normal retirement at age 55 years with 15 years of service or at any age with 25 years of service (County Code 33-38).
- The normal and disability retirement annual pension benefit equals 2.4% of average final earnings
 multiplied by up to 30 years of credited service plus sick leave credits (up to a maximum of 76% of average
 final earnings) (57B).
- The FOP pension benefit integrates with Social Security (57I).

Retirement

- Most current employees to contribute 4.75% of salary (57J). (This provision is contrary to County Code 33-39(a)(2) that sets employee contribution at 6.75% of salary for service after June 30, 2012.)
- The pension cost of living adjustment is tied to the Consumer Price Index with an annual cap of 7.5% (57H). (This provision is contrary to County Code County Code 33-44(c)(6) that sets an annual COLA cap at 2.5%.)
- The minimum pension for a non-service-connected disability is set at 33.3% of final earnings (57G).
- The minimum pension for a service-connected disability is set at 66.6% of final earnings (57D). (This provision is contrary to County Code 33-43(i)(4) that sets minimum disability benefit at 52.5% of final earnings.)

Health / Rx Insurance

- The health insurance premium split is set at 80% County / 20% employee (24A). (This provision is contrary to the policy of a 75%/25% premium split reconfirmed annually in Council budget resolutions.)³¹
- The high-option Rx plan costs and copays differs from those offered MCGEO and IAFF employees (24C).

³¹ Executive Branch staff stated that the CBA provision on the premium split reflects a "bargained-for agreement." In practice, the Council-approved 75% / 25% premium split has been in effect each year for the past decade.

D. Benefits

	 Vision/optical insurance (24B).
	 Dental insurance (24K, L).
	Flexible spending accounts for dependent care (40).
Other Benefits	 Long-term disability (24E).
	• Life Insurance (24N).
	Deferred compensation plan (3H, 23A).
	• Tuition assistance (39).
	Free use of County recreation facilities (29G).

E. Leave / Time Off

Annual Leave	 Full-time FOP members with less than 3 years of service earn 120 hours of annual leave per year (18E). Full-time FOP members with 3 to 15 years of service earn 160 hours of annual leave per year (18E). Full-time FOP members with more than 15 years of service earn 208 hours of annual leave per year (18E).
Sick Leave	 Full-time FOP members earn 120 hours of sick leave per year (19E). The County is to establish a sick leave donor program for FOP members (19L-P). The Agreement describes applicable Family and Medical Leave Act (FMLA) rules and procedures (59).
Personnel Days	Full-time FOP members receive four personal days per year (14M).
Holidays	The Agreement identifies nine holidays (14B).
Compensatory Leave	 An officer on duty on a holiday earns 1.5 hours of compensatory time for each hour worked on the officer's regular workday and two 2 hours of compensatory leave for each hour worked on the officer's regular day off (14J).
	 Employees receive 22-26 hours of compensatory leave per year (depending on regular workday hours) in exchange for three holidays no longer observed under the Agreement (14L).
Parental Leave	 An office may use up to 720 hours of sick, annual, compensatory leave or leave without pay to care for a newborn or newly adopted child (16).
Disability Leave	 An employee who is temporarily disabled as result of accidental injury or illness sustained directly in performance of the employee's work is entitled to receive paid leave (17A). A temporarily disabled employee receives full salary while on disability leave (17B1). An employee on disability leave is required to accept other work assignments if physically capable (as determined by a physician) (17B1). Disability leave is limited to 18 months per injury (17B2).

E. Leave / Time Off

Administrative Leave

- The Agreement provides for administrative leave for various circumstances including jury duty, bereavement, service in the armed forces reserves, and organ donation (2H-K).
- FOP members are assessed three hours of annual or compensatory leave annually for use by the FOP President, Board members, and negotiating team members (2A-G).

F. Vehicles, Uniforms, and Equipment

- The Agreement establishes rules for the Personal Patrol Vehicle (PPV) program that provides officers with vehicles for both on-duty and off-duty use (35).
- The PPV program goal is to provide "greater police presence on the streets and in the neighborhoods of Montgomery County ... by enhancing the responsiveness of both on-duty and off-duty officers to calls for service" (35E).
- The County must make best effort to allocate cars among the Districts so that the most senior officers are assigned PPVs (35E).
- An officer who lives in the County may drive a PPV while off-duty. However, if the officer who resides in the
 County is driving the vehicle while off-duty, he or she must respond to incidents. An officer who lives
 outside but near the County may be granted permission to drive a PPV to and from home. Otherwise, the
 officer who lives outside the County must park the vehicle at a County location (35B).

Personal Patrol Vehicles

- An office who lives within 15 miles of the County may drive their PPV to and from their home (35B of May 11, 2020 submission to Council). (The Council rejected this provision on May 13, 2020.)
- Off-duty officers in a PPV must carry a department approved handgun, have handcuffs in the vehicle, and carry credentials (35G4).
- Off-duty officers in PPVs are required to respond when they view an incident, receive a call for service from a citizen, or hear through their police radio of a serious incident near their location (35H3).
- Officers operating a PPV while not in uniform may make traffic stops "only when inaction would reflect unfavorably upon the department" (35G5).
- Portable radio, mobile telephone, and all weapons must be removed from an unattended vehicle (35G8).
- Officers are prohibited from using their PPV while engaged in political activities (35G18).

Other Vehicles

- Most officers who do not receive a PPV drive a Single Officer Fleet Vehicle (35).
- The County provides the FOP President with use of a vehicle (2G).

F. Vehicles, Uniforms, and Equipment

 The County will provide officers with specified articles of clothing (including, for example, shirts, pants, sweaters, jackets, raincoats, cap, and shoes) (Appendix I).
 Wearing a uniform off-duty is limited to a reasonable time before and after an officer's shifts and when attending events such as parades and memorial services (30C1).
 Officers are prohibited from wearing their uniform while attending a civil or criminal proceeding if the reason for their participation is not related to their official duties (30C3).
 Officers are prohibited from wearing their uniform while engaging in or attending any political or partisan activity (30C1).
 The County will provide officers with specified equipment (including, for example, handcuffs, helmet, portable radio, flashlight, fingerprint kit, reflective vest, and first aid kit) (Appendix I).
 Officers must wear a bullet proof vest during ad hoc, high-risk assignments including civil disturbances, raids, and hostage situations. Wearing body armor is optional and voluntary at all other times (15S).
 Pursuant to a March 11, 2009 MOA, the County may issue cellular phones to FOP members for business use. The terms of the March 11, 2009 MOA under which those cellular phones may be used (including the content that may be stored on the cellular phones, what is required to be disclosed in response to a public information request, and other equipment necessary to safely operate the cellular phones) was amended by a January 23, 2020 MOA. The January 23, 2020 MOA does not go into effect until the Council funds the FY21 general wage adjustment (GWA) for FOP members. Until the GWA is funded, the March 11, 2009 MOA remains in effect (300 of May 11, 2020 submission to Council).

G. Weapons

Firearms	 The County will provide all FOP members a 9mm semiautomatic handgun (30B1 of May 11, 2020 submission to Council).
	 The County will provide officers with a long gun when available (Appendix I).
	 Weapons previously approved for purchase by unit members may be used off duty and as a second (back-up) weapon (30B1 of May 11, 2020 submission to Council).
	 A side letter to the CBA (dated June 20, 2008) lists firearms accessories authorized for use by officers.
Baton	The County will provide to all FOP members with an expandable baton (30K).
Tasers	 Tasers may be used "to control dangerous, violent, or uncooperative subjects, where attempts to control the subject with other tactics have been ineffective or it is reasonably unsafe. Additionally, the taser may be used to subdue individuals who pose an immediate risk to themselves or others or to safely affect arrest" (November 5, 2003 Memorandum of Agreement).
	 The November 5, 2003 Memorandum of Agreement (MOA, cited in the previous bullet) is superseded by a January 23, 2020 MOA if the Council funds a FY21 general wage adjustment (GWA) for FOP members. Until the GWA is funded, the 2003 MOA will remain in effect (30R of May 11, 2020 submission to Council).
	 Subject to budgetary limitations, MCPD will issue tasers to all officers who work in an assignment that routinely involves public contact (30R of May 11, 2020 submission to Council).
	 Subject to budgetary limitations, MCPD will increase the number of tasers issued to patrol officers by 10 percent in FY22 and by an additional 10 percent in FY23 (30R of May 11, 2020 submission to Council).
	 To receive a taser, an officer must successfully complete training and maintain certification (November 5, 2003 MOA).
	 Tasers are distributed to patrol officers based on seniority (January 23, 2020 Memorandum of Agreement).
	 Officers are not required to accept a taser (November 5, 2003 MOA).
	 Officers who are issued a taser must carry the taser whenever working in a uniformed capacity, including during secondary employment (pending January 23, 2020 Memorandum of Agreement).

H. Health and Safety

Health and Safety Committee	 County and FOP representatives will participate in a joint health and safety committee to evaluate the effect on health and safety of working conditions and current or potential future police equipment and procedures (32A).
Disease Prevention and Control	 FOP members will be tested for communicable diseases at the County's cost (32B). The County will provide hepatitis and flu vaccinations to members (32D).
Notification of Risk	 MCPD must promptly notify officers of all vehicles, suspects, and conditions that may jeopardize safety of officers (32H).
	 Supervisors may request a special medical/psychological examination to assess an officer's fitness for duty (37, side letter).
Special Evaminations	 FOP members scheduled for special medical/psychological examinations must be advised of reasons for the examination (37A).
Special Examinations	 An Employee Medical Examiner (EME) will perform medical examinations. The FOP and the County will mutually agree upon a panel of mental health care providers to perform psychological examinations and a separate panel to perform substance abuse examinations (37C, D).
	• Following the examination, the EME or panel will determine duty restrictions, if any (37C, D).
Stress Counseling	 The County must establish a stress counseling program for FOP members (58A). All written stress management evaluations and treatment must be treated as confidential (58A).
Incapacitation	 MCPD will use its best efforts to assign chronically incapacitated officers to duties within their capacity (11D).
	 The Agreement establishes standards for temporary restricted status (limited duty, light duty, and no-duty) (11E).

I. Personnel Matters

Promotions	• Promotions must be determined through a competitive process based on candidates' qualifications (44A)
	 Promotion, selection, and non-selection decisions for employees in the highest rating category may be appealed through the grievance procedure (44B).
	 An officer may who is eligible for a proficiency advancement but has been absent from duty for 90 days receives a pay increase but advancement to higher rank is delayed (unless absence is due to a service- connected injury or illness) (44F).
Reductions-in-Force	Reductions-in-Force must comply with County administrative procedures (50A).
	 All FOP positions are considered a single class for purpose of determining which job classes are subject to reduction-in-force (50B).
Furloughs	Furloughs must be conducted equitably and consistent with County administrative procedures (50C8).
	 Lost furlough pay must not be made up by the same or other employees in overtime hours or compensatory time (50C1).
	 The County may not restrict FOP members from using authorized leave (other than compensatory leave) during furlough period (50C1).
	• Should the County Council not fund the negotiated FY21 general wage adjustment, the County Executive agrees not to furlough FOP members in FY21 (36A of May 11, 2020 submission to Council).

J. Work Rules and Responsibilities

Work Hours	 Employees' regular workweek is 40 hours over either 4 or 5 days (depending on position type) (15A1, 15K3).
	• Hours worked in excess of 40 per week compensated at 1 ½ time overtime rate (15A1).
	 On-call status is voluntary rotation to determine officers selected for overtime (15H).
Work Assignments	• The Agreement establishes procedures to assign officers to different shifts, units, and districts (15K-W).
	• The Agreement establishes procedures for transfer of officers to different shifts, units, and districts (15Q).
	 The Agreement establishes rules for procedures for a job-sharing program to assist employees with dependent care responsibilities (55).
Secondary Employment	An employee must receive approval from the Police Chief before accepting secondary employment (27C).
	 An employee may not engage in any secondary employment that presents an unacceptable risk of disabling injury (27D3).
	 Employees may not engage in secondary employment during work hours (27D4).
	 Employees with medical restrictions must abide by those restrictions while working secondary employment (27D5).
	 In Montgomery County, employees may not engage in secondary employment at any business that sells, dispenses or handles alcoholic beverages (with exception of working certain security positions) (27D7).
	 An off-duty officer working a security position who observes a potential offense should report the incident to an on-duty officer but may take immediate and appropriate police action when witnessing a crime (27E2).
	 Officers may wear their patrol uniform and authorized equipment while engaged in certain secondary employment (27F).
	 During secondary employment, employees may carry and utilize weapons, protective equipment, portable radio, ballistic vest, handcuffs, and other County-issued equipment (27G).

K. Performance, Conduct, and Discipline

- The MCPD may investigate a complaint against an officer only if the complaint is filed within 90 days of an alleged act of brutality (Maryland Law Officers' Bill of Rights, LEOBR).
- Interrogation of an officer who is subject to a complaint is suspended up to ten days to allow the officer to obtain counsel (LEOBR).
- Interrogation of an officer must be conducted by a law enforcement officer (LEOBR).

If an investigation results in a recommendation of demotion, dismissal, transfer, loss of pay, reassignment, or other punitive action, the officer is entitled to a hearing (LEOBR).

- For a recommended disciplinary action (other than for summary punishment), an officer may elect an LEOBR hearing board of three police officers selected by the Police Chief or an alternate hearing board of one police officer selected by the Police Chief, one police officer selected by the FOP, and one neutral arbitrator selected jointly by the Chief and the FOP (43A).
- Supervisors may maintain a file for each employee that contains informal notes concerning the employee's job performance or conduct for the purpose of substantiating performance (51D3).
- Evaluation procedures are set forth in MCPD policy, Function Code 370 (53B).

An employee who receives a less than satisfactory performance evaluation may be demoted after written warning, counseling and at least three months to improve (54C).

- Mobile Video Systems recordings may not be used for performance evaluations (66C7).
- Body Warn Camera System recordings may not be routinely reviewed for purpose of discovering misconduct or poor performance without cause. A supervisor may use BWCS recordings to address performance when cause exists (72D2).

Complaints

Performance Evaluations

K. Performance, Conduct, and Discipline

OHR maintains a personnel file on each employee including employment history, commendations, education and training records, performance evaluations, and disciplinary actions (51C1).
 Reprimands are to be removed from OHR files after one year, performance evaluations removed after five years (51C1).

Personnel Files

- MCPD maintains a personnel file on each employee with documents necessary for program operations, including contact information, payroll data, leave records, performance evaluations, commendations, awards, and disciplinary actions, and training certificates (51B3).
- Disciplinary actions are to be removed from Police Department files after five years, reprimands are to be removed after one year, and performance evaluations are to be removed after five years (51C3).
- MCPD may maintain a second personnel file kept within the employee's unit that does not contain a record of disciplinary actions (51B3).
- FOP members who review an application for a vacant position may view the candidate's performance evaluations, letters of commendation, awards and training documents, but may not access other personnel file documents (51B7g).

Inappropriate Relationships

- Instructors and field training officers (FTOs) must not engage in an intimate/sexual relationship with a trainee. The instructor/FTO must immediately disclose to a supervisor if a conflict exists (15L1).
- No disciplinary action or retaliation may occur as a result of the disclosure of an intimate/sexual relationship with a trainee (15L2).
- An instructor/FTO found in an undisclosed intimate/sexual relationship with trainee will be transferred involuntarily (15L4).
- Violation of the disclosure rule will not result in disciplinary action (15L4).

K. Performance, Conduct, and Discipline

- Employees must not take or possess illegal drugs while on duty, on County property, or in a County vehicle (Appendix A, 3.0).
- Employees must not have illegal drugs in their bodies while on duty (Appendix A, 3.0).
- Employees must not consume alcohol while on duty (Appendix A, 3.1).
- Alcoholism is recognized as disease. Alcohol-related disciplinary problems will not be dealt with exclusively in a punitive fashion (4A, B).
- Employees must not be impaired by, or the under influence of, alcohol while on duty (Appendix A, 3.1).

• "Impaired" is defined as a blood alcohol concentration (BAC) of .05%; "Under influence" is defined as BAC of .10% (Appendix A, 3.1).

- Employees who violate the substance abuse policy may be subject to periodic drug/alcohol testing and may be disciplined (Appendix A, 3.21, 3.22).
- Employees who obtain drug/alcohol abuse treatment on their own initiative may not be subject to disciplinary action, absent a violation of law or regulation (Appendix A, 3.14).
- After reviewing information presented by an employee's supervisor, the Police Chief may require an employee to submit to drug/alcohol testing (Appendix A, 4.0).

Incident Reporting

- Employees must report any incident in which they are arrested, a defendant in criminal proceeding, had their driver's license suspended or revoked, subject of a criminal investigation, or subject of a protective order that impacts their ability to carry a weapon or perform their duties (15Y).
- All information related to a reportable incident is considered confidential and may only be shared on a need-to-know basis. All persons are presumed innocent until proven guilty (15Y).

Substance Abuse

L. Locator and Camera Systems

- The Mobile Video System (MVS) is an onboard vehicle video system that automatically records when a vehicle's emergency lights are activated, or when the wireless audio transmitter is in operation (66B7).
- Officers must activate MVS video and audio for all traffic stops, vehicular pursuits, priority responses, and crimes in progress (66B8).
- For prisoner transports, officers must activate the MVS video; MVS video may be activated only with the prisoner's consent (66B13).
- Officers may activate MVS video without the consent of involved parties when the officer feels the recording may have merit, for example, in cases of disorderly conduct and at crime scenes (66B10).
- Officers may activate MVS audio, with the consent of involved parties, any time officer feels recording may have merit (66B11).
- Officers may deactivate MVS to conserve recording time if the officer does not reasonably believe that
 deactivation will result in loss of evidence and if the officer records the reason for deactivation before
 deactivation (66B9).
- All MVS recordings will be destroyed after 210 days, unless the recording is, or may reasonably become, evidence in any proceeding (66C6).
- Original MVS recordings will not be released unless pursuant to a valid court order (66C11).
- The County will notify the FOP of all external requests for MVS recordings, including subpoenas and summonses, and will solicit the FOP's opinion before responding to the request. If the County determines that the request cannot be denied per the MPIA, the County will allow the FOP to file a reverse MPIA action and will not grant the original MPIA request until a court orders the recording to be disclosed (66C13).
- The County may use a MVS recording as a basis of discipline only after: an external complaint, a pursuit, use of force resulting in an injury, a collision involving a police vehicle, a non-employee's claims of injury, or upon a reasonable basis to suspect an officer engaged in criminal wrongdoing or serious allegations of misconduct. Except in a case of an external complaint, disciplinary action will be limited to serious allegations of misconduct (66C2).

Mobile Video System

L. Locator and Camera Systems

Cell Phones

- Location tracking software on cellular phones issued by the County to FOP members may not be the sole basis for officer discipline (pending January 23, 2020 Memorandum of Agreement).
- The Automatic Vehicle Locator (AVL) and Portable Radio Locator (PRL) systems identify the location of police vehicles and portable radios (65A).
- The County will store AVL/PRL data up to 365 days and will notify the FOP if it changes its AVL/PRL data storage requirements (65A).

Vehicle and Portable Radio Locators

- The County will deny all Maryland Public Information Act (MPIA) requests for stored AVL/PRL data on the movements and location of vehicles unless a court establishes that AVL/PRL data is subject to the MPIA. County will defend its denials of MPIA requests for stored AVL/PRL data in trial courts and will continue to defend these denials until a court establishes that AVL/PRL data is not confidential information (65D).
- The County agrees that it will seek court protection from any subpoena or summons seeking stored AVL/PRL data on the movements and location of vehicles assigned to FOP members, except for subpoenas issued by a grand jury, or a State or federal prosecutor. The County will seek protection from subpoenas and summonses in trial courts, until a court establishes that AVL/PRL data is not confidential information (65E).

L. Locator and Camera Systems

- Except in cases involving litigation, the County will provide notice to the FOP prior to public release of any Body Warn Camera System (BWCS) recording. In an emergency, the County may provide notice after release (72E1).
- The County must notify an employee of its intent to use BWCS as a basis of discipline for an employee. An employee may review BWCS recordings with his/her selected representative at least five days before being interrogated (72D4).
- The County will review all external requests for BWCS recordings, including subpoenas and summonses, for compliance with applicable standards, including those imposed by the CBA. If the FOP objects to release of any portion of the recording, the FOP must promptly notify the County of its intent to file a reverse MPIA claim (72E3).

All BWCS recordings will be destroyed after 210 days, unless the MCPD deems it necessary to retain a recording for a longer period of time (72F1).

- Officers may review a recording for any work-related reason, including to assist with report writing, to review their own performance, and to prepare for court (72G1).
- Officers must be permitted to review a BWCS recording prior to making a statement regarding a civil suit, criminal investigation, or complaint (72G1).
- In case of a formal investigation of an officer, the County must provide the officer with all BWCS recordings related to an incident at least five working days in advance of questioning (72G4).

Body Warn Camera System

Chapter 4. Difficulties for the Third-Party Reader

This chapter discusses the degree to which the content of the Collective Bargaining Agreement (CBA) documents between Montgomery County and the Fraternal Order of Police Lodge 35 is accessible and comprehendible by a third-party reader, that is, a reader other than those most directly involved in negotiation of the CBA. Unless otherwise indicated, provisions cited in this chapter refer to the CBA dated July 2019 to cover the period of July 1, 2019 through June 30, 2020, the most recent CBA currently available to the public.

OLO finds that the current CBA is exceptionally difficult for a third-party reader to read and understand. OLO presents the following observations about the current CBA between the County and the FOP.

A. Lack of Transparency

A third-party who wishes to read and understand the CBA will encounter several obstacles that combine to make the document unclear, uncertain, and opaque. To substantiate this point, OLO notes:

- The current copy of the CBA on the County website has expired. The CBA posted online is online is dated July 2019 covering the period between July 1, 2019 through June 30, 2020.
- The CBA table of contents lists 22 appendices; only one of these appendices is available online.
- The CBA references dozens of supplementary documents referred to as "side letters" or
 "MOAs." None of these documents are available to the public online. In the example below
 from the May 11, 2020 changes to the CBA, a third-third party reader would be unable to
 access the two referenced MOAs.

Article 30

Section O. *Cellular Phones*. Subject to budget limitations, unit members will be issued cellular phones for business use. Unit members shall not be eligible to be reimbursed for the cost of business calls that are made on personally owned cellular phones. Until such time as the FY21 GWA is funded, the March 12, 2009 MOA shall apply. The January 23, 2020 MOA shall become effective and shall replace the March 12, 2009 MOA on the first day of the same pay period that the FY 21 GWA is funded.

Labor Agreements with Montgomery County Police Officers

 While many of the side letters and MOAs are identified by their date, in several places, the CBA generically refers to a side letter or MOA without providing any means to identify the document as evident in the example from Article 30 of the CBA below.

Article 30

Section A. Employees shall be issued the equipment identified in Appendix I of this Agreement. When the scheduled working hours of specific units increase or decrease significantly during the contract term, the parties agree to discuss reasonable changes to the quantities of uniforms and equipment needed by members of such units. [See Applicable Side Letters and MOA's]

- Many provisions of the CBA lack context. For example, Article 57 describes many aspects of the
 pension benefit provided to FOP members. However, the CBA does not include any mention or
 reference to the criteria (age and years of service) that make an FOP member eligible to receive
 a pension.
- While the CBA defines some terms, the document does not contain a comprehensive list of definitions for the many specialized words or terms used.
- The CBA does not contain a subject index.

B. Inconsistency with Law and Policies

OLO identified multiple provisions in the CBA that appear to be inconsistent with existing County laws, regulations and policies. When a conflict arises between a collectively bargained labor agreement and County law, the law controls.³² Conversely, when a conflict exists between a labor agreement and a County personnel regulation, the labor agreement controls.³³ The CBA also controls when a MCPD directive, rule, or procedure conflicts with a provision of the CBA.³⁴ Notwithstanding these rules of preeminence, inconsistency among supporting documents may generate confusion as to actual policies in effect. Examples of CBA provisions that are not consistent with law and policies include:

- Article 24, Section A identifies the premium split for employee health insurance at 80% County / 20% employee. For nearly a decade, the Council has set the premium split at 75% County / 25% employee in its approved annual operating budget resolutions.
- Article 30, Section R references a Memorandum of Agreement (MOA), dated November 5, 2003, that governs the use of tasers (also known as electronic control weapons of ECWs). The MOA includes the following text describing when an office may use a taser:

³² Fraternal Order of Police, Montgomery County Lodge 35, et al. v. Montgomery County, Maryland, et al., Court of Appeals of Maryland, 437 Md. 618 (2014). https://mdcourts.gov/data/opinions/coa/2014/67a13.pdf

³³ Code of Montgomery County Regulations 33.07.01.02, Section 2-9.

³⁴ MCPD Policy, *Department Mission and Organizational Values*, Function Code 210.

Memorandum of Agreement, November 5, 2003

The taser is a tool used to provide less that lethal force. If may be used to control dangerous, violent, or uncooperative subjects where attempts to control the subject with other tactics have been ineffective or it is reasonably unsafe. Additionally, the taser may be used to subdue individuals who pose an immediate risk to themselves or others or to safely affect an arrest.

OLO notes that, in the agreed-upon CBA changes submitted to the Council in May 2020, the above referenced MOA will remain in effect until the Council funds a FY21 general wage adjustment for FOP members.

In contrast, MCPD Policy, Electronic Control Weapons Function Code 133, dated September 21, 2016, presents a more restrictive standard for taser use.

MCPD Policy, Function Code 133

Officers may only deploy an ECW when an objectively reasonable officer would conclude that the circumstances present a risk of immediate danger that is reasonably likely to be mitigated by use of the ECW.

An ECW may be used against subjects who are actively resisting in circumstances that, in the officer's judgment, present a risk of immediate danger to the officer or others.

- Article 57 of the CBA outlines certain elements of police officers' pension benefits. Police officer
 pension benefits are established in Chapter 33 of the County Code. Article 57 incudes at least
 three elements of the FOP pension benefit that are not consistent with the plan design
 stipulated in Chapter 33 of the County Code.
 - Section 57D of the CBA states that the minimum pension for service-connected disability is 66.6% of final earnings; the County Code § 33-43(i)(4) sets the minimum disability benefit at 52.5% of final earnings.
 - Section 57J of the CBA states that the employee pension contribution is 4.75% of salary; County Code § 33-39(a)(2) sets the employee contribution at 6.75% of salary for service after June 30, 2012.
 - Section 57H of the CBA states that the caps on the annual pension cost of living adjustment is 7.5%; the County Code § 33-44(c)(6) sets the annual COLA cap at 2.5%.
- Article 65, Section D of the CBA states that the County will deny all Maryland Public Information
 Act (MPIA) requests for Automatic Vehicle Locator (AVL) and Portable Radio Locator (PRL) data
 unless a court establishes that AVL/PRL data is not confidential information. The MPIA:

[G]rants the public a broad right of access to records that are in the possession of State and local government agencies.... The basic mandate of the PIA is to enable people to have access to government records without unnecessary cost or delay. Custodians of

records are to provide such access unless the requested records fall within one of the exceptions in the statute.³⁵

The MPIA specifically identifies types of information that are not subject to public release. None of the exceptions authorizes a blanket refusal to deny all requests for AVL/PRL data. While there may be authority under the MPIA to redact certain portions of a video, it is rare that the entire video can be withheld from public inspection. Moreover, this provision of the CBA appears to conflict with the Section 4-103 of the MPIA that states that "unless an unwarranted invasion of the privacy of a person in interest would result, this title shall be construed in favor of allowing inspection of a public record."³⁶

C. Dated Material

The CBA includes many dated provisions and references. To the third-party reader, the CBA addresses many topics that appear to be out-of-date and no longer relevant. OLO notes, however, that the Office of the County Attorney has informed OLO that the relevance of dated material in the CBA often cannot be readily ascertained (see Chapter 2 of this report). Nonetheless, many dated provisions and references clutter the CBA, which may generate confusion for the third-party reader. Examples of dated material in the CBA include:

- Article 17, Section E includes the text of a notice to be given to an injured employee regarding
 the filing of a workers' compensation claim. The notice provides a web address for the injured
 employee to submit a worker's compensation claim. The web address shown in the CBA is
 neither current nor correct.
- Article 31, Section F of the current CBA includes a provision about a FY14 reopener.

Article 31

Section F. *Reopener Matters.* In September 2012 there shall be a reopener for the second year (July 1, 2013 to June 30, 2014) limited to:

- a. Cash compensation
- b. Reopener
- c. Duration (Article 47) to permit a 3rd year
- d. Health care issues, including union administered health care
- Article 36, Section A of the Fiscal Year 2020 CBA cites many of the annual pay increases approved for Fiscal Years 2013 through 2019.
- Article 36, Section E states the County may initiate a system of mailing payroll checks to employees' home addresses. The County discontinued mailing paychecks more than a decade ago.

³⁵ Maryland Public Information Act Manual – Fourteenth Edition, Office of the Maryland Attorney General, 205, page 1-1, https://www.marylandattorneygeneral.gov/OpenGov%20Documents/PIA_manual_printable.pdf.

³⁶ Annotated Code of Maryland, General Provisions Article, Title 4, Section 4-103(b).

- Article 39, Section A8 states that the County seek Council approval of \$135,000 in tuition assistance funding in Fiscal Year 2012.
- Article 57, Section M2 states that a study of the effect of Social Security integration on the pension benefit will be completed by November 2003.
- Article 63, Section C calls for the FOP and the County to jointly retain a consultant to conduct a childcare needs assessment survey. The CBA states that the "consultant shall report to the parties by June 2009."
- Article 69 of CBA sets pay differential for flight officers in the MCPD Aviation Unit. MCPD has not owned aircraft for more than a decade.

Article 31

Section A. *Compensation*. Unit members assigned to the Aviation Unit or who perform as pilots, co-pilots, flight officer or observer duties aboard aircraft owned, operated or funded by, or under the control of the County or any County agency, shall be compensated as provided in this Article.

- 1. All compensation and benefits as provided under this agreement, and
- 2. A pay differential for all hours worked regardless of flight status:
 - a. Pilot and Co-Pilot \$3500 per year
 - b. Observers and Flight Officers \$1500 per year
- Article 70 establishes a Wellness Study Committee that is to issue a report by June 2010.
- Appendix E displays an outdated (1994) version of the State Worker's Compensation Claim Form. The form has been updated several times since 1994. The current form, which is now available online, requires the applicant to provide different information than the 1994 form.

D. Items Overtaken by Events

The CBA includes language that, while once relevant, is no longer pertinent given events that have transpired since the language was first included in the document years ago. These items do not accurately portray current conditions and so could lead a third-party reader to misconstrue certain element of the CBA. Examples of items in the CBA that have been overtaken by events include:

- Article 3, Section A states that an employee who elects not to become a member of the FOP
 must pay a \$312 annual service fee. In 2018, the U.S. Supreme Court ruled such a requirement
 unconstitutional.
- Article 24, Section O states that that the County must extend health and insurance to same or opposite-sex domestic partners. Following approval of the Maryland Civil Marriage Protection Act, the Council approved Bill 16-16 that prohibits a new application for group insurance benefits for domestic partners of County employees and retirees.

Article 24

Section 0. *Domestic Partners*. It is an expressed term of this agreement that health and insurance benefits shall be extended to same or opposite-sex domestic partners.

- Article 57 of the CBA addresses retirement benefits for FOP members. Multiple times, the CBA indicates that the County and the FOP have agreed to pursue legislation to amend sections of the County Code that govern retirement benefits for police officers. In many of these cases, bills were introduced and acted on by the County Council several years ago.
 - Article 57, Section C refers to pending legislation that would enable employees to purchase pension credit for military service. The Council approved that legislation almost two decades ago.
 - Article 57, Section M1B calls for the County Executive to submit legislation to the County Council to amend the disability retirement rules in Section 33-43(j) of the County Code. Bill 38-08, approved by the County Council in 2009, addressed the disability retirement provisions of the County Code described in Section 57M1B of the CBA.
 - Article 57, Section O calls for the County Executive to submit legislation to the County
 Council to modify the Discontinued Retirement Option Plan (DROP) program rules in Section
 33-38A of the County Code and to rename the program the Discontinued Retirement
 Service Program (DRSP). The County Council approved Bill 7-08 in 2008 to amend program
 rules and to rename the program.
 - Article 57, Section U calls for the County Executive to submit legislation to the County Council to amend Section 33-38 of the County Code so that a police officer would become eligible for an unreduced pension with 25 years of credited service regardless of age. The County Council approved this change as part of Bill 7-08 in 2008.
 - Article 57, Section V calls for the County Executive to submit legislation to the County Council to amend Section 33-41(m) of the County Code to allow an FOP member to purchase a service time credit for time spent on leave without pay. The County Council approved this change as part of Bill 7-08 in 2008.

Article 57

Section V. *Leave Without Pay*. The Employer shall submit legislation to the county Council to amend Montgomery County Code, Chapter 33, Article II to provide for the revisions infra.

A unit member who is on leave without pay shall have the opportunity to purchase service at the true actuarial cost for up to one year of such absence. Legislation required under this article shall be submitted to the County Council on or before April 1, 2008 with an effective date of July 1, 2008.

E. Unclear or Ambiguous Language

The CBA and its appendices include several provisions with language that is unclear or ambiguous to a third-party reader. OLO provides the following examples:

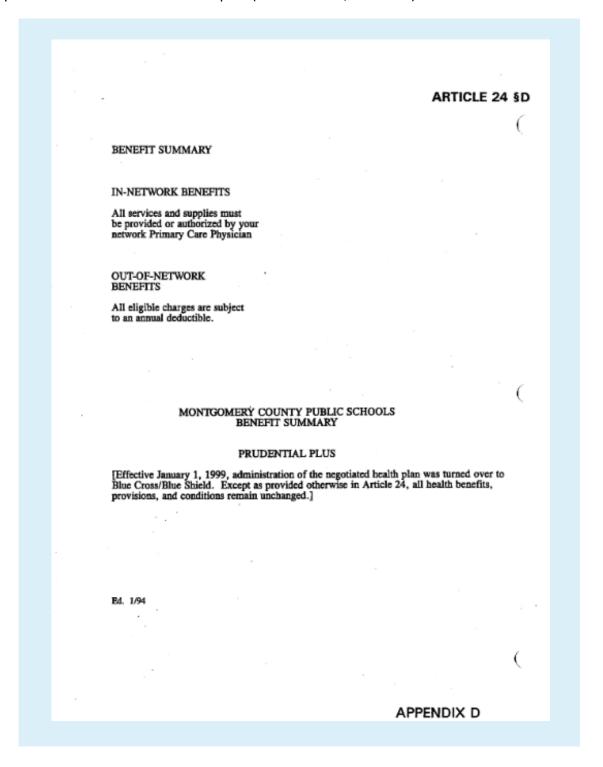
- Article 35, Section G5 states off-duty officers driving a personal patrol vehicle (PPV) or a single
 officer fleet vehicle (SOFV) while not in uniform should "make traffic stops only when inaction
 would reflect unfavorably upon the department." The CBA does provide any further
 specification or direction to define when inaction would reflect unfavorably upon the
 department.
- In several places, the CBA speaks of retention of previously negotiated benefits without identifying those benefits. As evident from the example below from Article 57, Section A, a third-party reader has no way of knowing which specific benefits are retained.

Article 57

Section A. *Preservation of Benefits*. Except as provided in this Agreement, all unit members retain all the retirement benefits and conditions previously in effect between the parties. [See Side letter.]

Labor Agreements with Montgomery County Police Officers

 The CBA refers to Appendix D to indicate that FOP members are eligible to participate in a point of service health insurance plan (see Article 24, Section E).



Appendix D is a benefits summary for a 1994 health insurance plan called "Prudential Plus" offered to employees of the Montgomery County Public Schools (MCPS). The following text was added to the document: "Effective January 1, 1999, administration of the negotiated

health plan was turned over to Blue Cross/Blue Shield. Except as provided otherwise in Article 24, all health benefits, provisions, and conditions remain unchanged." Article 24, Section E of the CBA further states that Appendix D is further amended by Appendix S to allow for open access to in-network Blue Cross/Blue Shield providers.

For the third-party reader, the relevance and significance of Appendix D to the current CBA is unclear. For OLO, the presence of Appendix D raises the following questions:

- Why is an MCPS document appended to a County Government CBA? Was the 1994 health insurance plan offered MCPS employees identical to the plan offered FOP members? If so, why was the County Government plan not appended to the CBA?
- As the County no longer offers Prudential plans as a health insurance option for employees, do the plan benefits still apply to FOP employees? If so, how would one reconcile differences between the benefits offered by the 1994 MCPS Prudential Plus plan and benefits offered by health insurance plans currently available to FOP employees?
- Appendix D includes the sentence: "Except as provided otherwise in Article 24, all health benefits, provisions, and conditions remain unchanged." What is the meaning of this sentence given that, during the past two decades, the FOP and the County have negotiated changes to the health insurance benefit that are not specified in Article 24 of the CBA?

Chapter 5. OLO Recommendation

This report presents a summary of key provisions of the Collective Bargaining Agreement (CBA) between Montgomery County and the Fraternal Order of Police Lodge 35. Councilmembers should review this summary to determine whether they would like further information related to the contents of the CBA or if they would like to schedule a worksession to discuss particular elements of the CBA.

As detailed in this report, OLO found that it is impossible for a third-party reader to know the contents of the collective bargaining agreement based on the current document available online on the County Government's website or based on the documents provided to OLO by the County Government and the FOP. Among other things, the current CBA:

- Includes provisions that contradict current requirements of federal, State, and County laws as well as certain County Council resolutions;
- References unnamed supplementary documents (side letters and memoranda of agreement); and
- Includes information that is out of date and provisions that are not currently in effect.

OLO believes that it is important for public transparency that third-party readers be able to access and understand the contents of County labor agreements with employees. To rectify these problems, OLO recommends that the Council amend the County's Police Labor Relations law to require, at a minimum, that:

- 1. The language in the CBA and all appendices and other supplementary documents should be consistent with current federal, Maryland, and County law and current Council-approved collective bargaining and budget resolutions.
- All documents that make up the current CBA, including all appendices and other supplementary documents considered part of the agreement, be readily accessible to thirdparty readers online.
- 3. Each supplementary document considered part of the agreement have a unique name and that the text of the CBA specifically references each supplementary document by name.
- 4. During the bargaining process, the County and the bargaining unit purge outdated and/or moot text from the CBA and supplementary documents.
- 5. The County Executive annually notify the County Council of all modifications and amendments to the CBA and its supplementary documents.

OLO also recommends that the Council consider whether to similarly amend the County's labor relations laws for other employees.

Chapter 6. Stakeholder Comments

The Office of Legislative Oversight sent a draft of this report to the County Executive and to FOP Lodge 35 on Monday, December 14, 2020, with a request that the parties provide OLO no later than January 8, 2021: (1) technical comments on and corrections to the report, and (2) written comments on the report findings and recommendations for inclusion in the final report. The parties' written comments on the report findings and recommendations are attached on the following pages.

In addition to the written comments, Executive Branch staff also met with OLO staff to discuss edits to the report and sent written recommended technical edits. This final report reflects the Executive Branch's comments that OLO incorporated into the report. The FOP did not provide OLO any technical comments on or corrections to the report.



Marc Elrich
County Executive

Richard S. Madaleno *Chief Administrative Officer*

MEMORANDUM

January 8, 2021

TO: Chris Cihlar, Director

Office of Legislative Oversight

FROM: Richard S. Madaleno, Chief Administrative Officer

Kom,

SUBJECT: OLO Draft Report 2021-1: Labor Agreements with Montgomery County Police

Officers

Thank you for the opportunity to comment on the Office of Legislative Oversight's (OLO) Draft Report – 2021-1 "Labor Agreements with Montgomery County Police Officers."

We agree with all five OLO recommendations but would like to comment on a couple of the key points.

The draft report concludes with a general recommendation to amend the County's Police Labor Relations law. Although we agree with the five specific OLO recommendations, we do not agree with the OLO's general recommendation to amend the County's Police Labor Relations law. Amending the law to require the implementation of the recommendations is an unnecessary, heavy-handed approach that could actually hurt the process we started two years ago. As you know, in 2019, the County Executive proposed, and the County Council approved, the creation of an appointed Chief Labor Relations Officer whose sole responsibility is to lead and reform labor relations in the County. Supporting that position and further demonstrating the County Executive's commitment of resources, effective on July 1, 2020, the Office of Labor Relations (OLR) became a stand-alone office that is no longer under the umbrella of the Office of Human Resources. In the short time since these changes have been made, we have worked diligently to modernize the County's approach to labor relations by implementing new, more collaborative bargaining strategies and resolving long standing projects – including the reconciliation of the collective bargaining agreement that is the subject of this draft report. In short, the County Executive has made the conscious decision to prioritize labor relations in a way that had not been undertaken previously, and those efforts should be permitted to germinate without wholesale and potentially divisive changes to the County's labor relations law.



Draft OLO Report 2020-1: Labor Agreements with Montgomery County Police Officers January 8, 2021 Page 2 of 2

Also, the draft report notes that the County and the Fraternal Order of Police (FOP) have been unable to agree upon a unified collective bargaining agreement. This is no longer accurate. OLR and the FOP have been engaged in a year-long project to reconcile those differences and have agreed to a single version of the collective bargaining agreement. Attached for your information is the unsigned agreement. The signed version will be forwarded to you next week.

We look forward to discussing the content of the draft report and the recommendations at the Council session.

cc: Fariba Kassiri, Deputy Chief Administrative Officer
Marcus Jones, Chief, Montgomery County Police Department
Steven N. Blivess, Acting Chief Labor Relations Officer, Office of Labor Relations

Attachment



Montgomery County Lodge 35, Inc. 301-9484286 www.foplodge35.com

January 08, 2021

Honorable Tom Hucker Montgomery County Council 100 Maryland Avenue Rockville, Maryland 20850

Re:

OLO Report on Labor Agreements with Montgomery County Police

Officers

Dear Mr. Hucker

FOP Lodge 35 has honored the public policy of collective bargaining since April 1982 when the Police Labor Relations Act ("PLRA") was first enacted. There have been no job actions by police officers; no slowdowns; and no other action that impaired our ability to serve the public. This record is a significant tribute to a thoughtfully crafted law that resulted from hard work by a County Council that truly understood and supported the right of employees to have a voice in the workplace through collective bargaining. The PLRA's provisions are an acknowledgment that American labor law has evolved over the years as a result of the struggles of employees to achieve democracy in the workplace. Efforts to diminish collective bargaining or employee rights are anti-labor and stray from the foundational principles of the Democratic Party and our democratic process.

County Charter § 510, adopted through a citizen initiative in 1980, requires the County Council to "provide by law for collective bargaining with binding arbitration with an authorized representative of the Montgomery County police officers. Any law so enacted shall prohibit strikes or work stoppages by police officers." Pursuant to this mandate, the County Council enacted the PLRA which was modeled after the National Labor Relations Act. The PLRA was the first collective bargaining law in Montgomery County. Similar collective bargaining laws were subsequently enacted for County Employees and Firefighters.

The PLRA was designed to further the principles enunciated in § 33-75, PLRA Statement of Policy.

It is the public policy of this county, pursuant to charter section 510, enacted as a result of citizen initiative, and purpose of this article to promote a harmonious, peaceful and cooperative relationship between the county government and its police employees and to protect the public by assuring, at all times, the responsive, orderly and efficient operation of the police department. Since unresolved disputes in the police service are injurious to the public and to police employees as well. adequate means should be provided for preventing such unresolved disputes and for resolving them when they occur. To that end, it is in the public interest that police employees have the opportunity to bargain collectively over wages, hours, and other terms and conditions of employment through a representative of their choice or to refrain therefrom; and that any collective bargaining between the county government and a representative of those police employees be done in good faith with no interference with the orderly process of government and furthermore, that agreements reached through collective bargaining be implemented.

It is also recognized, however, that police employee organizations and the county government each possess substantial means by which they may initiate actions regarding the wages, hours and working conditions of employees. Consequently, in order to preserve an appropriate balance between labor and management in the police service, the council hereby declares that once a representative has been voluntarily selected, collective bargaining shall be utilized in place of, but not in addition to, existing means of initiating governmental action as to those subjects which are defined as appropriate for collective bargaining in this article.

(Emphasis added.)

During the more than 38 years of the parties' experience with the PLRA, there have been few formal controversies regarding the scope of proper subjects of bargaining. This excellent experience has been fostered by the specificity of the bargaining duty under the PLRA. The PLRA spells out, *inter alia*, employee rights, management rights, mandatory subjects of bargaining, prohibited practices, the duties of the Permanent Umpire, and collective bargaining and impasse procedures. The Employer, defined as the County Executive and the Executive's designees, and the Certified Representative have a duty to bargain mandatory subjects of bargaining. After the parties ratify a bargained agreement or an impasse neutral issues an award, the County Executive must

submit for the County Council's approval any changes to the collective bargaining agreement that require an expenditure of funds or the enactment of legislation.

The PLRA is intended to promote a harmonious, peaceful, and cooperative relationship between the county government and its police employees. Because the County Executive supervises the day to day operations of the county government, it is logical that the law is structured to encourage the Employer and the Certified Representative work together for the good of the public and provision of necessary public services. If both are operating as the law intends, working in a peaceful harmonious relationship by collaborating, the PLRA's processes dispute resolution should rarely be used. The effectiveness of the PLRA cannot be properly evaluated unless it has been consistently followed. Where problems do not exist, there will be no solutions.

The bargaining process under the PLRA is analogous to the County budget process in many respects. Both the budget and bargaining processes require deliberation and review by the parties, and neither interferes with the effective and efficient delivery of essential public services. Both are subject to complaints from the Executive, if there be any.

In March or about, of each year the Executive submits a recommended budget to the council. The Council spends considerable time analyzing and questioning the recommendation. Should the Executive desire to amend or supplement the budget after July 1, s/he must follow certain procedures and submit the request to the Council. Certain requests are barred until after January 1. The Council will then deliberate and discuss these supplemental budget requests. Year after year, we read about the Executive's expressed frustration with the Council for doing its job and the Council's expressed frustration with the executive, yet the council has not sought to change the law to diminish the responsibilities of the Executive.

Like the budget process, term bargaining process takes place at certain times.

Contracts last for not less than one year, and not more than three years. In November, the

County Executive and FOP Lodge 35 commence the bargaining process. If no resolution is reached by January 20, impasse is reached. All issues must be resolved by February, and portions of the agreement requiring Council action or funding must be submitted to the Council as part of the Executive's Recommended Budget. By May 1, the Council must indicate its intent to accept or reject all or any portions of the submitted funding for the agreement. If any portion is not funded, the parties enter into a process for resolution of the funding issue(s). The contract becomes effective on July 1. It is important to note that the County Executive and FOP Lodge 35 have been exceptional in reaching agreement over the 38 years collective bargaining has been in place.

While term bargaining is like the annual budget process, interim bargaining¹ is similar to supplemental budget requests and occurs frequently. FOP Lodge 35 and the County Executive's designees often formally or informally bargain matters that arise during the term of a collective bargaining agreement. These interim agreements are memorialized in various forms such as memoranda of understanding, letters and even emails.²

OLO Recommendations

The Council's use of the Office of Legislative Oversight ("OLO") to intrude upon the collective bargaining agreement between the County Executive and FOP Lodge 35 undermines the PLRA's stated policy to promote a harmonious, peaceful, cooperative relationship between police employees and the County government and will most certainly upset the balance of interests between the parties. The OLO, through the council, attempts to insert itself into the process and agreement designed to be implemented by the County Executive and the Certified Representative. If the council interferes in the relationship through changes in the law, the relationship will be fractured, causing what is intended to be resolved peacefully between the County Executive and the Union to become a public issue - exactly what the PLRA was designed

See, PLRA §§ 33-80(c) and (k).

² IAFF and MCGEO similarly have numerous agreements with the County that are not included in their respective collective bargaining agreements.

to avoid. The PLRA does not need to be changed. Rather, its stated policy must be at the forefront of the actions taken to carry out the business of the County Executive and the Certified Representative. Foundational principles of collective bargaining must be fostered and preserved.

A thorough understanding of the collective bargaining agreement between FOP Lodge 35 and the County Executive requires extensive knowledge of the parties' bargaining history. The agreement is the result of years of committed cooperative engagement between the parties and covers the basic understandings between them. It does not and cannot possibly include the numerous grievance awards,³ umpire awards,⁴ court decisions, past practices,⁵ side letters, memoranda of understanding, and other agreements that have accumulated over the decades, which together constitute the agreement and understandings between the County and FOP Lodge 35.

The County Executive's office struggles to maintain copies of agreements with FOP 35 due to frequent changes of personnel who act as the Executive's designees under the PLRA. This problem was supposed to be resolved with the creation of the Chief Labor Relations Officer office. Labor contracts, unlike commercial contracts, typically include numerous historical documents and practices that, taken together, make up the labor agreement, and no court, arbitrator or umpire has ever had a problem identifying the parties' agreements. The Council is not a party to negotiations and should not take on that role. The County Executive and FOP Lodge 35, as recent as last year, began a process of housekeeping review of the agreement between the parties. The parties entered into this

³Disputes regarding interpretation of the collective bargaining agreement are processed pursuant to the contract grievance procedure, which encourages the parties to resolve the issues but provides for binding arbitration before a neutral labor arbitrator if they cannot reach agreement.

⁴ Prohibited practice charges and disputes regarding negotiability are decided by the Permanent Umpire.

⁵ A past practice is any long-standing, frequent practice that is accepted and known about by the union and management. A practice that meets the standards of being a bone fide past practice is considered to be part of the contract. A past practice can assist in interpreting ambiguous contract language and also provide a binding set of terms for matters not included in the labor agreement.

housekeeping effort so that going forward there would be little dispute as to the documents that make up the parties collective bargaining agreement. On January 8, 2021, the County Executive and FOP Lodge 35, while working within the current law, completed the review and formalized a joint document showing the basic foundation of the agreement between the parties. In an acknowledgement that the differences between the parties agreement were minor, the OLO was informed that the "primary" issue was the difference in the text of the parties' versions of the CBA. Issues between the County Executive and FOP Lodge 35 can and should be resolved by the parties through collective bargaining and without interference.

The OLO report contains far too many errors, omissions and inaccuracies to address in this response. The OLO spent several months attempting to analyze and understand the agreement between the County Executive and FOP Lodge 35, but gave FOP Lodge 35 a little more than two and a half weeks over the holidays to respond to its fifty-four page report, which is based largely on misunderstanding of and opinion regarding an agreement that spans more than three decades of relationship.

The OLO's attempt to incorporate the Maryland Law Enforcement Bill of Rights ("LEOBR"), as well as other Maryland law, into the agreement between the County Executive and FOP Lodge 35 is one its most glaring errors. The OLO references the LEOBR as if it were a part of the collective bargaining agreement. The LEOBR, however, is a separate and distinct law that was enacted by the Maryland state legislature in the 1970's. It addresses due process for police officers, in similar fashion to protections provided to IAFF, MCGEO, and the teachers union.⁶

The OLO recommends that historic documentation be removed from the current collective bargaining agreement, which, as noted above, contains the basic understandings between the County Executive and FOP Lodge 35. The OLO suggests, for example, that the agreement between the County Executive and FOP Lodge 35 over

⁶ For example, § 6-202 of the Education Article of Maryland, gives teachers disciplinary due process rights that track those of police officers and other employees.

healthcare is outdated and does not reflect changes to funding. The agreement specifies a cost share of 20% by the employee and 80% by the employer. The County Council voted to reduce funding to healthcare, thereby causing the employer share to be reduced and employee share to increased, to which is its prerogative under the PLRA, but the exercise of this prerogative does not change the agreement between the County Executive and Lodge 35. It only reduces the funding. Similarly, the Council's refusal to fund wages at the rate bargained by the County Executive and FOP Lodge 357 does not change the agreement on wages. The bargained general wage increase and step increases continue to exist as the agreement between the County Executive and FOP Lodge 35. Under the PLRA, neither the OLO nor the Council may dictate the terms of the parties' negotiated agreements.

The Council that enacted the PLRA did not intend that a future council seek to change the law whenever it disapproves of how the County Executive and Certified Representative made an agreement or handled matters subject to bargaining. The resolution of agreements and disputes should be left to the parties, the County Executive and the Certified Representative. The current law is sufficient in every way. The Council should promote, as the PLRA seeks to foster, a willingness to collaborate, a firm harmonious relationship, a desire to work together and commitment to work within the structure of the law. The failure of Council employees to understand a collective bargaining agreement in the context of a more than 30 year old bargaining relationship has resulted in an inaccurate and flawed report which does not justify Council interference with the PLRA. To do so would undermine the PLRA's intent and design to promote agreement rather than disagreement, and to provide more than adequate means to deal with disagreements should they arise.

⁷ The Council's reduced funding, or no funding at all, made the wages of Montgomery County police officers below the rank of Lieutenant less competitive than those of other police officers in the region, and in some cases the wages are among the lowest in the region.

Finally, there was an assertion that there was only a "general" agreement between the County Executive and FOP Lodge 35, despite the fact that the Executive states that there is a full and binding agreement, and the agreement was submitted to council. The County Executive has been crystal clear that the county's position is that there is a binding, complete three year agreement in place.

Sincerely

Torrie L. Cooke

President

Cc: Mr. Sidney Katz, Chair, PS

Mr. Albornoz, Vice President, Ps

Mr. Hucker, President, PS

Mr. Rice

Mrs. Navarro

Mr. Friedson

Mr. Glass

Mr. Jawando

Agreement

Fraternal Order of Police

Montgomery County Lodge 35, Inc.

and

Montgomery County Government

Montgomery County, Maryland

For the Years July 1, 2019 through June 30, 2020

Montgomery County Office of Human Resources
Labor/Employee Relations
101 Monroe Street, 7th Floor
Rockville, Maryland 20850
240-777-5114

July 2019

ARTICLE 1	RECOGNITION	
ARTICLE 2	ADMINISTRATIVE LEAVE]
ARTICLE 3	AGENCY SHOP AND DUES CHECK-OFF	******************************
	PREVENTION OF SUBSTANCE ABUSE/EMPLOYEE REHABILITATION	
	TECH PAY	
ARTICLE 6	CLOTHING ALLOWANCE	
ARTICLE 7	COMMUNICATIONS FACILITIES	***************************************
ARTICLE 8	CONTRACT GRIEVANCE PROCEDURE	
ARTICLE 9	COPIES OF CONTRACT AND OTHER INFORMATION	11
	COURT TIME	
ARTICLE 11	CHRONIC INCAPACITY	12
ARTICLE 12	SENIORITY	
ARTICLE 13	DESIGNATION OF SMOKING AREAS	
	HOLIDAY LEAVE AND PAY	
	HOURS AND WORKING CONDITIONS	
ARTICLE 16	PARENTAL LEAVE	345
	DISABILITY LEAVE AND INJURY ON THE JOB.	
ARTICLE 18	ANNUAL LEAVE	37
ARTICLE 19	SICK LEAVE AND SICK LEAVE DONOR PROCEDURE	38
	LEAVE WITHOUT PAY	
ARTICLE 21	COMPENSATORY TIME	42
ARTICLE 22	PROFESSIONAL IMPROVEMENT LEAVE	43
ARTICLE 23	MAINTENANCE OF STANDARDS/RETENTION OF BENEFITS AND CONDITIONS	43
	INSURANCE COVERAGE AND PREMIUMS	
ARTICLE 25	TRANSFERS	49
ARTICLE 26	NON-DISCRIMENATION	50
ARTICLE 27	SECONDARY EMPLOYMENT	50
ARTICLE 28	SERVICE INCREMENTS	56
ARTICLE 29	PHYSICAL FITNESS AND AWARDS	58
	UNIFORMS AND EQUIPMENT	
ARTICLE 31	REOPENER	61
ARTICLE 32	HEALTH AND SAFETY	63
ARTICLE 33	LABOR - MANAGEMENT RELATIONS COMMITTEE	66
ARTICLE 34	GRIEVANCE REPRESENTATION [ACCESS TO POLICE FACILITIES]	67
ARTICLE 35	VEHICLES	67
ARTICLE 36	WAGES	76

ARTICLE 1	RECOGNITION	1
ARTICLE 2	ADMINISTRATIVE LEAVE	
ARTICLE 3	AGENCY SHOP AND DUES CHECK-OFF	
	PREVENTION OF SUBSTANCE ABUSE/EMPLOYEE REHABILITATION	
	TECH PAY	
ARTICLE 6	CLOTHING ALLOWANCE	
ARTICLE 7	COMMUNICATIONS FACILITIES	
	CONTRACT GRIEVANCE PROCEDURE	
ARTICLE 9	COPIES OF CONTRACT AND OTHER INFORMATION	11
	COURT TIME	
ARTICLE 11	CHRONIC INCAPACITY	
	SENIORITY	
	DESIGNATION OF SMOKING AREAS	
ARTICLE 14	HOLIDAY LEAVE AND PAY	16
ARTICLE 15	HOURS AND WORKING CONDITIONS	19
	PARENTAL LEAVE	
ARTICLE 17	DISABILITY LEAVE AND INJURY ON THE JOB	35
ARTICLE 18	ANNUAL LEAVE	37
	SICK LEAVE AND SICK LEAVE DONOR PROCEDURE	
ARTICLE 20	LEAVE WITHOUT PAY	40
	COMPENSATORY TIME	
ARTICLE 22	PROFESSIONAL IMPROVEMENT LEAVE	43
	MAINTENANCE OF STANDARDS/RETENTION OF BENEFITS AND CONDITIONS	
ARTICLE 24	INSURANCE COVERAGE AND PREMIUMS	44
ARTICLE 25	TRANSFERS	49
ARTICLE 26	NON-DISCRIMINATION	50
	SECONDARY EMPLOYMENT	
ARTICLE 28	SERVICE INCREMENTS	56
	PHYSICAL FITNESS AND AWARDS	
ARTICLE 30	UNIFORMS AND EQUIPMENT	59
ARTICLE 31	REOPENER	61
ARTICLE 32	HEALTH AND SAFETY	63
ARTICLE 33	LABOR - MANAGEMENT RELATIONS COMMITTEE	66
ARTICLE 34	GRIEVANCE REPRESENTATION [ACCESS TO POLICE FACILITIES]	67
ARTICLE 35	VEHICLES	67
ARTICLE 36	WAGES	76

ARTICLE 1 RECOGNITION	***************************************
ARTICLE 2 ADMINISTRATIVE LEAVE	
ARTICLE 3 AGENCY SHOP AND DUES CHECK-OFF	***************************************
ARTICLE 4 PREVENTION OF SUBSTANCE ABUSE/EMPLOYEE REHABILITATION	
ARTICLE 5 TECH PAY	
ARTICLE 6 CLOTHING ALLOWANCE	(
ARTICLE 7 COMMUNICATIONS FACILITIES	
ARTICLE 8 CONTRACT GRIEVANCE PROCEDURE	
ARTICLE 9 COPIES OF CONTRACT AND OTHER INFORMATION	11
ARTICLE 10 COURT TIME	
ARTICLE 11 CHRONIC INCAPACITY	
ARTICLE 12 SENIORITY	
ARTICLE 13 DESIGNATION OF SMOKING AREAS	
ARTICLE 14 HOLIDAY LEAVE AND PAY	
ARTICLE 15 HOURS AND WORKING CONDITIONS	
ARTICLE 16 PARENTAL LEAVE	345
ARTICLE 17 DISABILITY LEAVE AND INJURY ON THE JOB	
ARTICLE 18 ANNUAL LEAVE	
ARTICLE 19 SICK LEAVE AND SICK LEAVE DONOR PROCEDURE	
ARTICLE 20 LEAVE WITHOUT PAY	40
ARTICLE 21 COMPENSATORY TIME	42
ARTICLE 22 PROFESSIONAL IMPROVEMENT LEAVE	43
ARTICLE 23 MAINTENANCE OF STANDARDS/RETENTION OF BENEFITS AND CONDITIONS	43
ARTICLE 24 INSURANCE COVERAGE AND PREMIUMS	44
ARTICLE 25 TRANSFERS	49
ARTICLE 26 NON-DISCRIMINATION	50
ARTICLE 27 SECONDARY EMPLOYMENT	50
ARTICLE 28 SERVICE INCREMENTS	56
ARTICLE 29 PHYSICAL FITNESS AND AWARDS	58
ARTICLE 30 UNIFORMS AND EQUIPMENT	59
ARTICLE 31 REOPENER	61
ARTICLE 32 HEALTH AND SAFETY	
ARTICLE 33 LABOR - MANAGEMENT RELATIONS COMMITTEE	66
ARTICLE 34 GRIEVANCE REPRESENTATION [ACCESS TO POLICE FACILITIES]	67
ARTICLE 35 VEHICLES	67
ARTICLE 36 WAGES	

ARTICLE 37	SPECIAL MEDICAL EXAMINATIONS	80
ARTICLE 38	SEVERABILITY	81
ARTICLE 39	TUITION ASSISTANCE	81
ARTICLE 40	DEPENDENT CARE	82
ARTICLE 41	SHIFT DIFFERENTIAL	82
ARTICLE 42	MANAGEMENT AND EMPLOYEE RIGHTS	
ARTICLE 43	DISCIPLINE	
ARTICLE 44	PROMOTIONS	
ARTICLE 45	NON-LEOBR PERSONNEL ACTIONS	87
ARTICLE 46	PROTECTION FROM COMMUNICABLE DISEASES	87
ARTICLE 47	DURATION OF CONTRACT	88
ARTICLE 48	ACTION BY MONTGOMERY COUNTY COUNCIL	88
ARTICLE 49	AWARDS	
ARTICLE 50	REDUCTION-IN-FORCE AND FURLOUGH	88
ARTICLE 51	PERSONNEL FILES	89
ARTICLE 52	TERMINATION	
ARTICLE 53	PERFORMANCE EVALUATION	94
ARTICLE 54	DEMOTION	94
ARTICLE 55	IOB SHARING PROGRAM	94
ARTICLE 56	RESIGNATION	97
ARTICLE 57	RETIREMENT	
ARTICLE 58	STRESS COUNSELING	105
	FAMILY MEDICAL LEAVE ACT	
ARTICLE 60	CAREER DEVELOPMENT STUDY COMMITTEE	109
	DIRECTIVES AND ADMINISTRATIVE PROCEDURES	
ARTICLE 62	SERGEANTS	110
ARTICLE 63	FAMILY AND CHILDCARE	111
ARTICLE 64	LEGAL DEFENSE AND REPRESENTATION	111
ARTICLE 65	AUTOMATIC VEHICLE LOCATOR/PORTABLE RADIO LOCATOR	113
	MOBILE VIDEO SYSTEMS	
ARTICLE 67	EXTERNAL REVIEW	
ARTICLE 68	PROPOSED LEGISLATION RELATING TO IMPASSE PROCEDURE	117
ARTICLE 69	FLIGHT OFFICERS	119
ARTICLE 70	HEALTH AND WELLNESS	
ARTICLE 71	EMPLOYEE BENEFITS COMMITTEE	119
ARTICLE 72	BODY WORN CAMERA SYSTEM	120

Appendix	Title or Subject	Contract Article
A	Prevention of Substance Abuse/Employee Rehabilitation Procedure, Amended	4
В	Detective Grievance Settlement dated February 13, 1994	10
C	Inclement Weather/General Emergencies, dated December 10, 1990	15
D	Heath Insurance Option (MCPS "Choice" Plan)	24
E	Workers' Compensation Commission Employee Claim Form	17
F	Sick Leave Donor Program, deleted July 1, 1996	19
G	Medical Examination	23
H	Internet, Intranet & Electronic Mail Use	7
ì	Issued Clothing and Equipment for Sworn Officers	30
Ĵ	Laundry and Dry Cleaning Procedures - DD 85-13	30
K	Notice of Election of Hearing Board	43
L	Internal Investigation Notification, MCP Form 242, rev. 3/97	43
L2	Statement of Charges	43
M	AP No. 4-19, Reduction-in-Force, dated May 7, 1984	50
N	Interim AP No. 4-17, Furlough, dated December 4, 1991	50
O	Stress Management Program Administrative Leave – DD 83-07 Stress Intervention Program Referral Techniques Supervisor's Handbook	58
P	AP No. 4-34, Compressed Workweek, dated January 27, 1994	15, Sect. A.6
Q	Modified Compressed Work Hours - Special Assignment Teams	15, Sect. A.6
R	Memorandum of Understanding on Permanent Shift Implementation	15, Sect. T
S	Healthcare Open Access Feature	24, Sect. F
T	Uniform Salary Schedule	36, Sect. A, B
U	Traffic Stop Documentation Memorandum	

COLLECTIVE BARGAINING AGREEMENT

MONTGOMERY COUNTY, MARYLAND (hereinafter *County*), and FRATERNAL ORDER OF POLICE, MONTGOMERY COUNTY LODGE NO. 35, INC. (hereinafter *FOP*), have entered into the following Agreement pursuant to Chapter 33, Article V, §33-75, *et seq.* of the Montgomery County Code; a purpose of that Article is to promote a harmonious, peaceful, and cooperative relationship between the County Government and its police employees; this Agreement was reached pursuant to the procedures set forth in §33-75, *et seq.* of the Montgomery County Code.

Article 1 Recognition

The County recognizes FOP Lodge 35 as the exclusive bargaining agent under the provisions of the Police Labor Law, Article V, Chapter 33, §33-75, et seq. of the Montgomery County Code.

Article 2 Administrative Leave

Section A. The president of the FOP shall receive 1092 hours of administrative leave for each year of this Agreement.

Section B. Officers and members of the FOP Negotiations Committee shall receive reasonable administrative leave in connection with contract negotiations and preparation.

Section C. An administrative leave bank of four hundred (400) hours shall be created for use by FOP officers and officials to attend workshops, seminars, conferences, and conventions related to the conduct of their duties in the FOP.

Section D. In addition, members will be assessed 3 hours annual or compensatory leave per year, which leave shall be contributed to an administrative leave bank for the purpose of providing additional administrative leave to the president and/or other officers and officials of the FOP. Administrative leave identified in this section and Section A shall be the sole source of leave for the FOP president, and shall result in the president being placed on administrative leave full-time (2080 hours), except the president shall continue to use annual and sick leave pursuant to applicable regulations and the provisions of this Agreement.

Section E. The Board of Directors, consisting of 12 unit members, subject to Section F below, shall be granted two hours administrative leave for a monthly FOP Board meeting. Board members and six stewards, subject to Section F below, shall also be granted two hours administrative leave for a general monthly meeting. The FOP will provide the Department of Police with a current list of FOP Board members and stewards.

Section F. An employee requesting administrative leave shall do so by giving reasonable notice to his/her supervisor.

Section G. The department shall provide the FOP president with an administrative vehicle for the purpose of conducting FOP and County business only. The reimbursement of the vehicle shall be in compliance with the provisions of Administrative Procedure 1-4.

Section H. In addition to the above, administrative leave may be granted by the chief administrative officer, or designee to:

- An employee or groups of employees in cases of:
 - a. General public emergency, or
 - b. An unhealthy or dangerous situation in a county facility.
- 2. An employee who is relieved of duties pending:

- a. An investigation of incidents or charges,
- b. Removal, or
- c. A determination as to fitness for continued duty;
- An employee for attendance at officially approved meetings or conferences;
- An employee who is subpoenaed to appear in administrative proceedings before an administrative body;
- An employee under other circumstances as the chief administrative officer determines necessary and in the best interest of the County government.

Section I. In addition, administrative leave shall be granted to:

- An employee who is subpoenaed as a witness in a civil or criminal case, administrative
 proceeding or is to serve on a jury unless the employee is subpoenaed as a witness in a civil
 case that is unrelated to the employee's official duties and to which the employee is a
 party. [See Side Letter]
- A full-time or part-time employee shall be granted paid leave for 3 consecutive workdays in the event of a death in the immediate family as defined as follows:

Parent, step-parent, spouse, brother or sister, child or stepchild, grandparent, grandchild, domestic partner, and legal guardian; Domestic partner's parent, step-parent, grandparent, and grandchild; Spouse's parent, step-parent, grandparent, and grandchild; or any other relative living with the employee at the time of death. In extenuating circumstances the chief administrative officer may approve administrative leave for other relatives. [See Side Letter.]

In addition, an employee who must travel more than 250 miles one way from their residence in connection with a death in the immediate family is entitled to an additional consecutive workday of leave.

- 3. A unit member who is a member of a reserve component of the armed forces of the United States for training purposes not to exceed fifteen (15) days annually. Application for military leave for training purposes shall be made immediately upon receipt of orders for active duty for training. The chief administrative officer may permit waiver of the 15-day limitation when two annual training periods are scheduled in one calendar year.
- 4. An employee who is relieved of police powers in excess of 90 days pending (excludes employees who are suspended for alleged commission of a felony):
 - a. An investigation of incidents or charges, or
 - b. Removal.

Section J. Blood Donations. Up to three (3) hours of administrative leave shall be granted to unit members at the end of a tour of duty for the purpose of donating blood.

Section K. Organ Donor Leave. An employee who is an organ donor shall be provided administrative leave for:

- a. Seven (7) days in any twelve (12) month period to serve as a bone marrow donor, and
- b. Up to thirty (30) days in any twelve (12) month period to serve as an organ donor.

The Department Director shall grant administrative leave to an employee to serve as an organ donor.

Organ donor leave is in addition to any annual leave, sick leave, personal days or paid time off that the employee is otherwise entitled to. The employee must provide medical documentation of the bone marrow or organ donation before leave is approved.

Article 3 Agency Shop and Dues Check-off

Section A. It shall be a continuing condition of employment with the County that employees covered by this Agreement: 1) shall become and remain members of the FOP in good standing to the extent of paying the FOP membership dues, or 2) in the alternative an employee shall be required to pay a service fee in the amount of twelve dollars (\$12.00) biweekly for a total of three hundred twelve dollars (\$312.00) per year for the duration of this contract. Such biweekly payments shall be deducted by the County. In the event of an FOP dues increase, the service fee may be increased on July 1 of any year of this Agreement upon sixty (60) days advance notice to the County. The increase shall not exceed the new dues amount. The FOP is responsible for certifying in writing all dues increases and the correct amount to be deducted for each bargaining unit member.

Section B. The FOP shall, upon the County's request, not more than once each year of this Agreement, provide to the County an opinion of its counsel certifying to the FOP's compliance with the substantive and procedural requirements of applicable public law with respect to fees charged nonmembers.

Section C. The FOP shall indemnify and hold the County harmless against any and all claims arising from actions taken by the FOP with regard to the collection of agency service fees and voluntary political contributions or the resolution of disputes concerning agency service fees and voluntary political contributions, including the cost for attorneys, expert witness, or other litigation expenses, provided that the FOP may satisfy its obligations with respect to legal fees by offering to have the attorney representing the FOP in any proceeding hereunder represent the County. In the event the County is the sole defendant, or the County determines that there is a conflict between the interests of the FOP and the County Attorney's Office does not represent the County, then the FOP's legal fee obligation shall be limited to providing an attorney, acceptable to the County, whose fees are comparable to those customarily charged the FOP.

Section D. Voluntary Check-off. Upon receipt of a written authorization from a member of the bargaining unit in the form attached hereto, the County shall, pursuant to such authorization, deduct from the wages due each pay period, the amount of FOP dues or the fee set forth in this Article. The Employer shall provide a voluntary check-off for voluntary political contributions from employees and shall make every reasonable effort to remit same to Lodge 35 on a biweekly basis. Any voluntary check-off form provided by Lodge 35 shall be in compliance with federal and state election law requirements. The County will remit the amounts deducted to FOP at its mailing address pursuant to procedures now in effect.

Section E. The County shall be relieved from making check-off deductions upon a bargaining unit member's (a) termination from employment, (b) transfer to a job outside of the Department of Police, (c) transfer to a job outside the bargaining unit, (d) layoff from work, (e) authorized leave of absence, or (f) revocation of the check-off authorization in accordance with its terms.

Section F. The FOP will reimburse the County, the member, or the employee for any check-off amounts which are paid to the FOP as a result of an error or a violation of applicable law. The County assumes no obligation, financial or otherwise, arising out of the provisions of this article, and the FOP shall indemnify and hold the County harmless from any and all claims, grievances, arbitrations, awards, suits, attachments or other forms of liability and legal fees arising out of any actions taken or not taken by the County for the purpose of complying with any of the provisions of this article, provided that the FOP may satisfy its obligations with respect to legal fees by offering to have the attorney representing the FOP in any proceeding hereunder represent the County. In the event the County is the sole defendant, or the County determines that there is a conflict between the interests of the FOP and the County Attorney's Office does not represent the County, then the FOP's legal fee obligation shall be limited to providing an attorney, acceptable to the County, whose fees are comparable to those customarily charged the FOP. The FOP assumes full responsibility for the disposition of the funds deducted under this article as soon as they have been remitted by the County to the FOP.

Section G. Nothing in this Agreement shall be read to imply that the FOP represents members who are not "employees" as defined in the County Collective Bargaining law for purposes of collective bargaining or that such members are covered by the other terms and conditions of this Agreement.

Section H. FOP Deferred Compensation Plan. The FOP may offer and administer an eligible governmental deferred compensation plan under Section 457 of the Internal Revenue Service Code and IRS Revenue

Ruling 2004-57. The parties acknowledge and agree that the County shall not function as a plan fiduciary except as required by federal law, and will not be responsible for the administration and regulatory compliances of said plan, and the FOP agrees to indemnify the County against any claim or loss arising out of the operation of the plan.

The County shall remit unit member contributions to said plan's trust. Said contributions shall be authorized by the unit member with the FOP or said plan's third party administrator, who will provide the County with data, in a format approved by the County so that the County can remit said contributions to the trust. The County's administrative responsibility shall be limited solely to the transfer of said contributions. At that time, unit members may no longer contribute to the County's deferred compensation plan.

Unit members have a one time election to keep his or her current account balance in the County's deferred compensation plan. If no election is made in a form and manner to be agreed by the parties, the current account balance shall be placed in the union offered 457 plan and the unit member shall be responsible for costs (back load fees), if any, associated with such transfer. Transfers of assets from the County's deferred compensation plan must comply with all IRS rules and regulations and any such transfer shall be deemed elected by the unit member. No assets will be transferred from the County's deferred compensation plan into said plan, unless said plan is eligible to receive said transfers. All new contributions of current unit members and new hire contributions must be contributed to the union plan. However, if a member becomes ineligible to participate in the union offered 457 plan, then they may no longer contribute to the union offered 457 plan and may elect to transfer said assets to the County plan. If no election is made, in a form and manner to be agreed, the account balance shall remain in the union offered 457 plan. The participant shall be responsible for costs (back load fees) associated with such transfer.

The FOP must provide the County an opinion of counsel letter upon establishment of the plan stating that the said plan meets the definition of an eligible governmental deferred compensation plan under Section 457 of the Internal Revenue Code. The FOP shall provide the County with certificates of insurance that confirm that the FOP has and maintains insurance against a breach of its fiduciary duties to its members who are county employees; the insurance and certificates must reflect that the County is an additional insured under the policies and the insurer must be licensed to do business in the State of Maryland; the insurance shall be in the minimum amount of \$1 million dollars for all claims per year. The County agrees to pay towards the FOP's cost of this insurance up to the amount of any difference in cost that it receives as a result of transferring funds from its Plan to the FOP's Plan, and any additional costs will be borne by the FOP. The FOP must contract with a trustee acceptable to the County (County's determination that a trustee is not acceptable must be reasonable) to hold the assets of the plan and must contract with an independent investment consultant to monitor the designated union investments so that the FOP may perform its fiduciary duty to its members with respect to those funds. Once the Plan is established, the County will seek a private letter ruling (PLR) from the IRS approving said plan, and the union will join in such application. If the IRS recommends corrections to said plans, the plan and language in the collective bargaining agreement shall be amended to bring the plan into compliance to satisfy the requirements of the IRS and that of an eligible 457 plan. However, such assurance that said plan remains in compliance with Section 457 of the Internal Revenue Code shall be required upon establishment of said plan and periodically thereafter as requested of the County or by its independent auditors. The County shall not be required to remit contributions to said plan's third party administrator in the absence of such reasonable assurance. The FOP may carry out provisions in this Agreement by forming a single trust with one or more other Montgomery County collective bargaining unit representatives to form a single trust to administer the plan.

Upon notice by the Union that the Union deferred compensation plan is prepared to accept auto enrollments, the Employer agrees to withhold from unit members' biweekly pay such contributions as specifically directed by the Union or its administrator. Union or its administrator is responsible for notifying Employer of any contribution change. Employees may opt out of any auto enrollment program at anytime in accordance with terms established by the FOP and such opt out requests shall be transmitted to the employer by the Plan or its administrator for processing consistent with existing protocol for contribution changes. The Union will administer the auto enrollment arrangement in accordance with all applicable state and federal laws, including but not limited to:

· preparing and distributing all required notices on a timely basis,

- · processing withdrawals of contributions made within the first 90 days of participation
- · establishing default investments

Article 4 Prevention of Substance Abuse/Employee Rehabilitation

Section A. Alcoholism will be recognized and treated as a disease. Employees suffering from alcoholism will be afforded the opportunity for counseling and rehabilitation through a County program.

Section B. Alcohol-related disciplinary problems will not be exclusively dealt with in a punitive fashion.

Section C. Incidents of apparent alcohol and substance abuse by employees and/or the need for rehabilitation shall be administered pursuant to the procedure Prevention of Substance Abuse/Employee Rehabilitation, found at Appendix A, as amended July 1, 1992, of this Collective Bargaining Agreement (see side letter July 13, 1999).

Article 5 Tech Pay

Section A. Canine Officers.

- Canine officers shall be compensated for the care and maintenance of the canine based upon their regular hourly police rate. Time allowed for care and maintenance shall be .5 hour per day. The officer shall be paid at the overtime rate for care and maintenance for hours in pay status in excess of forty (40) in the workweek. [See Side Letter.]
- The officer shall not be compensated for care and maintenance of the canine on any day in which the canine is housed in a kennel for the entire day (12 midnight to 12 midnight).

Section B. FTO Pay.

- Employees, other than MPOs, who are assigned Field Training Officer responsibilities, shall receive an FTO differential of \$3.50 per hour for each hour worked while training.
- The Employer may continue the practice of nominating officers for annual leave awards for performing field training duties.

Section C. Multilingual Pay Differential.

Skill Levels. The Parties agree to establish a pay differential for officers whose job requires
the occasional use of multilingual skills or signing. Affected officers will be afforded an
opportunity to qualify for the multilingual pay differential.

<u>Basic Skills.</u> Basic skills are defined as those skills primarily required for signing or oral communication and comprehension such as those used in conversation with clients and citizens.

<u>Advanced Multilingual Skills.</u> Advanced skills are defined as those skills required for written communication and comprehension in a second language, in addition to skills in oral communication and comprehension.

<u>Expert Multilingual Skills for Interrogations and Investigations.</u> Mastery of both basic and advanced skills necessary for comprehensive use in interrogations, investigations and legal proceedings.

<u>Test Administrators:</u> Employees who are selected by the County to administer basic skills and advanced multilingual skills performance examinations.

 Certification. Prior to becoming eligible for the pay differential, the employee must successfully pass a language certification examination administered by the Office of Human Resources. Employees will initiate requests for multilingual certification through the County's Office of Human Resources. The Employer will contact employees to schedule an examination, which, under normal circumstances, will be conducted within thirty (30) days after the employee requests certification. Testing will consist of a performance examination for those unit members who claim basic multilingual skills. A written examination assessing comprehension/translation skills will also be administered for those employees claiming advanced skills. The designation of a skill level is non-grievable and non-arbitrable. In the event the employee fails the examination, the employee may request a second examination ("retest") with a different test administrator. The retest will be conducted promptly. If the employee fails the second examination, the employee may request a third examination within sixty (60) days after the second failure. The examination will be conducted promptly. In event the employee fails the third examination, the employee may not request any additional examinations for six (6) months. This program shall not be administered in an arbitrary, capricious, or discriminatory manner.

Upon certification by the Office of Human Resources, language translation/interpretation skills will be made a performance guideline on the officer's performance appraisal form (see side letter 1/8/2007).

- 3. Compensation. Compensation is determined by the officer's certified language skill level. Compensation is paid for all hours actually worked during the pay period. Officers certified at the basic skill level will receive one dollar per hour for all hours actually worked. Officers certified at the advanced skill level will receive two dollars per hour for all hours actually worked. Officers certified at the expert skill level for interrogations and investigations will receive three dollars per hour for all hours actually worked. 1
 - Certified officers will indicate on their time sheets the multilingual skill code ML3 for Basic Skill certification, and ML4 for Advanced Skill certification and ML7 for Expert skill for interrogations and investigations.
- Overtime. Certified officers will be paid overtime on the multilingual differential only for
 use of the skill during hours subject to overtime pay, i.e. in excess of the regular workday or
 workweek.
- Transfer. It is recognized that once an employee is designated in a skill level, he/she may be transferred to an assignment where the skill is needed.
- For FY12, at the County's option, no new officers will be tested for entry in to the Multilingual program.

Article 6 Clothing Allowance

Section A. Effective July 1, 2013 the clothing allowance will be the following amounts for eligible employees:

Category	Annual Amount
Formal & Variety	\$1338
SAT	\$862
Casual	\$569
Partial	\$391

All Unit members who wear non-uniform clothing to be placed in a category under this section. Categories are to be agreed by the parties.

Section B. Procedure for Payment of Clothing Allowance.

1. The clothing allowance shall be paid to the member in quarterly installments every three
(3) months from the time the unit member is assigned. The amount paid the unit member

^{1.} Not funded by the County Council. (FY 2011 and FY 2012).

shall be pro-rated and paid, on a quarterly basis, in January, April, July, and October.

Unit members transferred to a position, which is a non-uniform capacity, shall receive a clothing allowance advance under the following conditions:

- The member must be transferred from a uniform to a non-uniform status for at least two full pay periods.
- b. The member must not have worked in the past calendar year in a unit which receives a formal or a variety allowance.
- c. The advance received shall be equal to the amount the member is entitled to annually.
- 2. The County will repair or replace personal items which are lost or damaged in the line of duty, provided, the item is moderately priced and an item normally worn with the style of clothing required in the unit of assignment and the loss or damage incurred in the line of duty was not as a result of negligence. Civilian clothing worn by members while operating a PPV will be considered personal items.

Section C. Shoe Allowance for Non-Uniformed Employees. Unit members receiving a clothing allowance shall receive \$95.00 per year for shoes, to be paid as provided in §B of this Article. Bargaining unit members who are assigned physical fitness training duties at the Training Academy shall be eligible for an allowance of \$95.00 on January 1st and July 1st each year of the contract for the purchase of running shoes. This section shall not apply to members of a recruit class.

Section D. Shoe Allowance for Certain Uniformed Officers. Unit members requiring irregular shoes sizes that are considered "hard to fit", i.e. size not available through police supply, shall receive an annual shoe allowance of \$115.00.

Bicycle officers, who are assigned bike duties full time shall receive an annual shoe allowance of \$115 in order to purchase bike shoes.

Bicycle officers who are assigned bike duties part-time shall receive a shoe allowance every two years of \$115 in order to purchase bike shoes. If bike shoes purchased between allowances become unserviceable, the bicycle officer will turn them in at supply for the employer to replace them or provide a new shoe allowance.

The bicycle shoes must be all or predominantly black in color.

Article 7 Communications Facilities

Section A. Bulletin Boards. The FOP shall have the exclusive use of the FOP bulletin boards in each station, geographical unit, and in headquarters.

Section B. Interdeportmental Mail. At each station, geographical unit, and police headquarters, the FOP shall have a mailbox and shall be allowed the use of interdepartmental mail. The Lodge office shall be included as a stop in the interdepartmental and intradepartmental mail system, whether contracted for or maintained by the County or the department, provided the Lodge office remains at 18512 Office Park Drive, Montgomery Village, MD 20886. In the event of a change in the business address of the Lodge, the delivery of County government mail will be subject to further negotiation.

Section C. Use of Facilities. The FOP shall:

- 1. Have use of police department FAX machines.
- Continue to be assigned a mailbox within the County's E-Mail system to be used for Lodge business. Unit members may use the E-Mail system for official Lodge business.
- 3. Continue to have an electronic bulletin board for the posting of messages related to Lodge 35 business.
- 4. Any costs incidental to maintaining the E-Mail system shall be paid by the FOP.
- 5. Usage of the Employer-provided Internet, Intranet, or E-Mail by bargaining unit employees

- through the use of Employer owned equipment shall be in conformance with county policies governing such use. [Appendix H.]
- Access to police facilities shall not be restricted solely on account of duty status. Nothing herein shall be construed as restricting the employer's ability to consider the basis of the duty status.

Section D. Distribution of Internal Directives. Members of the bargaining unit will continue to be provided internal directives in a reasonable, timely manner.

Section E. Visitation

- Short messages by Four-Phase such as announcements of meetings sent by the FOP shall be read at roll calls.
- Officials of the FOP may be granted reasonable time to address roll calls (in person or by VCR/DVD) under the following conditions:
 - a. Only after the usual roll call business is concluded;
 - Reasonable advance notice is given to the shift sergeant prior to roll call starting time;
 and,
 - c. Time allowed shall not exceed the regular conclusion of roll call.
 - d. Permission to address roll calls shall not be unreasonably withheld.
- 3. Officials of the FOP shall be given reasonable advance notice of all new employee orientation sessions in which new bargaining unit members are participating or academy class orientation sessions. The FOP will be provided at least five minutes at the beginning and 30 minutes at the end of an academy class orientation session to address employees about their contract, benefits, and FOP representation.
- 4. Officials of the FOP shall continue to have reasonable access to all work sites so long as such visits will not interfere with the conduct of normal County business. It is understood, and Lodge 35 acknowledges, that this paragraph establishes no new right and merely preserves the past practice in regard to access to work sites.
- Officials of the FOP shall be given an additional 45 minutes to address each academy class subsequent to training week 12. The exact date and time shall be scheduled between the FOP and Academy staff. Flexibility shall be allowed for rotations.
- Officers of the FOP shall be afforded up to one (1) hour of class time for each in-service session. The FOP shall provide the department with as much notice as possible in the event the FOP will be unable to attend the session.

Article 8 Contract Grievance Procedure

Section A. Definition of Grievance. A grievance is defined as a dispute or disagreement as to the interpretation or application of the terms and conditions of this Agreement. It is understood and agreed that the grievance and arbitration procedures set forth below shall be the exclusive forum for the hearing of any grievance and the exclusive remedy for any grievance as defined above, provided, however, that this provision shall not preclude an individual or the FOP from bringing the terms and provisions of the contract to the attention of any tribunal properly considering a matter to which the contract may relate.

Section B. Informal Resolution.

- Except in exigent circumstances or where a grievance relating to compensation is based on a claimed computational or factual error, an employee must notify the president of the FOP that he or she has a grievance within thirty days (30) after he or she knew or should have known of the existence of the dispute or grievance.
- 2. Informal Complaint Resolution:

The parties encourage that wherever possible, they will commit to the use of an informal complaint resolution process [ICR]. A member may notify a steward or other authorized Union official who may initiate this process within ten days from the date the member knew or should have known of the dispute. The process can begin with any form of notification (verbal or written) but each party should note and acknowledge that date. In totality, the ICR will be completed within fifteen days of presentation; however, upon mutual agreement, the period can be extended to no more than thirty days.

After receiving notification from the member, the authorized union official will then contact a management representative assigned to the functional unit from which the dispute emanates, and these parties will engage in the ICR discussions. At this point the parties shall meet to engage dialogue and compromise to resolve the disagreement. Neither party shall utilize outside counsel.

The ICR will have no impact on the rights of the union to initiate the formal grievance procedure.

Any resolution that requires future relief shall be memorialized in writing by the representatives. Only in those cases that require future relief, the statements of resolution will be forwarded to the appropriate parties in order to facilitate timely implementation of the resolution. Dispute resolutions are specific to the disagreement at hand and there is no expectation that the settlement will constitute precedent. If the grievance is not resolved at this stage, it may be processed as provided below.

Section C. First Step of the Grievance Procedure. A grievance shall be presented in writing to the employer through its Office of Human Resources within twenty (20) calendar days after the president receives notice of the alleged contractual violation, or with reasonable diligence should have received notice of the violation, provided that if the grievance is presented under Section B of this article, equivalent additional time shall be added. The FOP shall forward a copy of the grievance to the chief of police. The grievance shall be set forth with reasonable clarity. The employer, or designee, and representatives of the bargaining unit shall meet and discuss the grievance within thirty (30) calendar days after it is presented to the employer. The purpose of the meeting is to engage in dialogue in an effort to resolve the grievance. The Employer shall promptly and without unreasonable delay, provide to the FOP all documents and information reasonably requested by the FOP that reasonably have a bearing on the FOP's ability to make informed decisions in the processing, settlement, or dismissal of grievances at the earliest possible time. The FOP agrees that the Union and its representatives will maintain the confidentiality of all personnel records and related personnel information provided to the Union. Both parties shall designate representatives with settlement authority. The employer shall respond, in writing, to the grievance within seventy-five (75) calendar days after the grievance is filed.

Section D. Alternative Dispute Resolution. The parties may mutually agree to refer the grievance to either: (1) mediation or (2) advisory arbitration. Neither party shall utilize either the Office of the County Attorney or outside counsel.

- Mediation: Upon mutual agreement, either party shall request the services of a Federal Mediation and Conciliation Service mediator unless the parties mutually agree to utilize another mediator.
- 2. Advisory Arbitration: If the Union and the Employer voluntarily agree to advisory arbitration, the mediator/arbitrator names shall be selected from the jointly agreed upon grievance arbitrators. At advisory arbitration each party's presentation will be limited to a brief oral argument and supporting documentation. Presentations shall be limited to thirty (30) minutes. At the conclusion of the parties' presentations the arbitrator will recommend a resolution to the grievance. Cost of advisory arbitration is split. The advisory arbitration recommendation shall be confidential and shall not be referenced in any other forum. The party rejecting the arbitrator's recommendation will pay for the cost of grievance arbitration if that party does not prevail at the grievance arbitration. However, the cost of arbitration shall be borne equally by the parties if the parties jointly reject the recommendation received under this section or the party rejecting the arbitrator's recommendation prevails at the grievance arbitration. In the event of a dispute, the

determination as to whether a party prevails at the grievance arbitration shall be determined by the grievance arbitrator after the issuance of the grievance arbitration award.

Section E. Arbitration.

- Upon receipt of the response from the employer, or upon expiration of the seventy-five day
 period, the FOP may refer the grievance to arbitration by providing written notice to the
 employer within sixty (60) days after receipt of the response, or within sixty (60) days after
 expiration of the seventy-five (75) day period. The notice shall indicate the intention to use
 counsel, and must include any intention to use one of the alternate dispute resolution
 processes described in Section D.
- The arbitrator shall be chosen from a panel composed of persons agreed to by the parties.
 The arbitrators shall be selected to hear succeeding grievances in rotation in the order their names appear. If the arbitrator slated to hear a grievance cannot hold the hearing within a reasonable time, the next arbitrator shall be selected (see side letter 9/21/99).

Section F. Arbitration Procedures.

1. Pre-Arbitration Procedures.

- Unless otherwise agreed to by the parties, arbitrations shall be set for the first Wednesday of every third month beginning with August 2007.
- b. At the time an arbitrator is notified of his or her selection for an arbitration, the parties shall provide the arbitrator with a copy of the Agreement as furnished by the FOP, the Police Labor Relations law, the grievance and the response to the grievance.
- c. The parties shall meet no later than seven (7) calendar days before the date of the scheduled arbitration. At the meeting the parties shall identify the issue(s) succinctly, develop stipulations, and make a good faith effort to identify joint exhibits.
- d. The parties shall exchange information and exhibits prior to the arbitration. Unless otherwise agreed to by the parties, each party must deliver the information and exhibits to the opposing party no later than 5:00 p.m., three (3) business days before the arbitration. Any exhibit not previously exchanged between the parties shall not be accepted into evidence unless the arbitrator determines there is good cause to accept the exhibit.

2. Arbitration.

- a. Arbitrators are encouraged to set aside the first hour(s) of the scheduled hearing to encourage and assist the parties to resolve the grievance.
- b. Unless the arbitrator believes and determines that a stenographer is necessary for a fair consideration of the grievance, stenographers shall not be used at the hearing. Either party may have an audio recording device present. Copies of any recordings must be provided to each party and the arbitrator if requested.
- Objections are strongly discouraged and should be made only if failure to object will
 result in prejudice to a party.
- d. Each party shall have its witnesses available and ready to testify. The parties and the arbitrator are strongly encouraged to exclude redundant testimony. Upon the request of either party, the arbitrator may take notice of undisputed facts without the need to call a witness to testify to such facts.
- e. Each party may make an opening statement not to exceed 20 minutes in length.
- f. Unless the arbitrator believes and determines that the filing of briefs is necessary to a fair and timely consideration of the grievance, neither party shall have the right to file a brief. Briefs are strongly discouraged and should only be allowed by the arbitrator when the above standard has been met. Briefs may not exceed 35 pages in length. The

font size shall not be smaller than 13 point.

- g. If briefs are filed, the parties may not make closing arguments. If briefs are not filed, each party may make a closing argument not to exceed forty-five (45) minutes, unless the arbitrator believes and determines that additional time is needed for a fair consideration of the grievance. Each party may reserve a portion of the time allowed for rebuttal, but in the initial argument shall present the case fairly and completely and shall not reserve points of substance for presentation during rebuttal.
- h. Unless a case is complicated, the parties may jointly agree to notify the arbitrator at the beginning of the arbitration that a bench decision may be issued in lieu of a written decision. In the alternative, the parties may jointly agree that the arbitrator may issue a written decision not to exceed one (1) paragraph within two (2) business days of the arbitration. Otherwise, the arbitrator must submit a written opinion regarding the grievance within sixty (60) days after the hearing. Any arbitrator who issues a bench decision or a one (1) paragraph written decision within two (2) days of the arbitration shall be compensated for one (1) additional day. The costs of arbitration shall be borne equally by the parties.

Section G. Powers of Arbitrator. The arbitrator shall have no authority to amend, add to, or subtract from the provisions of this Agreement. He or she shall make such award as he or she shall decide is proper under this Contract and applicable public law if he or she decides any relevant. The arbitrator's decision shall be final and binding on all parties.

Section H. Uniform Arbitration Act. This Article will be governed by §3-201 et seq. of the Courts and Judicial Proceedings Article, Annotated Code of Maryland.

Section I. Freedom from Harassment/Retaliation. A bargaining unit member(s) is assured freedom from restraint, interference, coercion, discrimination, reprisal, harassment, or retaliation in the exercise of his/her rights under this procedure.

Section J. When pay or compensation is awarded in a grievance arbitration or through other resolution, the Employer will provide Lodge 35 with a copy of the Personnel Action Form, any distribution forms, and will keep the Union informed of issues concerning compliance with the Award or other resolution.

Section K. The parties agree to establish "standing" hearing dates for unresolved matters under Article 8 during the term of this agreement.

Article 9 Copies of Contract and Other Information

Section A. Printing. The County and FOP Lodge 35 agree to print and distribute the contract at their own expense.

Section B. Employee Information. The County shall promptly provide to the FOP information regarding initial employment or changes of address, telephone number (subject to release by the employee), duty station, pay grade, assignment, and separation from the bargaining unit for all bargaining unit employees.

Article 10 Court Time

Section A. Each officer attending court (to include MVA hearings, grand jury, deposition, or other job-related administrative hearings, e.g., workers' compensation, liquor board, hearing boards) when summonsed as a witness on his or her regular day off or during non-regularly scheduled working hours shall be guaranteed a minimum compensation of three (3) hours at a rate of one and one-half times (1.5) the member's regular hourly rate regardless of the actual time spent in court unless the officer works more than three (3) hours when not regularly scheduled or when off-duty. If the officer works more than three (3) hours, he or she shall be compensated at the rate of one and one-half times (1.5) his or her regular hourly rate for every hour spent in court. When an off-duty officer is required to appear in court two or more times during the initial three-hour period, the officer will not be entitled to receive additional

compensation until three hours have elapsed since s/he initially appeared in court that day. [See Side Letter Ref. Grievance Settlement.]

Section B. It is further agreed that the existing policy concerning court time for investigators shall remain in effect and be extended to apply to Special Assignment Team (SAT) officers pursuant to the grievance settlement memorandum dated February 13, 1984. Appendix B.

Section C. Court Attendance.

- Unit members will be present in court and will remain until excused by the presiding judge, the assistant state's attorney, or the court liaison officer until the case in question is concluded.
- If a unit member has been summoned to court and is unable to attend for any valid reason (personal illness, leave, family problem of urgent proportions, unavoidable conflict of schedule, etc.), then notification of that fact shall be made by the unit member or his/her designee either in person or by telephone to:
 - a. The state's attorney liaison officer if the case is to be tried in circuit court.
 - b. The district court liaison officer for cases tried in the district court.
- Notification of an inability to attend court shall be provided the court liaison officer so that postponements may be scheduled. [See Side Letter Ref. Court Cancellations.]

Section D. Cancellation of Court Appearance. In an effort to provide timely notification to officers concerning the cancellation of scheduled appearances in criminal and incarcerable traffic cases in District Court, the County will establish a call-in process utilizing a dedicated telephone line and will post this information on a recorded message for retrieval by officers.

- Information regarding the cancellation of court appearances will be posted by recording as
 of 6 p.m. on the weekday preceding the scheduled court appearance. The County will also
 endeavor to provide this same information to each officer electronically. Exempt from this
 notification are District Court closures due to inclement weather, emergency conditions or
 other such reasons.
- Officers scheduled to appear in court are required to phone the recorded message on the day preceding the court appearance.
- If an officer fails to phone the message line as required, and the message line provides
 information that a specific court case has been cancelled, should the officer appear in court
 for that specific case, the officer will not be paid in accordance with Section A of this Article
 for appearing in court.
- Bargaining unit employees will be provided a toll-free number to call for court cancellations.
- In the event that the message line is inoperative, which precludes officers from obtaining the necessary information concerning court cancellations, they will report for court assignments as scheduled, and be compensated for same in compliance with Section A of this article.

Article 11 Chronic Incapacity

Section A. Definition of Chronic Incapacity. An injury, illness, or physical or mental condition which causes a chronic, open-ended, and indeterminate inability to continue to perform one or more of the principal tasks of a police officer as set forth in the class specifications (see side letter 3/23/07).

Section B. No Effect Upon Retirement Law. This procedure shall not interfere with, impede, or supersede any provision of the County retirement law.

Section C. Placement to be Noncompetitive. Placement in any assignment as accommodation for a chronic incapacity shall be in the classification and grade held by the employee at the time of the

assignment. Such assignment shall be noncompetitive.

Section D. Accommodation. The department will use its best efforts to accommodate chronically incapacitated unit members by assigning them to duties within their capacity and within the bargaining unit. If, despite the department's best efforts, no such assignment is made and the member is not retired, the employer will accommodate the unit member in accordance with the Americans with Disabilities Act [ADA]. A claim that the accommodation does not satisfy the requirements of the ADA shall not be grievable (see side letter 3/27/07).

Section E. Temporary Incapacitation. To the extent it is not violative of the ADA or other law, the following shall apply to unit members.

- Fitness Cotegories. For the purpose of competently dealing with the personnel needs of the department, there are herein established three categories of fitness. The critical criteria for determination of the categories is the ability of on officer to perform the full scape of duties and responsibilities of a sworn police officer. The categories established are: full duty, restricted duty and disability.
 - Full Duty Officer is able to fully perform all duties and meet all responsibilities required
 of a sworn officer.
 - b. Restricted Duty Officer is not able to fully perform all duties or meet all responsibilities required of a sworn officer. Further, the reason for the incapacitation is determined to be of a temporary nature. An officer in this fitness category must have moderate levels of physical fitness and mental health as determined by a medical authority. Within the fitness category of restricted duty, an officer will be in either a limited or light duty status.
- Duty Conditions. The following conditions apply to all officers on restricted duty, (either limited or light duty categories):
 - a. The officer must submit a physician's certification of condition and/or be examined by an Employee Medical Examiner as required by his/her respective bureau chief.
- If the officer is performing in the limited or light duty assignment at an acceptable level
 of competency, he/she is eligible to receive a regular service increment.

3. Limited Duty.

- a. An officer will be placed in a limited duty status when the officer can perform most of the duties assigned; however, a specific, temporary medical limitation exists regarding the type or degree of duties the officer is physically capable of performing. The medical limitations must be well controlled and present no unreasonable risk to the individual, other employees or the public during performance of duty.
- b. An officer in a limited duty status may be assigned, on a temporary basis, to a position which has assigned duties and responsibilities consistent with his/her medical restrictions. Upon return to full duty, the officer will normally return to his regular assignment.

4. Light Duty.

- a. Officers will be placed in a light duty status when temporarily incapacitated such that they cannot perform all of the duties of their assignment without presenting an unreasonable risk to the health or safety of themselves, other employees or the public. Light duty includes, but is not limited to, pregnancy.
- b. An officer in a light duty status will be assigned to a duty position. The duty assignment will be determined in accordance with the needs of the department and be compatible with the restrictions caused by the injury or illness. The department will maintain the Restricted Duty/Disability Unit as one area available for assignment.
- c. An officer on light duty is subject to the following conditions:

- (1) Officer is relieved of all law enforcement responsibility. (Being relieved of law enforcement responsibility means an officer is not required to take police action, but in his judgment, he may take action. This decision must be made by the officer on a case-by-case basis after considering the risk of further injury to the officer, the potential injury to the victim of the crime and/or bystanders, and the nature of the event.)
- (2) In stress and psychological cases and in unusual or extenuating circumstances the Employer will determine what, if any, further personnel action is necessary. Various factors, such as the officer's ability to handle a weapon, operate an unmarked police vehicle, make an arrest, deal with the public, etc., will be considered before a determination is made as to what restrictions should apply to the officer.
- (3) If it is determined that the officer's police powers are to be suspended, the commanding officer or his designee will complete MCP 553 (Suspension of Police Powers) and MCP 552 (Memo of Notification).
- (4) In all cases, the officer will be notified in writing as to what restrictions apply.
- (5) Officers will not operate a marked police vehicle. In accordance with Article 35, Section G. (13), a PPV participant will relinquish the car for the period of light duty. The officer may operate administrative vehicles in a non-emergency capacity, i.e., administrative duties.
- (6) A line officer in a light duty status will be temporarily reassigned to an appropriate position within the department. A staff officer may continue to perform in his/her regular assignment depending upon the nature of the injury.

5. Temporary No-Duty.

- a. Officers will be in a temporary no-duty status when they are unable to perform the duties and responsibilities of the assignment without representing an unreasonable risk to themselves, other employees or the public. An officer on sick leave or disability leave will be in this status and his/her return to another status must occur consistent with Article 23, §A.3 of this agreement. Sick leave approved in advance for such incidents as medical appointments, family illness, etc., will be an exception to the policy in that the officer will not be in a no-duty status. In other extenuating circumstances, such as leaving work due to a sudden illness or a minor injury, the officer's immediate supervisor may grant permission for the officer to operate a PPV for a reasonable period of time in order to return to his principal place of residence.
- b. The following conditions apply initially to an officer in a no-duty status:
 - (1) The officer will not wear the police uniform.
 - (2) The officer will not operate a police vehicle.
- c. An officer using more than five (5) consecutive days of sick leave shall submit to his/her supervisor a certificate from a physician or other recognized medical practitioner. The certificate shall confirm the illness and officer's inability to report to work or to perform part or all of the duties and responsibilities of his position and the dates of treatment.
- d. After evaluating various factors such as the officer's ability to handle a weapon, operate a police vehicle, make an arrest, deal with the public, etc., a determination will be made as to what restrictions will apply to the officer.
- e. In all cases, the officer will be notified as to what restrictions apply in his/her case.
- f. When the officer remains in this status for more than three (3) days if the cause was job-related or more than fifteen days (15) if the cause was not job-related, the following condition will apply in addition to those (¶ 5.b.1 and 2) above:

The service increment will be delayed if the period of no-duty exceeds 50% of the

rating period in accordance with Article 28. In such cases, reassignment of increment dates is not always necessary. The officer must be notified in writing by the department head and be given the reason for the delay prior to the effective date of the action. The necessary paper work should be completed and sent to the Police Personnel Section via the chain of command by the fifth of the month (preceding the increment date) to ensure timely processing.

 In accordance with Article 28, a service increment shall not be delayed or denied because of a service-connected injury or illness, provided the officer received a satisfactory or acceptable evaluation in the preceding rating period.

Section F. Reopener. This article shall reopen should the number of officers who are affected under § D exceeds 1.5% of the bargaining unit complement.

Article 12 Seniority

Section A. Definition. Except as provided in this section below, seniority of a bargaining unit employee is calculated based on the total service time as a police officer or police officer candidate (from the date of commencement of academy class in Montgomery County, except where breaks in service of any duration occur or where an employee has been on authorized leave without pay for a period exceeding two pay periods (excluding leave for a purpose specified in Article 59, Section B.2., parental leave, military leave, leave pending resolution of a dispute over a disability leave determination, the employee is suspended without pay, political leave and any other leave where seniority is protected by statute or by this agreement). A police officer who has been on authorized leave without pay for a period exceeding two pay periods subject to the above exclusions, will not receive seniority credit for that entire period of time. A police officer who leaves County service and is subsequently rehired shall receive credit for purposes of calculating seniority for any years of service prior to the break, regardless of the length of the break. This change in calculating seniority shall be applied prospectively only. When a lateral entry class starts after a regular academy class but graduates before the regular academy class, the date of commencement for the lateral entry class will, for seniority purposes, be the same as the date of commencement for the regular academy class. For the purposes of a tiebreaker between a lateral entry officer and regular academy officer, priority shall be given to the lateral entry officer. Further, whenever seniority is used to determine rights under this agreement between two or more sergeants, date of promotion to the rank of sergeant shall determine seniority. No unit member shall lose any benefit previously attained by virtue of seniority on account of calculation under this article (see side letter 6/15/98).

Section B. Seniority List. The official seniority list shall be prepared by the County and indicate names, classification, dates of employment and service times as of the date of distribution. FMLA and political leave used shall count toward seniority.

Section C. Dates of Employment. Dates of employment for bargaining unit employees include the service time from full time employment as a police officer or police officer candidate (from the date of commencement of the academy class.) Except as indicated in §A, in the event of a tie regarding service time under these provisions, the following criteria, in order of priority, shall serve as tiebreakers in determining seniority: (1) academy class standing when two or more employees attended the same academy or lateral class session; (2) actual date of hire by the Montgomery County Government; and (3) months of prior qualifying (Article 36) law enforcement experience for a lateral entry. Retirement time purchased on a "buy back" basis because of military service or service with other agencies in or outside Montgomery County shall not be counted.

Section D. Probationary Period. Newly hired employees remain on their initial probationary period a full 12 months (excluding extensions) from the date they receive sworn status. Generally, this will coincide with a change in status from police officer candidate to Police Officer I (see side letter 7/29/99).

Article 13 Designation of Smoking Areas

Section A. Absent objection from another person who is present, unit members may smoke in buildings

(such as sheds, garages, outbuildings, and the like) where no heating, air conditioning or ventilation systems are installed which would cause others to breathe secondhand smoke. Smoking will also be permitted in all other places except where prohibited by existing law or where special hazards such as explosives, gasoline, highly flammable materials, and the like are present. Enforcement of this provision shall be consistent with public law and employees in violation shall be subject only to civil penalties as prescribed by law. [See Side Letter.]

Section B. This Article will be reopened for negotiations in the event Bill 42-93 is invalidated in whole or in part. Failing agreement within sixty (60) days, the dispute will be resolved pursuant to the impasse procedures (excluding dates) of Chapter 33, §33-81(b) of the Montgomery County Code.

Article 14 Holiday Leave and Pay

Section A Definition. Holiday Leave is paid leave granted to each eligible employee on a full-day or part-day holiday.

Section B. Holidays

1.	New Year's Day	January 1
2.	Martin Luther King, Jr. Day	Third Monday in January
3.	Presidents' Day	Third Monday in February
4.	Memorial Day	Last Monday in May
5.	Independence Day	July 4
6.	Labor Day	First Monday in September
7,	Veterans Day	November 11
8.	Thanksgiving Day	Fourth Thursday in November
9.	Christmas Day	December 25
10	. Special Holidays	Other days designated by action of the chief administrative officer as a full-day part-day holiday or as a non-workday. Religious holidays must not be designated as special holidays as approved absences on these days may be obtained through annual leave or alternative work schedules.
11	. Substitute Holidays	Other days designated by the chief administrative officer or as specifically provided in this article as a full-day or part-day holiday or as a non-workday.
12	. Special Substitute Holidays	Other days designated by action of the chief administrative officer for categories of County employees providing County services to other County agencies.

 For 1998 only, Columbus Day (October 12, 1998) and General Election Day (November 3) shall be observed as holidays.

Section C. Substitute Holidays

- When a holiday falls on a Sunday, the following Monday is a substitute holiday and observed as a holiday for that year for each eligible employee.
- When a holiday falls on a Saturday, the preceding Friday is a substitute holiday and observed as a holiday for that year for each eligible employee.
- The chief administrative officer or designee may require some or all employees of an agency which provides services on 5aturday or Sunday to observe the actual holiday in lieu of a substitute holiday on the preceding Friday or following Monday.

- 4. When a holiday falls on an eligible employee's regular day off, the employee must either be credited with an equivalent amount of compensatory leave or, at the employee's option (subject to budget limitations), paid at the employee's regular hourly rate for the holiday.
- 5. Unit members working on Christmas Day, New Year's Day, and/or July Fourth, and/or the respective substitute holiday shall be compensated at their regular rate of pay plus premium pay for all hours worked on the actual or substitute holiday. When a member works both the holiday and the substitute holiday, he/she shall only be entitled to earn premium pay or compensatory leave for one of these days. All hours in excess of the normal workday or workweek shall be compensated in accordance with the overtime provisions of Article 15 of this Agreement.

Section D. Employees Eligible for Holiday Leave and Special Substitute Holiday.

- 1. An employee normally scheduled to work on a holiday is eligible to be granted paid holiday leave.
- An eligible employee on paid authorized leave during a period in which a holiday falls will be considered on holiday leave for that day.

Section E. Employees Not Eligible for Holiday Leave. An employee on non-pay status on both the employee's last regular workday before and the first regular workday after a holiday or an employee who is absent without leave on either/or both days mentioned above, will not be eligible for paid holiday leave for that holiday.

Section F. Haliday Leave and Premium Pay

- As far as practicable, each employee will be released from attendance on duty on a holiday and eligible employees must receive regular pay for the holiday.
- As necessary County services must be maintained, an employee may be required to work by the chief of police or designee on any day designated as a holiday.
 - The chief administrative officer will determine which County services must be maintained on a full or partial basis; and
 - b. The chief of police or designee must determine which employees must work and which employees will be off duty when employees' work schedules are subject to a seven (7) day operation. Other employees qualified to perform the work shall have the work assigned on a rotating basis from among those who wish to work as long as the assignment does not result in the payment of triple time and one-half (holiday work performed on the employee's regular day off).

Section G. Premium Pay for Holiday Work. An employee who is required to work on a holiday must receive:

- Regular pay for the hours scheduled to be worked on the normal workday eight (8) or ten (10) hours, as applicable.
- Premium pay at a rate of one and a half (1-1/2) times the regular hourly rate for each hour worked for the normal workday on which the holiday occurs.
- Overtime compensation for each hour worked in excess of the normal workday of eight (8)
 or ten (10) hours, as applicable.

Section H. Premium Pay for Holiday Work on an Employee's Regular Day Off. An employee who is required to work on a holiday which is the employee's regular day off must receive:

- Regular pay for the hours scheduled to be worked in the normal workday of eight (8) or ten (10) hours, as applicable, or a substitute holiday scheduled within the same pay period in which the holiday occurs.
- Premium pay at a rate of time and a half the regular hourly rate for each hour worked for the normal workday of eight (8) or ten (10) hours, as applicable on which the holiday

occurs.

- 3. Hour for hour compensatory time equal to the normally scheduled hours to be worked, eight (8) or ten (10) hours, as applicable.
- Overtime compensation for each hour worked in excess of the normal workday of eight (8)
 or ten (10) hours, as applicable.

Section I. Premium Pay for Work on Actual and Substitute Holidays. An employee who works both the actual and substitute holiday must receive:

- Regular pay for hours scheduled to be worked in the normal workday on which the actual
 or substitute holiday occurs of eight (8) or ten (10) hours, as applicable.
- Premium pay at the rate of one and a half (1-1/2) times the regular rate of pay for each
 hour worked for the normal workday of eight (8) or ten (10) hours, as applicable on either
 the actual or substitute holiday, but not for both days.
- 3. Overtime compensation for each hour worked in excess of the normal workday on which the holiday or substitute holiday occurs of eight (8) or ten (10) hours, as applicable.

Section J. Compensatory Leave Credits in Lieu of Premium Pay for Holiday Work At the employee's option or whenever budgetary limitations preclude the payment of premium pay for holiday work, the employee must be credited with:

- One and one-half (1-1/2) hours of compensatory leave for each hour of holiday work on the employee's regular workday; and,
- 2. Two (2) hours of compensatory leave (double time) for each hour of holiday work on the employee's regular day off.

Section K. Shift Differentials on Holidays and Substitute Holidays. The holiday premium provided for in this Article shall not be applied to increase any applicable shift differential.

Section L. Compensatory Time In Lieu of Holidays

- At the beginning of each leave year, employees will receive compensatory time consistent
 with the schedule enumerated in subsection 2 below and the employee's work hours as of
 the beginning of the leave year. This compensatory time is provided in exchange for three
 holidays which are no longer celebrated under this agreement.
- Employees will receive, at the beginning of each leave year, compensatory time as follows.
 The compensatory time will be pro-rated for job share employees consistent with Article 55
 Job Sharing Program.
 - Employees whose regular workday is eight hours shall receive 22 hours of compensatory time.
 - Employees whose regular workday is nine hours shall receive 24 hours of compensatory time.
 - Employees whose regular workday is ten hours shall receive 26 hours of compensatory time
 - d. At the end of each leave year employees may receive payment for any compensatory leave balance up to the amount they were credited under subsection 2 (a-c) above. In order to receive payment, an eligible employee must advise the county in writing of their desire to be paid off for such compensatory time by February 15th for the previous leave year.

Section M. Personal Leave Days. At the beginning of each leave year, unit members will receive four personal days to be used for any purpose. The days must be used in full days (no partial days) and must be used during the leave year. All unused days are forfeited at the end of the leave year. Requests to use personal leave days will need to be scheduled and authorized in the same manner as annual leave is scheduled and approved. Personal leave benefit will be pro-rated for part-time employees. [It is understood]

that this additional Personal Leave will be taken and used without additional personnel costs or use of overtime to backfill for unit members on personal leave.]

Article 15 Hours and Working Conditions

Section A. Hours and Overtime

- 1. The regular workweek for patrol officers (excluding SAT), canine officers and officers assigned to the Telephone Reporting Unit shall be a four (4) day, forty (40) hour week. Except as provided at Paragraphs 3 and 6 of this Article or elsewhere in this Agreement, for all other officers, including SAT, traffic, detective, administrative, and support personnel, the regular week shall be a five (5) day (at the discretion of the County) forty (40) hour week. Roll call shall be included in the regular workday. All hours worked in excess of a regular workday or forty (40) hours per week shall be compensated at time and a half except for:
 - The first two hours of services performed by an officer working while in an off duty PPV status.
 - b. If the department reasonably projects that it will run out of overtime funds within a reasonable period, it may request officers to accept compensatory time at time and a half for each hour of overtime worked. If the Employer requests that the County Council appropriate additional funds to make possible the continuation of overtime payments, and the request is denied, the department may require members of the bargaining unit to accept compensatory time at time and a half for each overtime hour worked in lieu of overtime pay. [See Side Letter Ref. Pre and Post Shift Preparation Pay.]
- 2. It is recognized that the County may change work schedules in effect at the time this Agreement was negotiated. The parties agree to meet and exchange views about such changes prior to their implementation, including their impact upon this Article and Article 42 of this Agreement. Such exchanges of views shall not constitute waiver of any rights afforded by this contract or applicable law.
- Upon the determination by the County that the operating needs of the department will be
 met by assigning some or all of the General Assignment Division complement to a four day,
 forty hour workweek, the workweek of some or all of the General Assignment Division
 officers shall be changed to a four day, forty hour workweek.
- 4. For purposes of this Article, "hours worked" refers to hours the employee is in a pay status, including, for example, any paid leave. However, when an employee applies for and takes any paid leave after the employee has been notified that s/he is scheduled to work overtime that day, then the leave period on that day will not be treated as hours worked for the purposes of calculating overtime compensation.
- When an employee who works overtime from an overtime callback list takes sick leave after working overtime that day, then the sick leave taken will not be treated as hours worked for the purposes of calculating overtime compensation.

6. Alternate Work Hours

- a. Bargaining unit employees working a five-day workweek may be eligible upon approval of the County to work a "compressed workweek" pursuant to County Administrative Procedure 4-34, effective January 27, 1994 (Appendix P). As provided in this procedure, the approval of a compressed schedule is at the sole discretion of the County and is not grievable or arbitrable.
- The option of a compressed work schedule for district detectives shall be at the discretion of the employee.
- c. Upon the determination by the Employer that the operating needs of the Department

- will be met by assigning some or all of the Special Assignment Teams to modified compressed work hours, the workweek of some or all of the Special Assignment Teams may be changed to the modified work hours attached as Appendix Q.
- d. Except as provided elsewhere by this Agreement, some or all other officers, including SAT, traffic, detective, administrative, and support personnel, may, by agreement of the parties, work alternate flexible work hours and options, including 4 day /10 hours and telecommuting. Alternate flexible work hours and options under this subsection are encouraged but not required.
- 7. Unit members shall not be required or permitted to work more than 20 consecutive hours in any 28-hour period. [Editing note: Original text reads, "28-hour time period".]
- 8. An employee will be relieved from duty if, in the reasonable articulated judgment of the supervisor, the employee has exhibited signs of fatigue that significantly affect the bargaining unit member's ability to safely carry out work related functions. Should an employee be relived during regular work hours (non-overtime status), s/he shall be placed on administrative leave for all remaining work hours.

Section B. Snow Emergency-General Emergency Pay

- General emergency for the purpose of this Agreement is defined as any period determined by the county executive, chief administrative officer or designee to be a period of emergency, such as inclement weather conditions. Under such conditions, County offices are closed, and services are discontinued; only emergency services will be provided.
- 2. Whenever a general emergency is declared for the County by the county executive or designee, employees who are required to work during the period of the emergency shall receive twice their regular hourly rate. In the event that employees are in an overtime status during the period of the declared emergency and are required to work, the employees shall receive their regular rate plus the overtime rate, consistent with pay policies for declared emergencies established by the procedure inclement Weather/General Emergencies, found at Appendix C of this Collective Bargaining Agreement.

Section C. Publishing of Work Schedules

- 1. Work schedules for employees will be published three (3) workweeks in advance for a one (1) workweek schedule. However, SID, SWAT and SAT schedules shall be published 48 hours in advance for a one workday schedule, PCAT schedules shall be published 72 hours in advance for a one workday schedule but may be changed upon the mutual agreement of the officer and a supervisor. Further, schedules for Community Service Section and Crime Prevention officers shall be published one week in advance for a one-week schedule, but may be changed upon mutual agreement of the officer and a supervisor except for:
 - a. An employee whose work status is changed to or from full duty, or to or from light duty or alternate duty because of an injury or pending disciplinary investigation involving suspension of police powers or final disciplinary action. The employee shall be provided his or her new assignment schedule 48 hours in advance of the effective date of the transfer.
 - b. An employee's schedule or assignment may be changed upon mutual agreement of the officer and a supervisor. [See Side Letter ref. shift swapping.]
 - c. When an employee fails to qualify with his/her firearm and a schedule change is necessary so that the employee may receive training, the employee shall be provided 48 hours' notice of the schedule change. Upon successfully qualifying, the employee shall return to his/her normal schedule beginning with the next scheduled workday. In transitioning to and from the qualifying schedule, any work performed with less than 10 hours off shall be compensated at the overtime rate.
- 2. Work schedules may be changed with less than the required notice for the purpose of

voluntary attendance at training.

Section D. Work Outside Published Schedules. If the department requires officers to work outside their published, scheduled hours and days, the officers shall be paid overtime for all hours worked outside their published schedules.

Section E. Callback Pay. Whenever an employee is required by his authorized supervisor to return to work to perform unanticipated and unscheduled work assignments, usually of an emergency nature, such employee shall be entitled to receive call-back pay in a guaranteed minimum amount of three hours of overtime pay. A callback pay report shall be attached to the payroll voucher on which the callback pay is recorded. Such report shall include the reason for having the employee return to work, the actual number of hours worked by the employee, and the number of hours and the rate to be paid.

Section F. Stand-By Pay.

- STAND-BY PAY is the compensation paid to eligible employees who are assigned to standby duty and who are required by their authorized supervisor to remain available for work for a specified period of time beyond the assigned work period.
- STAND-BY STATUS is a condition of employment whereby an employee is designated by his/her department to be ready to be engaged in work. The employee must be in readiness to perform actual work when the need arises or when called. Employees must be required to be available by telephone, radio, or pager when on stand-by.
- Employees designated by a supervisor to remain available for work in a stand-by status shall be compensated at \$4.25 per hour.
- An employee in authorized stand-by status must provide the employer with a telephone number where the employee may be reached or be available and able to be contacted by radio or pager.
- 5. Assignment to authorized stand-by status includes the following conditions:
 - a. The requirement must be definite, and the employee must be officially notified by the supervisor to remain on stand-by status.
 - b. The requirement must be continuous until such time as the employee is actually performing work, reporting for a scheduled work period, or specifically relieved from stand-by status.
 - c. Supervisors placing an employee on stand-by will advise the employee of the reason for the stand-by, the location to which s/he will respond, and the approximate duration of the stand-by. Further, when the stand-by is lifted, the supervisor will re-contact the employee and so advise the employee.
 - d. For purposes of placing employees on stand-by for testifying in court, the court liaison officer will act as the supervisor with the consent of the employee's unit/district commander or designee.
- An employee shall not be eligible for stand-by pay while in callback, overtime or regular pay status.
- An employee must be specifically and formally designated by the supervisor or court liaison
 officer as being on stand- by status in order to be eligible for stand-by pay and must remain
 ready and available for work at all times while in stand-by status.

Section G. Absent Without Official Leave. An employee who fails to report for duty as scheduled or who leaves the work site prior to the end of the scheduled workday without the approval of a supervisor, will be:

- 1. Considered absent without leave;
- 2. Placed in a non-pay status for the period in question; and
- 3. Subject to appropriate disciplinary action or termination.

- On-call status is a voluntary routine, rotating designation within specific units to determine
 the first officer to be contacted and offered the opportunity to volunteer for overtime
 work. Officers in an on-call status will be compensated for providing telephone assistance
 as set forth below (see side letter 1/16/2004).
- Officers contacted by a supervisor, or designee, while on an on-call status shall be eligible for appropriate compensation as provided in this Agreement.
- 3. Use of Vehicles While On-Call.
 - a. Officers assigned to on-call status who live out of the County but near the border (within 15 miles per practice) will be allowed "to and from" use of a county vehicle while in an on-call designation. Officers assigned to on-call status who live outside of the County but within the State of Maryland will be allowed "to and from" use of a county vehicle within 25 miles of the county border, while in an on-call designation.
 - b. Officers assigned to on-call status (assigned an unmarked vehicle) who live in the County will be allowed full use within 15 miles of the County border.
 - c. Officers who live in the County and do not have a PPV shall be provided use of a take home vehicle while in an on-call status.
- 4. In addition to all other compensation provided under this agreement, officers contacted by a supervisor, or designee, while in an on-call status, and who provide guidance, direction or advice in response to a law enforcement incident shall be compensated at his or her overtime rate as follows:

0-45 minutes

30 minutes compensation

46-60 minutes

60 minutes compensation

Officers who are on-call are not, and may not, be required to be ready and available for duty.

Section I. Liability For Damage or Loss To County Praperty. Unit members shall not be required to reimburse the County for accidental damage or loss to property. This section shall not abridge the County's right to impose other sanctions for negligence.

Section J. All members of the bargaining unit retain the following benefits and conditions previously in effect between the parties:

- Meal period (each member of the unit shall be allowed a maximum of one thirty-minute meal period for each shift.);
- 2. Overtime callback lists.

Section K. Permanent Beat Team Work Hours [See Side Letters and MOA's,]

- 1. Procedure for Assignment to Permanent Midnight Shift
 - a. Assignment to a midnight shift will be accomplished through volunteers based on seniority as defined in Article 12. All bargaining unit members will be eligible for voluntary placement onto the midnight shift, MPOs shall bid with other MPOs as a class. Sergeants will bid with other sergeants as a class.
 - b. In the event the number of officers volunteering for assignment to the midnight shift is insufficient, involuntary assignments will be made based on inverse seniority beginning with the least senior PO1 in the district.
 - c. The duration of the midnight shift assignment will be a minimum of six months. Once an officer on the midnight shift meets the minimum time requirement, that officer may transfer off of the shift either at the end of the initial six months or at the end of the fiscal year quarter (i.e., every three months). Requests for transfer off of the midnight shift must occur two weeks prior to the end of any fiscal year quarter and will be

- honored at the end of the fiscal year quarter that follows the fiscal year quarter in which the request was made.
- d. Assignments onto the midnight shift will only be made on a fiscal year quarterly basis (i.e. every three months) and simultaneously with any departure from the midnight shift. Officers who are assigned to the midnight shift will be given notice of the assignment at the beginning of the fiscal quarter proceeding the quarter of their assignment. However, notice for voluntary transfer onto or off the midnight shift may be waived upon mutual agreement of the officer and the unit commander.
- e. When an officer is permanently transferred off of the midnight shift the effective date of the transfer will be recorded in the officer's unit operating file. An officer who has received a departure date from midnights will not be involuntarily transferred back to the midnight shift if there are officers in the district who have either no departure date or an earlier departure date.
- f. An officer being initially assigned to a district or transferred into the district from another assignment will not be eligible for voluntary or involuntary transfer onto the midnight shift until the next fiscal quarter has passed, except when a vacancy exist, a unit member volunteers for assignment, and there is no waiting list of eligible volunteers. The initial permanent assignment of a PO1 who has successfully completed FTO may be the midnight shift.
- g. Any reassignment on or off the midnight shift will occur the first full pay period following the date on which the fiscal year quarter begins unless a vacancy exists.
- h. Bargaining unit employees may be voluntarily or involuntarily transferred due to unforeseen changes in the personnel complement of a shift (e.g., extended illness or injury) consistent with the provisions of the parties' collective bargaining agreement. Such changes shall be consistent with the seniority principles espoused within this section. For purposes of this subsection, the clause "consistent with the seniority principles espoused within this section" means that when an employee is transferred due to unforeseen changes in the personnel complement of a shift, the determination of which employee is transferred shall be governed by seniority principles. This means that assignments to permanent midnight shifts under subsection h. will be made in accordance with the provisions of subsections a., b. and e. of §K.1., and that the provisions of subsections c., d., and f. do not apply to assignments/transfers made under subsection h. Additionally, consistent with seniority principles, when a vacancy on the permanent midnight shift exists, a bargaining unit employee from outside the district who volunteers may be assigned to the vacancy when there is no waiting list of eligible volunteers within the district.
- Work schedules may be changed with three-week notice for the purpose of attendance at training including non-state training except in the case of firearms qualification training as provided under current practice and Article 1S § C.1.C.

2. Special Skills

a. The Department needs two certified breathalyzer operators assigned to the midnight shift in each district. The two operators will initially be selected from the volunteer list. If there are no breathalyzer operator volunteers from within the district, the department will search countywide for a breathalyzer operator volunteer. If a volunteer from another district is found, that officer will be permanently assigned to the district. The vacant position that is created from the resulting transfer will be filled by the transfer, from the district, of an officer on the basis of inverse seniority. In the event that no volunteers come forward, the operator(s) will be selected by inverse seniority from the station personnel list. The Department will use its best efforts to assign an officer from the midnight shift to the next breathalyzer training school from which vacancies exist. Once this officer is trained and certified, the officer involuntarily transferred to the midnight shift will be transferred back to his/her shift at the end of the fiscal year

- quarter following the quarter in which the training occurred.
- b. For other specialized skill requirements (i.e., FTO, shift ID, radar operator) the Department will train officers currently on the midnight shift to fill those skill requirements.
- c. No record, except to determine shift assignment eligibility, will be maintained nor will any adverse action result from an employee exercising his or her rights under this section.

3. Workday/workweek.

- The regular workweek for participating unit members shall be a four-day, forty-hour workweek.
- b. If, in order to implement this program, the department must rescind previously approved leave, the department will pay non-reimbursed reservation costs incurred by an employee as the result of the leave rescission.

4. Miscellaneous

- Leave denials will be forwarded each month to police headquarters and then to the FOP on a monthly basis.
- b. There shall be no manipulation of schedules to avoid court overtime for employees assigned to the permanent beat schedule, unless mutually agreed upon by the officer and supervisor.
- c. Any work performed with less than 10 hours off, under the permanent beat schedule, is to be compensated at the overtime rate.
- d. Except as provided herein, all unit members shall be treated in a manner which is not arbitrary or capricious.
- e. The practice of consecutive days off shall continue.

Section L. Work Rule - Trainer/Trainee Relationships [See Side Letters Ref. Other Work Rules.]

- 1. The relationship between the academy instructor/FTO and the trainee will be a teacher/student relationship. Instructors/FTOs shall not engage in an intimate/sexual relationship with a trainee. An instructor/FTO may choose to be reassigned instead of avoiding an intimate/sexual relationship with a trainee. In that event, the following rules must apply:
 - a. The instructor/FTO must immediately disclose to his/her supervisor that a conflict may exist as a result of the intimate/sexual relationship prohibition.
 - b. In the case of an academy instructor, the instructor shall be temporarily reassigned to another unit for the duration that the trainee's class is in session.
 - c. In the case of an FTO, the trainee shall be reassigned to another shift or district. The FTO will not be reassigned nor will be or she be precluded from training or evaluating other trainees.
 - d. Managers and supervisors must maintain the disclosure in confidence.
- No disciplinary action or retaliation must occur as a result of the disclosure.
- 3. An instructor/FTO may, in lieu of disclosure, request that he/she be reassigned for personal reasons. An instructor, who makes this type of request, shall not be entitled to reassignment upon the completion of the trainee's training. An FTO who makes this type of request will be transferred instead of the trainee and will not be eligible for reassignment onto the shift he or she was transferred from.
- 4. If an instructor/FTO who is involved in an intimate/sexual relationship with a trainee does not disclose the potential conflict of interest or request reassignment, the more senior officer will be transferred involuntarily. Such transfer is subject to review under Article 8

Contract Grievance Procedure of this Agreement. Violation of this rule will not result in discipline.

Section M. Scheduled Overtime for Events.

- 1. Each district shall maintain a list of scheduled events such as school functions, sports events and similar events, for which overtime is available. A list separate from the overtime callback list shall be posted to allow unit members to sign up for overtime. Except for events listed in §M.2, selections will be made from the list on the basis of seniority. Unit members scheduled to work regular hours on the date and time of an event shall remain on the list and not be passed over except for the hours they are working. The list shall be exhausted before a volunteer is given a second opportunity to work an overtime event.
- 2. Exceptions to the selection rotation are:
 - The event requires specific skills, knowledge or abilities peculiar to certain officers on or off the list;
 - b. The event requires the deployment of four or more officers for bona fide training; or
 - c. It is impractical to use the list because the event is spontaneous and unscheduled. In this case every reasonable attempt shall be made to be fair and avoid favoritism or priority to one or more officers. Once this event extends beyond an initial 48 hours, the overtime callback list referred to in section N of this article shall be used to staff the event, until such time as a bona fide event list can be circulated to members as described in §M.1 above, and staffing made by seniority from that list.

Section N. Overtime Callback Lists

- 1. There shall be two lists which are used by department designee(s) to fill unit staffing shortages on an overtime basis. Employees who are the rank of MPO and below will be placed on one list. Sergeants will be placed on a second list. A "group page" call back list will be maintained in units with employees who have specialized skills, training, or expertise (i.e., K9, ERT, CRU) to facilitate an immediate response to a call back request. Group paging refers to an electronic message sent out simultaneously to a designated group. For the purposes of "paging", the designated groups will be equitably rotated in lieu of seniority. If a page does not result in a response from a sufficient number of officer(s) from the designated group, the next group may be paged until a sufficient number of officer(s) respond.
- A sign-up list shall be circulated within a unit at the beginning of every fiscal year quarter (January, April, July, October) so that interested eligible employees may voluntarily sign up so that they can be contacted regarding overtime callback work. Volunteers will then be placed on the list that is appropriate for their rank.
- Employees on each list shall be rotated and ranked by seniority as defined by Article 12 Seniority.
- The entire list will be exhausted before any individual is requested to work a second time, unless the nature of the assignment requires specific skills, knowledge or abilities peculiar to certain officers on or off the list.
- An employee who, on four occasions within a quarter declines an offer to work overtime, shall not be eligible to sign up for overtime callback eligibility for the remainder of the quarter.
- 6. Participants on the list shall be used as needed by the department designee.
- 7. Other callback lists will be utilized only after the unit level callback list has been exhausted.
- The establishment of a callback list shall not preclude the use of on-duty officers who may be required to work beyond the normal shift as occasions arise.
- 9. Employees who are assigned to a district during a quarter shall be immediately eligible to

be placed on the overtime callback list.

Section O. Temporarily Assigned Employee's Eligibility to Work Overtime

- When an employee voluntarily accepts a temporary assignment of indefinite duration, in a
 unit comprised of officers who are not eligible to participate in the employee's
 permanently assigned unit's overtime callback program, the employee shall be removed
 from his/her permanently assigned unit's overtime callback lists once the assignment has
 exceeded thirty (30) days.
- 2. When an employee voluntarily accepts a temporary assignment of a known duration that is in excess of thirty (30) days, in a unit comprised of officers who are not eligible to participate in the employee's permanently assigned unit's overtime callback program, the employee shall be removed from his/her permanently assigned unit's overtime callback lists on the effective date of the transfer.
 - The employee is eligible to be called for overtime work during the period between the date the employee is advised of the transfer and the effective date of the transfer, so long as the overtime work occurs before the transfer date.
- Any employee who voluntarily accepts a less than thirty-day temporary assignment shall remain on his/her permanently assigned unit's overtime callback lists during the period of reassignment.
- 4. All temporary assignments shall be considered to be of indefinite duration unless the notice of reassignment specifies otherwise.
- Upon completion of the temporary assignment, the employee shall be returned to the permanently assigned unit's overtime callback lists and his/her seniority shall be determinative of his/her order in the rotation.
- 6. An employee who has been involuntarily and temporarily reassigned shall be immediately eligible to be placed on the new assignment's overtime callback lists for the duration of the reassignment, regardless of the length of the reassignment. If the employee is involuntarily transferred from an assignment with an overtime callback list to an assignment without an overtime callback list, the employee shall be placed on the overtime callback list of a unit similar to the one from which reassigned.
- Section P. Assignments to Temporary Units and Temporary Assignments. Unit members assigned to temporary units are eligible to remain in those units for the duration of the unit or may otherwise be transferred in accordance with Article 25 Transfers, of this agreement. Temporary assignments to established units shall not exceed 12 months in duration.
- Section Q. Rights of Unit Members Transferred. If, due to administrative reorganization, position abolishment, lack of funding, change in work program/plan/design, technological change, or need for additional personnel at another work site, one or more employees need to be transferred, such transfers shall be made on the basis of inverse seniority within the unit. If, within two years, additional personnel are needed at the original assignment, previously transferred unit members shall be recalled on the basis of seniority within the unit.
- Section R. Permanent Day and Evening Shift. Should the parties agree to extend the Pilot Permanent Day and Evening Shift, such a schedule shall be established pursuant to the procedures (MOU in Germantown District 6) agreed upon by the parties. [Sixth District Pilot Provisions Follow. See Side letters.]
 - 1. Assignment to District and Bidding for Hours
 - a. To the extent possible, volunteers from the Germantown District will be used to staff the PO1, PO2, PO3, and MPO positions in the Sixth District. Selections will be made on the basis of seniority, and MPOs shall bid with other MPOs as a class. In the event that the number of volunteers from the Germantown District is less than the number of vacancies to be filled, the Department will seek volunteers from the other districts. Identification of these volunteers may be done simultaneous with the solicitation of the Germantown District volunteers and the Department may maintain a standing list of

countywide volunteers. Such volunteers shall be eligible for assignment on the basis of seniority and MPOs shall bid with other MPOS as a class. Before offering these volunteers a position, Germantown officers who are subject to an involuntary assignment into the Sixth District because of their inverse seniority, will first be offered an assignment in the Sixth District. If the involuntary transfer-eligible Germantown officer declines the assignment in the Sixth District, then the volunteer will be transferred to the Sixth District and the involuntary transfer-eligible Germantown officer will be assigned to the district where the volunteer transferred from, however, in the case of multiple vacancies, Germantown officers who are subject to an involuntary transfer out of the district shall identify their preference from amongst the districts that the volunteers are drawn from. Assignments to preferred districts shall be done on the basis of seniority.

- b. The involuntary transfer-eligible Germantown officer will remain in the district that the volunteer transferred from until the volunteer officer leaves the Sixth District or the pilot program ends, whichever is first. While the involuntary transfer-eligible Germantown officer is in the district that the volunteer officer transferred from, the Germantown officer may not request a transfer to the Germantown District, but s/he may request a transfer to any other district. If the pilot program is extended and the volunteer is still assigned to the Sixth District, the involuntary transfer-eligible Germantown officer shall be considered as permanently assigned to the district that the volunteer transferred from, and from that point on, s/he may request reassignment back to the Germantown district. Such requests for reassignment shall be given priority consideration over any other requests that the Department may have for reassignment to the Germantown District.
- c. The Unit Commander shall assign Sergeants to the Sixth District on the basis of bona fide operational needs. When two or more sergeants are deemed equally qualified to meet the bona fide operational needs, selection shall be made on the basis of seniority.
- d. To the extent possible, the assignment of day and evening shift hours will be accomplished based upon employees' stated preferences. Employee preferences for shift assignment shall be made on the basis of seniority and position availability. PO1s, PO2s, PO3s and MPOs will be eligible for voluntary shift assignment. MPO's shall bid with other MPO's as a class.
- e. Upon the implementation of this program or in instances when two or more vacancies exist at the sergeant's level, sergeants shall bid with other sergeants as a class. When bidding with other sergeants, a sergeant's seniority shall be based upon his/her date of rank.
- f. In the event the number of officers volunteering is insufficient to meet the deployment needs of specific shifts, involuntary assignments onto non-rotating day and evening shifts will be made based on inverse seniority and shall be selected from the Germantown and Sixth District.
- g. For PO1s, PO2s, PO3s, and MPOs, the duration of a non-rotating day or evening shift assignment will be a minimum of 3 months. Once an officer on a non-rotating shift meets the minimum time requirement, that officer may transfer off of the shift. Such requests for transfer off of a non-rotating shift must occur four weeks prior to the end of any quarter and will be honored at the beginning of the next quarter. Voluntary transferees who request a transfer off a permanent shift, shall be placed in a vacant position. If no vacancy exists, the request will not be honored until a vacancy occurs.
- h. Except as provided in ¶1.k or another provision of the collective bargaining agreement, assignments onto a non-rotating shift will only be made on a quarter basis, i.e. every three months, and simultaneous with any departure from a non-rotating shift. Any assignment on or off a non-rotating day or evening shift will occur at the beginning of the first full pay period following the date on which the quarter begins, unless a vacancy exists as described in ¶1.k, or as otherwise provided in the collective

- bargaining agreement. Officers who are assigned to a non-rotating day or evening shift will be given notice of the assignment three weeks before their assignment begins. An affected officer may agree to waive this notice requirement.
- i. When an officer who was involuntarily assigned to a permanent day or evening shift, is permanently transferred off of a non-rotating shift, the duration of the assignment and the effective date of the transfer will be recorded in the officer's unit operating file. The officer will retain his/her place in the involuntary assignment eligibility rotation, but s/he will be credited for fifty percent of the involuntary assignment served under this program. An officer will not be involuntarily transferred back to any non-rotating shift if there are other officers in the Germantown or Sixth District who have either no departure date from an involuntary shift assignment or an earlier departure date from an involuntary shift assignment. However, an officer who has earned six credited months of involuntary assignment time shall not be selected for another involuntary assignment until all other officers have earned at least six months of involuntary assignment time. The intent of this section is to ensure that all officers have had the same opportunity to be selected for an involuntary assignment before an officer is subjected to such consideration an additional time.
- J. If, at a time other than the beginning of a quarter, an officer is initially assigned to the Sixth District or is transferred into the Sixth District from another assignment, s/he will be assigned to a non-rotating shift that has a vacancy.
- k. Notwithstanding ¶1.h, bargaining unit employees may be voluntarily or involuntarily transferred due to unforeseen changes in the personnel complement of a non-rotating day or evening shift (e.g., extended illness or injury, or employee reassignment) consistent with the provisions of the parties' collective bargaining agreement. Such changes shall be made consistent with the seniority principles espoused within this section.

2. Special Skills

- a. So long as the Sixth District shares a radio channel with the Germantown district, involuntary assignments onto a non-rotating day and evening shift will not be made based upon an officer's intoximeter skill. When the department learns that a separate radio channel will be assigned to the Sixth District, it will use its best efforts to assign Sixth District officers to the next available intoximeter training.
- For other specialized skill requirements, i.e. FTO, shift ID, radar operator, the
 Department will train officers currently on a non-rotating day and evening shift to fill
 those skill requirements.
- c. No record will be maintained nor will any adverse action result from an employee exercising his or her rights under this Section.

3. Workday/Workweek

- The regular workweek for participating unit members shall be a four-day, forty-hour workweek.
- If, in order to implement this program, the department must rescind previously approved leave, the department will pay non-reimbursed reservation costs incurred by an employee as the result of the leave rescission

4. Miscellaneous

- Leave denials will be forwarded each month to police headquarters and then to the FOP on a monthly basis.
- There shall be no manipulation of schedules to avoid court overtime for employees, unless mutually agreed upon by the officer and supervisor.
- c. Any work performed with less than 10 hours off, under the non-rotating day and

- evening shift schedule, is to be compensated at the overtime rate.
- Except as provided herein, all unit members shall be treated in a manner which is not arbitrary or capricious.
- e. The practice of consecutive days off shall continue.
- f. In the event a sergeant has a dispute regarding the application of this agreement, the sergeant may appeal the matter via the grievance procedure described in Article 8 Contract Grievance Procedure, of the collective bargaining agreement between the County and the FOP. [This subsection predates the 7/1/02 effective date of the contract.]
- Section 5. Wearing of Bullet Proof Vests. An Officer shall wear the vest during ad hoc, high-risk assignments, but shall not be required to wear them while waiting to be activated for such actual assignment. For the purposes of this section only, high risk involves other than normal risk or calls for service, and includes but is not limited to civil disturbances, raids, and hostage situations. New vests issued during the term of this agreement shall provide Level II protection.
- Section T. Permanent Day and Evening Shifts. Patrol, first responders (excluding traffic and SAT officers) shall be assigned to either a permanent day or evening shift. Upon successful conclusion of the Field Training Program, Probationary POIs will be assigned to a shift based upon bona fide operational, training and developmental needs, as reasonably determined by the Employer. When there is a waiting list of volunteers for shift hours and a probationary PO1 is pending placement on a shift, the probationary PO1 may be assigned the shift hours before a volunteer.
 - 1. Procedure for Day/Evening Intra-Station Transfers.
 - a. Transfer requests will be given priority according to seniority, as defined by Article 12, Seniority, subject to the following conditions:
 - there is a vacancy on a shift (with the desired hours) that the Department is seeking to fill;
 - ii. it does not result in a staffing overage or shortage, as reasonably determined by the Employer; and
 - iii. It does not result in the involuntary transfer of another officer.
 - b. Transfer off the midnight shift shall follow the procedures outlined in Article 15, Section K of the Collective Bargaining Agreement. The transferred midnight officer will be assigned to day or evening shift hours based upon his/her shift hours of preference whenever a vacancy exists on any shift with the preferred shift hours. If there is no vacancy on any shifts with preferred shift hours and if there are officers junior to the midnight officer already assigned to the preferred shift hours, the most junior officer may be involuntarily transferred to accommodate the midnight officer's preference. If there are no officers junior to the midnight officer, the midnight officer will be assigned to shift hours based upon bona fide operational need.
 - c. When an officer who was involuntarily transferred to a permanent day or evening shift is permanently transferred off of a shift, the effective date of the transfer will be recorded in the officer's unit operating file. An officer will not be involuntarily transferred an additional time to any permanent day or evening shift if there are other officers in the district who have either no departure date from an involuntary shift assignment or an earlier departure date from an involuntary shift assignment. For purposes of this section, an involuntary transfer is defined as an aggregate of six months served involuntarily. Effectively, every officer must serve a total of six months of involuntary transfer time before being subject to another involuntary transfer to a day or evening shift. The intent of this section is to ensure that all officers have had the same opportunity to be selected for an involuntary assignment before an officer is subjected to such consideration an additional time.
 - d. If, pursuant to the inverse seniority rotation, a midnight officer is subject to involuntary

assignment to a permanent day or evening shift and the resulting vacancy would result in an additional transfer of another officer, the midnight officer will be bypassed for the selection. The bypassed midnight officer will remain at the top of the rotation and shall remain eligible for the next involuntary transfer assignment that arises.

A midnight officer may be involuntarily transferred to a permanent day or evening shift if the vacancy created on the midnight shift goes unfilled, or it is backfilled by another officer's voluntary transfer to the midnight shift. When the midnight officer's involuntary transfer ends, both officers (the midnight officer and the officer voluntarily backfilling) will return to their original shift hours (day, evening, or midnight) unless: a vacancy exists on the midnight shift enabling the backfill officer to remain on midnights (subject to the provisions of I.a. above), or the involuntarily transferred midnight officer does not choose to return to the midnight shift.

Except, however, if an officer who is less senior to the officer who backfills the midnight vacancy is voluntarily transferred to the midnight shift simultaneous with or after the officer who originally backfilled the vacancy, the junior, later-transferred officer will return to his/her original assignment when the midnight officer returns from the permanent day or evening shift unless there exists an additional midnight vacancy for the junior/later-transferred officer.

e. Notice of all schedule changes will be in compliance with Section C of this Article.

2. Transfers to a District.

- Officers who wish to transfer to a district should submit a District Transfer Request Form directly to the Field Services Bureau Administration.
- b. Once the transfer request has been submitted, the officer is subject to being transferred to the requested district with three weeks notice.
- c. It is the responsibility of the officer who is requesting the transfer to rescind the transfer prior to the date when s/he is given three weeks notice of the effective date of the transfer.
- d. The individual transfer request will be given priority according to the date the transfer request was received in the Field Services Bureau. The transfer request will be filed with all other transfer requests by the location of the requested district(s). A copy of the District Transfer Request Form will be forwarded to the requesting officer and his/her district commander.
- e. If an officer is initially assigned to a district or is transferred into a district from another assignment, he/she will be assigned to a permanent shift. An officer who was initially assigned or was transferred into a district will be eligible to request a transfer to another shift assignment.
- f. When the employer determines that a vacancy can be filled by either an MPO or lower ranked employee, priority for voluntary requests shall be given according to the date the transfer request was received in the Field Services Bureau, regardless of the requesting employee's rank or assignment.

3. Special Skills.

a. The Department will seek intoximeter operator volunteers for assignment onto each of the shifts with priority given to the evening and midnight shifts. If there are no intoximeter operator volunteers from within the district, the Department will search countywide for an intoximeter operator volunteer for the available shift hours. If a volunteer from another district is found and based upon bona fide operational need as reasonably determined by the Employer, a shortage is not created within the officer's originating district, that officer will be permanently assigned to the district that is in need of an intoximeter operator. In the event that no volunteers that meet the above criteria from other districts come forward, the operator(s) will be selected by inverse seniority from the station personnel list. The Department will use its best efforts to assign an officer from the shift on which an intoximeter operator was involuntarily transferred onto, to the next intoximeter training school for which vacancies exist. Once this officer is trained and certified, the officer who was involuntarily transferred will be transferred back to his/her shift.

- b. For other specialized skill requirements, i.e. FTO, shift ID, laser/radar operator, the Department will train officers currently on the shift to fill those skill requirements.
- Except for tracking purposes, no record will be maintained nor will any adverse action result from an employee exercising his or her rights under this Section.
- Workday/Workweek. The regular workweek for participating unit members shall be a four day, forty hour workweek.

Miscellaneous.

- Leave denials will be forwarded each month to police headquarters and then to the FOP on a monthly basis.
- There shall be no manipulation of schedules to avoid court overtime for employees, unless mutually agreed upon by the officer and supervisor.
- c. Any regular work performed with less than 10 hours off, under the permanent day and evening shift schedule, is to be compensated at the overtime rate.
- Except as provided herein, all unit members shall be treated in a manner which is not arbitrary or capricious.
- The practice of consecutive days off shall continue except when transitioning to and from weekend coverage. Weekends off shall rotate among shifts so as to be equitably distributed.
 - f. This section shall be implemented in compliance with the "Permanent Shift Implementation" Memorandum of Understanding. (See Appendix R.)

Section U. Midnight and Weekend Hours for other officers. (See Side Letter.)

1. Definitions.

- a. "Midnight" and "Midnight Hours" refer to work hours that begin on or after 8:00 p.m. but before 6:00 a.m.
- "Evening" and "Evening Hours" refer to work hours that begin on or after 12:00 noon but before 8:00 p.m.
- c. "Day" and "Day Hours" refer to work hours that begin on or after 6:00 a.m. but before 12:00 noon.
- d. "Weekend" and "Weekend Hours" refer to Saturday, Sunday, or both days.
- Applicability. This section applies to detectives ("investigators" or "detectives") and unit members whose primary duties and responsibilities involve follow-up investigation.
- 3. The practice of consecutive days off shall continue. Hours shall be distributed equitably.
- 4. Articles 15 § C. 1.b and 63 §A. shall be given full effect.

Miscellaneous.

- Leave denials will be forwarded each month to police headquarters and then to the FOP on a monthly basis.
- b. There shall be no manipulation of schedules to avoid court overtime for employees, unless mutually agreed upon by the officer and the supervisor.
- c. Any work performed with less than eleven (11) hours off between workdays will be compensated at the overtime rate.

- d. Any work performed with less than twenty-six (26) hours off between workweeks will be compensated at the overtime rate.
- Notwithstanding the above, hours off between workdays and hours off between workweeks shall be as noted in the schedule presented by the Employer to the Union during negotiations
- f. The Employer shall take reasonable measures to provide a safe work environment at any facility where a unit member is the only sworn officer present. Employees share in the responsibility to make the Union and Management aware of identified safety problems.

Section V. Shift Hour Assignments in the Canine Unit

- 1. Procedures for Assignment of Canine Work Hours:
 - a. For employees below the rank of sergeant assigned to the canine unit, assignments to shift hours will be made every twenty-four weeks. All employees below the rank of sergeant will bid together as one class for shift hours. Selections will be made on the basis of seniority as specified in subparagraph 1.c., below. Assignments will be published (posted) at least three weeks prior to the effective date of the assignments.
 - b. Sergeants assigned to the canine unit will bid with other sergeants as a class for initial work days. Selections will be made on the basis of seniority as specified in subparagraph 1.c., below. Assignments will be published (posted) at least three weeks prior to the effective date of the assignments.
 - c. For the purposes of bidding for hours (employees below the rank of sergeant) and initial work days (sergeants) in the canine unit, seniority will be determined as follows:
 - (1) Subject to paragraphs 3 and 4 of this subsection, for employees who were assigned to the canine unit on or before the date of this Agreement (April 1, 2009), seniority will be determined pursuant to Article 12 of the Collective Bargaining Agreement.
 - (2) Subject to paragraphs 3 and 4 of this subsection, for employees who transfer to the canine unit after the date of this Agreement (April 1, 2009), seniority will be determined by date of assignment to the canine unit. In the event that two employees have the same date of assignment to the canine unit, priority will be given to the employee with seniority pursuant to Article 12.
 - (3) For employees who return to the canine unit after the date of this Agreement (April 1, 2009), following a voluntary transfer from the canine unit, seniority will be determined by the employee's most recent date of assignment to the canine unit. Transfer from the canine unit due to promotion will be considered voluntary for purposes of this section.
 - (4) For employees who return to the canine unit after the date of this Agreement (April 1, 2009), following any temporary assignment or an involuntary transfer from the canine unit, seniority will be determined pursuant to paragraph (1) of this subsection if the employee's prior assignment to the canine unit began on or before the date of this Agreement. If the employee's prior assignment to the canine unit began after the date of this Agreement, seniority will be determined pursuant to paragraph (2) of this subsection.
 - d. For employees below the rank of sergeant, in the event that the number of volunteers for any shift hours is less than the number of positions to be filled during those shift hours, employees who are not assigned to those shift hours will rotate into the vacant position(s) based on inverse seniority. Each rotation will last for two (2) work weeks. Rotations shall be distributed equitably within the canine unit.
 - Bidding forms will be posted on the Web Board. Hard copies of bidding forms will be available upon request of the employee. At least four (4) weeks prior to the scheduled

publishing (posting) of shift hour assignments, the Employer will announce in writing the schedule of available shifts to each employee below the rank of sergeant permanently assigned to the canine unit and verify receipt of the announcement by each employee. Employees must submit their bidding forms to the Employer's designee no later than two weeks before the scheduled publishing (posting) of shift hour assignments. Each employee will designate his/her top three (3) shift hour preferences in rank order, and the stated preferences will be honored on the basis of seniority as provided in subparagraph I.e., above. During the bid assignment process, the Employer shall not assign an employee to shift hours s/he has not designated, except for a two week rotation as provided in subparagraph 1.c., above. In the event that Employer reduces the current number of shift hour options (four), the number of preferences the employee will designate will decrease accordingly. Any employee not submitting a bidding form will be assigned any remaining shift hours once all bidding forms have been processed.

2. Hours Between Shifts

- a. Any regular work performed with less than ten (10) hours off is to be compensated at the overtime rate. However, in instances where an employee voluntarily waives the ten-hour period, the employee shall not be compensated at the overtime rate.
- Whenever practicable, flexible scheduling shall be allowed in connection with unit retraining, subject to the approval of management. Approval shall not be unreasonably withheld or withheld for an arbitrary, capricious or discriminatory reason.

3. Vacancies

- a. If the Employer fills one (1) or more permanent vacancies that occur in the canine unit in the period between the effective date of shift hour assignments and the next regularly scheduled bidding process for shift hours, the vacancy (vacancies) will be filled by volunteers on the basis of seniority, as determined in accordance with Section V.1.c. of this article. New assignments will begin the first full pay period occurring two (2) weeks after the completion of the process described in subparagraph 3.b., below.
- b. In filling vacancies, a seniority list, as described in Section V.1.c. of this Article, will be followed from top to bottom. Each bargaining unit member will be offered the resulting vacancy until the seniority list is exhausted. A vacancy sheet will be filled out in its entirety documenting each bargaining unit member's responses. If the seniority list is exhausted and a vacant shift hour assignment is not filled by a volunteer, the vacant shift hour assignment will be filled by use of the procedure described in subparagraph 1.d., above.
- 4. Coverage Units: Rotating days off will occur every eight (8) weeks. The workweek will be divided into two (2) coverage units. At the end of each eight-week period, the Coverage Units will switch coverage responsibilities while maintaining shift hours. In the event that more than one sergeant and/or more than one master police officer are assigned to the canine unit, a master police officer and/or a sergeant will be assigned to each coverage unit.
- 5. Sergeants: Sergeants will rotate with, and be responsible for the supervision of their Coverage Units. When a sergeant's Coverage Unit is working the weekday schedule, that sergeant will work the day shift. When a sergeant's Coverage Unit is working the schedule that includes a weekend, that sergeant will work one of the night shifts. The purpose of this rotation is to ensure that sergeants have the ability to work with, and directly observe all officers under their supervision. Whenever practicable, flexible scheduling shall be allowed for sergeants, subject to the approval of management. Approval shall not be unreasonably withheld or withheld for an arbitrary, capricious or discriminatory reason.

6. Miscellaneous

a. The practice of consecutive days off shall continue.

- b. Weekends off shall rotate between coverage units so as to be equitably distributed. Unless prohibited by a scheduled change-over, weekends off shall include both Saturday and Sunday.
- c. Leave denials will be forwarded to the FOP on a monthly basis.
- d. All employees will have equal opportunities to attend canine retraining. This provision does not create or impair the right to any other training opportunities.

Section W. Procedures for assignment of Additional Sergeants to the Permanent Midnight Shift in 3 Re-Deployed Districts. Prior to the assignment of individuals to these newly created positions, the following will be used:

- 1. The Department will seek voluntary requests from within the district under Article 15 § K.
- 2. If there are no volunteers from within the district, the vacancies shall be filled pursuant to Article 15 § T.2. (FSB transfer list), and then through a countywide search for volunteers, including but not limited to the 6 newly promoted sergeants. If a sergeant from outside the district volunteers, that sergeant shall be permanently transferred to the district.
- 3. In the event there are no volunteers to fill the vacancies on the midnight shift, after the newly promoted sergeants are assigned to districts, the vacancies will be filled pursuant to Article 15 § K except that a newly promoted sergeant's departure date from the midnight shift will be recognized only if it is after March 1, 2004.
- Notwithstanding Article 15 § K.1.f., a sergeant who is voluntarily or involuntarily transferred to a district can be assigned to the midnight shift prior to the next fiscal quarter.

Section X. Reopener.

- The parties agree that the effects of the employer's assignment of additional sergeants to
 the midnight shift may not be evident at this time. The parties further agree to evaluate
 and renegotiate this matter and to begin negotiations at the option of either party by
 January 1, 2006, or prior to the assignment of additional sergeants to the midnight shift in
 one or more additional districts.
- It is further agreed that the parties will immediately renegotiate this matter if the employer eliminates any of the redeployed midnight sergeant positions covered under this agreement.

Section Y. Reporting Requirements. Employees shall immediately report, or as soon as practical, to their commander/director or bureau chief, any circumstance where the employee is arrested or becomes a defendant in any criminal proceeding that may result in incarceration, receives an incarcerable traffic citation as defined in the Maryland Transportation Article, has their driver's license/privilege suspended, revoked, refused or canceled that affects their ability to operate a county vehicle, or is notified that they are the subject of a criminal investigation by any law enforcement agency. If the employee is served with a temporary protective order, temporary ex parte order, or other similar temporary order that impacts the employee's ability to carry a weapon or to perform their assigned police duties or any permanent protective order, permanent ex parte order or other similar permanent order that impacts the employee's ability to carry a weapon or to perform their assigned police duties, they shall report the matter (as outlined above) directly to their commander/director or bureau chief to be reviewed to determine if the matter impacts the employee's ability to perform their assigned police duties. The employee shall provide the commander/director or bureau chief with the information (i.e. date/time/location of the alleged offense, case/docket/tracking number) required for the employer to obtain additional information. All information shall be considered confidential and shall only be shared on a need to know basis. It is recognized that all persons are presumed innocent until proven guilty.

Article 16 Parental Leave

Section A. Parental Leave. Except as provided in Article 55 Job Sharing Program, Section E.8.a, unit members shall be allowed to use up to seven hundred twenty (720) hours of any combination of sick annual, or compensatory leave and leave without pay during any twenty-four (24) month period to care for:

- 1. A newborn child of the employee; or
- 2. A newly adopted child of the employee.

Section B. Use of Parental Leave. All leave taken under this section:

- Must be used within twelve (12) months after the birth of the child or placement with the
 employee for adoption. If the employee does not use the entire amount of parental leave
 within the 12 month period following the birth or placement of the child, the balance will
 remain available and may be used for a subsequent birth or placement; provided parental
 leave for any birth or adoption does not exceed 720 hours;
- 2. At the election of the employee, may be used on a continuing basis;
- 3. With the approval of the supervisor, may be used:
 - a. Under a method involving a reduced workday or workweek,
 - b. On an intermittent basis, or
 - c. Any combination thereof.
- 4. May be in addition to any other leave taken under this Agreement; and
- 5. Is subject to a thirty (30) day advance notice requirement.

Section C. Relation to Other Benefits. A unit member who uses leave without pay under this Article will retain all health and life insurance benefits for the entire period.

Section D. Limitations on Leave Usage

- Any use of leave for either medical reasons or for the purpose of attending to the immediate family at the time of birth or adoption of a child must be deducted from the 720 hours as authorized in §A.
- Subject to §E, sick leave donations may not be used to cover leave without pay occurring under this Article.

Section E. Illness or Injury Relating to Childbirth. No provisions of this Article shall be interpreted or applied so as to deprive any employee of benefits included in this Agreement at Article 19, Sick Leave and Sick Leave Donor Procedure, resulting from any illness or injury to that employee.

Section F. Increment Date Not To Be Reassigned. An increment date shall not be reassigned as the result of a leave without pay taken for the purpose of parental leave.

Section G. When Parental Leave To Be Considered FMLA Leave. The use of parental leave under this section for a Family and Medical Leave Act [FMLA] purpose will be considered to be FMLA leave and count towards the FMLA entitlement of 12 weeks of leave in a leave year. However, compensatory time used as parental leave cannot be counted as FMLA leave.

Section H. When FMLA Leave May Be Used in Addition To Parentol Leave. An employee who has exhausted the parental leave provided under this section (720 hours in a twenty-four (24) month period) may still be entitled to use up to twelve (12) weeks of FMLA leave in a leave year in accordance with Article 59 of this Agreement.

Article 17 Disability Leave and Injury on the Job

Section A. Definition. Disability leave is paid leave granted to an employee who is temporarily disabled as the result of an accidental injury or illness sustained directly in the performance of the employee's work, as

provided for in the worker's compensation law of the State of Maryland.

Section B. Eligibility

- 1. An employee who is temporarily disabled in the line of duty and unable to perform normal duties or an alternate duty assignment, must be paid full salary continuation in the form of disability leave. Gross pay shall not be modified for purposes of calculating final or final average earnings for retirement purposes. This section shall not adversely affect any other calculation or benefit. When incapacitated for regular work assignments, the employee must be required to accept other work assignments for the period of recuperation if found physically capable or be ineligible for disability leave. The ability of the employee to work will be determined by the County's Medical Examiner or such physician authorized by the chief administrative officer.
- Disability leave shall be limited to eighteen (18) months for an injury. After 18 months, the
 employee shall be eligible for sick leave donations from other unit members to make up the
 difference between workers' compensation benefits and full salary. Sick leave donations
 under this section shall not require that the unit member exhaust all accrued annual,
 compensatory and sick leave.

Section C. Subrogation. When the accident, injury or illness for which disability leave was granted was caused under circumstances creating a legal liability in a third party, the County has the right of subrogation and the right to enforce the legal liability of the third party. Whenever the employee is reimbursed for disability leave by a legally liable third party, the County must be repaid for all disability leave granted, less attorney's fees.

Section D. Administrative Leave for Injury on the Job. Upon certification of an employee's district/unit commander, approved by the chief of police, that an employee is absent due to service- connected injury/illness, the employee shall immediately be placed on administrative leave until a determination concerning eligibility for compensation has been made by the Division of Risk Management, Department of Finance. It is further agreed that if the disability status is denied by the Division of Risk Management, the employee's pay or leave balance shall be adjusted in the following order of priority: first sick leave; second annual leave; third compensatory leave; and fourth leave without pay.

Section E. Claim Form. Whenever an injury on the job is reported, a copy of this section shall be attached to the departmental form (currently the Supervisor's Incident Investigation Report form), and then provided to the employee. Employees are not required to sign or attest to the SIIR form (or its successor).

Notice to Injured Employee

A report of injury to your supervisor or the Employer is not a claim for Workers' Compensation benefits or notice of injury to the Workers' Compensation Commission. The Workers' Compensation claim form, "WCC Form C-1" is required in order to submit your claim to the Commission and may be found at the Maryland Workers' Compensation Commission Website http://www.wcc.state.md.us/WFMS/C1_WebForms.html Please carefully follow all instructions provided on that site.

Section F. Managed Care. The County may offer the services of a managed care program to unit members. The parties agree to prepare a brochure comparing and describing the benefits of managed care and jointly encourage its use by unit members. Participation in a selection from the Managed Care preferred provider physicians' list shall be voluntary. The County and the Union will encourage employees incurring job related injuries to work cooperatively with nurse advisors who operate under the Managed Care case management system. To this end, the parties acknowledge the goal of the case management system is to assist the employee in obtaining maximum medical improvement in order to return to work at the earliest possible opportunity. The managed care program will have the following components:

- Employees may at their option select a doctor for treatment from a network of physicians.
- Employees will receive initial care from a network physician at no cost, even if the claim is ultimately denied.
- 3. The managed care provider will coordinate benefits with group health provider to avoid

confusion and duplication of filings.

4. The managed care provider will perform utilization review of treatment.

Section G. Method of Payment. An employee on disability leave will receive his/her full salary through a single check which will include any workers' compensation payment for temporary total disability. At the time the check is issued the Employer will designate what portion constitutes workers' compensation payment and what portion constitutes the difference between workers' compensation and the employee's full salary. The employee's net pay will not be reduced as a result of including workers' compensation benefits in the payroll check. This section does not create a loss in any benefit.

Article 18 Annual Leave

Section A. Definition. Annual leave is earned paid leave granted to eligible employees for vacations and other personal use.

Section B. Eligibility. All employees are eligible to earn annual leave. A temporary employee who subsequently becomes a full-time or part-time employee without a break in service must be credited on a prorated basis but not more than 60 hours annual leave retroactive to date hired as a temporary employee.

Section C. Leave Year. The leave year begins with the first full payroll period of a calendar year and ends with the payroll period in which December 31st falls.

Section D. Leave Accounting Period. The leave accounting period shall end with the biweekly reporting period in which December 31 falls. This period may be subject to change by the chief administrative officer, with notice and opportunity to the Union.

Section E. Accrual Rates. Full-time employees with less than 3 years of county service earn annual leave at the rate of 120 hours per leave year. Full-time employees with 3 years, but less than 15 years of county service earn annual leave at the rate of 160 hours per leave year. Full-time employees with 15 years or more of county service earn annual leave at the rate of 208 hours per leave year. Part-time employees earn a pro-rata amount of annual leave based on a schedule established by the chief administrative officer.

Section F. Changes in Accrual Rates. Annual leave accrual rate changes are effective the first day of the leave accounting period in which the employee completes 3 years or 15 years of county service.

Section G. Furlough. It shall be a violation of this section to deny any unit member an opportunity to use annual leave in order to require or permit the member or any other member to take compensatory leave on account of a furlough.

Section H. Scheduling of Use of Annual Leave. Accrued annual leave may be used, if approved by an employee's supervisor in accordance with procedures established by the department head and approved by the chief administrative officer. Every effort must be made to give each employee the opportunity to use annual leave earned.

Section I. Maximum Accumulation. Maximum accumulation amounts apply only to the amount of annual leave that may be carried over from one leave year to the next, and do not limit accumulated leave balances during the leave year.

- An employee who began work on or before December 31, 1956, may accumulate annual leave up to a maximum of 560 hours provided the employee has been continuously employed since that date. An employee who began work on or before December 31, 1956, who subsequently has used accumulated annual leave in excess of 320 hours for the purposes of purchasing retirement service credits may only accumulate annual leave up to a maximum of 320 hours.
- An employee hired on or after January 1, 1957, but prior to July 1, 1972, may accumulate annual leave up to a maximum of 320 hours.
- An employee hired on or after July 1, 1972, may accumulate annual leave up to a maximum of 240 hours.

Section J. Transfer of Annual Leave in Excess of Maximum Allowable Accumulation to Sick Leave. All accumulated leave in excess of the authorized maximum is forfeited at the end of leave year. All annual leave forfeited at the end of a leave year for being in excess of an employee's maximum allowable accumulation must be credited to that employee's accumulated sick leave. However, if management has denied an employee the opportunity to use leave in excess of the maximum allowable accumulation during that leave year, that amount may be carried over for a period of one year, even if in excess of the maximum allowable accumulation but must be forfeited to sick leave if not used during that period. In addition, subject to budget limitations, an employee may elect to be paid for up to 50 percent of the excess annual leave and transfer the remaining excess annual leave to accumulated sick leave. Moreover, if an employee is on disability leave during the leave year, the employee shall be permitted to carry over any amount of annual leave in excess of the maximum which is equal to the period of the disability leave taken during that year.

Section K. Disposition of Accumulated Annual Leave at Separation from County Service. Upon leaving the County service, an employee must receive a lump sum payment, at the employee's current rate of pay, for the total accrued annual leave as of the date of separation, less any indebtedness to the County Government. In the event of an employee's death, the employee's estate or designated beneficiary or beneficiaries, if permissible by law, must be paid for all accrued annual leave. The designated beneficiary must be as specified by the employee or as designated under the Employees' Retirement System of Montgomery County, if not named specifically.

Section L. Transfer of Annual Leave to Another Agency. An individual who resigns employment with one county or bi-county agency to accept employment with another county or bi-county agency, without a break in service, may transfer accumulated annual leave to the new employing agency subject to any limitations that agency may have, provided there is a signed agreement of reciprocity between the two agencies.

Section M. Use of Annual Leave for Family Medical Leave Act [FMLA] Purposes. Eligible unit members shall be allowed to use accrued annual leave for any FMLA purpose in accordance with Article 59 Family Medical Leave Act of this Agreement.

Section N. Leave Sharing. For the term of the agreement, the FOP will administer an annual leave transfer program to allow unit members to donate annual leave to any unit member in need who has exhausted all accrued annual leave.

Article 19 Sick Leave and Sick Leave Donor Procedure

Section A. Definition. Sick leave is earned, paid leave granted to eligible employees for periods of absence because of personal illness, injury, medical quarantine, medical, dental or optical examinations and treatments, or any temporary disability caused or contributed to by pregnancy, miscarriage or childbirth. An employee may also use sick leave for an illness, injury, medical quarantine, medical, dental or optical examinations and treatments in the immediate family, including a domestic partner, or for the purpose of attending to the immediate family at the time of birth or adoption of a child, provided the time used is not for a period more than the amount of sick leave earned in any calendar year. This amount of sick leave limitation does not apply to sick leave taken pursuant to Article 16 Parental Leave of this Agreement.

Section B. Eligibility. Full-time and part-time employees earn sick leave. A temporary employee, who becomes a full-time or part-time employee without a break in service, must be credited on a pro-rated basis, but not more than 60 hours sick leave retroactive to date hired as a temporary employee.

Section C. Leave Year. The leave year begins with the first full payroll of a calendar year and ends with the payroll period in which December 31st falls.

Section D. Leave Accounting Period. The leave accounting period must be established by the chief administrative officer.

Section E. Accrual Rates. A full-time employee earns 120 hours of sick leave per leave year. A part-time employee earns a pro-rata amount of sick leave based on a schedule established by the chief administrative officer.

Section F. Maximum Allowable Accumulation. Sick leave may be accumulated without limit.

Section G. Use of Sick Leave and Use of Sick Leave for Family Medical Leave Act Purposes. Accrued sick leave may be used for the reasons stated in A of this Article, if approved by an employee's supervisor, in accordance with established procedures. Whenever an employee uses excessive or questionable sick leave and abuse is reasonably suspected, a supervisor may request written certification of illness by a physician from the employee who has used sick leave for 40 consecutive work hours or less. The supervisor will advise the employee in writing of the reasons for the certification requirement. Eligible unit members shall be allowed to use accrued sick leave for any FMLA purpose in accordance with Article 59, Family Medical Leave Act.

Section H. Subrogation.

- When the accident, injury, or illness for which sick leave is used was caused under circumstances creating a legal liability in a third party, the county has the right of subrogation and the right to enforce the legal liability of the third party.
- Whenever the employee is reimbursed for sick leave by the legally liable third party, the County must be repaid for all sick leave used, less attorney's fees. Upon repayment of monies, the sick leave used must be re-credited to the employee's leave account.

Section I. Disposition of Accumulated Sick Leave at Separation From County Service. Accumulated sick leave must be forfeited upon separation for any purpose other than retirement. Accumulated sick leave is creditable for retirement purposes as provided in the Employees' Retirement System of Montgomery County.

Section J. Lump Sum Death Benefit. In the event of an employee's death, the designated beneficiary, beneficiaries or estate, if permissible by law, must receive a lump-sum payment for accrued sick leave at the current pay rate, as follows:

- 1. If the death is the result of a non-service-connected accident or illness
 - 75 percent of the total value; and
- If the death is the result of a service-connected accident or illness
 - -- 100 percent of the total value.

The designated beneficiary must be specified by the employee or as designated under the Employees' Retirement System of Montgomery County, if not named specifically.

Section K. Reinstatement or Transfer of Accumulated Sick Leave

- Reinstatement. Employees who apply for reappointment, and are reappointed to County service within two years must be re-credited with the accumulated sick leave forfeited at the time of separation.
- Tronsfer. An individual who resigns employment with one county or bi-county agency to
 accept employment with another county or bi-county agency without a break in service
 may transfer all accumulated sick leave to the new employing agency, subject to limitations
 that agency may have provided there is a signed agreement of reciprocity between the two
 agencies.

Section L. Sick Leave Donations. Employees in the Unit as well as officers above the rank of sergeant and other non-bargaining unit employees in the Police Department may donate sick leave for the purpose of providing authorized sick leave to any Unit member who has exhausted all accrued annual, compensatory and sick leave. Sick leave means leave earned under Section A. of this Article. The procedures governing donation of sick leave followed in implementing the Sick Leave Donor Program established by the predecessor Agreement between the parties shall remain in effect, except as provided in Section P of this Article. Where the FOP has an established leave donation agreement with another bargaining unit within Montgomery County, the employer agrees to honor the agreement pursuant to the applicable contractual requirements of the bargaining unit and transfer sick leave as requested (see MOA 9/2007).

Section M. Use of Donations, Physician's Stotement, Approval. From and after the effective date of this

Agreement, an otherwise eligible employee shall be eligible for sick leave donations when he/she has exhausted all accrued leave. Donations shall be posted to the recipient's balance in increments not to exceed 160 hours. Unit members requiring amounts of leave in excess of an initial grant of 160 hours will certify the need for additional leave and the period of time to be covered by submitting a physician's statement. Sick leave taken pursuant to this Article shall be subject to departmental approval, and may only be used for reasons permitted pursuant to this Agreement.

Section N. Restrictions On Donations. Each donor must retain a minimum sick leave balance of 80 hours sick leave, and may not donate leave after he/she gives or receives notice of resignation, separation, or retirement. Donations shall not duplicate benefits paid to an employee under any other County program that provides payments on account of disabling injuries or illnesses.

Section O. Donations Re-credited To Donor If Injury Is Job Related. If sick leave is donated to a person whose claim for job related disability payments has been denied by the County and if that determination is subsequently reversed all sick leave donated to that individual shall be re-credited to the donor.

Section P. Sick Leave Donor Pracedure

 Purpose - To establish a procedure for donating sick leave from one County employee to another for the purpose of providing authorized sick leave to an employee who has exhausted all accrued annual, compensatory, and sick leave.

2. Definitions

- Employee Donor An employee who donates sick leave to another Merit System employee.
- b. Employee Recipient An employee who receives a sick leave donation.
- Sick Leave Leave earned under the provision of this Article.

3. General Provisions.

- a. Employee donors must retain a minimum balance of 80 hours sick leave.
- Except as provided in this Agreement, donated leave is not to be re-credited to donating employees.
- All sick leave taken in conjunction with this procedure must be approved by appropriate departmental supervision.
- d. The minimum total leave donated by all employees must equal 40 hours, in order to be credited to the employee recipient's account.
- e. An employee who resigns or is otherwise separated from County service shall not be permitted to donate leave upon notice of resignation, separation, or retirement. The unused sick leave of any employee separated from service that is subject to forfeiture shall be placed in a sick leave donation bank to be maintained by the Union for the use of employees in need of sick leave donations.
- f. Sick leave donated under this Article may only be used for reasons established by A of this Article and E of Article 16 by employee recipient and may not be used for illness in the immediate family, medical appointments or retirement service.

Article 20 Leave Without Pay

Section A. Definition. Leave without pay is an approved absence during which time the employee is in a non-pay status. [See Article 23 § A.7, LWOP Benefits.]

Section B. Eligibility. Leave without pay may be approved at the request of the employee or if used pursuant to the purposes set forth at §E, an employee may be placed on leave without pay by the Employer provided all other appropriate leave has been exhausted.

Section C. Request for Leave Without Pay.

- 1. Application for leave without pay must:
 - a. Be submitted in writing in advance; and
 - b. Show the employee's reason for requesting the leave.
- In emergency situations, leave without pay may be granted by the chief administrative officer or other designated official without prior application.
- Eligible employees must provide advance written notice of intent to use leave without pay for FMLA purposes when the need to use the leave is foreseeable. Otherwise, eligible employees must provide such notice as is practicable.

Section D. Limitation (see side letter 7/1/04).

- Leave without pay may be granted for a period not to exceed one year. If, at the end of
 one year the employee does not return to a paid leave status, s/he shall be deemed to have
 resigned in good standing unless another action is required by this agreement (including
 disability leave), the FMLA or other applicable law, or the employee is suspended without
 pay.
- In grants exceeding 90 consecutive days, the chief administrative officer or designee (department director) may require the employee to waive reinstatement rights and privileges to the position vacated which encompasses a job title and number and a job class or rank, unless the leave without pay is:
 - a. for a purpose specified in Article 59, Section B.2;
 - b. parental;
 - c. military;
 - d. pending resolution of a dispute over a disability leave determination;
 - e. political leave for an employee who is a member of the Maryland General Assembly; or
 - f. the employee is suspended without pay.

The County is not obligated to re-appoint or place an employee in a vacant position who has waived reinstatement rights to another position. Waiver of reinstatement rights may result in the filling of the position as soon as leave without pay starts. This limitation shall only apply to employees who are voluntarily placed on leave without pay on or after July 1, 2004.

Section E. Approval. Leave without pay shall be approved for an eligible employee if it is FMLA, parental, military, or political leave. For purposes of this article, suspension without pay shall be deemed approved.

Section F. Effect on Other Actions.

- If an employee is granted leave without pay for personal reasons other than FMLA, parental, military, or political leave, for a period in excess of four (4) consecutive weeks, the date the employee would have been eligible for merit system status or a higher leave accrual rate must be deferred and reassigned to a later date.
- The length of time the date is deferred must be equal to the period of time the employee was approved leave without pay.

Section G. Military Leave for Active Duty.

- A full-time or part-time employee who is required to serve on active duty in the armed forces of the United States or a state militia must be granted leave without pay for the period the employee is required to remain in the military service. The employee is entitled to reinstatement to the former position or one of comparable status upon separation from the armed forces, provided application for reinstatement is made within 90 days from date of separation.
- 2. An employee, except an elected official, who is involuntarily ordered to active duty in the

armed forces of the United States or National Guard during a national emergency or under presidential authority, except for active duty for training may use any accumulated annual and compensatory leave while on active duty; and must be granted military leave, when all annual, compensatory, and donated leave has been used, for the period the employee is ordered to remain on active duty; and 10 working days after release from active duty. The County must pay an employee on military leave the employee's County salary, reduced by all pay and allowances the employee receives for military service except separation allowances.

- An employee who takes leave under this Section continues to receive all employee insurance benefits, including retirement system credits, for the entire leave period.
 - a. Group insurance benefits during military leave. Employees who are called to active duty may continue their coverage under the same provisions applicable to active employees. While employees are responsible for their share of the benefit costs during military leave, any missed amounts will be made up from future paychecks upon return.
 - b. Retirement credits during military leave. Credited service, as well as the county contribution, will continue during periods of military service. Upon return, employees may make up any contributions missed during their period of military service in order to keep their entire benefit intact. Credited service will be extended for the period of the absence, contingent upon receipt of all employee contributions to the ERS.

Section H. Political leave.

- Political leave without pay is automatic for an employee who is a member of the Maryland General Assembly as required by §2-105 of the State Government Article, Annotated Code of Maryland.
- An employee's request for leave without pay to campaign for political office and to perform the duties of the elected position may be approved on the same basis as requests for leave without pay for other reasons.
- 3. Except for a right to salary or wages, an employee who is a member of the Maryland General Assembly who uses leave without pay as political leave while the General Assembly is in session may not be deprived of or otherwise have impaired any incident of the employment, including tenure, seniority, annual or sick leave, promotional rights, or rights to salary increments.

Article 21 Compensatory Time

Section A. Limitations on Accrual of Compensatory Time. A bargaining unit employee who has a compensatory time balance in excess of 80 hours at the end of the leave year may elect to be paid for the excess hours by the first pay period following March 15 of the succeeding year or to carry them over for one year. During Fiscal Year 2011, the County at its option may limit the cash out of excess hours to employees with a compensatory leave balance in excess of 120 hours at the end of the leave year. The carry-over of excess compensatory time must be reduced by no later than December 31 of the succeeding leave year. Unused compensatory time granted to implement a furlough shall be added to the member's compensatory leave balance at the end of the furlough period and treated as above.

Section 8. Disposition of Compensatory Time at Separation. When a bargaining unit employee is separated from the County service, the employee must be paid in a lump sum for all earned unused compensatory time.

Section C. Withholding or Adjustment of Accumulated Compensatory Time. Whenever an employee is indebted to the County, the amount due may be deducted from accumulated compensatory time. Any objection to the deduction may be grieved in accordance with the procedures established in Article 8 of this Agreement.

Section D. Use of Compensatory Time for Purchase of Retirement Service Credits Under the Provisions of the Employees' Retirement System of Montgomery Caunty. An employee wishing to purchase retirement service credits pursuant to the appropriate provisions of the Employees' Retirement System of Montgomery County may authorize the conversion of accrued compensatory time to a cash value for the purpose of depositing this amount under either retirement system. Not more than eighty hours of compensatory time may ever be used for purchase of retirement service credits. The lump-sum cash value of the compensatory time is to be based on the Employees' Retirement System of Montgomery County. Whenever an employee converts compensatory time for the purpose of purchasing retirement service credits, lapsed salary monies in the employee's department or agency may be used, and the monies may be transferred to the Employees' Retirement System of Montgomery County, whenever recommended by an employee's department head or agency head and approved by the chief administrative officer.

Section E. Compensatory Time Not To Be Counted as FMLA Leave. Compensatory time used cannot be counted as FMLA leave (see side letter dated 4/12/94).

Section F. One Time Compensatory Leave Award. On January 1, 2011, bargaining unit members shall, on a one time basis, be credited with twenty-six (26) hours of compensatory leave. Bargaining unit members must use the twenty-six hours as leave. This leave may only be taken when its use does not require backfill with overtime. Leave credited under this section cannot be paid out under the procedure outlined in Section A above. These hours will not count towards the 80-120 hour maximum and can be rolled from leave year to leave year. Leave credited under this section will not be paid out upon separation.

Article 22 Professional Improvement Leave

Section A. Definition. Professional Improvement Leave is fully or partially paid leave or leave without pay for the purpose of attending conferences and courses of study which are work related.

Section B. Eligibility.

- All sworn bargaining unit members are eligible to receive Professional Improvement Leave for the purpose described in section A of this Article, if approved by the department head or designee.
- Professional Improvement Leave may not be used for course funded pursuant to Article 39 Tuition Assistance.

Section C. Requests for Professional Improvement Leave.

- The Department head or designee shall develop procedures for the approval of Professional Improvement Leave.
- Department directive 341 dated July 1, 1997, shall remain in effect to the extent it deals
 with negotiable terms and conditions of employment. The training and selection
 committee shall include one member of the bargaining unit.
- Professional Improvement Leave may not be used for the purpose of attending college courses.

Article 23 Maintenance of Standards/Retention of Benefits and Conditions

Section A. All members of the bargaining unit retain the following benefits and conditions previously in effect between the parties, including: (see side letter dated 2/28/05).

- Deferred compensation program.
- 2. Use of blood bank;
- Physical examinations as provided in DD 87-05, found at Appendix G of this Agreement.
 Before an employee returns to work after an absence which is the result of a workers' compensation injury or who has been out 15 or more work days, the employee must have a

"Return to Work" authorization form completed by the employee's private physician or workers' compensation physician authorizing their return to work. The form must be presented to the employee's supervisor immediately upon returning to work. If fitness for duty issues arise upon the employee's return to work, the employee may be required to see the county medical examiner ["CME"] who may make further determinations as to fitness for duty. After receiving the "Return to Work" authorization form, the employee's supervisor will forward this form to the Occupational Medical Services unit for inclusion in the employee's medical file. Notwithstanding the above requirements, an employee may be required to submit to a medical examination by the CME to determine fitness for duty. [See Side Letter]

- Workers' Compensation benefits and policies including those relating to physical fitness activities and officer participation in community relations activities;
- Education Salary Differential or any other pay differential afforded to members of the bargaining unit;
- 6. Local and Non-Local Travel. Maintain current practice as provided in the Administrative Procedures concerning Local and Non-Local Travel (A.P. 1-5, 1-2). Increases and decreases in reimbursement rates may occur as a result of market changes without reopening the Agreement. However, the Department of Finance may issue a credit card for frequent travel in lieu of cash advance.
 - a. The credit card is for County use only, within limits.
 - b. The employee's bill will be paid by the County for the County share. The employee is to be responsible for non-business related items.
 - c. The employee is responsible for submitting the credit card statements on a schedule that would allow for timely payments on the part of the County. Late payment interest and penalties are the responsibility of the County only in those cases where the processing delays were caused by the County independent of the employee.
- Leave Without Pay ["LWOP"] Benefits. Payment of insurance premiums while on Leave Without Pay: Medical (1 year), Personal (60 days), FMLA (12 weeks), Parental Leave (720 hours), Suspension (60 days), Professional Improvement Leave (60 days)

[See Art. 7 § D.; Art. 15 § J.; Art. 30 § I., Art. 50 § C.; Art. 57 § A; and Art. 55 § E.8.]

Article 24 Insurance Coverage and Premiums

Section A. Health Benefits. By agreement, effective January 1, 1995, and subject to §M, the County reduced its contribution with respect to each separate medical and hospitalization plan, calculated separately for individual and family coverage, to 80% of the actual premium charged by an HMO or, in the case of self-insured plans, 80% of the projected premium rate for the calendar year in which the rates are to be effective. The member shall pay the remaining 20% of the plan s/he selects. The rates for each self-insured plan shall be calculated using standard actuarial principles with separate medical trends determined which reflect plan design. The rate will include a 2% administrative fee. Lodge 35 shall be provided with information (including but not limited to all actuarial and consultant reports) enabling it to review the premium determinations. In other respects the comprehensive health benefit program shall remain in effect except as provided below.

Section B. Optical Benefits.

- Employees will continue to participate in the County-wide Optical program at benefit levels in effect on January 1, 2000. In addition, this benefit shall extend coverage to include contact lenses in lieu of eyeglasses. Costs shall be shared as provided in §A.
- Effective January 2, 2002, a new discount vision program was implemented for future retirees.

Section C. Prescription Drug Plan. Effective January 1, 2009, the County shall provide prescription plans (Prescription Drug Plan - \$5/\$10 co-pays and Modified Prescription Drug Plan Option - \$10/\$20/\$35 co-pays with a \$50 deductible) for all active employees. Employees who select the Modified Plan Option shall pay 20% of the cost of the Modified Prescription Drug Plan Option. The Employer shall pay the remaining 80% of the Modified Prescription Drug Plan Option. For employees who select the Prescription Drug Plan, the employer shall pay 80% of the total premium cost of the Modified Prescription Drug Plan Option and the employee shall pay the remainder of the prescription drug plan premium.

Effective January 1, 2016, or as soon as administratively practical thereafter, both prescription plans shall include the following PBM programs:

- Generic Step Therapy —Requires the use of cost-effective generic alternatives within the same therapeutic class, as first line therapy before brand name prescriptions are covered.
- Specialty Pharmacy Guideline Management To support appropriate utilization for specialty
 medications and help ensure the member meets sophisticated and robust criteria before a first
 dispense, that they experience expected therapeutic outcomes while on therapy, and discontinue
 unsafe or ineffective therapy.
- 3. Advanced Control Specialty Formulary To promote cost effective care for members utilizing specialty medications by encouraging utilization of clinically appropriate and lowest next cost medications within the following therapy classes: Auto-Immune, Multiple Sclerosis and infertility. This program only applies to new therapies. Existing utilization is grandfathered.
- 4. Pharmacy Advisor Counseling at CVS retail To provide available assistance designed to improve members health through one-on-one pharmacist counseling (face to face and by phone), tailored messaging, and coordination with health care providers at the most critical points in therapy.
- Pre-Authorization for Compound Prescriptions Compound prescriptions will require prior authorization by the Pharmacy Benefit Manager for any compounded claim with a single ingredient cost exceeding \$300.

Both prescription drug plans shall restrict generics. In the event the employee elects to receive a brand medication when a generic medication is available, the member shall pay the cost difference between the brand and generic medication, however, in the event a physician requires a brand medication, the employee shall not be responsible for the difference in cost.

Both prescription plans shall provide/require that if an employee fills a prescription at retail more than twice, rather than utilizing mail-order, the member shall pay the difference.

Except as otherwise provided herein, costs shall be shared as provided in §A. If, during the term of this Agreement, the parties agree to a Canadian drug program as an employee option, that plan may be implemented.

Effective January 1, 2014, the Prescription Drug Plan will no longer offer the 90-day post formulary change grace period granted upon formulary changes. Plan participants affected by formulary changes shall be notified a minimum of 90 days prior to the effective date of the formulary change. The employer shall approve up to a 90 day post formulary change grace period for members based upon the members' particular circumstances.

Section D. Unit Members shall continue to be eligible to participate in the Point of Service Plan or its successors. [see Appendix D] Appendix D was amended effective 1/1/04, to provide for the "open access" feature. [see Appendix S]

Section E. Pre-tax Premiums. Employee contributions to Health Benefit Plans shall continue to be effected in a manner so that the premiums shall be pre-tax.

Section F. Bidding. If the County determines to get competing bids for existing HMOs and/or the administrator of its medical plans, and thereafter determines to terminate enrollments in existing plans it shall assure that benefits of those terminated enrollees shall not be reduced (or costs raised). If the employer determines to terminate or replace an existing HMO or Point of Service Plan, the Employer shall

use its best efforts to obtain (or if the Plan is self administered, shall provide) reasonable transition rules permitting employees receiving ongoing medical treatment for an illness or injury to remain in the care of the treating physician[s] where that continuation is practicable and medically indicated. When the County terminates an existing HMO or Point of Service administrator, it shall open the point of service plan, and all existing HMOs to enrollees of the terminated plan[s].

Section G. Other Benefits. The County shall also contribute 80% of the premiums determined for any calendar year for benefit plans not included in §A. The unit member shall pay the remaining 20%. The FOP shall be provided with information (including but not limited to all actuarial and consultant reports) enabling it to review the premium determinations.2

Section H. Premium Calculations. Premiums for all plans shall be established using standard actuarial principles or actual rates being charged by the carrier or HMO. Covered employees for premium calculation purposes shall include all employees receiving the same benefits.

Section I. Premium Changes. If contributions for any calendar year exceed expenses during the plan year, the premium may be adjusted, reduced, or eliminated for specific pay dates. The method of such adjustment, reduction or elimination shall be agreed upon by the parties.

Section J. Retiree Health Benefits.

- 1. Unit members hired before January 1, 1987 who retire may continue their current benefits under existing practice (80% employer/20% employee split) for the number of years they participated as an active employee or receive the same benefits for life at a 70% employer/30% employee split. Employees hired after January 1, 1987 shall be eligible for lifetime benefits with a 70% employer/30% employee, premium split. For purposes of this section, 70% employer/30% employee split means that after 15 years of service, the split shall be 70%/30%. For employees with more than 5 years service but less than 15 years service, the employer shall pay 50% plus 2% for each additional year after five, up to a maximum of 70%. However, employees retired on a service-connected disability shall be eligible for a 70% employer/30% employee split regardless of length of service.
- 2. In the event of death. An employee who meets the eligibility requirements for group insurance benefits for retired employees (using the date of death as the separation from service date), the surviving spouse or eligible domestic partner (and other dependents eligible for coverage at the time of death) may continue coverage under the benefit plans available to retirees, as if he/she was the retiree, under the same terms and conditions available to the employee, until remarriage, including the entering of a domestic partnership within the meaning established under this Agreement (for eligible dependents other than a spouse or eligible domestic partner, sooner if they lose dependent eligibility).

An employee who dies and does not meet the eligibility requirements for group insurance benefits for retired employees (using the date of death as the separation from service date), the surviving spouse or eligible domestic partner (and other dependents eligible for coverage at the time of death) may continue coverage under the benefit plans available to retirees for the period of time equal to the number of years of the employee's eligibility under the group insurance plan, or until remarriage, including the entering of a domestic partnership within the meaning established under this Agreement, whichever happens first (for eligible dependents other than a spouse or eligible domestic partner, sooner if they lose dependent eligibility).

3. Transfer season. At the time of retirement, employees may elect coverage under the benefit plans available to retirees. If no coverage is elected for a plan(s), coverage may be later re-elected during a subsequent transfer season (certain agreed re-entry restrictions will apply). During a transfer season, levels of coverage (e.g., single to family) may be changed, regardless of the level of coverage chosen at retirement.

Section K. Unbundling of Benefits. Effective January 1, 1999, insurance benefits will be "unbundled." LTD

and basic life shall be mandatory and certain agreed re-entry restrictions for dental and vision will apply.

Section L. Dental Maintenance Organization. Effective January 1, 2000, the Employer shall offer an optional [Dental Maintenance Organization] DMO.

Section M. Medical Spending Accounts. All health insurance participants shall be eligible to maintain Medical Spending Accounts.

Section N.1. Optional Term Life Insurance. Effective July 1, 1999, employees may purchase group life insurance in amounts equal to one, two or three times salary provided they pay 100% of the premiums. This benefit shall carry into retirement at the members' election. At age 70, the face value of the policy reduces to 50% of the original face value. At age 75, the face value of the policy reduces to 25% of original face value. The member can purchase the amount of the reductions on an individual policy as long as amount does not exceed the original face value. There shall be no pre-qualification for those who elect this insurance during initial implementation or initial employment. Thereafter, a medical examination and/or medical questionnaire may be required. Eligibility shall be extended to all employees who were in the bargaining unit as of January 1, 1999.

Section N.2 Optional Term Life Insurance. Effective January 1, 2014, employees may purchase additional optional term life insurance in amounts equal to 4 up to 8 times their basic annual earnings subject to a maximum of \$1,000,000. Employees shall pay 100% of the premiums. There shall be no pre-qualification for those who elect this insurance during initial implementation or initial employment in amounts equal to one, two, three or four times their salary.

Section O. Damestic Partners. It is an expressed term of this agreement that health and insurance benefits shall be extended to same or opposite-sex domestic partners.

- 1. For purposes of receiving a benefit under this section, "same-sex domestic partners" means two people of the same sex, one of whom is a bargaining unit, who either:
 - a. Are each at least 18 years old, have consented to share a voluntary, close personal relationship without fraud or duress and are responsible for the welfare of one another. Domestic partners shall have maintained the same legal residence for not less than twelve months; and shall not be married to, or engaged in a domestic relationship with, another person. Domestic partners may not be related by blood or affinity in a way that would disqualify them from marriage under Maryland law if either of the partners were of the opposite sex. Domestic partners must be legally competent to enter into legal agreements and share sufficient financial and legal obligations to provide evidence of eligibility for this benefit. Under this subsection, the County may require a unit member and the partner to sign an affidavit under penalty of perjury declaring that they meet the requirements of this subsection and provide sufficient evidence of the domestic partnership as provided in ¶2 of this section, or
 - b. Have legally registered their domestic partnership if a domestic partner registration system exists in the jurisdiction where the unit member resides and the County determines that the legal requirements for registration are substantially similar to the requirements set forth in Section U.1 of this Article. Under this subsection, the County may require a unit member to provide an official copy of the domestic partnership registration.
- 2. Evidence of sufficient financial and legal obligations includes at least two of the following: joint housing lease, mortgage or deed; joint ownership of a motor vehicle; a joint checking or credit account; designation of the partner as a primary beneficiary of the unit member's life insurance, retirement benefits, or residuary estate under a will; or designation of the partner as holding a durable power of attorney for health care decisions concerning the unit member.
- 3. This benefit terminates upon termination of the domestic partnership by death or dissolution or under any other change in circumstances that initially qualified the domestic partnership under Section U.1 of this Article. The unit member must notify the County within 30 days of the termination of the domestic partnership or other change in

circumstances. However, upon termination of the relationship, the employee shall immediately be entitled to all benefits for which s/he would have been eligible absent the domestic partnership.

- 4. All records and files shall be maintained in accordance with Article S1 of this Agreement. Further, the existence of a domestic partnership shall be confidential and not disclosed to the department or its employees. FOP Lodge 3S shall be provided information necessary to administer this agreement and monitor, implement, and administer this Article and Article 57. Further, Lodge 3S agrees to keep all information confidential.
- Notwithstanding Article 8 of this Agreement, contract grievances alleging a violation of this
 Article or Article 57 provisions relating to domestic partner benefits, shall be submitted to
 the director of human resources instead of the director of the police department. Copies of
 the grievance need not be sent to police managers or supervisors.

Section P. FOP members who reside outside the service area as defined by the current POS medical plan, shall be eligible for a schedule of benefits comparable to the current in-network and out-of-network benefit levels of the current POS plan through a Preferred Provider Organization (PPO) plan to be effective January 1, 2002.

Section Q. Long Term Care. Unit members are eligible to participate in the County-sponsored Long Term Care Program, under terms established as of September 1, 2001, at 100% of the cost established by the carrier.

Section R. Optional Plans.

- Modified POS Plan Option. Unit members are eligible to participate in a new modified Point-of-Service health benefit plan with lower premiums but higher co-pays.
- Consumer Driven Health Care Option. Unit members are eligible to participate in a Consumer Driven Health Care Plan, should that option become available.

Section 5. Employee Plus One Option. Effective January 1, 2005, the Employer shall offer optional "employee plus one" coverage for applicable group insurance plans.

Section T. Group Insurance Program Changes

 Dependent Life Insurance. Dependent life insurance options may be elected by bargaining unit employees in the following increments:

\$2,000 spouse; \$1,000 child to age 26 \$4,000 spouse; \$2,000 child to age 26 \$10,000 spouse; \$5,000 child to age 26

These additional options will be offered on an employee pay all basis.

- Effective January 1, 2006, both prescription plans will be available to bargaining unit employees who elect a medical plan which has no prescription coverage, as well as to those who elect no medical coverage.
- 3. Term Life Insurance. In the event of a bargaining unit employee's death in the line of duty, the designated beneficiary, beneficiaries or estate must receive the following lump sum payments:
 - Immediate advance payment of \$25,000 from the basic term life benefit toward funeral and family living expenses.
 - b. The basic benefit of term life and accidental death and dismemberment insurance payable for a bargaining unit member whose death is the direct result of an accidental bodily injury sustained in the performance of County employment will be \$500,000, or the amount payable under the schedule of such benefits in effect under current practice, whichever is greater, less any advance paid under subsection 2.a.

Section U. Post Employment Group Insurance and Committee

- 1. For employees hired before July 1, 2008, eligibility and contribution for post employment group insurance shall remain status quo except as modified by this CBA.
- Post employment Group Insurance Committee. The parties agree to establish a joint committee consisting of an equal number of union representatives and employer representatives for the purposes of studying insurance cost saving measures regarding post-employment group insurance, including eligibility, premium share for employees hired on or after July 1, 2008, and coverage. The committee shall report to the parties before September 1, 2009.
- The parties may, by agreement, amend this article during the term of this agreement to provide for HRA, RRA or other provisions and amend premium shares to employees hired after July 1, 2008

Article 25 Transfers

Section A. Definition. Subject to Article 42, transfer of employees is the movement from one position or task assignment to another position or task assignment either within a department/office/agency or between departments/offices/agencies. Transfers shall be made by the County and usually involve one or more of the following factors:

- 1. A change from one merit system position to another;
- 2. A change in physical location of the job or position;
- 3. A change in duty assignment, but within the same occupational class.

Section B. Reasons for Transfer. The following may be reason for transferring an employee:

- 1. A voluntary request;
- 2. A lack of funding resulting from budgetary limitations or loss of federal/state funds;
- 3. A change in the approved work program/plan/design;
- 4. An administrative reorganization;
- 5. A technological change or advancement that impacts on work force needs:
- 6. A change in an employee's physical or mental condition;
- 7. The resolution of a grievance or other problem affecting the operational efficiency of a unit or organization;
- 8. For training or development;
- 9. The need for additional personnel at a specific work site.

Section C. Qualifications for Transfer. An employee must meet the minimum qualifications for the position to which transferred.

Section D. Notice of Transfer. Members of the unit shall be notified by their station captain and/or their bureau chief that they are under consideration for involuntary transfer or duty assignment and shall have a period of two (2) working days to reply as to any reasons why they do not wish to be transferred (reassigned). Such notification shall state the reason the employee is being considered for an involuntary transfer in writing with reasonable clarity. The captain and/or bureau chief will carefully consider any reasons submitted by the employee before proceeding with any transfer.

Section E. Appeal of Transfer. An employee may appeal an involuntary transfer in accordance with Article 8. The appealing employee must show that the action was arbitrary and capricious.

Section F. Filling of Vacancies.

 Department directive 32S, dated July 1, 1997, or its successor, as agreed by the parties, shall remain in effect to the extent it deals with negotiable terms and conditions of

- employment. (See Side Letter dated January 15, 2015).
- 2. All members of the selection committee must review and sign the recommendation.
- Subsequent to the selection, any unit member applicant shall have the right to review the recommendation committee memo upon request.

The County will provide information consistent with the arbitration award February 2, 2007.

Section G. Reserved

Article 26 Non-Discrimination

Section A. All terms and conditions of employment contained in this Agreement shall be applied to all employees without regard to union or political affiliation, race, color, religious creed, ancestry, national origin, sex, marital status, age, disability, family responsibilities, sexual orientation, genetic status, or any other basis as covered by Federal, State, and local discrimination laws, and strictly in accord with their individual merits as human beings.

Section B. In any arbitration under this Article, the party seeking arbitration shall request from FMCS an arbitrator experienced in this area.

Section C. Americans with Disabilities Act. The parties recognize that the Americans with Disabilities Act (ADA) applies to members of the bargaining unit. However, any rights given under the Act may not be grieved and arbitrated under this Agreement unless such rights are otherwise provided within the terms and conditions of this Agreement. Nothing in this Agreement precludes an employee from exercising any rights under the ADA to file a cause of action in an appropriate forum.

Article 27 Secondary Employment

Section A. Definitions.

- Employment any work, occupation, labor or profession that results in compensation to the employee.
- Secondary Employment any employment not required by the Montgomery County Department of Police.
- 3. Security Related Secondary Employment any employment where the employee is hired for the express purpose of protecting the proprietary interests of the employer.
- Uniformed Security Related Secandary Employment any employment where the employee
 is hired for the express purpose of protecting the proprietary interests of the employer and
 the employee wears a Montgamery County police uniform.
- 5. Employee refers to all POCs, PO Is, PO IIs, PO IIIs, MPOs, and sergeants.

Section B. Secondary Employment

- All employees who desire secondary employment must comply with the procedures and provisions established in this Article. Except in accordance with this agreement, employees will not engage in any employment outside the department without the required approvals. (See Side Letter: March 15, 1996)
- The primary duty, obligation, and responsibility of every employee is to the Department of Police. Employees who are directed to work overtime, or are directed to report to work on their days off, will do so regardless of the fact that outside employment is approved.
 Outside employment should not become additional full-time employment.
- 3. Requests for approval for unit members who are in a leave without pay status, including unit members who are suspended without pay to work non-uniformed secondary employment, shall be processed by the employee's district/unit commander within not more than one business day. However, the approval process (MCP #307) must be initiated

as indicated in §C.1, and the §D. restrictions shall apply. In the event that approval of the written request is subsequently denied, the employee will be required to immediately terminate the outside employment in question.

Section C. Request Procedure

- Approval from the chief of police or designee via an agreed upon Secondary Employment Request must be obtained by an employee prior to engaging in any outside employment, except as stated in §C.3. (See Side Letter: May 7, 2001.)
- If there is no question regarding conflict of interest in accordance with this Article, the chief
 of police shall act upon a request for approval of outside employment and provide
 notification to the employee within S days after the employee submits his/her application.
 Employees will be notified of approval earlier if such approval is given.
- For security related secondary employment, an agreed upon Employer Agreement for Security Related Work must be completed by the employee, signed by the secondary employer prior to working the secondary employment, and sent to the chief, Management Services Bureau.
- 4. Approval of both security related, and non-security related, secondary employment of a short, spontaneous, temporary duration that requires immediate acceptance by an employee, may initially be granted by the employee's district/unit commander within not more than one business day. The agreed upon Employer Agreement for Security Related Work must be completed prior to the employee working any security related secondary employment. However, in every instance, the approval process must be initiated as indicated in §C.1. In the event that approval of the written request is subsequently denied, the employee will be required to immediately terminate the outside employment in question.
- 5. An approval request authorizes only such work and conditions as are specifically designated on the request form. Approval or denial will be determined in accordance with this Agreement. In those instances where approval is granted, the employee may begin work. Approval will be granted as follows:
 - a. <u>Indefinite Approval</u>: Remains in effect until the work is completed or the employee or employer changes the status or nature of the work, in accordance with this Agreement. For each indefinite approval, the employer may request that employees confirm their employment. This request will be made no more frequently than every thirty-six months. If the employee has not responded to the initial solicitation within two weeks, the employer will initiate a second solicitation. If the employee fails to respond to the second solicitation within two weeks, the employer may cancel the approval. The employer will notify employees of any cancellation of work approval in writing. This provision applies to all existing and future indefinite approvals.
 - b. <u>Twelve Month Approval</u>: Remains in effect for twelve months from the date of the chief's approval. Each employee will be notified, via memorandum, prior to the end of the twelve-month approval period. To continue the secondary employment, the employee must submit a new request. [See Side Letter.]
 - Limited Approval: Remains in effect until the employment is completed. This is used for short term, temporary employment (i.e., one day event).
- 6. Denial will be determined initially by the chief of police or designee. If denied, the employee may appeal the decision to the chief administrative officer or designee who shall review the action and respond to the employee with a determination within 7 days. Decisions of the CAO or designee may be submitted to arbitration as provided at Article 8, Sections E through H of this Agreement.
- The Employer will submit all requests, if necessary, to the Ethics Commission for approval.
 In the event that any request is denied by the Ethics Commission, which has not been
 denied under C.6. of this Agreement, this Article will be reopened under the provisions of

- Article 31 §B of this Agreement. The employee may not work the secondary employment in question if denied by the Ethics Commission. [See Side Letter.]
- All approved forms submitted prior to the effective date of this article will remain in effect
 until their normal expiration as set forth in section C.4 and 5 above, unless rescinded for
 other cause, or prohibited by this article.
- If a department employee owns a business or is in charge of hiring personnel, including department employees, the employee must disclose this information when application is made for secondary employment.
- Approval for work performed on behalf of the Montgomery County Board of Education (i.e., school, office or agency) shall pertain to all future similar work performed by the employee on behalf of that agency.

Section D. Restrictions

- Employees shall not engage in any secondary employment which is in conflict with the Montgomery County Government and Department of Police.
- Employees shall not engage in any outside employment which will adversely affect their ability to perform their duties.
- Employees shall not engage in any outside employment which presents an unacceptable
 risk of disabling injury that would limit an employee's return to regular duty.
 "Unacceptable risk" means any risk that is greater than that required of a police officer
 generally.
- 4. Employees will not engage in secondary employment during the actual hours: for which they are scheduled to work for the county, while on approved sick leave, FMLA, parental leave, disability leave, administrative leave, or professional improvement leave. However, employees may not engage in secondary employment during any period while on sick leave, disability leave, and FMLA if the employment can be reasonably construed to delay or preclude full recovery and return to work.
- 5. Employees who have had medical restrictions placed upon them as a result of an illness or injury must abide by those restrictions while working secondary employment. Employees with such restrictions may be subject to Section D(3) above. If employees are restricted from wearing their uniform while on-duty, they shall not wear their uniform during secondary employment.
- Employees will not use any police equipment or exercise any police authority while engaged in any secondary employment while their police powers are suspended.
- 7. In Montgomery County, employees will not engage in secondary employment in any capacity for any business that sells, dispenses or handles alcoholic beverages with the following exceptions: An employee may work for a store, restaurant, motel, hotel, country club or similar establishment as a security person, desk clerk, or similar capacity, provided no part of the employee's specific duties are related to or involve the bar area where alcoholic beverages are sold or dispensed, the employment does not require "bouncer" duties and the sale, dispensing or handling of alcoholic beverages is not the primary business of the establishment.
- No employee shall engage in business with the Montgomery County Government without first revealing his/her employment status with the County.
- Except for uniformed secondary employment, employees will not engage in secondary
 employment if the authority vested in them as a county employee (to be a police officer) is
 a requirement for obtaining or holding the employment.
- Employees will not divulge their association with the department in the course of their employment as a sales person.
- 11. Except as provided in this article, employees may not be employed by or have any

- ownership interest in any business subject to the authority of or doing business with the police department.
- 12. No towing service owned and/or operated by off-duty Montgomery County police employees shall be used for towing of vehicles at the request of on-duty Montgomery County police employees unless specifically requested by the owner or operator of the vehicle involved.
- School Bus Operator No employee of the department shall operate a school bus immediately after working a midnight shift.
- 14. Employees, in the performance of their secondary employment, will not take advantage of any services provided by the department unless in the performance of legitimate police action. (Under the provisions of the CJIS Law, it is a violation to disseminate criminal records information to non-criminal justice agencies or to anyone when not in the scope of official business. Further, obtaining any information, criminal or non-criminal, can only be done in the same capacity as a private citizen when not for official police activity. Any deviation from this can subject the employee to tort liability.)
- Employees may not use confidential information gained in county employment for outside financial gain or for any purpose other than use in county employment.
- Employees, while on duty, may not accept or solicit referrals for their secondary employment.
- Employees will not distract or coerce other county employees during their scheduled work hours to buy or use products or services sold or offered as part of their secondary employment.
- 18. PPVs and SOFVs may be driven to and from the job site and used as a stationary observation post but must not otherwise be used in the course of or in furtherance of their secondary employment work. While using the vehicle as a stationary observation post, employees must monitor the police radio as required by this Agreement.
- 19. Employees are prohibited from working for any person(s) or any entity owned (at least 5% ownership) by a person, or persons, they supervise, or who supervises them as part of their county employment.
- 20. Approval for secondary employment may be suspended by the employer based upon credible information that the secondary employer, official of the employing company, or an employee's supervisor, becomes the subject of a law enforcement investigation or enforcement action other than a petty offense or traffic charge where the focus of the investigation or enforcement action creates a conflict of interest between the secondary employment and the employee's status as a police officer.
 - Employees will cease employment upon notice by an appropriate supervisor of a suspension pursuant to the above condition.
 - Employment suspended under this section may be reinstated without need for reapplication, at the conclusion of the law enforcement investigation or enforcement action.

Section E. Security Related Secondary Employment

- No employee shall work in security related secondary employment unless:
 - a. The employee completes both the Secondary Employment Request and the Employer Agreement for Security Related Work.
 - b. The employee has been employed by the Montgomery County Department of Police for at least one year as an employee as defined in this Article.
- When the employee determines that an offense report should be initiated, the employee will call an on-duty employee to take the report and initiate an investigation to the same

extent as if a private citizen had called the police. This policy is not intended to prohibit an employee witnessing the commission of a crime from taking immediate and appropriate police action. However, once the situation is under control, the employee will call on-duty employees.

- The employee will work only as a surveillance guard and, if the employee anticipates a situation where the presence of on-duty uniformed employees would have a calming or deterrent effect, they will be requested.
- 4. Security related secondary employment shall be limited to duties customarily associated with those performed by a watchman or guard, and will not include background investigations or any form of investigative surveillance work related to any divorce, separation, or other domestic situation within Montgomery County.
- No follow-up investigations of previously reported offenses will be handled by off-duty employees; all information coming to their attention relating to such incidents will be reported to investigating employees.
- While on duty with the department, the employee will show no preferential coverage to the place of the employee's secondary employment, nor while employed there off-duty will he/she encourage visitation by on-duty employees.
- 7. Under no circumstances will an employee act as an intermediary between a particular employer and a group of employees employed as watchmen/security guards for the purpose of scheduling, coordinating or any other similar activity unless the employee has first obtained the appropriate license from the superintendent of the Maryland State Police, if such license is required.
- Employees will not be permitted to work security-related secondary employment unless the secondary employer agrees:
 - To pay officers appearing in court on their day off or during non-regularly scheduled working hours for civil incidents arising from off-duty employment activity.
 - To pay the employee by check showing proper deduction for Social Security, if required by law.
 - To provide Worker's Compensation Insurance coverage for the employee, if required by law.
 - d. Except for non-regular, occasional, or sporadic employment for a private individual, the secondary employer agrees to maintain a comprehensive general public liability insurance policy in a minimum amount of \$500,000, which policy will cover the employee against any and all claims and/or liability resulting from such employment.
 - To make no attempts to exert any influence regarding a police decision involving whether an arrest should be made.
 - To initiate all formal charges for trespassing and not let the employee initiate such charges.
 - g. To keep the agreement between the secondary employer and the county in force for the duration of the period specified in the agreement.

Section F. Additional Restrictions - Uniform Secondary Employment

- Police employees are authorized to work uniform off-duty security only within the boundaries of Montgomery County, Maryland.
- Employees may work secondary employment in uniform only as a watchman or surveillance guard.
- Employees will not engage in secondary employment where there is a potential conflict of interest between the employee's duties as a police employee and duties for the employee's outside employer.

- Uniform off-duty security employment is prohibited if the employee's police powers are suspended or revoked.
- 5. Uniform off-duty security employment is prohibited in the following circumstances:
 - a. An employee is under the influence of alcohol or drugs.
 - b. It is probable that on-duty employees would respond as a result of a demonstration, protest march, sit-in, labor/management dispute, or mass arrest situation.
 - The employee is in a leave status identified in section D. 4, or in a leave without pay status.
 - d. The secondary employment establishment sells, distributes or serves alcoholic beverages unless two or more officers are hired to work and are present the entire time, and provided that no part of the employee's specific duties are related to, or involve the bar area where alcoholic beverages are sold or dispensed, the employment does not require "bouncer" duties and the sale, dispensing or handling of alcoholic beverages is not the primary business of the establishment.
 - e. Gambling is occurring in the secondary employment establishment (other than the sale of state lottery tickets by the secondary employer.)
- 6. Uniform off-duty security employment must be terminated immediately upon notice to the employee by an appropriate supervisor, that the secondary employer, official of the employing company, or an employer's supervisor, becomes the subject of a law enforcement investigation or enforcement action other than a petty offense or traffic charge.
- Police employees may only work uniform off-duty security on the premises of their secondary employer, or on property immediately adjacent to the secondary employer's property.
- In the event the County develops the capability to retain and monitor such information, employees engaging in uniform off-duty security employment may be required to immediately notify the Emergency Communications Center at the beginning and end of the work period indicating the employer and the duty location.
- Employees are only authorized to work secondary employment in uniform a maximum of 16 hours in a forty-hour workweek, days off are excluded.
- 10. Employees are prohibited from working uniform off-duty security employment for:
 - a. Debt collectors.
 - b. Private process servers.
 - c. Skip tracers.
 - d. Employers engaging in repossession of property.
 - e. Employers doing pre-employment investigations.
 - f. Bail bonding agencies.
 - g. Employers engaging in the towing of vehicles.
 - Employers engaged in the security guard, private investigator, or private detective business.
- 11. If uniformed secondary employment work requires the simultaneous presence of six or more officers at the secondary employment site at one time, the secondary employer shall agree to hire an additional person whose full-time position is that of a Montgomery County Police sergeant. The sergeant shall be responsible for supervising the employees at the secondary employment site consistent with the policies and procedures of the department. If no sergeant can be hired, an additional officer shall be hired and the most senior of the officers shall be responsible for supervising the employees at the secondary employment

site.

- 12. Article 27 and Article 2 may be re-opened with consent of the parties for the purpose of establishing a union brokered system for secondary employment.
- 13. Unit Members may be employed in uniform for the following functions:
 - a. Traffic direction to assist with ingress and egress from public or private property, e.g., churches, synagogues, shopping centers. However, whenever a permit is required from a local, state or federal government, the secondary employer must obtain such permit as a condition of employment.
 - Traffic direction at construction sites, block parties, races, parades and other events provided the secondary employer obtains any required permits.
 - c. Traffic monitoring and selective enforcement for a local government, special taxing authority, government entity, provided no county, state or federal permit is required.
 - d. Assigned vehicles may be used when the unit member is employed by a local government, special taxing district, or a government entity, provided that the government entity for whom the unit member is working secondary employment agrees to reimburse the County a fair and reasonable rate for such vehicle use. The County has the discretionary authority to determine a "fair and reasonable rate of reimbursement." Although this authority cannot be exercised in an arbitrary manner.
 - e. Teaching or instructing a law enforcement topic for a college or university.
 - f. Under other reasonable circumstances where the parties agree, is in the interest of public safety.
- 14. Employees may not work in uniform in any capacity for employers engaged in the security guard, private investigator, or private detective business.

Section G. Uniforms and Equipment. Employees, in the performance of their secondary employment, are permitted to carry and utilize the following issued county or otherwise authorized equipment:

- Weapons/Protective instruments (carried in an inconspicuous manner unless uniformed): Handgun; OC spray; baton; and flashlight; electronic control device and other weapons/protective instruments mutually agreed upon by the parties.
- 2. Portable radio; Ballistic vest; Handcuffs; MCP badge and credentials.
- 3. Baseball cap or other headgear (uniformed only).
- 4. Employees may wear the patrol uniform and authorized issued equipment while engaged in uniformed secondary employment and while going to and from the secondary employment site. If the uniform is worn, the entire uniform along with the Sam Browne belt, revolver/pistol, handcuffs, and portable radio must be worn by the officer.

Section H. Cancellation of Employment. Any employee who ceases or cancels secondary employment will notify the employer in writing, indicating cancellation, if:

- 1. Approval was for an indefinite period of time, or
- Approval was for 12 months and it has not expired.

Section I. Traffic Direction. Employees who are hired for traffic direction or traffic control shall wear their issued reflective vest or raingear (as appropriate).

Article 28 Service Increments

Section A. Service Increments

1. A service increment is a 3.5% increase in salary which may be granted annually, upon approval of the chief of police or designee, to each employee having merit status who

assumes the duties and responsibilities of their position at an acceptable level of competence as determined through performance evaluation or in accordance with this Agreement and whose work generally meets expectations. Service increments are earned by performance of work at an acceptable level of competence. An employee cannot be awarded a service increment automatically or solely on the basis of length of service.

Each employee is eligible to be considered each year for a service increment award to be effective on the assigned increment date. A service increment may be granted only to the extent that an employee's salary does not exceed the maximum salary for the assigned grade.

The FY11, FY12, and FY13 service increments were not funded by the Montgomery County Council. For the term of this agreement the FY13 service increments shall continue to be deferred.

Section B. Reassignment of Service Increment Date

- 1. A new service increment date must be assigned by the chief of police or designee whenever an employee has had the service increment delayed or the employee's increment date occurs during a period of a within-grade reduction, or the employee has been on authorized leave without pay (excluding leave without pay for military service or professional improvement leave) for a period exceeding ten (10) workdays. An employee who is given merit system status after the probationary period is extended, or who is granted an increment after a delay, must have, as a newly assigned increment date, that date on which merit system status is granted or on which the delayed increment becomes effective. This rule must apply to an employee on a military temporary appointment as applicable. Any increment date reassigned must be approved by the chief administrative officer or designee before it becomes effective.
- 2. The chief of police or designee may reassign an employee's increment date to prevent or resolve pay inequities and for disciplinary or other reasons. In such cases, the same type of procedures and appeal privileges contained in §D of this Article must apply. Increment dates may also be reassigned by the chief of police or designee for reasons deemed to be in the best interest of the County service, when the action would not adversely affect an employee. Any increment date reassigned must be approved by the chief administrative officer or designee before it becomes effective.

Section C. Notification of Service Increment Delay. Notwithstanding other provisions of this section, in all cases of service increment delay the affected employee must be notified in writing by the chief of police or designee of the reasons for the action prior to the effective date, and be informed of the right to file a grievance.

Section D. Effective Dates of Salary Changes. The effective date of a salary change must always be the beginning of a biweekly period.

Section E. Service Increment Dates. The increment date of each employee is the date of employment unless the originally assigned increment date has been reassigned under this Agreement. The effective date of any pay changes resulting from approved service increment awards is the first day of the pay period in which the employee becomes eligible for the awards.

Section F. Service Increment Delay Resulting from Work Absences. A service increment may be delayed by the chief of police or designee when an employee is absent from duty (other than annual, compensatory, political, military, parental or holiday leave) for fifty percent (50%) or more of the rating period. However, if the absence is due to a service connected injury or illness as determined by the Worker's Compensation laws of Maryland, the increment shall not be delayed if the employee received a satisfactory evaluation in the preceding rating period.

Section G. New Step. Effective July 1, 1992, a new step 14 was added at the beginning of year 14 (after 13 years of completed service) equal to a three and one-half percent increment above step 13, consistent with steps 1-13.

Section H. Longevity. Effective July 1, 1999, a longevity step will be added to the pay plan at the beginning

of year 21 (after 20 years of completed service) equal to a three and one-half percent increase. Effective July 1, 2019, a longevity step will be added to the pay plan at the beginning of year 17 (after 16 years of completed service) equal to three and one-half percent increase (see Bloch award Longevity Step Eligibility dated April 5, 2017). Each unit member who has completed at least 16 years of service prior to July 1, 2019 shall receive a three and one-half percent increase to their base pay effective the first full pay period on or after July 1, 2019.

Section I. FY12 Increment and Longevity Step Increases. For FY12 only, qualified unit members shall continue to defer one (1) 3.5% step. Qualified unit members shall receive one (1) 3.5% step on their service increment date. Increment ond Longevity steps will not be paid if not funded by the County Council. 3

Section J. Employees whose longevity step was deferred during FY2011 and FY2012, and are otherwise eligible, shall receive the longevity step effective the first full pay period following July 1, 2012. Any employees who reach their 20th anniversary of employment during FY2013 shall receive their longevity step the first full pay period following their anniversary.

Article 29 Physical Fitness and Awards

Section A. Program Established. A voluntary physical fitness testing process is hereby established. This test will be offered annually to all unit members. Best efforts shall be made to permit unit members up to three (3) hours to take this test while on duty. However, unit members whose work schedule requires that the test be taken while off duty will be granted hour-for-hour compensatory leave (up to three hours), during the administrative pay period in which the test occurs, for time spent participating in the test.

Section B. Test. The components of the fitness test will include body fat composition, aerobic endurance, muscular strength, and endurance and flexibility assessments. These components will be measured through the following means:

- 1. Push-ups
- 2. Sit-ups (modified)
- 3. 3 mile walk or 1.5 mile run
- 4. Abdominal Stretch
- Body fat composition measurement (Or, at officer discretion, pull-ups or flexed arm bar hang.)

Section C. Points. Point schedules for the tests will be developed, which will result in the establishment of three award categories as follows:

Outstanding: 90+

Excellent: 80-89

Good: 70-79

Section D. Awards. Unit members who qualify for an award based upon their test results will receive an annual grant of paid administrative leave in the following amounts, to be used within a year of the date of the test:

Outstanding 20 hours
Excellent 16 hours
Good 12 hours

Section E. Workout Time For SWAT. Unit members assigned to centralized SWAT shall be given on-duty time to engage in physical training to meet the requirements of their position.

³ Funding for section not approved by Council on 2/26/2016. Council alternative approved on 5/26/2016, see Appendix T

Section F. Workout Time for Decentralized SWAT. Unit members assigned to Decentralized SWAT will be scheduled two hours per week by their supervisor, during the unit member's regular work week, to engage in physical fitness activities. The scheduled workout time may be cancelled by the Employer on a case-by-case basis based upon operational need. If workout time is cancelled, the Employer will make its best efforts to reschedule during the same work week. Unit members will not be compensated for engaging in physical fitness activities outside their work hours.

Section G. All bargaining unit employees will be granted access to and use of recreation center gym/weight rooms and aquatic centers free of charge. In order to receive such access the bargaining unit members shall follow the administrative process established by the parties.

Article 30 Uniforms and Equipment

Section A. Employees shall be issued the equipment identified in Appendix I of this Agreement. When the scheduled working hours of specific units increase or decrease significantly during the contract term, the parties agree to discuss reasonable changes to the quantities of uniforms and equipment needed by members of such units. [See applicable Side Letters and MOA's].

Section B. 40 Caliber Semi-Automatic Weapons.

- The County will provide to all unit members a 40 caliber semiautomatic handgun. The
 department issued 40 caliber handgun will be the primary on-duty handgun for all unit
 members. Approved weapons previously purchased by unit members may be used off duty
 and as second (back-up) weapons.
- 2. The County will provide one Level III holster to each unit member.
- Upon recommendation of the Safety Committee, the Glock 26 and Kahr K-9 9mm handguns
 may be used off duty and/or as a second (back-up) weapon. The Employer will qualify unit
 members on one of these handguns, to be used as a second (back-up) weapon.

Section C. Wearing of the Uniform.

- Wearing the uniform or any part thereof off-duty shall be limited to a reasonable time before and after the officer's work hours and attendance at governmental functions, parades, funeral and memorial services held within the State of Maryland or the Washington, D.C. metropolitan area. All officers are prohibited from wearing the uniform or any part thereof while engaging in or attending any political or partisan activity of any kind such as political rallies, employee demonstrations, caucuses, campaigns, fund raisers and political speeches unless they have been directed to do so by the employer. Officers may wear the uniform while voting at their assigned polling place.
- 2. Officers will be permitted to wear the uniform while going to and from the secondary employment site and while engaged in secondary employment.
- All officers are prohibited from wearing the uniform or any part thereof while attending a
 civil or criminal proceeding or administrative hearing as a party, witness or advocate if the
 conduct or action giving rise to the officer's attendance at the hearing does not flow from
 the exercise of the officer's official duties. (See Side Letter February 18, 2004).
- At all times of the year, members will determine whether to wear either the long or short sleeve uniform shirt.
- The wearing of a tie while in uniform will be optional except when the officer wears the formal (Class A) uniform.
- 6. All members are encouraged to wear soft body armor to enhance officer safety; however it is understood that wearing soft body armor remains voluntary according to Article 15, § S. Accordingly, the issued soft body armor may be worn as follows:
 - a. concealed in the under carrier and worn under the uniform, or

- b. worn in the black vest carrier, either concealed under the uniform jacket or sweater, or as an outer garment, provided that:
 - the black vest carrier displays the badge (embroidered or metal), and the officer's name (embroidered or metal), and
 - a standard uniform shirt (long or short sleeve consistent with the language of this section) is worn underneath the carrier.

Section D. Investigator Badges. Unit members whose primary duties and responsibilities involve follow-up investigation, shall be issued investigative badges (including the Domestic Violence Unit).

Section E. Turtleneck Sweater. The County shall issue three turtleneck sweaters with gold embroidered "MCP" initials to officers who regularly wear the uniform which may be worn under the black sweater, lightweight black jacket, or Gortex heavyweight black jacket. It may only be worn as the outermost garment while temporarily indoors performing work related duties. It may also be worn under the long sleeve shirt without a tie. All other unit members who wear the uniform on a less than regular basis shall be issued one turtleneck that can be worn with the uniform in the manner described above.

Section F. Headwear

- The department shall issue to each unit member a black, baseball style, cap for wear at
 officer discretion and for traffic direction. Employees may purchase, at their own expense,
 black baseball style caps of the same color and similar design. Black baseball caps shall not
 be worn with the "class A" uniform.
- 2. Black knit watch-type headgear is authorized for wear at individual member discretion during the months of November through March.

Section G. Sweaters & Jackets.

- The black sweater referred to in Appendix I may be worn by uniformed officers as an outer garment.
- 2. The lightweight black jacket referred to in Appendix I may be worn without a tie.

Section H. Shae Repair For Non-Uniformed Officers. Non-uniformed officers shall be permitted to have one pair of shoes per year repaired.

Section I. Retention of Benefits. All bargaining unit members retain the following benefits and conditions previously in effect between the parties:

- Laundry service as provided in DD 85-13, Appendix J of this Agreement;
- 2. Shoe Repair;
- 3. Uniform Alterations:
- 4. Business cards.

Section J. Rank Insignia. The parties may discuss and mutually agree upon the issuance of rank insignia for unit members. Rank insignia for PO III shall be a silver bar with three black squares. [WO 3 type.]

Section K. Expandable Baton. The County will provide to all unit members an expandable baton (also known as a tactical or collapsible baton) as a replacement for the PR24 baton. Initial issuance and training will occur for police officer candidates and Field Training Officers, followed by scheduled training for uniformed officers and investigators. Upon training and issue of the expandable baton, officers will turn in their PR24 baton and department issued blackjack.

Section L. Alternate Duty Status Uniform Option. Unit members assigned to units which wear the police uniform and are prohibited from wearing the uniform, may wear appropriate non-uniform clothing, or may wear a blue wash and wear utility uniform with or without the badge (depending upon status). Such uniforms will be issued by the department. If the officer wears non-uniform clothing, he/she may continue to use the department laundry service. Repairs to clothing damaged in the line of duty will be handled in accordance with existing practice.

Section M. Non Issued Uniforms and Equipment. Any equipment, uniform, or partial uniform not issued by the department or authorized to be worn by this agreement that is being used/tested by an officer or unit must be authorized by majority vote of the Safety Committee or Labor Management Relations Committee (see MOA's October 26, 2005, June 20, 2008 and August 11, 2008 Addendum).

Section N. Uniform Wear and Exceptions. The parties have bargained standards for uniforms and appearance. Those standards shall remain in effect for the duration of this agreement. However, personnel assigned to investigative duties and other specialized enforcement activities which require an inconspicuous appearance may be exempted from those standards.

Section O. Cellular Phones. Subject to budget limitations, Sergeants and MPO's will be issued cellular phones for business use. Sergeants and MPO's who are issued cellular phones, shall not be eligible to be reimbursed for the cost of business calls that are made on personally owned cellular phones (see MOA March 12, 2009).

Section P. Traffic Officers and Organizational Emblems. Traffic officers shall be issued heated clothing and rainwear to be identified in Appendix I. Emblems identifying any other organization other than the FOP may not be worn on uniforms. Traffic officers shall be initially issued two pair of new motor boots. Traffic officers shall receive a new pair of motor boots every third year unless a pair becomes severely damaged and rendered unusable or are otherwise beyond repair.

Section Q. Vests. For all protective vests replaced after [August 7, 2000], if the integrity of the protective qualities of the vest have not been compromised as determined by the using officer, then the officer may retain the original vest for up to five years past the vest's expiration date. If the integrity of the protective qualities of the vest have been compromised as determined by the using officer, then it will not be reissued. These vests are to be primarily used for off duty activities. [MOU: August 7, 2000.]

Section R. Tasers. Subject to budgetary limitations, the Department will increase the number of Tasers issued to patrol officers by 10 percent in year 2 and an additional 10 percent in year 3. The Department will distribute the Tasers to patrol officers in an effort to optimize their availability. [See MOA: November 5, 2003.]

Article 31 Reopener

Section A. Economic Provisions.

- In the event any economic provision of this Agreement becomes inoperative for any reason (including, but not limited to action of the Montgomery County Council pursuant to Article V, Chapter 33 §33-80(g) of the Montgomery County Code) all economic provisions of the Agreement shall be reopened for negotiations.
- If, after negotiations, the parties are unable to agree, the matter shall be referred to an Impasse Neutral for resolution as an impasse matter consistent with the time table set forth in section G. of this article.
- If the new impasse is the result of action or inaction of the Montgomery County Council, the procedures provided for in §33-80(g), supra, shall be followed.

Section B. Non-Economic Provisions.

- In the event any non-economic provision of this Agreement becomes inoperative, that provision shall be subject to renegotiation at the request of either party.
- 2. If no agreement is reached, the controversy shall be referred to impasse as provided in §A.2 of this Article.

Section C. Exercise of Management Rights. These article sections are subject to Bill 18-11 and the PLRA. Should any of the provisions in these articles conflict with the PLRA and Bill 18-11, or any other law, the law shall prevail.

1. In the event the Employer considers any exercise of a management right listed in Article 42

- and the parties are unable to agree as to the effects on employees of the Employer exercise of such rights, all provisions of this agreement shall be reopened for negotiations at the request of either party on or after November 1, 2004.
- 2. If, after negotiations, the parties are unable to agree, impasse may be declared by either party. Within 10 days of impasse, the parties shall select an impasse neutral either by agreement or through the process of the American Arbitration Association. Within 60 days thereafter, the dispute shall be resolved pursuant to the impasse procedures (excluding dates) of Chapter 33, Section 33-81(b) of the Montgomery County Code. Within 10 days after submission of all evidence, the impasse neutral shall select, as a whole, the more reasonable, in the impasse neutral's judgment, of the final offers submitted by the parties. The impasse neutral may take into account only those factors listed in Chapter 33-81(b)(5) of the Montgomery County Code. (See Ground Rules, Addendum, 2004-2005, attached as Appendix T.)

Section D. These article sections are subject to Bill 18-11 and the PLRA. Should any of the provisions in these articles conflict with the PLRA and Bill 18-11, or any other law, the law shall prevail.

- The Parties have agreed on amendments to the Police Labor Relations Law as identified under Article 68 to be submitted to the County Council for the purpose of amending Chapter 33, Sections 33-81 and 33-82 of the Montgomery County Code.
- If the parties agree that the substance of the agreed upon amendments have been enacted into law, Sections C, D, and E will be null and void upon the effective date of the enacted law.

Section E. These article sections are subject to Bill 18-11 and the PLRA. Should any of the provisions in these articles conflict with the PLRA and Bill 18-11, or any other law, the law shall prevail.

Should a party make any challenge to the legality of Sections C or D of this Article in any forum, the other party may choose to have the contract expire on June 30, 2005.

Section F. Reopener Matters.

In September 2012 there shall be a reopener for the second year (July 1, 2013 to June 30, 2014) limited to:

- a. Cash compensation
- b. Reopener
- c. Duration (Article 47) to permit a 3rd year
- d. Health care issues, including union administered health care

Section G. Reopener Matters.

- 1. On or before September 1, of each year of this agreement, there shall be a reopener for the purpose of bargaining over any issue(s) determined to be subject to bargaining by the Permanent Umpire pursuant to a filing of a charge of engaging in prohibited practices or a joint request or demand to bargain under Article 61. The deadline by which bargaining on any specific issue must be completed and after which the impasse procedure must be implemented shall be September 30.
- 2. On or before March 2, of each year of this agreement, there shall be a reopener for the purpose of bargaining over any issue(s) determined to be subject to bargaining by the Permanent Umpire pursuant to a filing of a charge of engaging in prohibited practices or a joint request or demand to bargain under Article 61. The deadline by which bargaining on any specific issue must be completed and after which the impasse procedure must be implemented shall be March 31.

The parties will schedule arbitrators for all reopener sessions by no later than July 15, of the first

year of the agreement. If no issues determined to be subject to bargaining are pending for a particular reopener session, the scheduled arbitrator will be cancelled by the arbitrator's cancellation date. Any issues subsequently determined to be subject to bargaining will be bargained and, if necessary, taken to arbitration, during the next reopener.

Article 32 Health and Safety

Section A. Generally.

- 1. The employer shall take all reasonable steps to preserve and maintain the health and safety of its employees. The parties recognize the importance of preserving and maintaining the safety of employees and to that end agree to establish a joint health and safety subcommittee per Article 33 to be composed of three (3) members appointed by the bargaining unit and three (3) members appointed by the County. In addition, each party may appoint one alternate member to the subcommittee. The subcommittee will meet at the request of any three (3) members upon notice. The chairman shall serve for six (6) months and shall be selected alternately from among the three (3) members selected by the County and three (3) members selected by the FOP. The subcommittee shall:
 - Study, review, and evaluate any working conditions which affect the health and/or safety of employees;
 - Study, review, and evaluate any equipment used or contemplated for use by the Department of Police;
 - Study, review, and evaluate existing or anticipated procedures affecting the health and/or safety of employees.
- Either party may refer any matter to the joint subcommittee through the LMRC or its LMRC designee for consideration and, after due consideration, the subcommittee or any three (3) members thereof shall make such recommendations as it or they deem appropriate to the chief of police and lodge president. The chief of police shall then consider the recommendation and respond within a reasonable time.
- Any health and safety modifications entered into by the employer and the FOP may be incorporated into this agreement by the parties without further ratification.
- Those employees attending subcommittee meetings while off-duty may be granted hourfor-hour compensatory time during the administrative pay period in which the meeting occurs, for time spent at the meeting.

Section B. Medical Tests For Communicable Diseases. Unit members shall receive medical testing for AIDS, tuberculosis, hepatitis and any other communicable diseases when an employee believes he/she has been exposed to such diseases on the job. The costs for such tests shall be payable by the County or otherwise compensable in accordance with existing workers' compensation benefits.

Section C. Coordination and Location of Testing. The Occupational Medical Section, Office of Human Resources, will be responsible for coordinating the testing which may occur at hospital emergency rooms, private physicians or occupational medical section facilities.

Section D. Flu and Hepatitis Shots. The Employer shall provide hepatitis and flu vaccinations to unit members desiring same. In the event an employee requests a flu shot and none is available, subject to receipt, the employer shall reimburse the employee's co-pay associated with such shot.

Section E. Bio-Packs. Due to changes in Federal law (FDA/CDC), this program is currently suspended. In the event that Federal law changes to allow the reinstitution of such a program the parties agree to reopen Article 32, Section E for further discussions.

All bargaining unit employees will be given the opportunity to receive the Bio-Pack on a
voluntary basis. Future, non-sworn, employees will receive this opportunity at the time of
new employee orientation. Bio-packs will be initially distributed by the County's

Department of Health and Human Services.

- 2. Bargaining unit members who are issued Bio-Packs will treat them as "issued equipment." In the event that the contents of a unit member's Bio-Pack needs to be partially or fully replaced as a result of loss or damage through negligence, the unit member will be responsible for paying up to \$13.00 of the cost of replacing the medications. Negligent loss or damage of an alternative medication must be replaced by the employee at cost upon a prescription provided by the Employer and may be submitted through the Employee's health plan.
- 3. The Department of Health and Human Services, in its role as a public health agency, will be the repository of any written medical information received from bargaining unit employees at the time of orientation and distribution of the Bio-Pack. This information will be maintained consistent with the Department's existing protocol for medical record keeping.
- The parties agree to participate jointly in announcing, educating and distributing written materials pertaining to use of the Bio-Pack.
- 5. In the event that a bargaining unit member is not able to receive the standard issuance of medicine contained within the Bio-Pack, the member will be directed by the Department of Health and Human Services to contact the Occupational Medical Section (OMS), Office of Human Resources, for consideration of an alternative medication. If the unit member chooses to use a private physician they may do so at their cost, both for the physician consultation and any issued alternative medication. Unit members will receive a letter of information from the Department of Health and Human Services to take to their private physician.
- The Department of Health and Human Services will review the Health Screening/Consent Form and make modifications to the question about the use of certain contraceptives consistent with the parties' discussions.
- Renewal of medications contained in the Bio-Pack will be done through OMS. In the alternative unit members may consult private physician services, at their own cost for the visit and issued medication.
- 8. Unit members receiving the Bio-Pack will be given a letter of information from the Department of Health and Human Services with application to family members, for any private physician consults. For purposes of this paragraph, "family" includes spouse, child, foster child, domestic partner, dependents, and other persons who reside with the employee. [Agreed 01/24/03, Effective 01/24/03.]

Section F. LMRC Review. The LMRC will review the following recommendations of the safety committee for further consideration.

- 1. Push Bumpers on some cars.
- Shotgun Racks. The County has received a \$28,000 grant for the installation of shotgun racks. The parties agree to jointly develop and implement a plan for the use of this grant money to install shotgun racks in police vehicles.
- 3. Code 3 Light Bar Configuration (see MOA)
- 4. Front Corner Strobes
- 5. Cages in some cars

Section G. Officers Providing Personal Security. Except in the event of a specific threat or emergency situation, if the Employer determines that it intends to assign any unit member to provide personal security services to any elected or appointed official, the Employer shall give notice to the union and agrees to bargain the negotiable matters of such assignment. Impasse procedures (excluding dates) shall apply.

Section H. Timely Information Concerning Officer Safety.

1. When appropriate, the department shall ensure that unit members are given prompt

- notification of all vehicles, suspects, and conditions of which it becomes aware that may jeopardize officer safety.
- Unless prohibited by law, the department shall ensure that unit members are given prompt
 notification of all vehicles, suspects, and conditions where it is reasonably likely that an
 officer, acting in his/her official capacity who comes into contact with such vehicle(s),
 suspect(s), or condition(s) would face greater than the normal threat of death, injury,
 personal danger, or the need to use deadly force.
- Upon receipt of information of a credible threat against an employee police officer, or an
 employee police officer's family arising in connection with her/his office or relationship
 with the County, the employer will immediately notify and provide for, through all
 reasonable and necessary means, the safety and security of the affected officer and her/his
 family.

Section I. Procedures for Use of Respiratory Protection Equipment.

- In order to receive a respirator mask fitting test ("fit test") and be able to use Police
 Department issued respiratory protection equipment, a bargaining unit employee must;
 - a. complete the "Medical History Form for Assessing Readiness for Respirator Mask Fitting" issued by Occupational Medical Services (OMS), Office of Human Resources; and
 - b. receive medical clearance from OMS.
- The content of the medical history form prepared by OMS will comport with Occupational Safety and Health Administration (OSHA) requirements.
- The bargaining unit employee will forward the completed medical history form to OMS in a sealed envelope marked confidential, as provided by the Department, and will include a self-addressed envelope for the use of OMS in returning the medical history form to the employee.
- 4. Following OMS's evaluation of the employee's medical history form, the form and the employee's copy of the Respiratory Health Certification Form will be returned to the employee, in the self-addressed envelope. The employee must insure that a copy of the medical history form is retained and available to the Employer upon proper notice.
- If OMS medically certifies the employee's fitness for use of respiratory protection equipment, arrangements will be made by the Department to conduct a "fit test".
- If OM5 does not medically certify the bargaining unit employee, the employee must contact OMS to arrange for a medical evaluation by the Employee Medical Examiner (EME).
- 7. Following the medical examination, if the employee disputes the finding of the EME, the employee may seek a second evaluation from a private medical provider at the employee's expense. The employee's private provider must review the OMS medical history form and indicate the provider's determination on the Respiratory Health Certification Form, consistent with the requirements of that form.
- 8. In the event that the employee's private provider concludes that the employee is cleared for use of respiratory protection equipment, contrary to the EME's determination, the EME will arrange for an independent medical evaluation at the Employer's expense, to determine the employee's medical fitness to use respiratory protection equipment.
- 9. Bargaining unit employees who have not been medically cleared and therefore are unable to utilize Department issued respiratory protection equipment will be reasonably accommodated. Types of reasonable accommodation include providing the employee with an Escape Hood for use in emergency situations and possible reassignment where an employee is assigned to an Emergency Response Team. [See Side Letter.]

Section J. Employee Notification. When Occupational Medical Services (OMS) and the Department communicate orally about an employee's medical situation, or duty status or restrictions, OMS shall

document the communication on a log maintained in the employee's medical file. Each entry to the log shall include the date, time, persons involved in the communication, and summary of the communication. Upon request, a copy of such log shall be provided to the subject employee. When OMS and the Department communicate in writing about and employee's medical situation, duty status, or restrictions, and the communication is not maintained in the employee's medical file pursuant to Article 51 section C.2, OMS shall provide the employee with a copy of the communication in a sealed envelope marked confidential.

Article 33 Labor - Management Relations Committee

Section A. Purpose. The purpose of the Labor-Management Relations Committee ["LMRC"] is to engage in good faith discussion to:

- 1. Resolve issues/problems between the parties;
- 2. Avoid conflicts:
- 3. Build trust between the parties;
- 4. Improve the relationship between the parties; and
- 5. Improve oversight and guidance of Health and Safety Subcommittee.

Section B. Committee Created. The parties agree to continue the LMRC which shall consist of five Lodge 35 representatives appointed by the president and five management representatives appointed by the employer. Upon mutual agreement of the parties, a party may bring additional representatives. The parties' representatives will have the authority to effect the purpose of the LMRC.

Section C. Subcommittee created.

- The parties agree to incorporate the intent expressed in Article 32 into this article. The
 Health and Safety Committee will continue to operate, however, it will function as a
 subcommittee, under the direction and guidance of the LMRC. One LMRC representative
 designated by the president, and one representative designated by the employer will serve
 simultaneously as members of the Health and Safety sub-committee and will alternate
 responsibilities as Chair of the Health and Safety sub-committee in a manner that is
 consistent with past practice.
- 2. The parties agree to establish a joint technology subcommittee to be composed of three (3) members appointed by the FOP and three (3) members appointed by the County. In addition, each party may appoint one alternate member to the subcommittee. The subcommittee will meet at the request of any three (3) members upon notice. The chairperson shall serve for six (6) months and shall be selected alternately from among the three (3) members selected by the FOP. One LMRC representative designated by the president, and one representative designated by the employer will serve simultaneously as members of the technology subcommittee. The technology subcommittee will function under the direction and guidance of the LMRC. The subcommittee shall study, review, and evaluate: electronic timesheets, electronic performance evaluations, technology to aid in court notification and callback, and other technology issues including but not limited to system capability and security. Any recommendations shall be forwarded to the LMRC. In the event the LMRC does not adopt recommendations, the process under Article 61 may be utilized. Nothing in this subsection shall be construed to impair any rights or obligations of either party enumerated in the PLRA.

Section D. Meetings. The parties agree to meet at least quarterly (additional meetings by mutual agreement) on the 3rd Wednesday in January, March, June and September, each year of this agreement (months occurring during term bargaining excepted) from 10:00 a.m. until noon. If a meeting is canceled, a make-up meeting shall take place within thirty (30) days of the canceled date. Meetings will take place at a mutually agreeable location. The parties agree to attend and to remain for the duration of the meeting (a

designee with authority from each side at a minimum).

The parties agree to exchange agenda items in writing 13 days prior to the next scheduled LMRC meeting (by 5:00 pm on Thursday). Agenda items will be described with reasonable clarity so that the parties may prepare to discuss each issue. Joint minutes will be prepared by the parties and distributed to the LMRC members within thirteen (13) days after the meeting.

Section E. Scope of Committee. The committee may discuss matters of interest to either party and make recommendations to the union and the employer. However, the committee shall have no authority to alter a collective bargaining agreement, to engage in collective bargaining, or to adjust or resolve grievances.

Section F. Compensation. Employees attending LMRC meetings while off-duty will receive hour for hour compensatory leave during the administrative pay period in which the meeting occurs, for time spent at the meeting. Employees attending while on duty will be released from other duties in order that they may attend.

Article 34 Grievance Representation [Access to Police Facilities]

Section A. Representation Before Merit System Pratection Board. The County recognizes the right of officers of the FOP to represent members of the bargaining unit before the Merit System Protection Board.

Section B. Access to Police Headquarters. Up to two (2) employees of Lodge 35 will be provided access to police facilities, headquarters, district stations, academy and other work sites of unit employees for the purposes of conducting labor management relations business, delivering and receiving mail, and conducting other official union business. Management will provide photograph identification cards to these two (2) employees.

Article 35 Vehicles

Section A. PPV/SOFV Program. The continuing intent of this Article is that vehicles assigned as PPVs will take precedence over vehicles assigned as SOFVs. The number of vehicles available to members of the bargaining unit will not be reduced during the term of this Agreement, except that during FY2013 and FY2014 only, the County will make its best efforts to maintain the number of vehicles available to unit members. The County will use its best efforts during the term of this Agreement to allocate cars among the Districts so as to make it possible for the most senior officers to be assigned PPVs and to make vehicles available to eligible officers (subject to Council imposed budget limitations and service needs). (See Side Letter Dated 6/20/2001)

Section B. Restrictions.

- 1. Vehicles assigned to unit members whose domicile is in Montgomery County shall be defined as PPVs and be full-use vehicles. All benefits, rules and regulations which apply to PPVs shall apply to these vehicles. An officer whose domicile is outside, but near, the County's borders may be granted permission, at the sole discretion of the chief administrative officer, or designee, to drive his/her assigned vehicle to and from his/her domicile. Vehicles assigned to officers living outside of Montgomery County shall be restricted to "to and from" use only.
- 2. Vehicles assigned to unit members who do not reside in Montgomery County may be used in the same manner as unit members who reside in Montgomery County, so long as such use (except as otherwise provided in this Agreement) is confined within the borders of Montgomery County. Vehicles assigned to unit members who do not reside in Montgomery County will be parked in Montgomery County at the location of the officer's duty assignment, a district station or 24-hour police facility, a 24-hour fire station (except Hyattstown), a secure Federal facility if allowed by the facility, or other secure facility mutually agreed upon by the parties.

Section C. Training Academy. Officers assigned to the Training Academy shall be issued (in order of

seniority) full-use unmarked vehicles. All benefits, rules, and regulations which apply to PPV's/SOFVs shall apply to these vehicles.

Section D. General. Eligible officers participating in the vehicle program will be issued a police vehicle for on-duty and off-duty use subject to the regulations in this Article. All take home vehicles assigned to officers will be defined as personal patrol vehicles (PPVs). This policy pertains to all officers assigned PPVs and to those temporarily assigned PPVs, where applicable. Failure to properly maintain the vehicle or to comply with the regulations and procedures contained within this Article may result in the officer's suspension from the PPV/SOFV program, or in cases of multiple offenses, termination of the officer's participation in the program. [See Side Letter.]

Section E. Program Objectives. The goal of the vehicle program is to provide the highest level of police service to the community by providing greater police presence on the streets and in the neighborhoods of Montgomery County and by enhancing the responsiveness of both on-duty and off-duty officers to calls for service.

Section F. Program Eligibility.

- All officers, regardless of assignment, will be eligible for the vehicle program subject to the limitations set forth below.
- 2. With the following exceptions, an officer's domicile must be in Montgomery County to be eligible for the PPV program.
 - Officers in the Centralized Tactical Section and Canine Section, who live within 15 miles
 of the County line, shall be assigned a vehicle for "to and from" use only.
 - b. [Vacant]
- Officers will become eligible for permanent vehicle assignment after satisfactorily
 completing probation in the PO I rank. Vehicles will be assigned to eligible officers as the
 vehicles become available. Vehicles shall not be assigned to any officers who reside out of
 County unless the list of eligible officers who reside in County is satisfied.
- 4. All officers will be assigned marked police vehicles with the below-listed exceptions. This list may be changed upon the mutual agreement of the department and the union.
 - a. Investigative Services Bureau (except Collision Reconstruction Unit, Special Operations Division and Alcohol Initiatives Section, who are assigned marked vehicles)
 - b. Management Services Bureau (except recruiters)
 - c. Special Assignment Teams
 - d. Tactical Section
 - e. Office of Internal Affairs
 - f. Office of Media Services
 - g. District Court Liaison
 - h. Centralized PCAT-fifty (50) percent not to exceed eight (8) unmarked vehicles
- 5. Two lists of officers, arranged by seniority as defined in Article 12 Seniority of this Agreement, will be established and used to determine the order of eligibility for assigned vehicles. One list will be maintained for marked vehicles and a separate list will be maintained for unmarked vehicles. The lists will be updated as promotions and transfers take effect and will be provided to the FOP on a monthly basis. Officers with equal seniority will be assigned a vehicle pursuant to Article 12 Seniority.

Section G. Program Regulations. The following regulations apply to all participating officers as well as those officers using PPVs/SOFVs on a temporary basis:

1. Officers will not take the vehicle out of the County except on official business or with the

- authorization of their district commander. The chief of police or his/her designee may grant continuing authorization to officers attending undergraduate or graduate programs in the Metropolitan area; however, other types of authorization will be on a case-by-case basis at the discretion of the chief of police or his/her designee. Such authorization shall not be unreasonably withheld.
- PPVs/SOFVs will not be operated within four (4) hours after the officer has ingested any
 amount of alcohol. PPVs /SOFVs will not be operated after the officer has ingested any
 drug that impairs his ability to operate the vehicle. No alcoholic beverages will be carried in
 the PPV/SOFV except when they are seized as evidence or contraband.
- Officers will not use the PPV/SOFV as a part of secondary employment, except as provided in this Agreement.
- 4. a. Officers operating or riding in the PPV/SOFV off-duty will carry a department approved handgun on their person (unless light duty restrictions dictate otherwise for the passenger), will have at least one pair of metal or flex handcuffs in the vehicle, and will carry their credentials. Officers will display their credentials upon request. Non-uniform attire must be such that it projects a favorable image for the department, and does not create a safety hazard for the officer. Officers are prohibited from wearing open-toe sandals, shower shoes, or in the case of female officers, shoes with more than a 1" heel. The minimum acceptable attire for male officers is long pants or "Bermuda" shorts, a sleeved shirt and socks and shoes or sneakers. Minimum standards for female officers are long pants or "Bermuda" shorts, a skirt or dress, a sleeved shirt or blouse, socks or stockings, shoes or sneakers. In all cases, non-uniform attire will be clean and free of tears and holes.
 - b. SID and SAT are excepted from the above clothing standards when the clothing is an officer's work attire and the officer is operating an unmarked vehicle. In such case, officers may wear their work attire to, from and during scheduled work.
- Officers operating a PPV/SOFV in non-uniform clothes will make traffic stops only when inaction would reflect unfavorably upon the department.
- 6. Off-duty officers in non-uniform attire on the scene of an event may wear a baseball cap, with the front of the cap bearing either the department patch, badge, the word "police", or "Montgomery County Police" with the county logo. Baseball caps are not a recommended form of alternative identification. [See Side Letter.]
- The PPV /SOFV will not be used to carry excessively large or heavy loads or objects which
 protrude from the trunk or windows, except when required in the performance of official
 duties.
- 8. The portable radio, mobile or cellular telephone, shotgun, long gun, and other weapons will be removed from the vehicle and stored at the officer's residence or station locker when the vehicle is unattended other than for a short period of time. Ballistic vests and all other uniform equipment will be removed from the passenger section of the vehicle and stored in the trunk of the PPV/SOFV or in the officer's residence or station locker when the vehicle is unattended other than for a short period of time. For example, they should be removed when the PPV is parked overnight at the officer's residence or SOFV is parked overnight at an approved facility. The participating officer will ensure that unauthorized persons do not handle department weapons or equipment.
- Only department-issued shotguns and long guns (see Personal Purchase Rifle Program Memorandum of Agreement dated January 31, 2018 for exceptions) will be carried in PPVs and such weapons must be carried in the secure carrier where provided.
- 10. Unattended PPVs/SQFVs must be locked at all times.
- 11. The chief of police or his/her designee may temporarily assign PPVs/SOFVs according to the following priority: (1) officers normally participating but temporarily without a car; and (2) officers who have attained permanent status and meet all other eligibility requirements but

- have not been assigned a car. Assignments made under this provision shall be made pursuant to Article 12 Seniority.
- 12. Officers permanently transferred from an assignment requiring the use of a marked vehicle to an assignment requiring the use of an unmarked car, or vice-versa, or who otherwise become ineligible for the program, will turn the vehicle into the department's fleet coordinator for reassignment. The chief of police or his/her designee shall reassign the vehicle using the appropriate eligibility list (See Side Letter Dated 3/15/1996).
- 13. a. Officers assigned PPVs /SOFVs and who are on light duty (i.e., no longer able to perform fully in their present assignment), extended sick leave (more than one work week), disability leave, administrative leave (when an officer is responsible for the taking of a human life or the serious injury of a person or when an officer's police powers are suspended because he/she has been charged with a criminal offense or charged with operating a motor vehicle while under the influence of alcohol or drugs), or who are suspended from duty, will turn in the vehicle to the district/unit commander. The chief of police or his/her designee, will either temporarily reassign the vehicle within the district/unit or park/store the vehicle at the station. Officers temporarily reassigned (60 days or less) to another unit may retain the use of the PPV.
 - b. Officers who participate in the program described in Section Q and who are on light duty (i.e., no longer able to perform fully in their present assignment); disability leave; extended sick leave (more than one work week); extended (more than two work weeks) periods of Family Medical Leave, annual, compensatory, or administrative leave, or leave without pay; administrative leave (when an officer is responsible for the taking of a human life or the serious injury of a person or when an officer's police powers are suspended because he/she has been charged with a criminal offense or charged with operating a motor vehicle while under the influence of alcohol or drugs), or who are suspended from duty, will turn in the vehicle to the district/unit commander. The chief of police or his/her designee, will either temporarily reassign the vehicle within the district/unit or park/store the vehicle at the station. Officers temporarily reassigned (60 days or less) to another unit may retain the use of the single officer fleet vehicle.
- 14. In instances of short duration (less than one week), PPV participants may permit the offduty use of their PPVs/SOFVs by officers in their same unit or type of assignment, who are eligible for the program. In all such instances, as soon as practicable, the PPV participant will make appropriate notification to his/her unit/district commander.
- 15. During vacations or extended periods (one week or longer) when the participating officer is out of the county, the PPV/SOFV may be temporarily assigned by the chief of police or his/her designee, to another eligible officer in the same district.
- Officers will not allow off-duty use of their PPV/SOFV by officers who are not eligible for the program.
- No unauthorized personnel are permitted to operate the PPV/SOFV except in an emergency.
- 18. So as not to give the public the impression the department endorses or promotes a particular activity, political candidate, or cause, officers are prohibited from using the PPV/SOFV while engaged in political activities such as setting up signs, and attending rallies, caucuses, promotional events, or fund raisers, etc. Bumper stickers, decals, insignia, banners or placards provided by the department and related to the interest, purpose or mission of the department/county, may be attached to the PPV/SOFV. FOP organizational emblems may be attached to the PPV/SOFV. Unauthorized or nonconforming items will be removed from the vehicle.

Section H. PPV /SOFV Operating Procedures

1. While using the vehicle off-duty, officers will monitor the police radio on the frequency for

- the district in which the vehicle is being operated. Officers need not advise the dispatcher when going in or out of service; however, the officer will advise the dispatcher when responding to a call.
- Off-duty officers will use their identification number preceded by the letters "OD" when transmitting radio messages.
- Off-duty officers, while operating PPVs or SOFVs, are required to respond to incidents or
 calls for service which come to their attention through any of the following means: (1) on
 view; (2) citizens; (3) radio monitored activity of a serious nature occurring within
 reasonable proximity to their location.
- 4. The operating officer is responsible for the safety of all vehicle passengers.
- 5. All officers will use seat belts when operating or riding in County motor vehicles, except when an officer's duties necessitate frequent exiting from the vehicle (i.e., checking stores within the same shopping complex). Officers will ensure that all passengers in the cruiser have buckled their seat belts prior to the vehicle being moved and continue to use the seat belt at all times while they are passengers in the moving vehicle. Only those safety seats approved by the Department of Transportation will be used to restrain infants and toddlers. Safety seats will be used consistent with State law and will be removed from the passenger from the passenger compartment when not in use.
- 6. Minor incidents, to include disabled vehicles, stranded motorists, and citizens in need of assistance, encountered while operating a PPV/SOFV off-duty, will be handled and cleared by the off-duty officer. In situations which dictate the writing of a report by the off-duty officer, the report will be completed as soon as possible. Completed off-duty initiated reports may be placed in any district station report tray which is convenient to the officer. All off-duty reports will bear the initials "OD" in front of the officer's ID number in the appropriate space.
- 7. Animals will not be transported in the PPV/SOFV except in unusual circumstances.
- 8. Traffic collisions encountered by officers off-duty in a PPV/SOFV will be handled in accordance with departmental policy, except for the following types of collisions: fatal accidents, serious personal injury collisions when the victim is transported; hit and run collisions when evidence or witnesses exist; and collisions involving government-owned vehicles. These collisions will be handled by on-duty units. The procedure for submitting the collision report is the same as that for the event in § H.6. Additionally, the officer generating the report will be responsible for completing the log-mile references.
- 9. Officers using a citizen's band radio while on-duty or while acting in an official capacity will use the department's FCC call sign KBTW 9046 identifying themselves as the Montgomery County Police and including their off-duty ID number (e.g., KBTW 9046, Montgomery County Police Unit, O.D.302). Officers will monitor Channel 9 and respond to emergency calls for assistance occurring in their assigned patrol area. Channel 9 will be used solely for emergency communications or for communications necessary to render assistance to a motorist. All radio transmissions will be made in a professional manner and in accordance with Section 95 of the FCC rules and regulations. The officer's primary responsibility is to the police communications system and attention to or operation of CB equipment or mobile telephones must not interfere with this primary responsibility.

Section I. Overtime Compensation

- Consistent with Article 15 Hours and Working Conditions §A.1.a, overtime compensation
 will be granted (within budget limitations) for that period of time in excess of two (2) hours
 to participating officers who must work on an incident while in their off-duty PPV/SOFV
 status. Response to an incident while in an off-duty PPV/SOFV status does not constitute
 an official call- back as defined in this Agreement.
- When responding to calls off-duty involving a felony or serious misdemeanor, it may be necessary for the officer to handle the call in order to best preserve and maintain the chain

- of custody of evidence. Authorization for an off-duty officer to remain on the scene and/or handle the call will be granted by the on-duty shift supervisor.
- When submitting an overtime request, the officer will insert the name of the supervisor who authorized the overtime. The words "off-duty PPV response" will be noted on the request.

Section J. Maintenance Procedures.

- Officers assigned PPVs/SOFVs are responsible for the maintenance and care of the vehicle and are not relieved of that responsibility when permitting another officer to operate the vehicle.
- The Employer will provide notification of PM dates to PPV /SOFV participants. Any officer
 who is unable to meet his/her scheduled preventive maintenance date, should notify the
 Division of Fleet Management, DFMS, no later than 24 hours (or as soon as practicable)
 before the scheduled date.
 - a. The officer is responsible for obtaining a new preventive maintenance date.
 - The rescheduled date should be no more than two weeks after the originally scheduled date.
- 3. Weapons, cellular telephones, pagers and portable radios will not be left in a vehicle interior or trunk while being serviced. Officers will remove all other issued material and equipment such as helmets, nightsticks, etc., from the vehicle interior while it is left for service and secure the items in the vehicle trunk. The officer shall check the condition of the equipment prior to and immediately following any service. Any missing or damaged items will be reported to the Department's Fleet Manager by phone or email and the officer will initiate the appropriate event report regarding the lost item(s).
- 4. Officers are responsible for the cleanliness of the vehicle and for maintaining the vehicle and equipment in working order. Vehicles must be free of litter and personal items when returned to the Department's Fleet Manager for vehicle reassignment, maintenance, etc.
- 5. Vehicles that have been damaged due to a collision or vandalism shall be brought to the Division of Fleet Management, DFMS, within 48 hours of the occurrence. If in the judgment of the vehicle operator, the damage to a vehicle renders the vehicle unsafe to drive, the officer will have the vehicle towed, or bring the vehicle to the Division of Fleet Management, DFMS, immediately.
- If an officer determines that a repair has not been made or that the vehicle is unsafe, the officer shall not take the vehicle from the Division of Fleet Management, DFMS.
- If the Division of Fleet Management, DFMS determines that a vehicle does not meet minimum safety standards, the vehicle shall not be driven until it is repaired.

Section K. Equipment Modifications/Additions

- The below are modifications or additions that can be requested for vehicles. Approved modifications/additions installed prior to July 1, 2012 may be maintained in the vehicle as is. Changes made after July 1, 2012 must comply with this section:
 - a. Citizen band radios provided they do not interfere with vehicle or radio functions.
 - b. Mud flaps-subject to the following restrictions: white in color for marked cars and color coordinated for unmarked cars; vinyl only; cannot be more than 1" wider that the tire; and must be purchased at the officer's expense
 - c. VHF scanners/monitors provided they do not interfere with vehicle or radio functions.
 - d. Satellite radios
 - e. GPS devices
 - f. The above equipment may not be installed in a police vehicle unless the inclusion of

such equipment will not impede the proper operation of the vehicle and/or County installed equipment and manufacturer or county installed safety equipment based upon manufacturer's recommendations, as determined by the Division of Fleet Management, DFMS, or other appropriate designee determined by the Employer. Such determination shall not be arbitrary or inequitable. "Inequitable" means that comparable vehicles that are similarly equipped are not treated similarly.

- Additional emergency lighting or equipment cannot be installed by any employee on any county owned vehicle
- 2. Privately-Owned Electronics Installation Restrictions
 - a. Only personally owned electronic equipment specified in Section K,1 may be installed and only if it is solely powered by plugging the device into the existing County owned power points (i.e. "cigarette lighter plugs") in the vehicle. No personally owned electronic equipment will be attached to or interconnected with county-owned electronics or mounting hardware, nor shall private electrical connections be bridged or connected on county-owned electronic equipment and associated terminals.
 - b. No county-owned electronics will be moved, disconnected, rewired or disturbed in any way, nor shall privately-owned equipment be mounted so as to require its removal during the performance of repair or installation of county-owned electronic equipment.
 - c. The county/department will have no responsibility for the servicing, or repair of any privately owned electronics equipment. All privately-owned electronics equipment will be installed at the participating officer's expense and must be installed by the Division of Fleet Management, DFMS.
 - d. All privately owned electronics and associated hardware (brackets, antennas, etc.) will be removed by the Division of Fleet Management, DFMS at the participating officer's expense upon notification of trade-in or transfer of the vehicle. Any cover plate (including radio antenna hole cover plate) that had to be removed to permit installation of electronics must be reinstalled prior to turning in the vehicle.
- 3. Approved Electronic Installation Points
 - A. An officer must obtain approval, via memorandum from the chief of police or his/her designee, with the concurrence of the Division of Fleet Management, DFMS for the installation of private electronic equipment. The officer will forward the original of the approval memorandum to a department designee and will retain the copy.
- 4. Prohibited Modifications. No modification/additions (including the alteration/substitution of equipment) to the PPV/SOFV may be made without the written approval of the chief of police or his/her designee, with the concurrence of the Division of Fleet Management, DFMS, or other appropriate designee as determined by the Employer.

Section L. Required Issued Equipment. The following equipment must be carried in the PPV/SOFV at all times and maintained in proper working condition, however the unit commander in SID may exempt certain of its personnel from the requirements of this section:

- 1. Fire extinguisher and bracket (Equipment Division Supplied)
- 2. Flares
- 3. Equipment carrying bag
- 4. Gas mask
- ASP (if qualified)
- Tactical duty helmet
- 7. Traffic vest
- 8. Traffic gloves

- 9. First aid kit (MCP 1)
- 10. Latent print kit (MCP 10, if issued)
- 11. Issued County Map
- 12. Weapons of Mass Destruction (WMD) equipment

Section M. Officers Living Outside the County. Officers living outside the county who are authorized "to and from" use of the vehicles will be governed by this Article to the extent applicable. Officers who move out of the County and have a PPV shall turn their PPV into the Department's Fleet Manager on or before the date that the employee moves.

Section N. Use of Vehicles for Business. Subject to the availability of fleet vehicles, officers not assigned a PPV may use a fleet vehicle from their assigned district station/unit, to travel to/from their district station/unit to/from court, hearings, or other duty-related business which they are required to attend while off-duty. If an officer not participating in the PPV/SOFV program or an officer who is a PPV/SOFV program participant, but is temporarily without the use of the PPV/SOFV, uses his/her private vehicle for such travel, the officer shall be reimbursed and insured for such travel at the rate specified in Article 23 § A.6 "Local Travel" of this Agreement.

Section O. Replacement of Vehicles.

- Except as provided in paragraph 2 of this section, when an officer becomes eligible for the PPV/SOFV program, the officer's initially issued PPV/SOFV may be a used vehicle. There is no requirement that an initial issue PPV/SOFV be a new vehicle. However, the more senior officer (Article 12) has choice of available vehicles. [Previous side letter dated March 15, 1996 merged into agreement]
- When an officer who has a PPV/SOFV is assigned to one of the below listed units, the officer will turn in his/her PPV/SOFV to the Department's Fleet Manager and use one of the assigned unit vehicles as their PPV/SOFV.
 - a. SID
 - b. SWAT
 - c. SAT
 - d. Forensic Services
 - e. School Safety
 - f. Personnel-Recruiters
 - g. Canine
 - h. PCAT unmarked vehicles
 - i. Other units where the car is uniquely equipped for use in that assignment

Vehicles assigned to officers transferred to the unit with similar vehicles will be retained by the officers. Except for SID, if a unit vehicle is not available, the officer will retain his/her PPV/SOFV until a unit fleet vehicle is available. When the officer leaves a unit that has unit assigned vehicles, s/he will turn the vehicle in to the Unit Commander and shall be placed on the eligible list for the type of vehicle that is required for the new assignment.

3. Except for units that have unit assigned vehicles, when an officer is transferred from an unmarked to a marked assignment (or vice versa), and there is not a vehicle available, the officer will retain his/her existing PPV/SOFV until the proper type of PPV/SOFV becomes available. When an officer is transferred from an unmarked PPV/SOFV assignment to a marked PPV/SOFV assignment (or vice versa) or moves into the County thereby making him/her eligible for the PPV program, he/she will receive whatever unmarked/marked vehicle is available at the time the officer is issued a PPV. However, the senior officer (Article 12) has choice of available vehicles. There is no requirement that the issued PPV be a new vehicle.

- 4. All deadlined or replacement vehicles will be turned into the Department's Fleet Manager. When PPV/SOFV's are deadlined/replaced, the replacement vehicle shall be a new vehicle. Exceptions to this may occur only if the PPV/SOFV operator has been involved in two or more qualifying at-fault accidents within the twenty-four month period immediately preceding deadlining, or the PPV/SOFV operator's abuse/negligence in maintaining the PPV/SOFV caused the vehicle having to be replaced. In either of these two instances, the replacement PPV/SOFV may be a used vehicle. This used PPV/SOFV will not be eligible for the trade-in list as defined in #5 below until the officer has retained that vehicle for at least one (1) year.
 - a. To be considered qualifying, the collision must:
 - i. Be the fault of the employee; and
 - ii. Be deemed preventable on the part of the employee; and
 - iii. Result in an insurance claim equal to or greater than \$1,750 worth of damage to the vehicle for each occurrence.
 - b. Review of qualification will be made by the Collision Review Committee. If the committee is unable to reach a consensus, the majority vote will rule.
- 5. When a used vehicle that had been assigned to a bargaining unit employee is going to be placed in the fleet, bargaining unit members within the affected unit will be asked in order of seniority, as defined in Article 12, to volunteer their PPV to be moved into the fleet. The officer volunteering a vehicle for fleet operations will receive a new vehicle as a replacement at the time their assigned vehicle is moved to fleet operations.

Section P. Training

- Within 7 calendar days of the receipt of a different vehicle officers must schedule driver training with the Training Division.
- If the training is not successfully completed, within 90 days of issuance, the officer will return the vehicle to the Department's Fleet Manager until the training is completed.

Section Q. Single Officer Fleet Vehicle Program [See Side Letter.]

- Prior to July 1, 2009, the County will make single officer fleet vehicles available to all
 officers who are not eligible for the PPV program because they do not reside within
 Montgomery County. Such vehicles must be appropriate (marked or unmarked) for the
 officer's duty assignment. This section is subject to the language for FY2013 and FY2014 as
 enumerated in Section A of this article.
- 2. The County will use its best efforts prior to full implementation of the single office fleet vehicle program, to allocate cars among the districts so as to make it possible for the most senior officers to be assigned single officer fleet vehicles and to make vehicles available to eligible officers (subject to Council imposed budget limitations and service needs). If any officers within the same unit are required to share a vehicle, they shall be selected pursuant to the seniority provisions of the agreement, in inverse order. The sharing of vehicles may be on account of any bona fide reason (including insufficient unassigned vehicles in the Department's fleet to provide a PPV to all eligible officers). [The Department desires to be able to make assignments based upon operational necessity. Example-if the junior-most officers work the same shift, then the sharing of vehicles is not a viable option. Therefore, a junior officer other than the second most junior officer would need to be designated as having to share a vehicle with the most junior officer.]
- 3. An officer not eligible for the PPV program assigned a single officer fleet vehicle may use the vehicle in the same manner as a PPV may be used, so long as such use (except as otherwise provided in this Agreement), is confined within the borders of Montgomery County. Single officer fleet vehicles will be parked in Montgomery County at the location of the officer's duty assignment, a district station or 24-hour police facility, a 24-hour fire station (except Hyattstown), a secure federal facility if allowed by the facility, or other

secure facility mutually agreed upon by the parties.

4. Certain unit members are currently assigned fleet vehicles for single officer use in connection with specific duty assignments. The Department will continue to assign fleet vehicles for single officer use regarding these specific duty assignments in accordance with that pre-existing practice.

Section R. EZ Pass Transponders (from MOA 11.29.2010)

- 1. Attachment of EZ Pass transponders
 - a. The Employer will permanently affix transponders to all vehicles except designated covert vehicles. Transponders will not be removed, tampered with or altered unless reasonably necessary to secure the device or authorized by the employers designee.
 - b. Transponders will be assigned to each covert vehicle and are to be stored in the glove compartment, console or other secure place within the assigned vehicle when not in use.
 - c. Designated covert vehicles will be considered those unmarked vehicles assigned to the following units: Special Investigations Division, all Special Assignment Teams, Centralized Auto Theft, Firearms Unit, and the Fugitive Section. This list may be changed upon the mutual agreement of the employer and the union.
- 2. Use of EZ Pass transponders

County owned transponders are intended for use on or off duty when in a County owned vehicle within Montgomery County while traveling the ICC and adjacent entrances and exits and outside of Montgomery County only while on official County business and with prior authorization by the employers designee.

3. Employees will not be responsible for cost of work related usage of an EZ Pass transponder. Employees may be billed for actual costs incurred by the employer for use of the transponder which can be determined to be non work related. The employer bears the burden to demonstrate a financial loss before pursuing reimbursement from an employee. The County shall provide prompt notification to the employee of any billing for an instance or personal use that incurred a cost to the employer and shall specify the amount, the location, the date(s) and time(s). The employer shall provide copies of all documents used to demonstrate any financial loss.

This section of the agreement (Section R) may be reopened by the parties within 30 days of any determination or information that some or all of the provisions provided to Montgomery County by the Maryland Transportation Authority changes and affects the use or billing for use of the ICC toll road.

Article 36 Wages

Section A. Wages. Effective July 1, 2007, the salary schedule shall be increased by adding \$3,151 at Step 0, Year 1 with increments and promotions for all other steps and pay grades calculated from the new Step 0, Year 1 basis. Increments and longevity shall continue to be calculated as required by Article 28. The percentage increases upon promotion shall continue (up to the maximum for each rank) to be: 5% between PO I and PO II; 5% PO II and PO III; 5% between PO III and MPO; 10% between MPO and Sergeant; and, subject to Section D, infra, 5% between POC and POI.

The four and one-quarter (4.25) percent wage increase scheduled to take effect in the first full pay period following July 1, 2009 shall be postponed, and shall not be effective during fiscal year 2010, 2011, 2012 2013, 2014, and 2015. Salary-based benefits shall not be diminished as a result of the postponement, and such benefits will be calculated as if the postponed wage increase had been received as scheduled. [Appendix T]

The County agrees to pay a \$2,000 lump sum payment in FY2013 to employees who are actively employed

by the County on that date. This payment will be made in one lump sum, by separate payment, at the conclusion of the first full pay period of FY2013. Employees who are unpaid leave and return to work during FY2013 shall receive the \$2,000 lump sum on their date of return to the workforce and will receive their payment by separate payment following their return to active employment with the County. The lump sum payment is considered regular earnings for income, withholding, and employment tax purposes. The payment will not be added to the employees' base salary. These payments are not considered "regular earnings" for retirement/life insurance purposes and employees will not receive any retirement/life insurance benefits based on these payments. Employees will not be required to contribute toward their retirement for this payment.

Effective the first full pay period after July 1, 2013, each unit member shall receive a wage increase of two and one-tenth percent (2.1%). Each unit member whose service increment was deferred during FY2011, FY2012 and/or FY2013, and who is otherwise eligible, shall receive a salary adjustment of 1.75% effective the first full pay period following February 1, 2014.

Effective the first full pay period following July 1, 2014, each unit member shall receive a wage increase of two and one-tenth percent (2.1%). Each unit member whose service increment was deferred during FY2011, FY2012 and/or FY2013, and who is otherwise eligible, shall receive a salary adjustment of 1.75% effective the first full pay period following February 1, 2015.

Effective the first full pay period following July 1, 2016, each unit member shall receive a wage increase of two percent (2.0%).

Effective the first full pay period following July 1, 2016, each unit member shall receive a wage increase of one half of a percent (0.5%). Effective the first full pay period following January 1, 2017, each unit member shall receive a wage increase of one half of a percent (0.5%). Each unit member whose service increment was deferred during FY2012 and / or FY20132, and who is otherwise eligible, shall receive a salary adjustment of 3.5% effective the first full pay period following June 25, 2017, 4

Effective the first full pay period after July 1, 2017 each unit member shall receive a wage increase of two percent (2.0%).

Effective the first full pay period after July 1, 2018, each unit member shall receive a wage increase of two percent (2.0%).

Each unit member whose service increment was deferred during FY2012 and/or FY2013, has not yet received it, and who is otherwise eligible, shall receive a \$1,000 lump sum payment. Unit members who are at the maximum salary of their grade as of June 30, 2018, shall not receive the lump sum payment. This payment will be made in one lump sum, by separate payment, on the same pay date as the one associated with the first full pay period after July 1, 2018. Eligible employees who are on unpaid leave and return to work during FY2019 and had a service increment deferred during FY2012 and/or FY2013, and are otherwise eligible, shall receive the \$1,000 lump sum by separate payment following their return to active employment with the County. The lump sum payment is considered regular earnings for income, withholding, and employment tax purposes. The payment will not be added to the employees' base salary. These payments are not considered "regular earnings" for retirement/life insurance purposes and employees will not receive any retirement/life insurance benefits based on these payments. Employees will not be required to contribute toward their retirement for this payment. This shall not replace the FY2012 and FY2013 service increment.

For the term of July 1, 2019 through June 30, 2020, FY2020, there shall be no general wage adjustment (GWA).

Each unit member whose service increment was deferred during FY2012 and/or FY2013, has not yet received it, and who is otherwise eligible, shall receive a salary adjustment of 3.5% effective the first full pay period following July1, 2019.

Effective the first full pay period after July 1, 2019, any unit member who does not receive a deferred FY2012 and/or FY2013 service increment of 3.5% or the new Step 17 longevity increment in FY2020, shall

⁴ As a result of County Council not funding the wage agreement reached on March 29, 2016, this section was renegotiated and agreed upon on May 9, 2016 (see MOA dated May 9, 2016).

receive a \$1,000 lump sum payment. This payment will be made in one lump sum, by separate payment, on the same pay date as the one associated with the first full pay period after July 1, 2019. Eligible employees who are on unpaid leave and return to work during FY2020 who did not receive a deferred FY2012 and/ or FY2013 service increment of 3.5% or the new Step 17 longevity increment shall receive the \$1,000 lump sum by separate payment following their return to active employment with the County. The lump sum payment is considered regular earnings for income, withholding, and employment tax purposes. The payment will not be added to the employees' base salary. The payments are not considered "regular earnings" for retirement/life insurance purposes and employees will not receive any retirement/life insurance benefits based on these payments. Employees will not be required to contribute toward their retirement for this payment.

Section B. Uniform Salary Schedule

- Effective January 9, 2005, bargaining unit employees with 20 or more years of completed service as of December 31, 2004, will receive the longevity step on the Uniform Salary Schedule included in Appendix T. All other bargaining unit employees will be placed on the Uniform Salary Schedule included in Appendix T effective January 8, 2006.
- Placement on the pay plan will be based on completed years of service as of December 31, 2005. Employees whose salary as of December 31, 2005 exceeds that based on completed years of service will be placed in the next higher step on the Uniform Salary Schedule.

Section C. Reserved.

Section D. Salary of Police Officer Candidates. Effective the first full pay period following July 1, 2001, the pay rate of POC will be 5% less than that of POI. However, at its discretion, management may increase POC pay to the POI level.

Section E. Pay Check Distribution. During the term of this agreement the Employer may, by mutual agreement, initiate a system of mailing of all payroll checks or advices to the employee's home address. [FOP 35 Comment: This section has been implemented.]

Section F. Lateral Entry

Eligibility. There is created a lateral entry program that authorizes a within grade
appointment salary incentive for those Police Officer Candidate applicants who have
eligible prior police/law enforcement experience provided the applicant meets the below
listed program criteria. This agreement ensures that all current bargaining unit members
who would have qualified for this program will be compensated accordingly.

To be considered for eligibility, existing bargaining unit members must have been employed by the Montgomery County Department of Police no earlier than April 11, 1994, and must, have been a salaried employee, within one (1) or more of the following listed categories of public safety/police/law enforcement agencies, excluding Special Police Officers (SPOs), with powers of arrest and the lawful authority to carry a firearm during the course of his/her official duties and employment:

- a. A Federal police/law enforcement agency
- b. A State/U.S. Territory police/law enforcement agency
- c. A County police/law enforcement agency
- d. A City police/law enforcement agency
- e. A University/college police/law enforcement agency
- f. A Military police unit/detachment
- g. A State or County Sheriff's Department [Does not include those employed exclusively within the arena of corrections or detention]
- Compensation for Current Bargaining Unit Members. The formula for providing the special
 within-grade advancement for eligible bargaining unit members will be based on one
 additional 3.5 percent step for each year of qualifying experience, up to a maximum of 5.

years of qualifying experience (5 steps).

The calculation for the special within grade salary advancement for a current eligible bargaining unit member will be based on the employee's length of eligible prior police/law

enforcement experience, his/her actual employment date with the Montgomery County Department of Police, and the effective date of this agreement.

Computations for the special salary adjustment for current bargaining unit employees will include the period of April 11, 1994 through April 11, 1999, with April 11, 1999 being the designated effective date of this agreement.

Increment steps to recognize prior qualifying experience will only be awarded in 3.5 percent increments. Partial years of qualifying service will be rounded up or down for purposes of compensation (service) credit.

The number of annual increment step adjustments received since April 11, 1994 by an eligible bargaining unit employee, will be deducted from the total number of special step adjustments the employee would have received had this program been in effect at the time of his/her appointment.

All salary adjustments are effective April 11, 1999. There will be no retroactive pay or benefit for any period of time or experience prior to the designated program effective date.

This program does not provide for the lateral transfer of rank, rights, or seniority.

Responsibility for program administration. The Police Personnel Division will be responsible for the administration of the lateral entry program.

The Police Personnel Division will identify all current bargaining unit members that have been employed since April 11, 1994, in order to determine eligibility for a special salary adjustment based on qualifying prior police/law enforcement experience.

The Police Personnel Division will be responsible for computing and submitting all required documentation for the initiation of the special salary adjustment for all eligible bargaining unit members.

The Police Personnel Division will provide the FOP and all current eligible bargaining unit members with a copy of the compensation tracking form (Form 85A- See Attached) utilized for the compensation calculation.

4. Effective Date. Notwithstanding the provisions of Section F, for employees hired during Fiscal Year 2011, the County at its option may suspend in Fiscal Year 2011 only, the requirement that within-grade advancement will be based on one additional 3.5 percent step for each year of qualifying experience.

Section G. Overpayments

- When the employer alleges that an employee has been overpaid and seeks reimbursement, it shall give the employee and FOP 3S written notice of the overpayment. The notice shall specify the amount and dates of each alleged overpayment, the reasons for the overpayment, and the provisions of this section. The parties will jointly develop a notification form.
- If the employee fails to respond to the notification within thirty (30) days of receipt, the employer may seek repayment pursuant to paragraph 4 of this section
- 3. If the employee agrees that s/he was overpaid and with the amount and dates alleged by the employer, the parties will discuss the overpayment and attempt to agree on a repayment plan. If they fail to agree on a repayment plan within thirty (30) days after the start of the resolution discussions, the employer may refer the dispute to a neutral for resolution pursuant to paragraph 5 of this section.
- If the employee or FOP 35 responds to a notice of overpayment and disagrees with the employer's allegations regarding the overpayment, the parties shall attempt to resolve the

- dispute. If the dispute is not resolved within thirty (30) days after the start of the resolution discussions, the employer may refer the dispute to a neutral for resolution pursuant to paragraph 5 of this section.
- 5. On a semi-annual basis, the parties will mutually agree upon a neutral party to resolve overpayment disputes. The employer shall have the burden of establishing that there was an overpayment, the dates and amount of overpayment, and the amount to be repaid. The cost of the neutral shall be borne equally by the parties. The neutral will have no authority to amend, add to, or subtract from the provisions of this Agreement. The neutral shall decide the dispute as he or she shall determine is proper under this Agreement.
- 6. The repayments shall be adjusted to restore the employee to a condition commensurate to where they would have been save for the overpayment. Unless the employee agrees, no repayment in any pay period shall exceed the lesser of (a) 10% of the employee's net base pay in that pay period, or (b) the total amount to be repaid divided by the number of pay periods in which the overpayment occurred. The employee will not pay the employer interest on any overpayment.
- The employer cannot recover any overpayment that occurred 2 or more years prior to the employee receiving notice to paragraph 1 of this section.
- 8. This section does not apply to any overpayments made before July 1st, 2007.

Section H. If the County government or MCPS negotiates higher compensation improvements for any of its employee organizations during FY-2010 and employees receive such higher compensation in FY-2010, those higher increases will be matched for bargaining unit employees. Any contract provisions negotiated with the IAFF that achieve a cost saving equivalent to the postponement of a 4% general wage adjustment during FY-2010 will not directly trigger an increase for bargaining unit members.

Article 37 Special Medical Examinations

Section A. Unit members who are scheduled for special medical/psychological examinations will be advised in writing of the reasons for the examination and the use that will be made of the results (see side letter).

Section B. It is expressly understood that a unit member scheduled for a special medical/psychological/psychiatric or substance abuse examination will not be requested or required to sign or provide any waiver of any right or privilege or denied access to the complete medical files produced by any physician, psychologist or health professional as a result of the special medical, psychological/psychiatric or substance abuse exam except as required by law or this article. No psychological, psychiatric, or substance abuse information will be provided under section C1 of this article.

Section C. Medical Exams.

- Subject to Section C.2 of this article, an employee who is subject to a Special Medical Examination to determine fitness for duty will, upon request of Occupational Medical Services or a health care provider conducting the exam, authorize the disclosure of medical information specifically and directly related to the current medical diagnosis, prognosis and any duty restrictions related to the diagnosis. Such disclosure will be made solely to Occupational Medical Services or to a health care provider conducting a special medical examination.
- 2. An employee may decline to authorize the disclosure of medical information specified in section C.1. when the employee reasonably believes that the special medical exam may lead to disclosure of information about psychological/psychiatric issues or substance abuse. In such case, the employee must request directly from OMS, an examination by a panel member in accordance with Section D. The employee must provide the medical information specified in section C.1. to the panel member. If, as a result of the examination, the panel member determines that a special medical examination may be conducted without disclosure of psychological/psychiatric or substance abuse information,

the employee must authorize the disclosure of medical information specified in Section C.1. to OMS or to the health care provider conducting a special medical examination.

Section D. Psychological/Psychiatric & Substance Abuse Exams.

- The parties will mutually agree upon a panel of mental health care providers to perform psychological/psychiatric examinations and a separate panel to perform substance abuse examinations. All psychological/psychiatric & substance abuse exams will be conducted solely by panel members.
- If the employer requires an employee to undergo a psychological/psychiatric or substance abuse examination, the employee may select which panel member will conduct the exam. The employee will notify the Employer of his or her selection within ten (10) working days after receiving a written list of panel members from the Employer.
- 3. Prior to the psychological/psychiatric or substance abuse exam, the Employer will provide the panel member conducting the exam with:
 - a copy of the notification given to the employee pursuant to section A of this Article,
 and
 - b. a copy of the provisions of paragraphs 4, 5, 6, 7 and 8 of this section.
- 4. If the Employer requires an employee to undergo a psychological/psychiatric or substance abuse examination, the employee may be required to provide the panel member conducting the exam with psychological/psychiatric or substance abuse records limited to the matter specified in section A of this article.
- The panel member conducting the examination and the employee will have the same relationship as if the employee sought health care services directly from the panel member (e.g. psychologist-patient relationship).
- 6. The panel member conducting the examination will be bound by privilege
- 7. All records relating to the examination are the employee's personal medical, psychological, psychiatric or substance abuse records. The panel member conducting the examination will maintain the employee's records in accordance with federal and state law governing these records and in accordance with this Agreement.
- Following an examination, the panel member will forward a report, simultaneously, to the Employer and the employee or employee's representative, which will be limited to the employee's duty restrictions, if any, and their anticipated duration.

Article 38 Severability

If any term or provision of this Agreement is, at any time during the life of this Agreement, determined by a court of competent jurisdiction to be in conflict with any applicable law, constitution, statute, or ordinance, such term or provision shall continue in effect only to the extent permitted by law. If any term or provision is so held to be invalid or unenforceable (or if the parties agree that it is), such invalidity or unenforceability shall not affect or impair any other term or provision of this Agreement.

Article 39 Tuition Assistance

Section A. All members of the bargaining unit shall be entitled to receive tuition assistance at the level provided by the Montgomery County Tuition Assistance Program in effect when they apply. The County represents that it will maintain the program during the life of this Agreement subject to the provisions listed below. (See MOA: Redeployment, April 2005). Restating that JITAP is not available to unit members. However, this restatement is not intended to diminish any Police ETAP benefit.

1. The Employer must approve tuition assistance for unit member development related to the

unit member's current job functions or those of the police career ladder in the same job series or profession or a degree which qualifies a unit member for a career position. [See Side Letter.]

- 2. The Employer must approve tuition assistance for tuition and compulsory fees such as matriculation, registration, laboratory, and library fees.
- The Employer must not approve tuition assistance for books, supplies, or extra fees such as late registration and parking.
- A unit member receiving tuition assistance must attend the activities for which they are receiving tuition assistance during the unit member's off duty hours.
- A unit member who received tuition assistance must complete the training with a passing grade, or the employee must reimburse the County for the amount of the County's tuition assistance. Final grades must be provided to the Office of Human Resources upon completion of the course.
- When using tuition assistance for college courses, the courses must be taken at an accredited college or university as recognized by the United States Department of Education or the Higher Education Accreditation Commission.
- 7. The parties agree to create a list of courses and institutions which are representative of the type of law enforcement or job-related training that qualifies for tuition assistance. Bargaining unit members may use tuition assistance for such courses. In the event that either party disputes any non-accredited course or institution for qualification, the parties agree that such dispute will be reviewed by a panel composed of equal numbers of Employer and Bargaining Unit representatives. If the panel cannot reach consensus on the dispute, the matter will be referred to a mutually agreed upon third party educational expert with a background in law enforcement for final determination.
- The parties agree to seek funding from County Council in the amount of \$135,000 for FY 12.
 Once this amount is exhausted in FY 12, the County will not approve any additional TAP requests for the remainder of the fiscal year.

Section B. Amount and Qualification. The level of tuition assistance for bargaining unit employees will be as follows: \$1,530 effective July 1, 2007, \$1,630 effective July 1, 2008, and \$1,730 effective July 1, 2009.

Section C. The employee must remain employed for at least two years after the completion of any course(s) funded in whole or in part by the county, or pay back to the county a pro-rated portion of the funds received.

Article 40 Dependent Care

Employees in the bargaining unit shall be eligible to participate in a salary reduction dependent care assistance plan as provided for in §33-19, Day Care As an Alternative Fringe Benefit, of the Montgomery County Code, 1984, as amended.

Article 41 Shift Differential

Section A. Amount. Effective the first full pay period following July 1, 2013, officers shall receive one dollar and forty-two cents (\$1.42) for each hour worked on a work shift that begins on or after 12:00 noon and prior to 7:59 p.m., and one dollar and eighty-seven cents (\$1.87) for each hour worked on a shift that begins on or after 8:00 p.m. and before 5:59 a.m.

⁵ Not funded by the County Council. (FY 2011 only)

Article 42 Management and Employee Rights

Section A. Management Rights. This Agreement shall not impair the right and responsibility of the employer:

- To determine the overall budget and mission of the employer and any agency of the County government;
- 2. To maintain and improve the efficiency and effectiveness of operations;
- 3. To determine the services to be rendered and the operations to be performed;
- 4. To determine the overall organizational structure, methods, processes, means, job classifications or personnel by which operations are to be conducted and the location of facilities:
- To direct or supervise employees;
- To hire, select and establish the standards governing promotion of employees and to classify positions;
- To relieve employees from duties because of lack of work or funds, or under conditions when the employer determines continued work would be inefficient or nonproductive;
- To make and enforce rules and regulations not inconsistent with this law or a Collective Bargaining Agreement;
- 9. To take actions to carry out the mission of government in situations of emergency;
- 10. To transfer, assign and schedule employees.

Section B. Employee Rights

- 1. Employees in the bargaining unit shall have the right:
 - To form, join, support, contribute to, or participate in or to refrain from forming, joining, supporting, contributing to, or participating in, any employee organization or its lawful activities; and
 - b. To be fairly represented by their certified representative, if any.
- The employer shall have the duty to extend to the certified representative the exclusive right to represent employees for the purpose of collective bargaining, including the orderly processing and settlement of grievances as agreed by the parties.

Article 43 Discipline

Section A. Law Enforcement Officers' Bill of Rights.

- Any "law enforcement officer" as defined in Section 3-101 of the Law Enforcement Officer's Bill of Rights ("LEOBR", Public Safety Article, Section 3-101 et seq., Annotated Code of Maryland) who is the subject of a sustained complaint involving proposed punishment which is not summary punishment pursuant to the LEOBR §3-111, may elect the alternate method of forming a hearing board. Said alternate method is not available with regard to a hearing convened pursuant to LEOBR §3-111.
- 2. The officer shall make such election in writing using the Notice of Election of Hearing Board form (attached and made a part of this agreement as Appendix K). In making such election, the officer shall waive his/her right to the formation of a hearing board pursuant to LEOBR §3-107(c)(1) & (2). Such Notice of Election of Hearing Board form must be: completed by the officer; approved by the FOP Lodge 35; and delivered to the chief of police or designee within seven (7) calendar days after the date upon which the officer receives the notice of a sustained complaint together with the form.

- 3. The alternate method of forming a hearing board shall be as follows:
 - a. The board shall consist of 3 members: two (2) law enforcement officers and a neutral chairperson. The chairperson shall be chosen from a standing panel of arbitrators maintained for such purpose by the County and FOP Lodge 35. The chairperson shall be selected to hear cases in rotation in the order their names appear. If the arbitrator slated to hear a case cannot hold the hearing within a reasonable time, the next arbitrator shall be selected.
 - b. The chief shall appoint one (1) law enforcement member, and the FOP Lodge 35 the other. These appointments shall be announced simultaneously, without undue delay. The law enforcement member appointed by FOP Lodge 35 shall be scheduled to day work for the duration of the hearing board.
 - c. No member of the hearing board shall in any way be involved in, or a witness to, any incidents which are the subject to the complaint before them.
 - d. Except as provided in subparagraph (e), FOP Lodge 35's choice of a law enforcement member shall be any member in the bargaining unit; and The chief's choice may be any law enforcement officer in the rank of sergeant or above. Therefore, it is not required that either law enforcement member be of the same rank as the accused officer.
 - e. If the chief of police decides to select a law enforcement member from another law enforcement organization, the FOP Lodge 35 shall receive sufficient notice in time to select a law enforcement member from another law enforcement organization, if it so desires. FOP Lodge 35's choice of a law enforcement member shall be of a rank comparable to the ranks within the collective bargaining unit.
- The fee and expenses of the neutral chairperson of the board shall be borne equally by the Department of Police and FOP Lodge 35.
- 5. The written decision of a hearing board formed under this section shall be final pursuant to LEOBR §3-108(c)(1)(ii), in effect as of 1/30/07.
- Any controversy concerning this Section, excluding paragraph 5, supra, may be submitted
 to the chairperson of the hearing board for his/her hearing and/or decision. Such decision
 of the chairperson shall be contested pursuant to LEOBR Sections 3-105 or 3-109, as
 applicable.

Section B. Notice of Interrogation. When the department notifies a member of the bargaining unit in writing that he/she will be interrogated, the department will also give the officer a form (MCP Form 242, Appendix L).

Section C. Types of Disciplinary Actions. [See Side Letter.]

- Oral Admonishment. A spoken warning or indication of disapproval concerning a specific
 act, infraction or violation of a policy or procedure that is usually given by the immediate
 supervisor and is noted for the record but does not become part of an employee's
 personnel record.
- Written Reprimand. A written statement concerning a specific act, infraction or violation of a policy or procedure that is made a part of the employee's personnel record.
- 3. Suspension. The placing of an employee in leave without pay status for a specified period, not to exceed forty hours, for a specific act, infraction or violation of a policy or procedure. The Chief Administrative Officer may approve a suspension for more than forty hours, but under no circumstances may a suspension exceed the number of hours scheduled for one calendar month. An employee voluntarily may accept a forfeiture of annual leave in lieu of suspension on an hour-for-hour basis. An employee who accepts a forfeiture of annual leave in lieu of suspension may elect to have the forfeited sum (the salary-based value of the annual leave) donated to the Montgomery County Law Enforcement Officers' Relief Fund upon written notice to the employer.

- 4. Suspension Pending Investigation of Charges or Trial. The placing of an employee in leave without pay status for an indefinite period pending investigation of charges or trial for job-related offenses. If found innocent or the charges are dismissed, the employee must be reinstated without loss of pay. Any salary due for the period of suspension must equal the employee's normal earnings less the amount earned in other employment obtained and engaged in during the period.
- Demotion. The movement of an employee from one merit system position or class to another with a lower grade level assignment. This sanction may only be imposed for performance related events.
- 6. Dismissal. The removal of an employee from the County service for just cause.

Section D. Unit Members Not Covered under the LEOBR

- 1. Investigation of a Complaint
 - a. Prior to any interview of an employee under investigation, the employee shall be advised of the nature of the investigation. Such notification may be verbal in nature.
 - b. Representation during Interview. At the request of an employee under investigation, he/she shall have the right to be represented by counsel or any other responsible representative of his/her choice who may be present during any interview.
 - An employee under investigation shall be afforded at least 24 hours to arrange for representation.
 - c. Record of Interview. Upon completion of the investigation, and upon request of the employee under investigation or his representative, a copy of the transcript of the tape recorded interview (if one has been made) shall be made available to the employee.
 - d. Use of MCP #50, Interrogation Rights & Waiver Form. If the employee being interviewed is under arrest or is likely to be placed under arrest as a result of an interview, he shall be completely informed of his/her Miranda rights prior to the commencement of the interview.
 - e. Time, Place and Manner of Interviews.
 - (1) Any interview shall take place either at the office of the command of the investigator or at the office of the police unit in which the incident allegedly occurred, as designated by the investigator unless otherwise waived by the employee, or at any other reasonable and appropriate place.
 - (2) Any interview shall be conducted at a reasonable hour, preferably at a time when the employee is on duty, unless the seriousness of the investigation is of such a degree that an immediate interview is required.
 - (3) Interview sessions shall be for reasonable periods and shall be timed to allow for any personal necessities and rest periods as are reasonably necessary.
 - f. Required Interrogations and Tests Employees under investigation may be compelled to submit to Blood Alcohol Tests, blood, breath, or urine tests for controlled dangerous substances where there is reasonable suspicion of alcohol or unlawful drug use, or interrogations which specifically relate to the subject matter of the investigation. Such tests shall be conducted consistent with the provisions of Article 4, Prevention of Substance Abuse/Employee Rehabilitation of this Agreement.

2. Notification of a Complaint

- Whenever a Statement of Charges (Appendix L.2) is executed, it will serve as written notification of the investigation.
- b. The chief of police, or his designee must give the employee a copy of the charges and provide a minimum of five (5) workdays to respond. Disciplinary actions affected by this requirement include written reprimands, within-grade reductions, suspensions,

demotions, and dismissals.

- c. The department will provide the union any written statements (citizen complaints, employee observations) in the possession of the department and used in connection with an adverse action taken against a bargaining unit employee. These statements will be sanitized (name, address, phone number deleted) to protect privacy rights in accordance with the law.
- d. The written statements referred to in subsection 2.c above will be provided to the union when the employee receives the Statement of Charges.
- e. The department is under no obligation to permit the employee or union to interview the author of the statement. If the statement is used as evidence on appeal, the employee or union will have the opportunity to examine the witness.
- Records will be maintained in accordance with Article S1, Personnel Files of this Agreement.

3. Disposition

- a. An investigation shall result in no punitive action where the employee's conduct was exonerated or when there is not substantial evidence of misconduct found. In such cases, employees will be furnished a copy of any reply to a complaint or, if there is none, they will be provided a written notification of the investigative outcome.
- b. Oral admonishments and written reprimands may be given at the discretion of the chief of police. In all cases, the employee should be told why their conduct is inappropriate, what action will occur if changes are not made.
- c. In cases of within-grade reduction, demotion, suspension, and dismissal, the chief of police must provide written notice of such action at lease five (S) days prior to the effective date of the action. Exceptions to this requirement are theft and serious violations which pose a health or safety risk.
- d. The following shall apply regarding written notices to the employee from the employer pertaining to Disciplinary Action, Termination, RIF Notices, Demotions, Promotion or Reduction-In-Salary. In all instances the notices to employees identified above shall contain the following language at the bottom of the last page of the document:

NOTICE TO BARGAINING U	NIT EMPLOYEES
You are entitled to be represented in this (Union). If you wish a copy of this docum indicate by checking the appropriate spaceI do wish the union to re	nent sent to the union, ce below:
I do not wish the union i	to receive this document
Employee's Signature	Date

Section E. Investigatory Files. The employer agrees that investigatory files will be provided free of charge. [See Side Letter – to be provided 20 days in advance.]

Section F. Employee Right to Representation. Except where an interrogation or investigation is covered by the LEOBR or Section D of this—Article, in the event an employee reasonably believes that an interview, interrogation or examination my result in the imposition of discipline, the employee has the right, at his/her request, to be represented by a union steward, counsel or any other responsible representative of his/her choice who may be present during the interview, interrogation or examination. If the employee asserts the right to representation, he/she shall be afforded at least 2 hours to arrange for representation

Section H. The parties agree to establish "standing" hearing dates for unresolved matters under Article 43

during the term of this agreement.

Article 44 Promotions

Section A. Promotional Program. Promotions to positions in the unit must be made on a competitive basis after an evaluation of each individual's qualifications. Any promotional program for positions within the unit shall provide that qualified employees are given an opportunity to receive fair and appropriate consideration for higher-level positions.

Section B. Appeal of Promotion. Promotion, selection and non-selection of unit members from a properly constituted list of employees in the highest rating category, or any category used for such purposes by the County shall be grievable under Article 8 Contract Grievance Procedure.

Section C. Temporary Promotion/Assignment to Higher Classified Job. Unit members who are temporarily assigned or promoted to a higher classified job for a period of more than two consecutive work weeks (i.e. 8, 9, and 10 consecutive work days depending upon schedule) shall receive the rate of pay of the higher classified job retroactive to the first day the unit member assumed the higher position (see MOA).

Section D. Review of Examinations. All unit members participating in any promotional process for a position shall be given the opportunity to review all of their examination test scores (see MOA).

Section E. Notice of Phase-in for Minimum Qualifications for MPO. Changes of minimum qualifications for the MPO rank will apply to promotional processes occurring after the 1996 scheduled examination.

Section F. Proficiency Advancement. An Officer may be delayed in receiving a proficiency advancement to a higher rank (officer receives pay increase but attainment to higher rank is delayed) when he/she is absent from duty (other than annual, administrative [excluding administrative leave granted under Article 2 §1.3 of this agreement], compensatory, parental, holiday, military or political leave) for 90 days or more in the lower rank. However, if the absence is due to a service connected injury or illness as determined by the Workers' Compensation laws of Maryland, such absence shall not be a reason for delaying a proficiency advancement.

Section G. All eligible officers (applicants) who are interested in participating in any competitive promotional process must complete the general information portions of the online application as required by the promotional bulletin and apply online as a Montgomery County employee. This online program will be managed by the Office of Human Resources (OHR) and will be the exclusive application program for all promotional processes. The employer will provide the means for the member to confirm receipt of the promotional form by OHR immediately after the online form is completed.

Article 45 Non-LEOBR Personnel Actions

Section A. Non-LEOBR Personnel Actions. When any personnel action is taken or not taken regarding an employee, which action is not required to be processed pursuant to the procedures set forth in the Law Enforcement Officers' Bill of Rights, "LEOBR", (Article 27 §727, et seq., Maryland Annotated Code), the employee shall have the right to grieve and/or arbitrate said action pursuant to the procedures set forth in Article 8 of this Agreement.

Section B. Article Does Not Preclude Grievance. To the extent permitted under applicable state law, nothing in this Article shall be construed to preclude a grievance regarding a dispute or disagreement as to the interpretation or application of the terms and conditions of this Agreement or any breach of any terms or conditions of this agreement.

Article 46 Protection From Communicable Diseases

Moved to Article 32

Article 47 Duration of Contract

The duration of this agreement shall be one year, become effective July 1, 2019, and terminate on June 30, 2020.

Article 48 Action by Montgomery County Council

Pursuant to §33-80(g) of the Montgomery County Code, any wage and/or benefit adjustment set forth in this Agreement which requires the Montgomery County Council to take action necessary to implement the Agreement, or to appropriate funds, shall be automatically reduced or eliminated if the County Council fails to take the necessary action to implement the Agreement, or if funds are not appropriated or if a lesser amount is appropriated.

Article 49 Awards

Awards programs for unit employees shall be established and administered in a manner determined by the employer. Award programs are intended only to recognize special or meritorious performance.

Article 50 Reduction-In-Force and Furlough

Section A. Reduction-In-Force. Reductions-in-Force shall be conducted pursuant to Administrative Procedure 4-19, Reductions-in-Force, as provided in Appendix M.

Section B. All Unit Positions Are A Single Class. For the purposes of determining job classes within the unit which may be subject to a reduction in force, all bargaining unit positions shall be considered as a single class.

Section C. Furlough.

- 1. When applicable. A furlough is a permanent relief from duty and loss of pay for hours of services which would otherwise be performed by members of the bargaining unit and which is required by the chief administrative officer due to lack of funds or work. Lost furlough pay must not be made up by the same or other employees in overtime hours or compensatory time. All reductions in salary and furlough leaves must take place within the "furlough period" designated by the chief administrative officer, ordinarily the period between the effective date of the chief administrative officer's determination to relieve members of the bargaining unit from duties due to lack of funds or work and the end of the fiscal year in which that determination is made. It is agreed that the County's determination to require the bargaining unit to make up for services lost by virtue of a furlough by reducing the bargaining unit members' opportunity to be absent on authorized leave of any other kind (other than compensatory leave) during the furlough period establishes a violation of this Agreement for which all affected unit members will be compensated by a restoration of salary denied pursuant to §C.2 hereof.
- 2. Reduction in Total County Salary. Whenever the County determines to furlough employees for one or more eight hour days during a fiscal year the base salary as provided in the Collective Bargaining Agreement then in effect shall be reduced for all bargaining unit members by an amount equal to eight hours pay for each such furlough day. The amount of each reduction shall be spread evenly over the pay periods remaining in the fiscal year during which the furlough day(s) occur(s). The reduction or reductions shall cease and the appropriate level of base salary shall be restored at the end of the fiscal year in which the furlough day(s) occurred.
- Compensatory Leave and Furlough Days. The County shall grant each unit member whose salary it reduces pursuant to ¶ 2, eight (8) hours of compensatory time for each eight (8)

hour furlough day the County decrees. The department may schedule the use of furlough time for the mutual convenience of the department and the member, or may direct a member to use furlough compensatory time on a day or days selected by the department, provided, in either event, that the use does not conflict with that or any other unit member's right to take annual or other leaves pursuant to this Agreement, established practices, or applicable law. In other respects, Compensatory Leave and Annual Leave shall be treated as provided in Articles 18 and 21 of this Agreement.

- 4. Effect On Other Benefits and Payments. The County agrees that no reduction in salary provided for herein shall reduce the amount of the pension payable upon retirement of any unit member. It is further agreed that the provisions governing payment for unused compensatory time upon retirement or separation shall apply to the compensatory time granted pursuant to this Article and that the reduction in salary agreed upon in this Article shall not reduce any other payments or benefits, including but not limited to service increments, awards, salary upon promotion or demotion, or any other pay amounts based on the employee's base salary which would have been due the officer by law or under an applicable Collective Bargaining Agreement.
- 5. Effect on Secondary Employment. During a furlough period and in accordance with existing regulations, if there is no question regarding conflict of interest, the personnel director shall act upon a request for approval of outside employment with a duration of six (6) weeks or less within seven (7) days after the member submits his/her application to the personnel director.
- 6. When Furlough May be Implemented. The salary reduction provided for herein shall be restored and all compensatory leave balances shall be appropriately adjusted if an appropriate third party determines that the County did not relieve the members of the bargaining unit from duty or did not do so due to lack of funds or work.
- 7. Notice of Furlough. Written notice shall be given to FOP Lodge 35, by Certified Mail, thirty (30) days prior to instituting a furlough provision.
- 8. Administration. All furlough provisions shall be administered equitably within the unit and, to the extent not inconsistent with this Article and otherwise applicable to members of the bargaining unit, the provisions of §§ 2.0 3.8 of Administrative Procedure 4-31, dated December 4, 1991, are incorporated herein by reference. Appendix N.

Article 51 Personnel Files

Section A. Definitions

- Employee An individual in the collective bargaining unit.
- Personnel Recards The repository of official information regarding an active, terminated
 or retired employee of the Montgomery County Government. A personnel record is any
 personnel, medical, or departmental operating file.
- Authorized Official Individuals or organizations as listed in paragraph B (7) as authorized
 to review the contents of an employee's personnel file on a "need to know" basis.
- 4. Administrative Investigation File The record generated during an administrative investigation of a unit member who is not covered under the LEOBR which investigation is conducted pursuant to the procedures contained in Article 43 Discipline, Section D Unit Members Not Covered Under the LEOBR. [See Side Letter Stating County (not FOP) position.

Section B. Custody and Review

 The Office of Human Resources Personnel Office shall maintain the official personnel file for each County employee.

- The Occupational Medical Section shall maintain the official medical records file for each
 County employee. Bargaining unit member's medical information shall remain confidential
 and maintained in compliance with this agreement and any relevant laws, including but not
 limited to HIPAA and GINA.
- 3. The Department may maintain an operating file on each employee within the department. The Department may also maintain a second operating file on an employee that shall be kept within the employee's unit. The custodian of these files will be informed by the Department as to the appropriate contents of such files as provided in §C of this Article, except that the contents shall not contain disciplinary actions, including written reprimands, or at-fault accident reports.
- 4. Supervisors may maintain a file on each employee under their direct supervision.
- 5. Employees are encouraged to review their personnel records at least once each year.
- 6. No information shall be placed in any employee personnel file unless the employee receives a copy of the information (subject to limitations concerning medical files as referenced in §8.9) and is provided an opportunity to submit a rebuttal, if desired, to be included in the file.
- To preserve confidentiality and protect the privacy of employees, access to an employee's personnel records shall be restricted to the following:
 - a. Employee who is the subject of the file or authorized representative.
 - b. Employee's supervisor. (Need to know basis)
 - c. Appointing authority or designee. (Need to know basis)
 - d. Human Resources Director or designee. (Need to know basis)
 - e. County attorney or designee. (Need to know basis; i.e., when an employee is in litigation against the County, e.g., Merit System Protection Board, Worker's Compensation, Disability, Retirement, etc.)
 - f. Chief Administrative Officer or Assistant Chief Administrative Officer. (Need to know basis)
 - g. Members of a Recommendations Committee when an employee has applied for a position vacancy announcement (Limited to performance evaluations, letters of commendation, awards and training documents for bargaining unit members assigned to Recommendations Committee).
- 8. Except for verification of employment and current salary information, the release of information from an employee's personnel records to anyone other than those listed in §B.7 requires a signed authorization from the employee who is the subject of the personnel record accompanied by a statement giving the reason for the review and a description of the material requested.
- 9. Notwithstanding §B.7, the release of information from an employee's medical file to anyone other than the employee, the county attorney's office, human resources director, or Chief Administrative Officer or Assistant Chief Administrative Officer requires a signed authorization form from the employee who is the subject of the medical record accompanied by a statement giving the reason for the review and a description of the material requested. Further, the custodian of medical records may determine, consistent with state law, that certain information pertaining to psychological/psychiatric medical reports will only be released to an employee through the employee's physician.
- 10. Except as provided at Section B.7 of this article, or as required by law, personal information of unit members maintained by virtue of the employment relationship, such as home address, telephone number, family information, marital status, and photographs will not be released without prior written authorization of the unit member. The parties agree to develop a form to be distributed to all unit members requesting that they provide their age,

area of residence, spouse's name, educational background, awards or recognition received, organizations belonged to, date of employment, and previously held positions. The form shall state that the department "respect[s] your right to privacy and if certain questions appear to be too personal, you may omit them." Further, the form shall provide the unit member with the option to provide his/her own photograph to be used instead of any other photograph maintained by the county, to authorize use of county photographs, or to provide that the county shall not release any photograph unless required by law.

11. Restricted Duty Unit files shall be maintained in the Police Health and Wellness Division. Restricted Duty Unit files shall be destroyed after twelve months have elapsed since the employee returned to full duty, except RDU tracking forms shall be transferred to the department unit/operating file and the official personnel file.

Section C. Contents

- 1. The contents of an employee's official personnel file shall be limited to:
 - a. Applications for employment or promotion which results in appointment or promotion.
 - Employment history, including personnel action documents affecting appointment, promotion, transfer, salary change, etc.
 - c. Copy of commendations.
 - d. Employee emergency information,
 - e. Payroll withholding documents.
 - f. Insurance and retirement records.
 - g. Education and training records.
 - h. Performance evaluations limited to last five years only.
 - i. Leave records limited to last five years only.
 - Results of tests and examinations successfully completed limited to two years from date of test of examination.
 - k. Copy of disciplinary actions.
 - Copy of reprimands one year from effective date.
- 2. The contents of an employee medical file shall be limited to:
 - a. County medical examination records.
 - Records obtained or received from any physician in reference to an employee's or applicant's medical fitness.
 - c. Any medical waiver or release signed by the employee.
 - d. Requests to the Occupational Medical Section, by an employee's supervisor and/or appointing authority for any additional or special medical examinations, the record of the actions taken by the Occupational Medical Section and the results of the additional or special medical examination.
- Employee files held by a department shall contain documents necessary for program operations limited to:
 - Employee home address and telephone number.
 - b. Present job information (i.e., description, location, etc.)
 - c. Employee emergency information.
 - d. Payroll data and supporting documentation.
 - e. Copies of leave records limited to five years.

- f. Copies of performance evaluations including supporting documentation, limited to five years. [See Side Letter.]
- g. Copies of commendations, awards, and disciplinary actions, including supporting documentation - limited to last five years.
- h. Written reprimands limited to 1 year from effective date.
- Copies of at-fault accident reports and supervisor documentation limited to two years from date of accident.
- j. Copies of training requests, approvals and certificates of completion.
- k. Copies of transfer notices for past five years (indicating only effective date, present assignment, future assignment and authorizing signature(s)).
- 4. The contents of the Restricted Duty Unit files shall be limited to:
 - a. First Report of Injury Forms.
 - b. Medical and Health Status Reports and memos from the Occupational Medical Section.
 - c. RDU tracking forms.
 - d. Medical evaluations from physicians as they pertain to the employee's ability to work/return to work, and his/her ability to perform the essential functions of the position, in addition to limitations and prognosis.
 - Memos from supervisors regarding the medical condition and the transmittal of documents.
 - Memos scheduling special medical examinations.
 - g. Disability leave payroll memorandums.
 - h. Supervisor's Incident Investigation Report (SIIR) forms.
 - i. Other Worker's Compensation/Third Party Administrator/Risk Management forms.
- Notwithstanding §C.4, documents containing medical information shall not be included in the Restricted Duty Unit file where inclusion of such documents is prohibited by federal law.

Section D. Supervisory Files

- Supervisors may maintain a file for each employee under their supervision which contains
 informal notes by the supervisor concerning the employee's job performance or conduct,
 notes made in performance review or other counseling sessions with the employee, copies
 of completed work assignments, drafts or work in progress and informal written
 communications between the employee and the supervisor concerning performance or
 conduct issues.
- A supervisory file is reviewable by the subject employee on request, and is to be safeguarded from review by any other individual except on a need to know basis as provided in §B.8.
- The purpose of supervisory files is to encourage supervisors to maintain an informal record on a continuing basis which will provide substantiation for performance ratings or other performance or conduct related actions.
- 4. Materials in a supervisory file are valid for a period of twelve (12) months, and may be used only during that time or during a rating period covering the period of the documentation, to support official personnel actions. These materials become a part of an employee's official or operating record only if they are incorporated in or attached to related personnel actions within twelve (12) months from the date they were originated. Materials in a supervisory file, which are not used to support a formal personnel action within 12 months of their inception, cannot serve as the basis for any further personnel actions, and shall be removed from the file.

5. The LMRC shall study, review, and evaluate changes to electronic supervisory files.

Section E. Disposition Upon Separation

- Except as provided below, all records including medical and internal affairs files, pertaining
 to separated employees shall be destroyed five (5) years after separation, unless the files
 are the subject of pending litigation. In which case, these files will be destroyed at the
 conclusion of the litigation.
- The County may maintain records necessary to administer employee benefits programs, including health and retirement, a file containing the employee's name, address, date of birth, social security number, dates of employment, job titles, union and merit status, salary and like information.
- Except as required by law, no information may be released from any file without the express written permission of the separated employee.

Section F. Record of Review. Each file authorized by this article must contain a log on which the name of all reviewers and date of review. This log may be reviewed and copied by the employee or authorized representative.

Section G. Administrative Investigation Files for Unit Members Not Cavered Under the LEOBR.

- 1. These files may be paper and electronic.
- 2. The Internal Affairs Division shall be the repository for the files.
- 3. Access to these files shall be limited to:
 - a. The employee, but only to the extent allowed by Article 43 Discipline Section D.2.c.
 - b. chief of police or designee
 - county attorney or designee (need to know basis; i.e., when the employee is involved in litigation)
- 4. In cases involving complaints where the charges were deemed unsustained or unfounded, the files shall be expunged at the later of three (3) years after the date the findings were made or any applicable statute of limitations or when litigation is pending.
 - a. Files involving complaints where a charge was sustained shall be eligible for expungement at the latter of five (5) years or any applicable statute of limitations or when litigation is pending. [See Side Letter.]
 - b. The expungement method shall be the shredding of the physical file. In cases where more than one officer is involved and one or more officers is not entitled to expungement, the name of the officer who is eligible for expungement will be redacted from those documents that refer to the multiple officers. Those documents that refer only to the officer who is eligible for expungement shall be destroyed.
 - c. The expungement of information from the electronic database shall consist of the electronic obliteration of the officer's name and identification number.

Section H. Use of Personnel Files.

- To the extent not specifically preempted by State law, adverse information concerning an
 officer's past performance shall not be admissible in any proceeding unless maintained in
 strict accordance with this article.
- Except as provided in paragraph 1 of this section, only information properly maintained in personnel files as established by this Article may be used in any other process, proceeding, or action

Article 52 Termination

Section A. Definition. Termination is a non-disciplinary act by management to conclude an employee's service with the County. Reasons for termination include, but are not necessarily limited to, the following:

- An employee's abandonment of position by failure to report for work as scheduled on three (3)
 or more consecutive workdays and failure to obtain approval for such absence:
- Excessive absences caused by ongoing medical or personal problems that are not resolved within three (3) calendar months after the date the employee exhausts all paid leave, including any grants of leave received from the sick leave bank.

Section B. Management Responsibility. Prior to terminating an employee for the reasons stated in ¶ 2, above, management must inform the employee in writing of the problem, counsel the employee as to what corrective action to take, and allow the employee adequate time to improve or correct performance or attendance.

Section C. Appeal. A non-probationary employee who is terminated may appeal to the MSPB pursuant to the Montgomery County Charter or may grieve pursuant to Article 8 of this Agreement, but not both. A probationary employee may grieve or appeal only to redress a failure to afford rights provided at Sections A.2 and B above.

Article 53 Performance Evaluation

Section A. Performance evaluations are not grievable except in cases of failure to follow established procedures.

Section B. Evaluation Procedures. Implementation of the procedures for evaluating employees as set forth in Function Code 370, dated 1/11/99, shall ensure that the resulting measures of performance provide a fair basis for informed decisions on career status, promotions, pay increases, work assignments, training, awards, reductions-in-force, and disciplinary actions.

Article 54 Demotion

Section A. Definition. Demotion is the movement of an employee from one merit system position or class to another with a lower grade level assignment.

Section B. Valuntary Demotion. Voluntary demotion may occur with the written consent of an employee. Such demotion must be without prejudice and may be used to retain an employee whose position has been abolished or reclassified downward or who, because of physical or mental incapacity, is unable to productively perform assigned duties and wishes to continue employment in a position for which qualified. Such demotion must not be detrimental to an employee's work record and must not adversely affect the employee's opportunity for future promotion to a position for which qualified.

Section C. Involuntary Demotion. A unit employee who received a less than satisfactory work performance evaluation after written warning, counseling and at least three (3) months to improve, may be demoted involuntarily. Such employee must receive written notice at least ten (10) working days prior to the effective date of the demotion. The notice must contain the reasons for the action with specific charges, or reasons, the effective date, and appeal rights:

Section D. Appeals. A unit employee may appeal an involuntary demotion.

Article 55 Job Sharing Program

Section A. Purpose and Administration. The purpose of this program is to allow certain bargaining unit employees the opportunity voluntarily to share a job while working in a part-time/half-time appointment to enable them to care for immediate family dependents. The administration of this program shall not be

done in an arbitrary, capricious or discriminatory manner. In order to make the program possible, the county has advised Lodge 35 that the county intends unilaterally to create an even number of job sharing, half-time positions in the police department. The county intends to create at least nine such positions as needed to accommodate at least eighteen unit members at or below the rank of MPO, and four unit members of the rank of sergeant, who volunteer. It is recognized that the county is not obliged to create, staff or maintain half-time/part-time positions.

Section B. Eligibility.

- Any two bargaining unit officers of comparable rank may apply for this program by requesting a part-time/half-time position, whereby each officer works twenty (20) hours per week. Work assignments shall be determined by the employer.
- 2. Eligibility is limited to bargaining unit employees who are or have held the rank of Sergeant, Master Police Officer or Police Officer III.
- Eligibility for Job Sharing shall be limited to bargaining unit employees for the purpose of caring for immediate family dependents, i.e., child, spouse or parent.
- 4. Priority of eligibility shall be by application date, seniority and finally, academy class composite score. Any waiting list established by the employer shall comply with this priority. Priority for the purposes of bumping and reentry into the Program shall be based upon Article 12 Seniority.
- 5. The specific jobs and the number of jobs available for Job Sharing shall be determined by the employer.
- 6. If a Job Sharing employee returns to full time, is unable to continue active employment, or leaves the program, then the remaining job share employee may apply for return to a full-time appointment; the employer may fill the vacant part-time position from the waiting list; or the employer may return the remaining Job Sharing employee to a full-time appointment. When the remaining Job Sharer is returned to a full-time employment involuntarily, the senior Job Sharer employee(s) may exercise bumping rights. A remaining Job Sharer who is involuntarily returned to full-time employment shall receive six (6) months notice before returning.

Section C. Compensation

- Bargaining unit employees in part-time/half-time position(s) will be compensated at their regular hourly rate of pay for all regular hours worked. Work in excess of the regular workday (eight or ten hours as applicable) or forty (40) hours per week shall be compensated at the rate of time and one half.
- 2. Notwithstanding the provisions of Article 10 Court Time, minimum compensation for Job-Sharing bargaining unit employees shall be 1.5 hours at a rate of one and one-half times the bargaining unit employee's regular hourly rate of pay. Compensation for court attendance beyond 1.5 hours shall be at the regular hourly rate of pay, unless the appearance exceeds the regular workday (minimum of eight hours) or forty (40) hours per week. However, when the employee's shift is not working its regularly scheduled hours, a job sharing employee shall be compensated for three hours at a rate of one and one-half times the bargaining unit employee's regular hourly rate of pay. Compensation for court attendance beyond the three hours shall be at the regular hourly rate of pay, unless the appearance exceeds the regular workday (minimum of eight hours) or forty (40) hours per week. All other provisions of Article 10 shall apply to Job Sharing bargaining unit employees.

Section D. Hours and Other Working Conditions

- 1. The regular workweek for bargaining unit employees in part-time/half-time position(s) will be twenty (20) hours (half-time), except for mandatory in-service training and for approved additional hours worked voluntarily.
- 2. The employer shall determine the schedule for Job Sharing employees. Job Sharing employees shall be provided work schedules pursuant to the procedures in Article 15 of

- this Agreement. Job Sharing employees may suggest a work schedule to the appropriate supervisor.
- 3. The provisions of Article 15 of this Agreement shall apply to Job Sharers, except that the Employer has agreed to pay overtime to a Job Sharer assigned to a work schedule in excess of twenty (20) hours for the purpose of avoiding paying overtime to other, available officers whom the employer deems competent.

Section E. Benefits

- Retirement Benefits. While in the program, the Job Sharing employee will earn retirement service credits and contribute to the retirement system as provided by the Employees' Retirement System.
- Long Term Disability Benefits and premiums shall be governed by the group policy applicable to bargaining unit employees.
- Life Insurance Benefit for Job Sharing employees shall be paid on the appropriate pro rata basis.
- Tax Deferred Compensation. The maximum salary amount a Job Sharing employee can defer is established by law and IRS Regulation.
- Article 14 Holidays and Holiday Pay shall be applied to Job Sharers as follows: The Job
 Sharer actually at work or on leave receives the full holiday benefit and the Job Sharer not
 working receives nothing. When a holiday occurs on the Job Sharers' (shift's) regular day
 off, each Job Sharer shall earn compensatory leave on a 50% pro rata basis.
- Annual and sick leave accrual shall be prorated based upon the number of regular hours a
 Job Sharer is in a paid status per pay period, as provided in Articles 18 and 19 of this
 Agreement. Paid status includes regular hours worked and all paid leave taken.
- 7. If a job sharer becomes disabled in the line of duty, his/her disability retirement pension amount shall be affected in one of the following ways, at the County's option:
 - a. In accordance with existing practice, prior to the effective date of the officer's retirement, the disabled employee will be restored to duty on a full-time basis so as to enable her/him to qualify for the same benefit she/he would have received had she/he been in full-time service when disabled, subject to the limitations set out below.
 - b. The County Retirement System (Group F) has been amended to provide that a Job Sharer's disability retirement benefit shall be based upon the full-time salary she/he would have been earning had she/he not been in the program.
 - c. The benefit provided for in this subsection (7) shall not be paid to a "Highly Compensated Employee" within the meaning of §414(q) of the Internal Revenue Code and shall in no event exceed 100 % of the participant's average compensation for his/her high three years. The benefit may be terminated or modified, after compensation between the parties, if the Internal Revenue Service advises that it jeopardizes the qualification of the Employees' Retirement System.

8. Rights and Benefits

- a. The following rights and benefits shall be pro rated: Parental Leave, Disability Leave, , Seniority for purposes of Article 12 of this Agreement, and Sick Leave Donor postings at Article 19 §M of this Agreement.
- b. The following rights and benefits shall not be pro rated:
 - Tuition Assistance, Clothing Allowance (for the first year only for those unit members who transfer from a position that was not entitled to a clothing allowance; clothing allowance will be pro rated after the first year), Uniforms and Equipment, Grievance Rights, Shift Differential, Standby Pay, Physical Fitness Awards, Call-Back Pay, FTO Pay, General Emergency Pay, Work Schedule Notice, Service Increment Delay Resulting

From Work Absences (Article 28 §G), Bereavement Leave, Administrative Leave, Annual and Compensatory Time Carryover, Laundry, Shoe Repair, Alterations, and Business Cards.

c. Any right or benefit not listed in this section and disputed may be grieved and arbitrated pursuant to Article 8 of this Agreement.

Section F. Effects of Certain Actions

- 1. Job Sharing may be terminated upon: promotion; request of the employee; or for operational reasons determined by the employer. Except that the Employer will not use termination from the Job Sharing program as a disciplinary sanction. In the event the employer terminates the employee from the program involuntarily, the affected employee will receive ninety (90) days notice before being transferred. Any such termination by the employer will not be arbitrary, capricious or discriminatory. If an employee requests full-time status, the employer agrees to place the employee in a full-time position in the bargaining unit at the same base salary within six (6) months. The full-time position shall be determined by the employer.
- Any furlough of a Job Sharing employee shall be prorated according to the employee's position equivalency.
- 3. Contract RIF procedures shall apply to Job Sharing employees, however, in the event of a RIF that may affect a Job Sharer, she/he shall be given 60 days notice and, upon request, transferred to any full-time position in the bargaining unit, at the same base salary, as determined by the employer that is or becomes vacant during the notice period.
- Increment dates shall not be changed as a result of participation in the Job Sharing program.
- Initial implementation of the program shall commence not sooner than one full pay period, nor later than two full pay periods after the application of two bargaining unit employees who meet the application and eligibility requirements of this Agreement.

Section G. PPV Assignment and Availability. When assigned a PPV by the employer, Job Sharing employees will share one PPV. Job Sharing Employees must make the PPV available to the working officer. Both employees shall be responsible for ensuring this availability.

Section H. Unilateral Reopener. It is recognized that the County intends to create, staff and maintain sufficient half time positions to make it possible for at least eighteen officers and four sergeants to participate in the job sharing program created by this Article. If the County does not implement and maintain that intent, then it is agreed that the county shall give the union and all participants at least six (6) months notice and shall promptly resume bargaining over the provisions of a replacement article to implement the parties' commitment to a job sharing program. Failing prompt agreement, either party may declare impasse and the dispute shall be submitted to a neutral (Nicholas Zumas, if available) for the last best total package offer binding arbitration.

Article 56 Resignation

Resignation is an explicit act of any employee by the submission of a written notice of intent to leave County service, usually two (2) weeks prior to the effective date. In extenuating circumstances, a supervisor may accept an oral resignation and the date, time and nature of the communication must be noted on the separation forms. A resignation may be rescinded by an employee, provided it is done in writing within five (5) workdays from date submitted, or later date if approved by the chief administrative officer. A resignation is not appealable unless it can be shown by the employee that it was involuntary or coerced. In such cases, the action will be considered the same as a dismissal.

Article 57 Retirement

The Employer shall submit proposed legislation to the County Council that would amend Montgomery County Code Chapter 33, Article III to provide for the revisions in Sections B, I, J, K, and L affecting bargaining unit employees. [Bill 19-01 vetoed for reasons unrelated to this article. Emergency Bill 25-01 enacted.]

Section A. Preservation of Benefits. Except as provided in this Agreement, all unit members retain all the retirement benefits and conditions previously in effect between the parties. [See Side Letter.]

Section B. Pension Formula. Subject to section I, a Group F member who retires on a normal or disability retirement, subject to sections D and G the annual pension must equal 2.4 percent of average final earnings multiplied by years of credited service, up to a maximum of 30 years, plus sick leave credits. Years of credited service of less than one full year must be prorated. Sick leave credits used for years in excess of 30 years must be credited at 2% of average final earnings. The maximum benefit with sick leave credits must not exceed 76% of average final earnings.

Section C. Military Credit. It is recognized that legislation enabling County employees to purchase pension credit for military service is pending before the Council. If such legislation is duly enacted, members of the bargaining unit shall not be precluded from exercising rights afforded by that statute.

Section D. Disability Benefit. It is agreed that police officers eligible for a service connected disability pension shall continue to receive a minimum benefit of 66 2/3% of final earnings.

Section E. Disability Procedures. The parties previously agreed that upon implementation of Section D, they would meet to negotiate changes to Bill No.36-94 to achieve certain objectives in establishing disability procedures applicable to unit members. Those objectives have been modified and the following is agreed and legislation shall be submitted to accomplish the following changes to the Retirement Law, in effect as of October 27, 1997:

- Members of the bargaining unit shall have a right to appeal the final determination of the CAO to a tripartite panel, as provided under §33-43A of the Retirement Law, except that the neutral shall be selected by Lodge 35 and the County pursuant to the procedure used to select an impasse neutral under §33-81 of the Police Labor Relations Act.
- The Disability Panel that rules upon applications for disability benefits of members of the bargaining unit shall be selected in accordance with the procedures set out in §33-43A of the Retirement Law, in effect as of October 27, 1997.
 - a. The applicant and the County shall submit all medical information pertaining to the medical condition of the applicant to the Disability Review Panel, consistent with procedure and requirements as may be agreed by Lodge 35 and the County. The Panel will inform the parties that the record is complete and of its intent to initiate its review. In the event that either party wishes to supplement the record upon notice from the Panel that it is prepared to begin its review, the Panel shall set a final date, allowing a reasonable amount of time, to submit additional medical documentation.
 - b. After the final date for supplementation of the medical record, additional medical information will be considered by the Panel or Disability Arbitration Board only if it pertains to reinjury or modification of the medical condition occurring or diagnosed subsequent to the date the Panel's medical record was closed.
- 3. The right of appeal shall extend to "any decision" of the CAO affecting a member's right to benefits, rather than only to "the written decision" of the CAO.
- The certified representative of police officers shall not be obliged to designate an individual to serve as a member of the Disability Arbitration Panel.
- Section 33-43A (I)(1) of the Retirement Law, in effect as of October 27, 1997, is inapplicable to Lodge 35.

Section F. Amendments. During January 1996, the Employer submitted to the Montgomery County Council the below described amendments to the Employees' Retirement System (see MOA).

- Section 33-35. Definitions. A definition of "picked-up contributions" is added, references to
 picked-up contributions are added to the definitions of "accumulated contributions" and
 "member contributions", and the definition of "regular earnings" is amended by adding a
 paragraph which states that the maximum compensation which can be used as regular
 earnings for the determination of benefits is limited by §401(a)(17) of the Internal Revenue
 Code, and beginning on July 1, 1996, the limitation is \$150,000.
- 2. Section 33-37(e) Retirement plans. In subsection (3)(A), the statement is added that any additional contributions that an employee in the integrated plan must make to reenter the optional plan cannot be treated as picked-up contributions. Subsection (3)(B) is added to state that a member of the integrated plan who is not a member of social security will be treated as if he is a member of the optional plan and will have to pay any additional contributions required under the optional plan.
- Section 33-37(g) Transfer from one group to another. A sentence is added to state that, if a
 Group D member transfers to Group F, any additional contributions which the employee
 must make to transfer to Group F may not be treated as picked-up contributions.
- Section 33-39 (c) Return of member contributions. In subsection (3), a statement is added
 that picked-up contributions will not be refunded to an employee who elects to switch
 from the optional plan to the integrated plan.
- 5. Section 33-41. Credited service. Subsection (a)(7) is added which states that employee contributions to buy past service cannot receive the tax treatment given to picked-up contributions. Subsection (c) is amended to state that an employee must be given credit for any military service (previously only compulsory service was covered), and states the conditions under which service credit will be given. In subsection (h), language is added to state that the chief administrative officer ["CAO"] may provide regulations to ensure the favorable income tax treatment of picked-up contributions from other State retirement systems. Subsection (i) is changed to reflect that only a vested member may purchase prior service credits. In subsection (j), a reference to §33-45(a) is added, which allows a member to transfer service credit from the State of Maryland and to use it for vesting purposes. Subsection (o) is added to preclude a member from purchasing credited service from a defined contribution plan.
- Section 33-42(i) Maximum annual benefit. Language is added to subsections (1), (5), and (8) to state that the maximum annual benefit must be determined in accordance with §415 of the Internal Revenue Code.
- Section 33-43(d) Non-service connected disability retirement. Previously, a member was
 not eligible for a non-service connected disability retirement if the individual was eligible
 for a normal retirement. In subsection (1)(c), this requirement is removed for applications
 filed after October 15, 1992, because of amendments to the Age Discrimination in
 Employment Act.
- Section 33-44(o) Direct rollover distributions. This subsection is added to provide for the direct rollover of certain refunds from this retirement system to any other eligible retirement plan.
- Section 33-45(a) Eligibility for vesting. This section is amended to allow a member to use service credit transferred from the 5tate of Maryland for vesting purposes.
- 10. Section 33-46(e) Spouse's and children's benefits in the event of the death of an active member after eligible for vesting or retirement. Language is added to state that the contributions that the payee is to receive will include picked-up contributions.
- Section 33-47(e) Payment of expenses and contributions. Language is added to this section to clarity the role of the CAO.
- 12. Section 33-54. Exemption from execution, garnishment, or attachment. A new last paragraph is added to comply with Maryland law which regards retirement benefits as marital property that may be divided or assigned upon a separation or divorce. The

amendment also provides that these distributions will be made in accordance with the Internal Revenue Code, and requires the CAO to establish forms and procedures to accomplish such distributions.

Section G. Non-Service Connected Disability. The minimum benefit for non-service connected disability shall be 33.33% of final earnings.

Section H. Cost of Living Adjustment for employees who became members of the Employees' Retirement System on or after July 1, 1978.

- The annual cost-of-living adjustment for employees who enrolled in the Employees'
 Retirement System on or after July 1, 1978 shall be 100% of the change in the consumer
 price index up to three (3%) percent and 60% of any change in the consumer price index
 that is in excess of three percent (3%). However, except as provided in Section H.2 infra,
 the CPI adjustment shall not be more than 7.5%.
- 2. The existing portion of Retirement Law section 33-44(c)(3): "retired members who are disabled shall not be subject to this maximum and pensioners age sixty-five (65) or older shall also not be subject to this maximum with respect to [the] fiscal year beginning after the date of attainment of age sixty-five (65)" shall remain in effect, except that the maximum shall be "7.5%" as referenced in subsection H.1 above.

Section I. Benefit upon social security retirement age. Upon attainment of the social security normal retirement age, members enrolled in the integrated retirement plans shall receive, 1.65 percent of average final earnings up to the maximum of 30 years and 1.25 percent for credited years in excess of 30, up to the Social Security maximum compensation level in effect on the date of retirement. All other integration provisions shall remain in effect.

Section J. Amount of contributions. For employees in the Optional Retirement Plan, the contribution is 8.5% and for employees in the Integrated Plans, the contribution is 4.75% up to the maximum Social Security Wage Base and 8.5% of regular earnings in excess of the Wage Base.

Section K. Domestic Partner Benefits. Subject to IRS qualification rules and requirements, a domestic partner of a unit member eligible to receive domestic partner (including opposite sex domestic partners) benefits under Article 24 of this agreement shall be eligible to receive retirement benefits, subject to the adoption of legislation submitted by the parties to amend appropriate sections of Chapter 33 of the Montgomery County Code to the same extent as a "spouse" under the Employees' Retirement System, provided all eligibility requirements are met. This provision shall be renegotiated in the event the IRS determines that the provision violates any rule or requirement.

Section L. Pension Payment Option. At retirement, a member may elect a "pop-up" variation of a Joint and Survivor option with an appropriate actuarial reduction.

Section M. Other Retirement Changes

- Disability Retirement Offset of Earnings. The Employer will submit legislation to amend Section 33-43(j) of the Code to provide for the following:
 - a. A Group F member must not have the member's service-connected disability pension payments reduced by other income received from sources other than County Government employment.
 - b. Whenever the chief administrative officer determines that a Group F member, who has not yet reached normal retirement date, receiving non-service connected disability pension payments is engaged in or is able to engage in a gainful occupation paying more than the difference between the amount of disability pension payments and 20% above the current maximum earnings of the occupational classification from which disabled, the amount of the member's disability pension payments may be reduced to the point at which the amount of disability pension payments plus the amount earnable equals 20% above such maximum earnings.

Whenever a Group F disability retiree's earnings capacity is changed, the amount of non-service connected disability retirement pension may be further modified by the

chief administrative officer. The amount of the revised pension must not exceed the original disability retirement pension plus cost-of-living increases or an amount which, when added to the amount earnable by the member, equals 20% above the maximum earnings of the occupational classification from which disabled. For the purpose of this subsection, "disability pension" is the amount of pension payable without the election of a pension payment option.

The parties further agree that these provisions shall remain a part of the contract.

- c. The parties agree that the Code Section 33-43(h) and (i) shall be interpreted and applied as meaning that an integrated employee who retires on disability shall receive the benefit s/he would have received if there were no integration provisions.
- Social Security. The parties agree to jointly study the effect of Social Security integration on benefits received at Social Security age. The study shall be completed by November 15, 2003.
- Spouse's or Domestic Partner's and children's benefits of a member whose death is serviceconnected. The Employer will submit legislation to amend Section 33-46(b) of the Code to provide for the following:

If a Group F member dies while in the service of the County or a participating agency and satisfactory proof that death was the result of injuries sustained in the line of duty or was directly attributable to the inherent hazards of the duties performed by the member is submitted and the death was not due to willful negligence, payments to the spouse, or domestic partner, and children of the member shall equal the benefit that such beneficiaries would have received under subsection (c) of this section had the employee been service-connected disability retired on the date of death. For purposes of this section, the form of retirement shall be a 100-percent joint and survivor pension option. The parties further agree that these provisions shall remain a part of the contract.

[Note: This reflects new language for Group F. Members. Job Sharers receive full disability benefits. This section is intended to retain that level of benefit in the event of death.]

- 4. Triol Retirement. The Employer shall submit proposed legislation to the County Council that would amend Section 33-38(f) of the County Code to provide for the following, effective July 1, 2005:
 - a. to permit bargaining unit employees to participate in the trial retirement option
 - to amend Section 33-38(f)(6) to provide that the Chief Administrative Officer must return the member to the position the bargaining unit employee held before retirement if it is still available or to a position with an equivalent salary and grade in the Police Department when such a funded position becomes available; and
 - c. to delete Section 33-38(f)(6)(B), which provides that, if the same or an equivalent position is not immediately available, the Chief Administrative Officer must temporarily assign the employee to a special projects office in the Office of Personnel.
- 5. Retirement Savings Plan. The Employer shall submit proposed legislation to the County Council that would amend Section 33-115 of the County Code to permit bargaining unit employees in Group F who have reached the maximum service credits under the provisions of the Employees' Retirement System to transfer from the Employees' Retirement System to the Retirement Savings Plan.
- 6. For service-connected disabilities effective June 26, 2002 under this subsection, "final earnings" for a Group F member will not be less than average final earnings used in determining the annual pension calculated under Section 33-42(b)(1), except in the case where average final earnings is greater than final earnings due to solely a temporary promotion.
- The parties agree that the Employer shall submit proposed legislation to the County Council providing that, "For the purposes of retirement benefit calculation, all bargaining unit

members shall be credited at the annual salary amounts as if a 4.25 % general wage adjustment had been paid in FY-2010.

Section N. Line of Duty Death Benefit for Unit Members in Proficiency Grades.

All salary and pay based benefits and compensation paid on account of the line-of-duty death of a bargaining unit member holding the rank of POC, PO I, PO II, or PO III shall be based on the pay of a PO III with the same years of service, but not less than Pay Grade P4, Step 5.

Section O. DROP. The Employer shall submit legislation to the County Council to amend Montgomery County Code, Chapter 33, Article II to provide for the revisions infra.

The DROP under section 33-38A shall be re-established as follows:

The Chief Administrative Officer must establish Deferred Retirement Option Plans, or DROP plans, that allow any employee who is a member of a specified membership group or bargaining unit and who meets the eligibility requirements to elect to retire but continue to work. Pension payments must not be paid to the member while the member participates in the DROP Plan. When the member's participation in the DROP Plan ends, the member must stop working for the county, draw a pension benefit based on the member's credited service and earnings as of the date that the member began to participate in the DROP Plan, and receive the value of the DROP Plan payoff.

- (a) DROP Plan for Group F members. "Discontinued Retirement Service Program" or "DRSP" means the DROP program for Group F members.
- (1) Eligibility. A Group F member who is at least 46 years old and has at least 25 years of credited service may participate in the DRSP/DROP.
- (2) Application requirements. An eligible employee must apply at least 60 days before the employee becomes a participant. An employee may withdraw a pending application within 2 weeks after submitting the application.
- (3) Employee participation and termination. The employee's participation in the DRSP must begin on the first day of a month that begins at least 60 days, but not more than 90 days, after the employee applied and must end 3 years after the employee begins to participate or at an earlier date chosen by the employee. When the employee's participation in the program ends, the employee must stop working for the County and receive a pension benefit.
- (4) Employment Status. An employee who participates in the program must continue to be a member of the retirement system, earn sick and annual leave, and remain eligible to participate in health and life insurance programs.
- (5) Retirement date, retirement contributions and credited service. The retirement date of an employee who participates in the program is the date when the employee begins to participate in the DRSP, and neither the employee nor the County will make retirement contributions after that date. An employee who wishes to purchase prior service must do so before the employee's participation in the program begins. Sick leave in excess of 80 hours will be credited towards retirement at the beginning of the employee's participation.
- (6) Pension benefits.
 - (A) Before an employee's participation begins, the employee must select a:
 - (i) pension payment option under Section 33-44 for the regular retirement pension payments; and
 - (ii) pension payment distribution option for the distribution of the employee's DRSP account.
 - (B) Pension benefits will not be paid to the employee while the employee participates in the program, but will be deposited in a DRSP account established for the participant by the County. The participant must receive the account balance and the County must close the account within 60 days after the employee's participation in the program ends. Subject to the IRC, IRS regulations and other law, the employee may direct that the account balance be rolled over into any qualifying

account.

- (C) An employee must direct the Board of Investment Trustee's to allocate contributions to the employee's DRSP account to be invested in one or more of the investment funds selected by the Board. The investment fund options selected by the Board must conform to all applicable requirements of the Internal Revenue Code. An employee must allocate contributions among the investment funds in percentages of the value of the employee's DRSP account balances. An employee's direction of investment must remain in effect until the employee changes the direction. If an employee does not provide a valid direction of investment, the Board must select an appropriate investment option and invest the DRSP account balances not governed by a valid direction of investment in the investment option.
- (D) After the employee's participation in the program ends, the employee's pension benefit will be based on:
 - (i) the employee's credited service immediately prior to the beginning of the employee's participation in the program, adjusted to include credit for unused sick leave under Section 33-41;
 - (ii) the employee's average final earnings, excluding earnings during the period of participation in the program; and
 - (iii) increases in the consumer price index during the period of the employee's participation that would have resulted in an increase in the employee's pension benefit if the employee had not been participating in the program.
- (7) Disability Retirement. An employee may apply for disability retirement prior to the termination of the employee's participation in the program. An employee who receives a service-connected disability retirement will receive the balance in the DRSP account less an amount equal to the full actuarial value of the credited service which the employee would have received if the employee had not participated in the program. If an employee's participation in the program ends before a final decision is made on the disability retirement application, the balance of the DRSP account will not be distributed until a final decision is made.
- (8) Death benefit. If an employee dies during the employee's participation in the program, the employee's beneficiary will receive:
 - (A) the death benefit that the beneficiary would have received if the employee had retired on the date on which the employee began to participate in the program, adjusted under subsection (6)(D); and
 - (B) the balance of the employee's DRSP account.
- (9) DRSP account distribution options. An employee may elect to have the balance of the DRSP account distributed as a lump sum or an annuity, or to have some or all paid directly to an eligible retirement plan as a direct rollover distribution. To the extent feasible as determined by the Chief Administrative Officer, an employee alternatively may choose to receive the account balance as periodic payments calculated and distributed as an addition to the employee's regular retirement benefit. If the employee dies before the balance of the DRSP account is distributed, the beneficiary may elect to receive distribution of the balance according to any option described in this paragraph.
- Section P. Continuation of Training. The Employer will continue Law Enforcement Officer Safety Act necessary training and opportunity for qualification for all future retirees who are eligible under law.
- Section Q. Retirement Election Date. A member must submit written application for retirement at least two weeks before the date elected. The elected retirement date must occur on the first of the month. In extenuating circumstances, The Chief Administrative Officer may waive the two week requirement.
- Section R. Future Retiree Health Premiums. The employer will cause retiree health premiums to be paid in a manner that results in the most favored tax treatment for the retired employee. However, until systems are improved to allow for more frequent adjustments, the adjustment may be made on an annual federal tax year basis.

Section S. Implementation of Sections O, T and U.

- In implementing Sections O, T and U, this article may be modified, after consultation between the parties, if the Internal Revenue Service advises that it jeopardizes the qualification of the Employees Retirement System.
- Communications. To the extent practicable, the parties agree to continue to share all
 communications (including documents) between either party and the County Council
 pertaining to implementation of Sections O, T and U and when the parties learn of a
 meeting of the Council or any of its committees pertaining to the changes, each party will
 promptly notify the other of the meeting date, time and place.

3. Grievances:

- a. Grievances claiming a violation of § O may be referred by either party to expedited arbitration by providing written notice to the other party within fifteen (15) calendar days after receipt of the CAO response by Lodge 35 or within fifteen (15) days after the expiration of the 75 day period referenced at Article 8, Section C.
- b. An Arbitration under this section shall be held before an arbitrator selected pursuant to Article 8 Section E. The arbitrator shall issue his award within twenty days after the hearing, which shall be held as promptly as the circumstances permit.
- c. In other respects, the procedures set out in Article 8 shall apply.

Section T. The employer shall submit legislation to the County Council to amend Montgomery County Code, Chapter 33, Article II to provide for the revisions infra.

For Group F bargaining unit members in the Optional Non-integrated Retirement plan, who retires on a normal retirement, the annual pension shall be computed as follows: 2.4% of average final earnings multiplied by years of credited service up to a maximum of 36 years, including sick leave credits. The maximum benefit with sick leave credits shall not exceed 86.4% of average final earnings.

For Group F bargaining unit members in the Integrated Retirement plans, who retires on a normal retirement, the annual pension shall be computed as follows: From date of retirement to the month of attainment of social security age: 2.4% of average final earnings multiplied by years of credited service up to a maximum of 36 years, including sick leave credits. The maximum benefit with sick leave credits shall not exceed 86.4% of average final earnings.

Section U. Attainment of 25 years of Service. The Employer shall submit legislation to the County Council to amend Montgomery County Code, Chapter 33, Article II to provide for the revisions infra.

A bargaining unit employee who attains 25 years of credited service shall be eligible to receive an unreduced pension regardless of age.

Section V. Leave Without Pay. The Employer shall submit legislation to the county Council to amend Montgomery County Code, Chapter 33, Article II to provide for the revisions infra.

A unit member who is on leave without pay shall have the opportunity to purchase service at the true actuarial cost for up to one year of such absence.

Legislation required under this article shall be submitted to the County Council on or before April 1, 2008 with an effective date of July 1, 2008.

[MOU: The parties herein agree to jointly submit proposed legislation eliminating the mandatory retirement age for Police Bargaining Unit members as provided for in Montgomery County Code, § 33-38(c)-(d)]

Section W. Provide that, subject to County Council confirmation, the county executive must appoint to the Board of Investment Trustees one voting representative designated by the employee organization certified pursuant to County Code Chapter 33, Article V. This designee must serve indefinitely while remaining the designee of the certified employee representative.

This provision replaces the existing provision providing for a police bargaining unit representative to the Board of Investment Trustees.

The existing restriction on voting in matters involving the County's deferred compensation plan shall remain in effect.

Section X. The parties shall establish a Disability Retirement Study Committee consisting of three Union representatives and three Employer representatives to review disability retirement issues involving unit members of the MCPD. The committee shall meet on or before July 1, 2017, and shall issue a report on November 1, 2017. The Committee shall:

Study, review, and evaluate disability retirement procedures and processes regarding an employee who retires on disability and is later determined under current law to be no longer eligible for disability retirement.

Those employees attending subcommittee meetings while off-duty may be granted hour-for-hour compensatory time during the administrative pay period in which the meeting occurs, for time spent at the meeting.

Article 58 Stress Counseling

Section A. Stress Counseling Program. Stress Counseling Program as provided in Appendix O of this Agreement, except that all written notes, tapes, interviews or evaluations or treatment conducted by the Office of Stress Management shall be treated as confidential and shall not be communicated or released to anyone without the expressed permission of the unit member or his/her authorized representative (see side letter).

Section B. Employee Assistance Program [EAP]. Unit members shall be eligible for the County's Employee Assistance Program (EAP).

Critical Incident Response Team (Peer Support Team). The County will provide legal representation to Montgomery County Police officers who make disclosures to, or who are members of, the Critical Incident Response Team (CIRT) in any local, state, and federal civil, criminal, and administrative actions to protect the privilege provided by the Courts and Judicial Proceedings Article, Section 9-109 of the Maryland Annotated Code as amended or other statute. If a conflict exists under the Rules of Professional Conduct, each officer where the conflict exists will be represented by separate counsel. The County will not use information in any administrative investigations or proceeding that a CIRT member obtained from a police officer who communicates with the CIRT member under an understanding of privilege described in the Courts and Judicial Proceedings Article, Section 9-109 as amended. However, if a Montgomery County police officer discloses information outside of the CIRT program, that information may be used as long as the information is admissible within the bounds of law and contract provisions. Information that was disclosed to a CIRT member in confidence or which is privileged may not be used to corroborate, impeach, or otherwise support any non-privileged disclosure in any County administrative proceeding. A police officer participating as a member of the CIRT and acting pursuant to the direction of the psychologist or psychiatrist in charge is acting within the scope of the officer's employment for purposes of the Local Government Tort Claims Act. This agreement does not require the County to have or maintain a CIRT program, but requires the County to provide the protections described in this agreement for officers who participate in the CIRT program whether as member of the CIRT or in seeking service from the CIRT.

Article 59 Family Medical Leave Act

Section A. Integration of Contract Benefits and Conditions with Family Medical Leave Act. The parties agree that FMLA benefits and benefits provided by this Agreement will be integrated in accordance with the following principles:

 The inclusion of Family Medical Leave in the Agreement will not expand or diminish other leave benefits, unless specifically required by FMLA.

- Paid leave as provided under the Agreement, unless otherwise provided by law, will also count as FMLA leave if the purpose of such leave is within the definition of FMLA leave.
- When on leave for an FMLA purpose, an employee will not be required to use any paid leave balance before using leave without pay.
- 4. The County shall provide all benefits mandated by FMLA.
- For purposes of this Article, an eligible domestic partner shall be considered the same as a spouse.

Section B. Definitions

- Family and Medical Leave. Family and medical leave is paid or unpaid leave granted to eligible employees for the purposes stated in the federal Family and Medical Leave Act of 1993.
- 2. Eligible Employee. An eligible employee is an employee who has been employed by the county for a total of twelve (12) months and who has been in a work status for at least 1040 hours in the preceding twelve (12) months. An eligible employee must be allowed to use twelve (12) workweeks per leave year or any combination of annual leave, sick leave, disability leave, parental leave, and leave without pay for any one or more of the following reasons:
 - To care for the employee's newborn or newly adopted child or to care for a foster child newly placed with the employee;
 - To obtain prenatal care for the employee or to arrange for the adoption or foster care placement of a child with the employee;
 - c. To care for, or arrange care for, any of the following with a serious health condition: The employee's spouse, domestic partner, minor child, adult child incapable of self care, or parent;
 - d. Because of the employee's serious health condition that makes the employee unable to perform the functions of the employee's position.
- Leave year. The leave year begins with the first full payroll period of a calendar year and ends with the payroll period in which December 31st falls.
- Workweek. For FMLA purposes, a workweek consists of the average number of hours which the employee works in a week.
- Restricted Duty. An employee on disability leave that is designated as FMLA cannot be required to take a restricted duty work assignment until the employee has exhausted all FMLA leave.

Section C. Integration Provisions

- 1. Use of FMLA leave
 - a. Leave taken to care for the employee's newborn child or child newly placed for adoption or foster care:
 - (1) Shall be taken within 12 months of the birth, adoption, or foster care placement of the child;
 - (2) May be used on a continuing basis or, with the approval of the employee's employer, may be used on an intermittent or reduced workweek basis;
 - (3) At the employee's option, may be paid leave of the appropriate type, or unpaid leave, or any combination of the two;
 - (4) Shall be unpaid leave if the employee has exhausted all appropriate paid leave;
 - (5) Is subject to a 30-day advance notice period;

- (6) Will not qualify as parental leave under Article 16 Parental Leave of this Agreement if the leave is taken to care for a newly placed foster child, or if the employee has exhausted the 720 hours of parental leave provided per 24-month period under Article 16.
- b. FMLA leave which does not qualify as parental leave under Article 16 Parental Leave of this Agreement may not include sick leave beyond the limitations stated in Article 19 Sick Leave §A Definition.
- c. FMLA leave taken for medical purposes to care for, or arrange care for, a serious health condition of the employee's spouse, domestic partner, minor child, adult child incapable of self care, or parent or because of the employee's serious health condition that makes the employee unable to perform the functions of the employee's position:
 - At the employee's option, may be paid leave of the appropriate type or unpaid leave, or any combination of the two;
 - (2) Must be unpaid leave if the employee has exhausted all appropriate paid leave;
 - (3) May be used on a continuing, intermittent or reduced workweek basis, as needed.
 - (4) The employer may require an employee to submit medical certification from a health care provider to support a request for FMLA leave for the employee's serious health condition that makes the employee unable to perform the functions of the employee's position, or for the serious health condition of the employee's family member. A request for medical certification must be made in writing and must advise the employee of the anticipated consequences of failing to provide the certification. As provided by the FMLA, medical certification for FMLA leave may be required for any of the following reasons:
 - (a) the FMLA leave exceeds five (5) consecutive workdays;
 - (b) the employee requests to use any amount of annual leave as FMLA leave and the requested leave would not normally be approved under the standards generally applied to requests for annual leave;
 - (c) the employer has a reasonable basis to suspect the employee of FMLA leave misuse or abuse;
 - (d) Section G. of Article 19 Sick Leave and Sick Leave Donor Procedure or any other provision of this Agreement requires the employee to submit medical certification under the circumstances.
 - (5) The employer may require medical recertification of a serious health condition of the employee or the employee's family member. Such recertification may be requested verbally, at reasonable intervals, but not more often than every 30 days, unless:
 - (a) the employee requests an extension of leave;
 - (b) circumstances described by the original certification have changed significantly;
 - (c) the employer receives reliable information that leads to a reasonable doubt upon the continuing validity of the original certification; or,
 - (d) the employee is unable to return to work after FMLA leave because of the continuation, recurrence, or onset of a serious health condition.
 - (6) If medical certification or recertification is required, it must be submitted by the employee within 1S calendar days after it is requested by the employer.
 - (7) If the employer has reason to doubt the medical opinion as documented by the completed medical certification for the serious health condition of the employee or the employee's family member, the employer may after providing reason(s) for such doubt to the employee, require the employee to obtain, at the County's

- expense, a medical opinion from a second health care provider designated by the Occupational Medical Section. If the two opinions differ, the employer may require a medical opinion from a third health care provider at the expense of the County. The employee and the Occupational Medical Section must jointly agree on the third health care provider, whose opinion is final and binding.
- (8) FMLA leave taken for a serious health condition may be taken on an intermittent or reduced work schedule if the medical need can best be accommodated through such a schedule. An employee must attempt to schedule intermittent leave so as not to unduly disrupt the work.
- (9) FMLA leave cannot be taken to care for the employee's adult child capable of self-care who has a disability from which complete recovery is expected.
- (10)When returning from 15 or more consecutive days of FMLA leave for the employee's serious health condition other than childbirth, the employee may be referred by the employer to the Occupational Medical Section for clearance to return to work.
- d. An employee may be temporarily transferred to another position in the department, provided there is no reduction in pay or grade, with equivalent pay and benefits to accommodate an intermittent leave schedule or reduced workweek.
- e. Employees must apply for paid FMLA leave in accordance with applicable procedures for the granting of annual leave, sick leave, and parental leave and provide as much advance notice as possible to the employer so as not to unduly disrupt the work unit. When unforeseen events occur, notice of the need to use FMLA leave shall be given as soon as practicable, ordinarily within 1 or 2 working days.
- f. As provided in Article 20 Leave Without Pay eligible employees must provide advance written notice of intent to use leave without pay for FMLA purposes when the need to use the leave is foreseeable. Employees must otherwise provide such notice as is practicable.
- g. Either the employee or employer may designate leave as FMLA leave. The employer should designate leave as FMLA leave if the information available to the employer from the employee indicates that the leave is being taken for an FMLA purpose, and the employee has not requested or otherwise indicated that the leave is FMLA leave. The employer must advise the employee prior to the completion of the period of leave that it has been designated as FMLA leave and the reasons for the designation.

Section D. Limitations on FMLA sick leave usage. FMLA sick leave may only be used for the following FMLA purposes:

- To care for the employee's newborn or newly adopted child, provided that the leave qualifies as parental leave under Article 16 Parental Leave of this Agreement;
- To care for the employee's newborn or newly adopted child, if the leave does not qualify as parental leave under Article 16 Parental Leave of this Agreement, subject to the limitations on family sick leave in Section A. Definition of Article 19 Sick Leave.
- To obtain prenatal care for the employee;
- 4. To care for, or arrange care for, any family member as permitted at Article 19 Sick Leave;
- Because of the employee's serious health condition that makes the employee unable to perform the functions of the employee's position.

Section E. Recording of Family and Medical Leave. Leave used for FMLA purposes will be recorded as FMLA leave, and, as applicable, as annual leave, sick leave, disability leave or leave without pay.

Section F. Relation to Other Benefits.

1. An employee who uses leave without pay under this section will retain all health and life

insurance benefits for the entire period of leave without pay. Such employees may defer payment of the employee's share of the cost of such benefits until the employee returns to pay status. If the employee elects to defer such payments, the employer will deduct one-sixth of the total amount owed from the employee's next six paychecks upon return from FMLA leave.

- The employee must be restored to the same or an equivalent position with equivalent benefits upon return from FMLA leave.
- An employee who uses FMLA leave under this Article shall continue to accrue seniority for all purposes during the entire period of leave.
- The use of FMLA leave will not prevent an employee from using other types of accrued or non-accrued leave, subject to the limitations stated in this Article.
- An employee on disability leave that is designated as FMLA cannot be required to take a restricted duty work assignment until the employee has exhausted all FMLA leave.

Article 60 Career Development Study Committee

Section A. Joint Study Committee. The Study committee shall provide recommendations to the parties for the purpose of reaching further agreement on the components of a career development program. The Committee shall consist of three representatives from the Union and three representatives from the Employer.

[See Side Letter to Article 51 §C.3: March 16, 1996.]

Section B. Subjects for Review. The parties shall review in connection with their study the following subjects:

- 1. Training opportunities and selection
- 2. Career planning
- 3. Career counseling

Section C. Career Counseling. The County shall provide career enhancement counseling to each unit member. Such counseling shall occur annually.

Section D. Position Descriptions. The County shall develop maintain a listing of career specialty assignments which shall include the knowledge (including training), skills, and abilities ("KSAs") that are required or desired in order to be eligible for assignment to each specialized position. The completion of the listing shall be subject to the completion of a job analysis, however, as position analyses are completed, the position KSAs shall be placed on the listing.

Section E. Training Announcement. The County shall develop and annually update a listing of all internal training courses and maintain a listing of those external training courses which the Public Services Academy has identified as supporting the Department's training needs. These lists shall be available for review by all officers.

Article 61 Directives and Administrative Procedures

This agreement has been negotiated in the manner set forth in the Preamble.

Section A. Prior to implementing new directives or rules, or proposed changes or amendments to directives or rules, the Employer shall notify the FOP. The primary subject of any new, changed, or amended directives or rules covered by the article shall not include matters currently addressed in the collective bargaining agreement, or matters proposed by the County and rejected by the FOP at the most recent term negotiations, or matters, the primary subject of which, were taken to mediation by the FOP at the most recent term negotiations. The Employer shall give the FOP notice of new, changed or amended directives or rules by email no less than thirty (30) working days before implementation. The Employer shall

forward draft copies of proposed new, change or amended directives or rules to the FOP along with a copy of the current directive(s), or rule (if applicable). Any new directive or rule and all changes or amendments shall be identified in the draft document.

Within ten (10) working days after the Employer emails notice to the FOP, the FOP may email comments to the Employer and/or request a meeting with the Employer to discuss the changes. The Employer shall meet with the FOP within five (5) work days of the FOP's emailed request. Any comments shall include identification of those specific provisions of the new directive or rule (or the change or amendment to the directive or rule) that the FOP wishes to discuss.

Each party shall, in writing, designate one representative to email notices as described in Sections A and B.

Section B. The FOP may demand to bargain a provision of a new directive or rule or a change or amendment to a directive or rule. The demand shall be emailed to the Employer within fifteen (15) work days after the Employer emails notice to the FOP and shall include identification of the specific provision(s) of the new directive or rule (or the change or amendment to the directive or rule) that the FOP demands to bargain as a mandatory subject of bargaining. The Employer shall then proceed as follows:

- If the Employer agrees that the provision is subject to bargaining, then the Employer shall email the FOP its decision to bargain within five (5) working days of the FOP's demand to bargain and enter into collective bargaining with the FOP over that provision within five (5) working days. If the parties cannot reach agreement, the matter shall be bargained at the earlier of either the next term negotiation [per MCC §33-80(d)] or next Article 31, §G reopener date.
- If the Employer does not agree that the provision is subject to bargaining, the Employer shall email the FOP that decision within five (5) working days of the FOP's demand to bargain and the parties shall jointly seek a negotiability determination from the Permanent Umpire within five (5) working days. The parties shall request that the Permanent Umpire issue the decision within thirty (30) calendar days. If found bargainable, the parties shall begin bargaining within five (5) working days of the Permanent Umpire's decision. If the parties cannot reach agreement, the matter shall be bargained at the earlier of either the next term negotiation [per MCC §33-80(d)] or next Article 31, §G reopener date.

Section C. Conflict. If a provision of a regulation, departmental directive or, rule conflicts with a provision of the contract, the contract prevails except where the contract provision conflicts with 5tate law or the Police Collective Bargaining Law. A copy of the preceding sentence will be placed on the first page of each departmental directive that is issued or reissued after July 1, 2003.

Section D. Presumption of Validity. It is presumed that any work rule, policy, directive, regulation, or procedure is valid unless challenged. If the validity of such a rule is challenged by the FOP, the County has the burden of establishing the validity of the rule in relation to the provisions of the Contract, the Police Labor Relations Law, and applicable State law. The County does not, however, have the burden of establishing the validity of work rules to which the FOP has expressly agreed or concurred.

Section E. LEOBR Hearing Board. When in an LEOBR administrative hearing board proceeding, a unit member asserts that a County work rule, policy, directive, regulation, or procedure is invalid or inapplicable because the rule conflicts with the Contract, the County agrees that its representative will inform the administrative hearing board that it is appropriate for the board to consider the validity of the rule in relation to the Contract, before the board applies the County's rule.

Article 62 Sergeants

Section A. All provisions of this agreement shall apply equally to sergeants except:

- 1. Where inapplicable;
- 2. Where otherwise provided; or

- Although the contract pre-empts, where a provision refers to a specific directive, policy, procedure or regulation, such directive, policy, procedure or regulation shall be that which was in effect on September 17, 2000. [See Side Letter.]
- No provision of this Agreement shall be intended to imply that sergeants either are or are not exempt under the Fair Labor Standards Act.

Section 8. Sergeants who work their primary assignment and who are present at the beginning and end of their workday shall be paid a roll call differential in an amount equal to .5 times their regular hourly rate of pay for each day worked. If a sergeant works either the beginning or end of the work day, but not both, the sergeant shall be paid a differential in an amount equal to .25 times his/her regular hourly rate of pay. If the sergeant is absent or if the hours worked by the sergeant are such that s/he does not earn the full roll call differential, then a unit member who is present at the beginning and/or end of the workday and who performs supervisory tasks in the sergeant's absence shall be paid either .25 or .5 hours roll call pay consistent with past practice.

 Work assignments shall be delegated in such a way so that no more than two officers per shift earn a cumulative total of .5 hours of differential or pay each workday.

Attendance at training, a hearing or other non-routinely recurring assignment shall not be considered an employee's primary assignment. [See Side Letter Ref. Preparation Pay for Other Than Sergeants – Article 15 § A.1.]

Article 63 Family and Childcare

Section A. Vision; Flex-Schedules. Consistent with the vision of the County's work/life initiative, the parties shall work together to ensure a diverse and equitable workplace built on cooperation, flexibility, openness, respect and trust, where employees can achieve excellence and balance work, career, home, family and community life. In compliance with this vision, whenever practicable, flexible scheduling and job-swapping shall be allowed for parents with child care responsibilities, and for the employees to care for the employee's spouse, domestic partner, adult child incapable of self care, or parent, who live with the employee, subject to the approval of management. Approval shall not be unreasonably withheld or withheld for an arbitrary, capricious or discriminatory reason.

Section B. Leave. For the term of the agreement, the FOP will administer an annual leave transfer program to allow unit members who are co-parents (married or unmarried with a child in common) with other unit members to use the accrued annual leave of their co-parent, with permission of the co-parent, for childcare purposes (dependant children under the age of 13). Annual leave donations are permitted in increments of not less than 40 hours (an hour for hour transfer). Further, unit members who are co-parents shall be allowed to donate sick leave to their co-parent for Parental Leave and FMLA purposes. Unit members are required to obtain approval of leave consistent with current practice. Donated annual leave cannot be transferred back to the donating co-parent.

Section C. Childcare. The parties agree to jointly retain and fund a consultant to conduct a childcare needs assessment survey. The consultant shall report to the parties by June 2009. The parties also agree to establish a joint committee consisting of an equal number of bargaining unit and management members who jointly oversee the consultant's work and provide support for the assessment process. The certified representatives of other county public safety employees shall be invited to participate as members of the joint committee. The committee will make joint or separate recommendations to the parties. If accepted, the recommendations shall be implemented. If either party rejects, the matter shall be reopened for negotiations on or before November 1, 2009, with impasse to follow.

Article 64 Legal Defense and Representation

Section A. The Employer shall provide legal defense and indemnification to employees in any civil action that alleges damages resulting from tortious acts or omissions committed by the employee within the scope of his/her employment with Montgomery County, Maryland, as required by the Local Government Tort Claims Act (LGTCA), Section 5-301 et seq., Courts and Judicial Proceedings Article, Maryland Code.

Section B. In order to be covered, the employee must cooperate with the County Attorney's Office in the defense of any action.

Section C. Pursuant to the LGTCA, the employee is responsible for any judgment where it is found that the employee acted with actual malice. However, the Employer reviews each case to determine whether it will indemnify the employee in such a situation.

Section D. The Employer shall provide legal representation to unit members regarding acts or omissions committed within the scope of employment with Montgomery County, Maryland, that result in a criminal investigation, grand jury inquiry, or criminal charges, excluding non-incarcerable motor vehicle violations. The Employer shall have no obligation to provide unit members representation for incidents occurring during secondary employment (where the unit member is acting primarily as the employee of the secondary employer) or other incidents outside the scope of employment. The Employer shall not provide legal representation to a unit member regarding a criminal investigation beyond the point when a formal charging document is filed against the unit member.

Section E. The County will provide legal counsel from a list of private criminal defense counsel. The attorneys on the list will be jointly selected by the FOP and the Employer. Either party may remove any attorney from the list at any time, for any reason. When the need for criminal defense counsel arises, the FOP will select an attorney from the list to represent the unit member regarding that particular criminal investigation. The FOP will inform the Employer of the selection of an attorney from the list. The County will pay the reasonable costs and expenses of an attorney selected from the agreed upon list regarding the pre-charge representation of the unit member in that case.

Section F. If the unit member is indicted or otherwise formally charged with a criminal offense (other than a non-incarcerable motor vehicle violation) for conduct occurring within the scope of employment, the Employer shall reimburse the employee for the reasonable cost of his/her legal defense, including appeals, if the member is found not guilty, the charges are dismissed by the court, or the prosecutor enters "nolle prosequi." The employer shall have no obligation to reimburse unit members if the unit member receives probation before judgment, enters a plea of guilty or nolo contendere, or is found guilty.

Section G. If the unit member receives no more than a stet as a result of the criminal charges, the Employer shall reimburse the employee for the reasonable cost of his/her legal defense, excluding appeals. If prosecution is later resumed as a result of a violation of the stet conditions, and if the unit member subsequently receives probation before judgment, enters a plea of guilty or nolo contendere, or is found guilty, the unit member will be obligated to reimburse the County for the monies previously paid in reimbursement of the unit member's legal defense costs.

Section H. Unit members shall utilize the following procedures for obtaining payment or reimbursement from the Employer.

- 1. The unit member shall apply for payment or reimbursement to Risk Management in a form acceptable to Risk Management and the FOP.
- Upon receipt of a copy of the application from Risk Management, the County Attorney shall review the application for reasonableness of claimed fees and costs. The County Attorney shall forward his/her recommendations with respect to the reasonableness of the amount claimed to Risk Management, which will forward these recommendations to the employee.
- 3. If payment of the amount claimed is recommended by the County Attorney, Risk Management will pay the attorney or reimburse the employee.
- 4. If the payment is not recommended or the amount claimed is reduced by the County Attorney, the unit member, within ten working days after receipt of the recommendations, may apply for reconsideration by the Employer's Self-Insurance Panel. The Panel's decision regarding payment or reimbursement of claimed fees and costs shall be final and nongrievable.

Article 65 Automatic Vehicle Locator/Portable Radio Locator

Section A. Automatic Vehicle Locator/Portable Radio Locator. The Automatic Vehicle Locator (AVL) and Portable Radio Locator (PRL) are systems that allow the Department to identify the location of police vehicles and portable radios that are equipped with GPS tracking capabilities. This is a critical officer safety tool and will greatly enhance the safety of employees who have fixed mount computers and GPS enabled portable radios. It is the intent of the County to limit the data storage for AVL/PRL to 365 days. In the event that the Employer should decide to change its AVL/PRL data storage requirements, the Union will receive advance notice of this change (see side letter).

Section B Operation. The AVL/PRL systems do not report and store vehicle/radio locator data when the computer/radio is turned off. Employees assigned vehicles equipped with fixed mount computers are not required to have their computers turned on when they are not on duty.

Section C. Use of AVL/PRL Data

- The Employer may only use AVL/PRL data as a basis of discipline where the information was obtained after the Department reviewed a specific incident following:
- An external complaint being filed concerning the incident (a non-police Department employee)
- b. A pursuit;
- c. Uses of force arising out of the incident that result in injuries to anyone;
- d. A collision involving a police vehicle;
- e. A non-employee's claims of injury arising out of the incident; or
- f. The Employer's reasonable basis to suspect that the AVL/PRL data would show an officer engaged in criminal wrongdoing or serious allegations of misconduct in violation of Department rules and regulations applicable to bargaining unit members. At the time of its review, the Employer shall enter the grounds for its reasonable basis in the log described in 2 or in a related case or investigative file.
- 2. A log will be kept to record access to all AVL/PRL data. The log will include the:
- a. Name of employee accessing;
- b. Reason for access;
- c. Date data access

Section D. MPIA. The County agrees that it will deny all Maryland Public Information Act (MIPA) requests for stored AVL/PRL data on the movements and location of vehicles assigned to unit members until and unless a point is reached where court decisions establish that AVL/PRL data is public information subject to release under the MPIA. The County will defend its denials of MPIA requests for stored AVL/PRL data in the trial courts, and will continue to defend these denials in trial courts until and unless court decisions establish that AVL/PRL data is not confidential information. The County may, where appropriate, seek appellate review of court decisions ordering the release of AVL/PRL data, but is not required to do so. If the county chooses not to appeal, the employee shall have the right, as allowed by the Court, to continue the appeal at the employee's own expense.

Section E. Summonses. The County agrees that it will seek court protection from any subpoena or summons seeking stored AVL/PRL data on the movements and location of vehicles assigned to unit members, except for subpoenas issued by a grand jury, or a State or federal prosecutor. The County will seek protection from subpoenas and summonses in the trial courts, until and unless a point is reached where court decisions establish that AVL/PRL data is not confidential information. The County may, where appropriate, seek appellate review of court decisions ordering the release of AVL/PRL data, but the county is not required to do so. If the county chooses not to appeal, the employee shall have the right, as allowed by the court, to continue the appeal at the employee's own expense.

Section F. Notice to the FOP. Unless prohibited by court order, the employer shall notify the FOP upon

receipt of a request for AVL/PRL data, including, but not limited to, an MPIA request, a subpoena, summons, or court order.

Article 66 Mobile Video Systems

Section A. Implementation.

- The parties agree to institute a Mobile Video System (MVS) for designated police vehicles
 utilized for patrol and patrol-related functions. The MVS will accurately document events,
 actions, conditions and statements made during traffic stops and other incidents.
 Recordings will be utilized to enhance officer safety, as well as to accurately collect
 evidence, improve internal reporting, support investigations, enhance prosecutions,
 support training and accountability. All MVS equipment and recordings are the property of
 the Montgomery County Police Department, and all original recordings will be handled and
 treated as evidence.
- The Employer will seek volunteers to be assigned a vehicle with an MVS. If the number of volunteers exceeds the number of available cameras, assignment of MVS will be made among volunteers on the basis of seniority. If there is an insufficient number of volunteers cameras shall be assigned on the basis of inverse seniority.
- 3. Notwithstanding section A(2), if an officer has received MVS training and operates a vehicle that is equipped with an MVS, the officer must use the MVS as described in this agreement. Through the administration of Article 35, if an officer is assigned a vehicle already equipped with an MVS, he/she will be trained to use the MVS and will use the MVS in accord with this agreement following training. The fact that a vehicle is equipped with an MVS will not delay the assignment of that vehicle.
- 4. Use of the MVS will comply with all applicable laws and this agreement.

Section B. Implementation Rules. The program shall be subject to the following:

- MVS will be mounted in a safe manner.
- 2. Only officers trained in the proper use of the MVS will use the system.
- 3. At the beginning of each shift and prior to beginning patrol functions, officers will perform an inspection and function test of MVS components in accord with their training to ensure that the MVS is operating properly. The inspection and function test will include the remote audio transmitter, the camera and its orientation/direction, and the recording mechanism. Any malfunction will in all cases be reported to the officer's supervisor in an expeditious and timely manner.
 - Similarly, vehicles taken out of service for MVS repairs will be returned to service promptly.
- Officers will wear their audio recording transmitter in the manner consistent with their training at all times while on duty.
- 5. Participants may, but shall not be required to, use the MV5 while off-duty.
- It is recognized that the duties of a police officer may require the officer to move out of range of the MVS, or that in performing certain investigatory and other functions it may be desirable to do so.
- The MV5 will automatically record when the vehicle's emergency lights are activated, or when the wireless audio transmitter is in operation.
- 8. The following must be recorded (both video and audio) and officers must not deactivate the MVS (stop the recording) until the situation is completely ended:
 - a. Traffic stops
 - b. Vehicular pursuits

- c. Priority responses
- d. Prisoner transports (video at a minimum; audio with consent as described below)
- e. Crimes in progress.
- 9. Officers may deactivate the MVS when:
 - The incident or event is of such duration that the MVS may be deactivated to conserve recording times; and
 - The officer does not reasonably believe that deactivation will result in the loss of evidence, and;
 - c. The reason for deactivation has been recorded by the officer on the audio portion of the MVS prior to deactivation.
- 10. Officers may, with or without consent of involved parties, activate the video recording portion of the MVS at any time the officer feels that the recording may have merit. Examples of such uses include but are not limited to, suspicious situations, disorderly conduct, and crime and traffic collision scenes.
- Officers may, with the consent of involved parties, make audio recordings at any time the
 officer feels that the recording may have merit. Such use may only be for law enforcement
 purposes.
- 12. Prior to audio recording, the equipment must give an audio warning with brief delay. After recording starts, equipment must give a constant visual signal.
- 13. Video recordings will be made of all prisoners while in transport in an MVS equipped vehicle (officers must adjust the camera to visually record the prisoner). Officers will request the prisoner's consent to make an audio recording, and if consent is granted, an audio recording will also be made. If a prisoner who is being transported in an MVS-equipped vehicle requests that the audio recorder be activated, officers shall activate the audio recorder.
- 14. Whenever a recording is made of an event that results in a police report, the reporting officer must note that the recording exists, if known, and, if known, the name(s) of every officer who generated a recording.
- 15. Officers will not intentionally alter or modify MVS recordings or equipment.

Section C. Review, Storage, Copying, Dissemination and Retention

- Management shall have access to recordings for any legitimate matters unrelated to employee performance or discipline, except as noted below in paragraph 2. All recordings will be used for official business only. The Employer shall not externally release any recordings unless required to do so by law.
- The Employer may only use information contained in a recording as a basis of discipline where the information was obtained after the Department reviewed a specific incident on a recording following:
 - a. an external complaint being filed concerning the incident (a non-police Department employee)
 - b. a pursuit;
 - c. uses of force arising out of the incident that result in injuries to anyone;
 - d. a collision involving a police vehicle;
 - e. a non-employee's claims of injury arising out of the incident; or
 - f. the Employer's reasonable basis to suspect that a recording would show an officer engaged in criminal wrongdoing or serious allegations of misconduct in violation of Department rules and regulations applicable to bargaining unit members. At the time

of its review, the Employer shall enter the grounds for its reasonable basis in the log described in C or in a related case or investigative file.

Minor administrative infractions discovered during a review under sections 2(b) (f) above will not result in disciplinary action. Disciplinary action under sections 2(b)-(f) above shall be limited to serious allegations of misconduct.

- 3. A log will be kept to record access to all recordings. The log will include the:
 - a. name of employee accessing recording;
 - b. reason for access; and
 - c. date recording was accessed.
- 4. No recording may be used for training purposes without the written consent of all officer(s) involved. Such consent may be withdrawn in writing.
- The employee recorded and his/her FOP representative must be given timely access to the log described in subsection C normally within 3 business days of a request and before any interview concerning this recording.
- All recordings will be destroyed after 210 days, unless the recording is, or may reasonably become, evidence in any proceeding. A recording will be retained if the FOP provides notice to the Department within 210 days of its potential use in a hearing.
- 7. No recording may be used for the purpose of performance evaluations.
- Officers may review recordings that they generate. A unit member or the FOP may use the
 recording to rebut or respond to any allegations or charges against bargaining unit
 members.
- Except for questioning under Article 43, § F, when any recorded incident or recording of any incident is used in any manner that involves questioning of any unit member by any person or entity, a full and complete copy of the recording shall be provided to the unit member at least one day in advance of such questioning.
- All original recordings will be handled and stored in a manner that is consistent with existing evidence protocols.
- 11. Original recordings will not be released unless pursuant to a valid court order.
- 12. Within 30 days after the parties sign this agreement, the County shall seek an opinion from the Maryland Attorney General to determine whether MVS recordings are subject to release under the Public Information Act.
- 13. All external requests for copies of recordings, including subpoenas and summonses, will be reviewed by the County Attorney's Office. The County will notify the FOP of all such requests for MV5 recordings/data involving unit members and solicit its opinion before determining whether the request will be granted or denied. If the County determines that a request cannot be denied under the MPIA, it will give the FOP an opportunity to file a reverse MPIA action and will not grant the original request until and unless a court orders that the recording/data be disclosed.
- 14. The Provisions of Article 64 apply to the use of MVS.
- 15. Except as required by law, no recording of an officer injury, death, or other action shall be released for publication of any kind without the prior express written consent of the unit member. Consent may be withdrawn by the unit member in writing. A copy of each written consent and withdrawal of consent shall be sent by the Employer to FOP 35.
- Neither this agreement nor any use of MVS shall be construed as a waiver of any constitutional, statutory, civil, or other right by any unit member.
- 17. Whenever a recording is duplicated, the affected officer(s) will be notified, however, in the event of an internal investigation, the officer will be notified of the duplication at the

- earlier of the completion of the internal investigation or at the time the officer is given official notice of the investigation (MCP Form 242).
- 18. Officers are subject to discipline for violating the provisions herein. Factors such as negligence and intent may be relevant to the extent of discipline.

Article 67 External Review

The parties agree to continue studying, during the term of this contract, their respective proposals for the creation of an external review system for the consideration of external complaints against police officers. The parties have identified a number of complex issues regarding the relationship between an external review process and the LEOBR, the MPIA, the Open Meetings Act, and the due process rights of the participants, arbitrated hearing boards and finality of arbitration board decisions, which issues need to be resolved before an external review system can be adopted.

Article 68 Proposed Legislation Relating to Impasse Procedure

Section A. These article sections are subject to Bill 18-11 and the PLRA. Should any of the provisions in these articles conflict with the PLRA and Bill 18-11, or any other law, the law shall prevail.

The parties shall jointly submit proposed legislation to the County Council that would amend Montgomery County Code Chapter 33, Article V to provide for revisions in Sections 33-81 and 33-82 as specified below:

Section 33-81 Impasse procedure

- (a) unchanged
- (b) unchanged
- (c) Except as set forth below, all disputes over matters subject to collective bargaining shall be resolved by the single final offer package impasse procedure set forth in subsections (a) and (b).
 - (1) Reopeners.
 - (A) Where the parties agree by the terms of their collective bargaining agreement to bargain, by no later than a date certain that is identified in the collective bargaining agreement, particular matters that are specified in the collective bargaining agreement, the parties will be required to bargain in accordance with those terms. Each of the identified matters will be known as a "reopener matter."
 - (B) Whenever the parties initiate collective bargaining pursuant to (c)(1)(A), the parties will choose an impasse neutral either by agreement or through the processes of the American Arbitration Agreement, who must make himself/herself available for impasse resolution within thirty days.
 - (C) If, after bargaining in good faith regarding the reopener matter(s), the parties are unable to reach agreement on one or more of those matters within the length of time specified in the collective bargaining agreement, either party may declare an impasse.
 - (D) When an impasse is declared pursuant to subsection (c)(1)(C), the dispute shall be submitted to the impasse neutral no later than ten days after impasse is declared.
 - (E) The impasse neutral shall resolve the dispute in accordance with the impasse procedures set forth in Section 33-81(b), except that:
 - (i) the dates of that subsection shall not apply;

- the impasse neutral shall require each party to submit a final offer regarding only the reopener matters; and
- (iii) the impasse neutral shall select the most reasonable of the parties' final offers no later than ten (10) days after submission of those offers.
- (F) For the exception set forth in this subsection (c)(l) to apply, the parties must have identified in their collective bargaining agreement all of the following:
 - (i) the specific reopener matters to be bargained:
 - the date by which bargaining on each reopener matters will occur;
 and
 - (iii) the period of time during which bargaining on the reopener matters will occur and after which impasse procedures will be implemented.
- (2) Bargaining over effects of the exercise of Employer rights.
 - (A) Whenever the Employer notifies the Union that it intends to exercise any right listed in Section 33-80(b), the exercise of which will have an effect on members of the bargaining unit, the parties will choose an impasse neutral either by agreement or through the processes of the American Arbitration Agreement, who must make himself/herself available for impasse resolution within thirty days. The parties will engage in good faith bargaining regarding the effects of the exercise of the Employer right. If the parties are unable, after good faith bargaining, to bargain to agreement regarding the effect on employees of the Employer's exercise of its right, either party may declare an impasse.
 - (B) As to an exercise of an Employer right that has a demonstrated, significant effect on the safety of the public, upon declaration of impasse, the Employer may implement its last offer prior to engaging in impasse procedure. Neither party may delay any time requirements of the impasse procedure. The procedure set forth in this paragraph shall not be used in regards to matters that are mandatory subjects of bargaining other than the effects of the exercise of an Employer right.
 - (C) When an impasse is declared pursuant to subsection (c)(2)(A), the dispute shall be submitted to the impasse neutral no later than ten days after impasse is declared.
 - (D) The impasse neutral shall resolve the dispute in accordance with the impasse procedures set forth in subsection (b), except that:
 - (i) the dates of that subsection shall not apply;
 - the impasse neutral shall require each party to submit a final offer regarding only the effect on employees of the Employer's exercise of its right; and
 - (iii) the impasse neutral shall select the most reasonable of the parties' final offers no later than ten (10) days after submission of those offers and shall provide retroactive relief where appropriate.
 - (E) If a decision has not been issued within twenty (20) days after final offers are submitted to the impasse neutral, the Employer may implement its final offer concerning the effects of the exercise of its right, pending final decision by the impasse neutral.

Section 33-82. Prohibited practices.

(a) The Employer or its agents or representatives are prohibited from:

(10) Delaying or refusing to participate in the procedures required by Section 33-81(c)(2) following implementation of a final offer regarding the effects of the exercise of an Employer right pursuant to Section 33-81(c)(2)(B).

Section B. These article sections are subject to Bill 18-11 and the PLRA. Should any of the provisions in these articles conflict with the PLRA and Bill 18-11, or any other law, the law shall prevail.

This Article represents the result of bargaining over a permissive subject of bargaining. Any dispute arising out of the application or interpretation of this Article is not grievable or arbitrable and may be submitted to the Permanent Umpire in accordance with Montgomery County Code Chapter 33, Section 33-82.

Article 69 Flight Officers

Section A. Compensation, Unit members assigned to the Aviation Unit or who perform as pilots, co-pilots, flight officer or observer duties aboard aircraft owned, operated or funded by, or under the control of the County or any County agency, shall be compensated as provided in this Article.

- 1. All compensation and benefits as provided under this agreement, and
- 2. A pay differential for all hours worked regardless of flight status:
 - a. Pilot and Co-Pilot \$3500 per year
 - b. Observers and Flight Officers \$1500 per year

Section B. Benefits. Unit members, regardless of assignment, who die as a result of or in connection with an incident involving any aircraft owned, operated or funded by, or under the control of the County or any County agency, shall not be excluded from, or their beneficiaries or estate denied any County provided benefit or insurance payment from the term life insurance benefits provided at the County's expense.

Section C. Impact of flight differentials on other Compensation and Benefits. For purposes of pay and benefits, the differentials created by this Article shall be treated as other differentials under this Agreement; however, these differentials shall be factored into overtime only for use of the skill during hours worked in excess of the regular workday or workweek.

Section D. Limitations. The terms and conditions of this Article shall become effective upon the parties reaching a final agreement on all other aviation unit mandatory subjects of bargaining and the initiation of flight operations by the unit.

Article 70 Health and Wellness

The parties shall establish a Wellness Study Committee consisting of three Union representatives and three Employer representatives to review health and wellness issues involving unit members of the MCPD. The committee shall meet on or before July 1, 2009, and shall, upon majority vote, issue a report on June 1, 2010.

The FOP may participate in the existing County Joint Labor Management Wellness Committee. The FOP may have up to three representatives on the committee as well as one or more FOP appointed outside consultants.

Article 71 Employee Benefits Committee.

 Effective July 1, 2015, the parties shall jointly establish an Employee Benefits Committee through October 2015 (which may include UFCW Local 1994 MCGEO and IAFF Local 1664) to study, review,

- and evaluate the changes in employee benefit administration, including but not limited to, cost share arrangements for possible implementation no later than January 1, 2017. By mutual agreement the parties may agree to begin meeting prior to July 1, 2015.
- The Committee shall be composed of three (3) members appointed by the bargaining unit and three (3) members appointed by the County. In addition, each party may appoint one alternate member to the Committee. Either party may remove or replace its appointees at any time.
- The Union representatives and the County representatives on the Committee shall each appoint a
 co-chair of the Committee from the three (3) members selected by the County and three (3)
 members selected by the FOP.
- 4. The Committee shall meet no less than once monthly and additionally as necessary at the request of both co-chairs upon notice.
- 5. Either party may appoint one or more consultants (whose compensation shall be the responsibility of the appointing party) who shall be permitted to attend all Committee meetings and who shall advise the Committee members on subjects under Committee review. Upon request, either party shall promptly submit to the other party relevant information within a party's possession, custody or control for review by the other party and/or its consultant(s).
- The Committee shall prepare a report of findings or recommendations for the parties regarding proposed changes in employee benefit administration no later than October 31, 2015.
- 7. This section may be modified by written agreement of the parties.

Article 72 Body Worn Camera System

Section A. A Body-worn Camera means a device worn on the person of a law enforcement officer that is capable of recording video and intercepting oral communications. This article applies to any Body Worn Camera System (BWCS). All recordings and recording devices will be used for official business only. Use of the BWCS will comply with all applicable laws and this agreement. Neither this agreement nor any use of BWCS shall be construed as a waiver of any constitutional, statutory, civil, or other legal right by any unit member.

Section B. The provisions of Article 64 apply to the use of BWCS.

Section C. Location of BWCS. The BWCS will be worn in a manner consistent with department training (industry standards will be considered).

Section D. Use of Recordings.

- 1. The County will not use BWCS recordings in a discriminatory, arbitrary or capricious manner.
- 2. BWCS recordings shall not be routinely reviewed for the express purpose of discovering acts of misconduct or instances of poor performance without cause. An employee's supervisor may use BWCS recordings to address performance when cause exists. Any recording used must be reviewed with the subject employee prior to any documentation of performance. Any documented review will be included in the employee's supervisory file. The employee shall have the opportunity to respond in writing to the document. The response shall be attached to the supervisor's document. The employee and the employee's representative shall be provided access to the referenced recording if requested. Performance evaluation shall not be the sole reason for the employer retaining a recording beyond the agreed upon term.
- 3. Employees will be provided written notice from their immediate supervisor, or designee, of the County's intent to use BWCS recordings for the purpose of performance evaluations which result in a below average rating in one or more categories. This notice will be given at least four months prior to the end of rating period. Any recording supporting below average performance

being referenced within the last four months of a rating period may also be used if the employee received written notice at least 30 days before the conclusion of a rating period. If a recording is referenced from the last 30 days of the rating period, the rating will serve as written notice. Any portion of a recording used by the County for the purpose of documenting below average performance in a performance evaluation will be reviewed with the subject employee and documented as a counseling session in accordance with Article 51, Section D, of the CBA.

- 4. Employees will be given written notice of the County's intent to rely upon BWCS as a basis of discipline for employees. This notice will be given when an employee is served with their internal investigation notice (MCP 242). The employee will be afforded the opportunity to review BWCS recordings related to the incident being investigated administratively with their selected representative at least five days prior to being interrogated.
- 5. Employees will be given written notice of the Department's intent to utilize BWCS recordings for training purposes. This notice and opportunity to review the recording, will be provided to the employee at least ten working days before the recording is used in the training venue. An employee captured in the video or audio may object to the use of the recording, in writing, to the Director of the Public Safety Academy (or designee) within five working days of receiving the notice of intent to use the recording for training as to any reason(s) why the he or she does not wish the recording be used. The Director of the Public Safety Training Academy (or designee) will consider any reason submitted by the employee before proceeding with use. The decision shall be based upon a determination as to whether the training value outweighs the member's objection.
- 6. Employees shall not record non-work related personal activity.

Section E. Release of Video

- 1. Release of BWCS video in absence of a specific request: The County will provide written notice to the FOP prior to the release of any BWCS recording to the public. In the event of an emergency or a bona fide public safety need the County may provide written notice after the release. This does not include release of recordings in connection with litigation. In events where there is no exigency, an employee captured in the recording may object to the use of the recording, in writing, to the Chief of Police (or designee) within two calendar days of receiving the notice of intent to release the recording as to any reason(s) why he or she does not wish the recording to be released. The Chief of Police (or designee) will consider any reason submitted by the employee before proceeding with the release.
- The release of recordings of an employee's death or injury shall not occur absent compelling law enforcement related reasons to release the recording or in situations where the release of those recordings are required by law.
- 3. The County shall ensure that all external requests for copies of recordings, including subpoenas and summonses, will be reviewed for compliance with applicable standards, including those imposed by law or by provisions of this Agreement. The County will maintain a log of all MPIA requests for BWCS video that it receives. The County will make this log, the underlying MPIA request, and the requested recording, available to the FOP for inspection. If the FOP objects to the release of any portion of the recording, it must promptly notify the County of its objection(s) and its intent to file a "reverse MPIA" action if the County decides to release the requested recording. The County will promptly notify the FOP of any decision to release the requested recording and the date and time of that release, unless the FOP first serves the County with a "reverse MPIA" action it has filed in a court of competent jurisdiction. The parties will make all reasonable efforts to provide each other with expeditious notice under this section given the relatively short time limits in the MPIA and its overall policy of providing the public with prompt access to public records without unnecessary delay.

Section F. Retention of Data

1. All BWCS recordings will be destroyed after 210 days, unless the Department deems it necessary to retain the recording for a longer period of time.

- An employee may elect to save BWCS recordings for longer than 210 days if the recording was used to support a performance evaluation which resulted in a single category being rated as below requirements.
- 3. If an employee activates a BWCS generating a recording of a prohibited use or that is not a law enforcement related encounter or activity, the employee shall notify his or her supervisor promptly. Recordings deemed by the County to be recorded inadvertently and which are of no legitimate purpose to the County, shall be destroyed expeditiously.

Section G. Access to Recordings

- 1. A recording made by an employee may be reviewed by the recording employee for any work related reason, including but not limited:
 - a. to ensure the BWCS system is working properly.
 - b. to assist with the writing of a report or other official document.
 - c. to review/critique his or her own performance.
 - d. to review/prepare for court.
 - e. to respond to a civil suit, criminal investigation (if the employee is the subject of the investigation), citizen or administrative complaint; the employee shall have the ability to review their BWCS recording of the subject incident prior to making a statement.
- 2. Employees are not allowed to view another employee's recordings except for a work-related reason which is authorized by their supervisor,
- 3. An employee or the FOP shall have access to a BWC5 recording that is directly related to any administrative investigation, or civil suit (where the employee is a named defendant).
- 4. When a recorded incident or recording of an incident is used to question an employee during a formal investigation, access to all BWCS recordings related to the incident shall be provided to the employee at least five working days in advance of such questioning.
- 5. Management shall have access to recordings for any legitimate matter.
- 6. A log will be kept to record access to all recordings. The log will include the:
 - a. name of employee accessing the recording;
 - b. reason for access with reasonable clarity;
 - c. date recording was accessed, and
 - d. the length of time it was viewed.
- 7. The employee recorded must be given timely and ongoing access to the log.

Section H. General Use

- 1. The County shall provide work time for employees to perform a function test of the BWCS in accordance with the manufacturer's recommendations and department policy.
- 2. Employees discovering a BWCS malfunction shall promptly report the malfunction to a supervisor.
- If employees are unable to begin recording with the BWCS due to circumstances making it unsafe, impossible, or impractical to do so, employees shall begin recording with the BWCS at the first reasonable opportunity to do so.

IN WITNESS WHEREOF, the parties hereto have caused their names to be subscribed hereto by their duly authorized officers and representatives this ____ day of June 2019.

FRATERNAL ORDER OF POLICE MONTGOMERY COUNTY LODGE 35

Jorrie L. Cooke

President

Lee Holland

Chief Negotiator

MONTGOMERY COUNTY GOVERNMENT
MONTGOMERY COUNTY, MARYLAND

By:

Marc Elrich

County Executive

Russ Hamill

Acting Chief of Police

Karen Plucinski

Acting Director, Office of Human Resources

William F. Scott Chief Negotiator

Approved for Form and Legality

Office of the County Attorney

MONTGOMERY COUNTY GOVERNMENT POLICE BARGAINING UNIT UNIFORM SALARY SCHEDULE

FISCAL YEAR 2020

EFFECTIVE JULY 7, 2019

STEP	YEAR	PO 1	POII	POIII	MPO	SGT
0	1	\$52,500	\$55,126	\$57,883	\$60,777	\$66,857
1	2	\$54,339	\$57,057	\$59,910	\$62,905	\$69,196
2	3	\$56,241	\$59,053	\$62,008	\$65,109	\$71,618
3	4	\$58,209	\$61,120	\$64,178	\$67,386	\$74,124
4	5	\$60,247	\$63,260	\$66,424	\$69,747	\$76,721
5	6	\$62,358	\$65,476	\$68,751	\$72,188	\$79,406
6	7	\$64,541	\$67,768	\$71,157	\$74,715	\$82,187
7	8	\$66,800	\$70,139	\$73,647	\$77,331	\$85,063
8	9	\$69,139	\$72,595	\$76,227	\$80,037	\$88,040
9	10	\$71,558	\$75,136	\$78,894	\$82,839	\$91,123
10	11	\$74,063	\$77,767	\$81,657	\$85,740	\$94,312
11	12	\$76,658	\$80,489	\$84,515	\$88,741	\$97,613
12	13	\$79,340	\$83,305	\$87,473	\$91,847	\$101,030
13	14	\$82,118	\$86,224	\$90,536	\$95,063	\$104,566
14	15	\$84,992	\$89,243	\$93,706	\$98,389	\$108,226
L1*	17+	\$87,967	\$92,367	\$96,986	\$101,833	\$112,014
L2**	21+	\$91,046	\$95,599	\$100,380	\$105,397	\$115,934

^{* 3.5} percent, upon completion of 16 years of service

FY20 Notes:

No GWA - FY20 salary schedule equals FY19 for FOP Bargaining Unit members.

Additional longevity step of 3.5% added after completion of 16 years of service.

Existing longevity step after completion of 20 years of service increased by 3.5%.

APPENDIX T

^{** 3.5} percent, upon completion of 20 years of service Starting salary for Police Officer Candidate is \$52,500.



OFFICE OF THE COUNTY EXECUTIVE Rockville, Maryland 20850

Marc Elrich
County Executive

MEMORANDUM

May 11, 2020

TO:

Sidney Katz, President

Montgomery County Council

FROM:

Marc Elrich, County Executive

RE:

Memorandum of Agreement between the County and the FOP

I have attached for the Council's review the agreement resulting from the recent negotiations between the Montgomery County Government and the Fraternal Order of Police, Montgomery County Lodge 35, Inc. (FOP), in accordance with Montgomery County Code Section 33-80. The agreement reflects the changes that will be made to the existing Collective Bargaining Agreement and is effective July 1, 2020 through June 30, 2023.

I have also attached a fiscal impact statement to assist in Council's review of the document. The items will take effect for the first time in FY2021 and have a fiscal impact in FY2021, FY2022, and FY2023.

ME: snb

Attachment

Cc:

Berke Attila, Director, Office of Human Resources

Richard S. Madaleno, Jr., Director, Office of Management and Budget

Steven Sluchansky, Chief Labor Relations Officer

Marc Hansen, County Attorney, Office of the County Attorney



Fraternal Order of Police County Lodge 35, Inc. Fiscal Impact Summary*

<u>Article</u>	<u>Item</u>	<u>Description</u>	<u>FY21</u>	Annual Cost Beyond FY21	Estimated # affected***
Contractual	Changes				
36	Wages	Salary Schedule Adjustment of 3.5 Percent for Eligible Employees in June 2021	\$69,952	\$1,959,436	569
36	Wages	1 Percent General Wage Adjustment in June 2021	\$41,651	\$1,166,707	1,164
C		Subtotal - Contractual Changes	\$111,603	\$3,126,143	3 6
Service Incr	ements & Long	evity Adjustments			
28	Service Increments	Service Increment of 3.5 Percent for Eligible Employees	\$1,139,939	\$1,637,536	527
28	Longevity	Longevity Step Increase of 3.5 Percent for Eligible Employees	\$98,414	\$144,760	70
		Subtotal - Service Increments & Longevity	\$1,238,353	\$1,782,296	
		Total	\$1,349,956	\$4,908,439	

Police Uniformed Management Pass-Through Estimates**

			Annual Cost	Estimated #
<u>Item</u>	Description	FY21	Beyond FY21	affected***
Wages	1.25 Percent General Wage Adjustment in June 2021	\$3,910	\$109,526	57
	Total	\$3,910	\$109,526	

^{*} Estimates reflect the impact to all funds. Increases apply in the second full pay period during the month noted.

^{**} Police Management converted to a new Police Leadership Service (PLS) Schedule in FY19.

^{***}The estimated number of employees affected by the economic item is identified where known.

MEMORANDUM OF AGREEMENT BETWEEN THE MONTGOMERY COUNTY GOVERNMENT AND THE FRATERNAL ORDER OF POLICE, MONTGOMERY COUNTY LODGE 35, INC

The Montgomery County Government (Employer) and the Fraternal Order of Police, Montgomery County Lodge 35, Inc. (Union), conducted negotiations pursuant to Section 33-75, et seq., of the Montgomery County Code for the term July 1, 2020 through June 30, 2023. As a result of those negotiations, the Employer and Union agree that the Collective Bargaining Agreement shall be amended according to the terms set below.

On May 5, 2020, the Montgomery County Council rejected all or part of Articles 30(O) and (R), 31, 35, and 36 of the submitted agreement. Pursuant to Section 33-80 of the Montgomery County Code, the parties returned to negotiations and have reached a subsequent Agreement.

Please use the key below when reading this document:

Underlining
[Single boldface brackets]

Added to the existing collective bargaining agreement Deleted from the existing collective bargaining agreement Existing language unchanged by the parties

The parties agree to amend the contract as follows:

Article 27 Secondary Employment

* * *

Section B. Secondary Employment

* * *

3. Requests for approval for unit members who are in a leave without pay status, including unit members who are suspended without pay to work non-uniformed secondary employment, shall be processed by the employee's district/unit commander within not more than one business day. However, the approval process [MCP #307] must be initiated as indicated in §C.1, and the §D. restrictions shall apply. In the event that approval of the written request is subsequently denied, the employee will be required to immediately terminate the outside employment in question.

* * *

Section C. Request Procedure

* * *

- 5. An approval request authorizes only such work and conditions as are specifically designated on the request form. Approval or denial will be determined in accordance with this Agreement. In those instances where approval is granted, the employee may begin work. Approval will be granted as follows:
 - a. [Indefinite Approval:] Three Year Approval: Remains in effect for three years from the date of the chief's approval. Each employee will be notified, via memorandum or electronically, prior to the end of the three-year approval period. To continue the secondary employment, the employee must submit a new request. [until the work is completed or the employee or employer changes the status or nature of the work, in accordance with this Agreement. For each indefinite approval, the employer may request that employees confirm their employment. This request will be made no more frequently than every thirty-six months. If the employee has not responded to the initial solicitation within two weeks, the employer will initiate a second solicitation. If the employee fails to respond to the second solicitation within two weeks, the employer may cancel the approval. The employer will notify employees of any cancellation of work approval in writing. This provision applies to all existing and future indefinite approvals.]

Section G: *Uniforms and Equipment*. Employees, in the performance of their secondary employment, are permitted to carry and utilize the following issued county or otherwise authorized equipment:

4. Employees may wear the patrol uniform and authorized issued equipment while engaged in uniformed secondary employment and while going to and from the secondary employment site. If the uniform is worn, the entire uniform along with the duty [Sam Browne] belt, [revolver/pistol,] duty handgun, handcuffs, and portable radio must be worn by the officer.

Section H. *Cancellation of Employment*. Any employee who ceases or cancels secondary employment will notify the employer in writing, indicating cancellation, if:

- 1. Approval was for [an indefinite period of time, or] 3 years and it has not expired, or
- 2. Approval was for 12 months and it has not expired.

Article 30 Uniforms and Equipment

* * *

- Section B. [40 Caliber] 9mm Semi-Automatic Weapons.
 - The County will provide to all unit members a <u>9mm [40 caliber]</u> semiautomatic handgun. The department issued [40 caliber] handgun will be the primary on-duty handgun for all unit members. [Approved] <u>Weapons</u> previously <u>approved for purchase</u> [purchased] by unit members may be used <u>off duty</u> and as second (back-up) weapons.
 - 2. The County will provide one Level III holster to each unit member.
 - 3. Off-duty and/or second (back-up) weapons shall be determined by a mutually agreed upon list of manufacturers and specifications [See Memorandum of Agreement dated December 18, 2019]. Modification of this list shall occur only after the modification is recommended by the JHSC and is agreed to by both the FOP President and the Chief of Police. [Upon recommendation of the Safety Committee, the Glock 26 and Kahr K-9 9mm handguns may be used off duty and/or as a second (back-up) weapon. The Employer will qualify unit members on one of these handguns, to be used as a second (back-up) weapon.]

Section E. Turtleneck Sweater. The County shall issue three turtleneck sweaters with gold embroidered "MCP" initials to officers [who regularly wear the uniform] which may be worn under the black sweater, lightweight black jacket, or [Gortex] heavyweight black jacket. It may only be worn as the outermost garment while temporarily indoors performing work related duties. It may also be worn under the long sleeve shirt without a tie. [All other unit members who wear the uniform on a less than regular basis shall be issued one turtleneck that can be worn with the uniform in the manner described above.]

Section O. *Cellular Phones.* Subject to budget limitations, <u>Unit members</u> [Sergeants and MPO's] will be issued cellular phones for business use. [Sergeants and MPO's who are issued cellular phones,] <u>Unit members</u> shall not be eligible to be reimbursed for the cost of business calls that are made on personally owned cellular phones. [(See MOA: March 12, 2009)] <u>Until such time as the FY21 GWA is funded, the March 12, 2009 MOA shall apply. The January 23, 2020 MOA shall become effective and shall replace the March 12, 2009 MOA on the first day of the same pay period that the FY21 GWA is funded.</u>

Section R. [Tasers] <u>Electronic Control Weapons (ECWs)</u>. Subject to budgetary limitations, the Department will increase the number of Tasers issued to patrol officers by 10 percent in year 2 and an additional 10 percent in year 3. The Department will distribute the Tasers to patrol officers in an effort to optimize their availability. (See MOA: November 5, 2003, <u>superseded by MOA: January 23, 2020</u>)

1. Effective July 1, 2020, subject to budgetary limitations, ECWs will be issued to all sworn officers who work in an assignment that routinely involves public contact. (See MOA: January 23, 2020).

2. This agreement will become effective the same pay period that the FY21 GWA is funded.

Until such time, the language in the Collective Bargaining Agreement July 1, 2019-June 30, 2020

Article 30 Section R and the November 5, 2003 MOA only apply.

Section S. Issued clothing and equipment reconciliation. The parties shall meet, at least quarterly, to reconcile equipment issued under appendix I.

Article 31 Reopener

Section F. Reopener Matters.

Second Year of the 2020-2023 Agreement. In December 2020, there shall be a reopener for the second year (July 1, 2021 to June 30, 2022) limited to:

- a. Cash Compensation
- b. Cellular phones, if the Council rejects the proposed General Wage Adjustment for FY21
- c. Electronic Control Weapons (ECWs), if the Council rejects the proposed General Wage Adjustment for FY21

Third Year of the 2020-2023 Agreement. In the event the U.S. Bureau of Labor Statistics Consumer Price Index for All Urban Consumers (CPI-U) for Washington-Arlington-Alexandria for the 12 months preceding November 2021 (November 12-month) is 1.5% or less, or 2.5% or greater, there shall be a reopener for the third year (July 1, 2022 to June 30, 2023) by no later than January 3, 2022 limited to:

a. Cash Compensation

Article 35 Vehicles

Section F. Program Eligibility.

3. Officers will become eligible for permanent vehicle assignment after satisfactorily completing [probation in the PO I rank.] the field training and evaluation program. Vehicles will be assigned to eligible officers as the vehicles become available. Vehicles shall not be assigned to any officers who reside out of County unless the list of eligible officers who reside in County is satisfied.

- 4. All officers will be assigned marked police vehicles with the below-listed exceptions.

 This list may be changed upon the mutual agreement of the department and the union.

 [See MOA: March 25, 2008.]
 - Investigative Services Bureau [(except Collision Reconstruction Unit, Special Operations Division and Alcohol Initiatives Section, who are assigned marked vehicles)]
 - b. Management Services Bureau (except recruiters)
 - c. Special Assignment Teams
 - d. Tactical Section
 - e. [Office of] Internal Affairs Division
 - f. [Office of Media Services] Public Information Division
 - g. District Court Liaison
 - h. Centralized PCAT-fifty (50) percent not to exceed eight (8) unmarked vehicles
 - i. District DCAT Sergeants
 - j. District Patrol Investigative Units (PIU)
 - k. Managed Search Operations Team (MSOT)
 - Emergency Service Unit (ESU)
 - m. Alcohol Initiatives Unit (AIU)
 - Collison Reconstruction Unit (CRU)

Article 36 Wages

Section A. Wages.

Effective June 20, 2021, the salary schedule shall be increased by adding 3.5% at Step 0, Year 1 with increments and promotions for all other steps and pay grades calculated from the new Step 0, Year 1 basis. Increments and longevity shall continue to be calculated as required by Article 28. The percentage increases upon promotion shall continue (up to the maximum for each rank) to be: 5%

between PO I and PO II; 5% PO II and PO III; 5% between POC and POI. Step 14, Year 15 shall be removed from the salary schedule.

Effective June 20, 2021, each unit member shall receive a wage increase of one percent (1.0%). If the bargained wage increase is not funded in the FY21 Council approved budget, the employer agrees not to further reduce the salary of FOP Lodge 35 bargaining unit members through furlough during FY21 (Article 50).

For FY21, the County Executive agrees to timely submit a supplemental appropriation from the County Council for earlier funding (prior to June 20, 2021) of the GWA and other deferred provisions under the following circumstances:

- the County's total revenue and revenue projections for FY21, as determined by the Montgomery
 County Department of Finance and Office of Management and Budget, are in excess of the FY21
 Council approved revenue figures by at least \$20 million. The County will review the revenue
 and revenue projections at the end of each quarter for the conditions above. This review will be
 completed no later than one month after the conclusion of each quarter, and the results will be
 shared with the Union;
- the Council grants an increase to any Montgomery County Government employee group (excluding service increments or longevity steps, or statutorily-granted increases to elected officials' compensation); or
- the Council approves tax-supported spending in excess of the approved FY21 tax-supported budget (excluding spending related to a response to COVID-19) by at least \$200,000.00.

If the Council approves the supplemental appropriation, the adjustments shall be effective the first full pay period after the appropriation is approved. The adjustment may not show on an employee's pay advice for up to two full pay periods, but the adjustment will be paid retroactive to the effective date.

Article 47 Duration of Contract

The duration of this agreement shall be [one year] three years, become effective July 1, 2020, and terminate on June 30, 2023.

APPENDIX I Issued Clothing and Equipment

CATEGORY: Academy (see below listed items under ALL SWORN)

1 Sweat suit [outfit]

CATEGORY: All Sworn

Class A [c]Cap

1 Black Sweater

1 Black[,] windproof, waterproof[,] duty jacket

1	Class A dress blouse
2	Class A tan pants
2	Class A tan short sleeve shirt[s]
2	Class A tan long sleeve shirt[s]
1	Light weight black duty jacket
8	Long sleeve black shirt[s]
8	Short sleeve black shirt[s]
1	Pair [hi-]high gloss dress shoes
1	Reversible [hi-visual]high visibility, waterproof, long black raincoat
1	Class A cap rain cover
[2] <u>3</u>	Black clip on ties
8	Black Trousers
1	Winter knit hat [w/county]with 'POLICE' cloth badge
1	Black baseball style cap [w/county]with 'POLICE' cloth badge
[1	Shoulder microphone (subject to availability)]
3	Handgun magazines
[1	Field Operations Manual]
1	Transportation Article
1	Fine book
1	Criminal Digest
[1	Criminal Citation Manual]
[]	
(Black L	eather Items:]
1	Pair black waterproof [leather]duty boots
4	Black belt keepers
2	Black ["]D[" rings] Ring
1	Black handcuff case
1	Black Handgun holster
1	Black rechargeable flashlight ring holder
1	Black "Sam Browne" belt
1	Black synthetic outer duty belt
1	Velcro inner belt
1	Black shoulder strap
1	Black double handgun magazine holder
1	Black OC holder
1	Black [leather] ASP holder
1	Black [identification] <u>ID</u> case
1	Black key keeper
1	Pair [B]black [leather] cut resistant gloves
1	Black [G]garrison belt (Honor Guard, [+ Admin]Captains and Chief Officers)
1	High visibility yellow arm band imprinted with POLICE

CATEGORY: All Sworn (continued)

Serialized Equipment:

- 1 Flashlight: black metal, rechargeable, w/ additional batteries and use as protective instrument
- 1 [Bullet proof]Ballistic vest with 1 hard trauma plate and 1 soft trauma plate
- 1 [Bullet proof]Ballistic vest black outer carrier

2	[Bullet proof]Ballistic vest inner carrier[s]		
1	Pair handcuffs		
1	Semi-automatic handgun gun plus ammunition		
1	Portable radio		
1	Portable Radio Battery		
1	Radio Earpiece for portable radio		
1	Shoulder Microphone		
1	Long gun (when available)		
Other:			
[1	Plastic battery operated flashlight]		
1	County [b]Brass Police [b]Badge		
[2] <u>1</u>	Maryland [s]Seal [c]Collar [p]Pins; [c]Class A		
1 1	County [s]Street [m]Map		
	Equipment bag		
1	Fingerprint kit		
1	First aid kit and bag		
1	Gas mask with carrier bag		
1	Class A hat brass badge		
1	Brass marksman badge		
2	Brass name plate[s] Brass name plate "folSoning folSings" [pincl		
[2]1	Brass name plate "[s]Serving [s]Since" [pins]		
2	Velcro [nameplates]nametag		
2	Pair white cotton gloves		
2	Plastic handcuffs (flex cuffs)		
1	Portable radio holder		
1	Ballistic helmet with face shield		
1	[Hi-Vis/]High visibility reflective traffic vest		
[1	Traffic orange wand (flashlight attachment)]		
2	Plastic whistle		
1	Collapsible ASP		
1	OC Spray		
1	Black ["rubber glove"]disposable glove pouch		
CATEGO	DRY: Patrol Sergeants		
اقده			
1	Black Backpack		
1	Sledgehammer		
1	Halligan bar		
1	Pair bolt cutters		
CATEGO	DRY: Tactical		
1	[.45 cal.]9x19mm Semi-automatic handgun and ammunition		
1	Pair summer boots with [v]Vibram soles		
1	Pair winter boots with [v]Vibram soles		

Flashlight/mini-laser product light
Black modular holster for [.45 cal.]9x19mm Handgun

1

1	Pair binoculars
8	Sets of black uniforms
4	[Green combat uniform sets]Performance Combat Pants, Crye Precision, OD Green
4	Performance Combat Long Sleeve Shirt, Crye Precision, OD Green
1	Tactical/ballistic vest with pouches
1	Special Threat Plate Carrier with Rifle Plates
1	[USAF flight]Flight type winter jacket
1	Black Velcro Sam Browne belt
1	Tactical equipment bag
1	Ballistic helmet; tactical
1	Set hardware [&]and harness for [repelling]rappelling (including figure eight ring/carbineer)
1	Set windproof/waterproof cold weather outerwear (jacket [&]and pants)
1	.308 counter sniper rifle
1	Fully automatic M-4 carbine [With holographic sight, infrared/white weapon light, infrared
	aiming laser]with magazines and ammunition
1	Holographic sight for M-4
1	Infrared/white weapon light for M-4
1	Infrared aiming laser for M-4
1	Portable radio headset with ear/mouth piece;[, ptt (]push to talk[)]
2	Diversionary devices
1	Set each elbow/knee pads
1	Pair padded/tactical gloves
1	Fire retardant jumpsuit (Nomex)
1	Pair fire retardant gloves
1	[Remington 870] Breaching Shotgun
1	UTM Simunition bolt
1	Simunition Face mask
1	Binocular IR night vision goggle
1	Electronic Control Weapon (i.e., Taser)
2	IR reflective call sign patches
1	Gas mask with voice emitter

CATEGORY: Special Events Response Team (When Available)

1	Level 1	Public Order Helmet
1	Level 1	Public Order 24 Inch Baton
1	Level 1	Public Order Forearm/Elbow Guard
1	Level 1	Public Order Metatarsal Guard
1	Level 1	Public Order Groin Guard
1	Level 1	Public Order Knee/Shin Guard
1	Level 1	Public Order Shoulder/Upper Arm Guard
1	Level 1	Public Order Thigh Guard
1	Level 1	Airpower XR2 Boot
1	Level 1	Public Order Combat Glove
1	Level 1	Yaffy Balaclava
1	Level 1	Yaffy Suit
1	MFF	Hatch Centurion Upper Body Protector
1	MFF	Hatch Groin Protector

1	MFF	Hatch Forearm Protector
1	MFF	TS70 Hard Shell Shin Guard
1	MFF	Oakley SI Assault Gloves
1	MFF	Baton Ring
1	MFF	Gear Bag

CATEGORY: Canine

[1	Tracking lead]
[1	Street lead]
[1	Tracking harness]

[1 Agitation harness]

[2 Reward balls (toys)]

[1 Remote training collar (e-collar)]

[1 K9 training bite sleeve][1 Pair black summer boots]

[1 Pair black winter boots]

[1 Concrete slab and chain link kennel]

[2 Dog choke chain]

[1 Pinch collar]

[1 Flat collar]

[1 Dog food pan]

[1 Heated water bowl]

[1 Kennel tarp]

[1 Dog house][1 Dog muzzle]

[1 Dog water bucket]

[1 Dog water bucket]

[1 Grooming brush and rake][1 Safariland ALS Level III tactical holster]

[1 Surfire X Series gunlight w/pressure mounted grip switch]

[1 Black nylon Velcro gear belt with magazine holder and all other necessary attachments]

[1 Training leads]

[8 Sets of black BDU uniforms of rip stop material; with short sleeve and long sleeve shirts]

[1 Black Surefire mini-flashlight with charger/6 rechargeable]
[1 Black windproof/waterproof rain suit (iacket and pants)]

[1 Black windproof/waterproof rain suit (jacket and pants)]

[1 Radio earpiece for portable radio]

[2 Tactical tracking gloves][1 Protective eye wear]

[25 Cloth name tags for uniform shirts]

[25 Cloth badges for uniform shirts & jackets]

8 Sets of black BDU uniforms of rip stop material; with short sleeve shirts

1 Protective eye wear1 Heated water bucket

1 Stainless steel water bucket

Stainless steel food bowl

2 IR strobe light

Surefire X series gun light

1 Compact rechargeable tactical flashlight

1	Drop down tactical gun holster, level 3		
1	Light weight nylon duty belt with inner belt and nylon keepers		
1	Drop down magazine holder and pouches		
1	Pair black summer boots		
1	Pair black winter boots		
4	Sew on name tags		
4	Velcro name tags		
1	Rain jacket-Gortex or equivalent		
1	Rain pants-Gortex or equivalent		
1	Scratch Pants		
1	Tactical tracking gloves		
1	Ballistic helmet with NVG mount		
8	5.11 Stryke/TDU L/S Shift		
8	5.11 Stryke/TDU pants		
1	Waist lead		
1	6-foot training lead		
1	15-foot tracking lead		
1	20-foot tracking lead		
1	30-foot tracking lead		
1	Retractable lead		
1	Multi-purpose harness		
1	Tracking harness		
1	Electronic remote collar		
1	Bark control collar		
1	Stainless Steel pinch collar		
1	Police K9 ID Collar		
1	Training food pouch		
1	Working muzzle		
1	Emergency medical muzzle		
2	Tug toy		
2	Ball on a rope		
1	<u>Linen bite sleeve</u>		

CATEGORY: [Traffic] Motor Units

Grooming tool

- 1 Black leather motor jacket
- 1 Motor helmet with ear muffs

Flight type winter jacket

- 1 Heated clothing (1 pair pants, 1 jacket liner, 1 pair gloves, 1 pair socks and thermostat)
- 1 Pair motor boots
- 1 Pair safety glasses
- 8 Pair[s riding] of motorcycle britches
- 1 <u>High Visibility</u> Rain coat/suit and pants

Self-contained kennel/dog house unit Heavy duty kennel tarp 10' x 12'

Note: Putts may be worn, but will not be issued.

CATEGORY: Detective

- 1 Detective badge
- 1 Badge belt clip
- 1 Black [leather pancake]concealment holster
- Single black [leather] magazine holder
- 1 Jumpsuit with cloth badge
- 1 Digital voice recorder
- Compact rechargeable flashlight

CATEGORY: Collision Reconstruction Unit/Decentralized Collision Reconstruction unit

- 1 Yellow Blauer reflective rain jacket with liner
- 1 Pair black Blauer rain pants
- Blue coveralls (CRU only)
- Compact rechargeable flashlight

CATEGORY: Mountain Bike [(See below for "specification sheet" Brand names may be substituted for equal/greater quality items.)] — All black mount bicycles shall be equipped with the following items:

- [1 (Per assigned officer), Black Mountain bike]
- 1 Black rack
- 1 Black police bag
- 1 Black bicycle bell
- 1 Black rear light/red lens
- [1 Black fenders]
- 1 Rear mount kickstand
- [1]2 Black water bottle racks
- 1 Light system
- 1 Cable bike lock
- [1 Black helmet with white "POLICE" logo]
- [1 Black derailleur guard]
- [1 Repair kit: to include Slime tube 26 X 1.90 and three (3) plastic tire levers]
- [1 Black water bottle]

CATEGORY: Full Time Bicycle Rider

- 1 Pair protective sunglasses "511" Tactical aileron shield ballistic glasses
- [1 Saddle]
- [1 Bike mounted pump]
- [1 Cable bike lock]
- 1 Windproof/waterproof Fall/Winter foul weather suit [(to include: 1 windproof/waterproof]with pants and jacket, cycle vest and pants[)]
- 2 Black BDU long pants
- 5 Pairs black bike short pants
- 5 Polo shirt[s]
- 1 Black helmet with white "POLICE" logo
- 2 Water bottle

1 Compact tactical flashlight

[PART TIME BIKE RIDERS/BICYCLE:]CATEGORY: Part Time Bicycle Rider

- 1 <u>Black [H]helmet with white "POLICE" logo</u>
- 1 Black BDU long pants
- 2 <u>Pairs black bike</u> [S]short[s]
- 2 Polo [S]shirt[s]

CATEGORY: [SAT]Special Assignment Team

- [1 Portable radio ear phone set per person (subject to availability)]
- 1 Wireless earpiece with push-to-talk feature
- 1 Compact rechargeable flashlight
- 1 Pair Steiner Police Model 10x50 binoculars
- Digital recording device
- Aimpoint Micro T-1 red dot optic with standard mount
- 1 Tactical outer vest carrier

CATEGORY: [COMMUNITY SERVICES]Community Engagement Division

- 1 Black concealment holster
- 1 Black single magazine and handcuff case

[CATEGORY: Special Clothing/Safety Equipment]

[e.g. Technical services masks, breathing apparatus, first aid kits, black winter boots, black summer boots.]

[CATEGORY: Other Specialized Units/GREY UNIFORMS]

[4 sets - Range instructors]

CATEGORY: Range Staff

- 1 One piece winter suit
- 1 High visibility rain jacket and pants
- 4 Gray range pants
- 1 Pair heavy winter waterproof boots

CATEGORY: [OTHER]Other

- 2 MPO insignia pins
- 2 PO3 insignia pins
- 2 Sergeant insignia pins
- 3 Black Turtleneck shirts

[Exceptions to turtleneck:]

[1. Office of the Chief]

[2. Court Liaison]

1

[3. ISB except: Forensic Services Section]

[4. MSB except:]

[a. Fleet Coordinator]

[b. Abandoned Motor Vehicle]

[c. Academy]

 Π

CATEGORY: Sworn Academy Instructor

- 2 Red Hoodie Sweatshirt
- 8 Red Short Sleeve T-shirt
- 4 Red Long Sleeve T-shirt
- 1 Red Winter Jacket

CATEGORY: Managed Search Operations Team

Centralized	Decentralized	
1	1	24 Hour Backpack (NASAR Standard)
1	1	Gloves (Rappelling and Ropes)
1	1	Eye Protection
4	2	Golf Shirt
4	2	Performance Combat Pants, Crye Precision, OD Green
4	2	Performance Long Sleeve Shift, Crye Precision, OD Green
4	2	High Visibility Shirt
1	1	Pair Salomon Quest 4D 2 GTX Boots (replaced when they become
		unserviceable
1	0	Thermal imager with helmet mount
1	0	Night Vision Binocular Goggles with Helmet Mount
1	1	Protective Bump Helmet
1	1	Rope Kit
1	1	Rappel Harness and Hardware with D Ring and Figure 8
4	4	Carabiners
1	1	Personal Flotation Device
1	1	Dry Suit
1	1	Dry Suit Liner
1	1	Gloves (Water)
1	1	Boots (Water)
1	1	<u>Fins</u>
1	1	Water Mask
1	1	Snorkel
1	1	Large Mesh Bag
1	1	Throw Bag (50-foot Water Rope)
1	1	Water Knife
1	1	Water Whistle
1	1	Mobile Phone

CATEGORY: Emergency Services Unit

Centralized	Decentralized	Decentralized	
Medic	Medic	Operator	
4	2	0	Performance Combat Pants, Crye Precision, OD Green
4	2	0	Performance Combat Long Sleeve Shirt, Crye Precision,
			OD Green
1	1	0	Knee/elbow pads
1	1	0	Pair Summer Boots (every year centralized, every other
			year decentralized)
1	1	0	Pair Winter Boots (every year centralized, every other
			year decentralized)
1	1	0	Tactical Gloves
1	1	0	Green Nomex Jumpsuit with Gloves
1	1	1	Ballistic Helmet
1	1	0	Ballistic Body Armor with carriers (SWAT Equivalent)
1	1	0	Helmet Mounted Light
1	1	0	Tactical Leg Holster
1	1	0	Protective Bump helmet
1	1	1	Tactical Rain Gear
1	1	0	Cold Weather Gear
1	1	0	Binoculars
1	1	0	Rappel Harness and Hardware with D Ring and Figure 8
1	1	0	Gas Mask with voice emitter
1	0	0	Full SCBA
1	1	1	SCBA Face Piece
1	1	1	Mobile Phone
1	1	0	2 nd Portable Radio with dual comms and headset
1	1	0	Night Vision Goggles
1	1	0	Handgun Mounted Light
1	1	0	Tactical First Aid Bag (M-9) or Equivalent
1	1	0	Woodlands Extended Operation Bag
1	1	0	Tactical Oxygen Bag
1	1	0	Tactical Litter (Foxtrot)
1	0	0	Patient Litter (Sked/Reeves)

CATEGORY: Firearms Investigation Unit

1 Type III Rifle Plates and Carrier

CATEGORY: Vehicle Recovery Section

1 Compact rechargeable flashlight

CATEGORY: Fugitive

1 Bianchi Model 82 CarryLok Auto Retention Belt Slide Holster

CATEGORY: Repeat Offender Unit

Wireless earpiece with push-to-talk feature

NOTES:

- 1. Officers who bought their own black sweaters can continue to wear them.
- 2. Trousers must have "utility" pockets
- 3. Where "Gortex" is specified, an equivalent (windproof/waterproof) may be issued.
- 4. Where Safety Committee recommends and parties agree, other substitutions may be made.
- 5. Sam Brown and Garrison belt can be issued in lieu of 'Uncle Mike Velcro'

IN WITNESS WHEREOF, the parties hereto have caused their names to be subscribed by their duly authorized officers and representatives this 11thday of May, 2020.

Fraternal Order of Police Montgomery County Government Montgomery County Lodge 35 Montgomery County, Maryland 5/11/20 Marc Elrich Date **President County Executive Andrew Kleine** Lee Holland Chief Administrative Officer Chief Negotiator Marcus G. Jones Palice Chief CL .-Signed on behalf of 05/11/2020 Steven Sluchansky

Nate

Wireless earpiece with push-to-talk feature

NOTES:

- 1. Officers who bought their own black sweaters can continue to wear them.
- 2. Trousers must have "utility" pockets
- 3. Where "Gortex" is specified, an equivalent (windproof/waterproof) may be issued.
- 4. Where Safety Committee recommends and parties agree, other substitutions may be made.
- 5. Sam Brown and Garrison belt can be issued in lieu of 'Uncle Mike Velcro'

IN WITNESS WHEREOF, the parties hereto have caused their names to be subscribed by their duly authorized officers and representatives this <u>11th</u>day of May, 2020.

	Fraternal Order of Police Montgomery County Lodge 35	5	Montgomery County Government Montgomery County, Maryland	
_	Torrie Cooke President	5/11/2 0 20 Date	Marc Elrich County Executive	Date
	Lee Holland Chief Negotiator	<u>5/11/2</u> 020 Date	Andrew Kleine Chief Administrative Officer	Date
			Marcus G. Jones Police Chief	Date
			Signed on behalf of Steven Sluchansky Chief Labor Relations Officer	05/11/2020 Date
			Approved for form and legality by:	
			Edward E. Haenfilme, Jr.	05/11/2020 Date

Associate County Attorney

Side Letter- Beard	sk
--------------------	----

January 17, 2020

This is to confirm an agreement that was reached during term bargaining for the contract that takes effect July 1, 2020. The parties have agreed to remove the beard prohibition in function code 410. All beards will be neatly trimmed and no longer than approximately ½ inch in length.

Fraternal Order of Poli	ce, Lodge 35, Inc:	Montgomery County, Maryla	ind
By: Lee Holland Chief Negotiator	Date	By: Steve Sluchansky Chief Negotiator	Date
		Approved for form and legali	ty by:
		Edward E. Haenftling, Jr. Associate County Attorney	 Date

MEMORANDUM OF UNDERSTANDING BETWEEN MONTGOMERY COUNTY GOVERNMENT AND FRATERNAL ORDER OF POLICE MONTGOMERY COUNTY LODGE 35, INC.

The Montgomery County Government ("County") and the Fraternal Order of Police Montgomery County Lodge No. 35, Inc. ("FOP"), January 23, 2020 Memorandum of Understanding regarding the issuance of the Blackberry PDA and cell phone devices.

- 1. These devices are issued serialized equipment. Devices may be stored in a secure lockable area of the vehicle when not in use.
- 2. The primary purpose of the device is for work related communication. Members will be available by their county issued cellular device while on duty, and non-county issued devices shall not be used for work purposes unless in an exigent circumstance. The device shall not be routinely used as a personal communication device (phone calls only).
- 3. In addition to on-duty availability, members will carry their county issued cellular device while operating a county vehicle or working uniformed secondary employment. The device must be powered on while working uniformed secondary employment. If at any time while bargaining unit members are operating a county vehicle while off duty and there is a radio system outage, bargaining unit members will power on the device to serve as emergency communication.
- 4. <u>International usage, and/or travel outside the continental United States requires approval</u> of the Assistant Chief, Management Services Bureau.
- Unit members will be provided the necessary equipment to ensure the devices are hands free
 while driving. Unit members will also be provided all necessary equipment to charge the
 device in the department issued vehicle.
- 6. The use of the devices GPS, or other location tracking software, shall be used for operational purposes (e.g., lost device, Officer safety, etc.) and shall not be the sole basis for discipline.
- The downloading of ringtones, games, automatic message alerts and other software or applications not approved by the employer is prohibited. All devices will be managed by the County's' device management software.
- 8. All content on the device, including data that may be stored remotely, may be subject to Public Information Act requests and discovery.
- 9. Employees who are granted the use of the County cellular device while out of the country will not be responsible for cost of usage. Employees may be billed only for actual costs incurred by the employer for use of the device which can be determined to be non-work related. The employer bears the burden to demonstrate a financial loss before pursuing reimbursement from an employee. The County shall provide prompt notification to the employee of any billing for personal use that increased costs to the employer. The notice shall specify the amount, the total of the usage, corresponding dates and copies of all documents used to demonstrate any financial loss.

10. Any disciplinary action taken by the employer shall be in accordance with Article 43 of the Collective Bargaining Agreement.

Fraternal Order of Polic	ce, Lodge 35, Inc:	Montgomery County, Maryla	and
By: Lee Holland Chief Negotiator	Date	By: Steve Sluchansky Chief Negotiator	Date
		Approved for form and legali	ty by:
		Edward E. Haenftling, Jr. Associate County Attorney	 Date

MEMORANDUM OF AGREEMENT BETWEEN MONTGOMERY COUNTY GOVERNMENT AND FRATERNAL ORDER OF POLICE MONTGOMERY COUNTY LODGE 35, INC.

- 1.) In the event of a death of an active bargaining unit member, the Employer and FOP

 Lodge 35 will work cooperatively with the member officer's family on arrangements

 concerning the member's funeral arrangements and benefits. FOP Lodge 35 will assign

 a representative who will meet with the employer and the family.
- 2.) The Employer (at least one representative of the Police Department and at least one representative of the Office of Human Resources) and FOP Lodge 35 will meet as soon as practicable, but no later than 48 hours after the death of an employee.

Fraternal Order of Police, Lodge 35, Inc:		Montgomery County, Maryland		
By: Lee Holland Chief Negotiator	Date	By: Steve Sluchansky Chief Negotiator	Date	
		Approved for form and legali	ty by:	
		Edward E. Haenftling, Jr. Associate County Attorney	Date	

MEMORANDUM OF AGREEMENT BETWEEN MONTGOMERY COUNTY GOVERNMENT AND FRATERNAL ORDER OF POLICE MONTGOMERY COUNTY LODGE 35, INC.

- 1) Definition: The department-issued electronic control weapon (ECW), is a less-lethal weapon which utilizes neuro-muscular incapacitation technology to temporarily incapacitate an individual in order to enable officers to gain control and/or custody of that person.
- 2) <u>Eligibility: For purposes of ECW issuance, assignments which are considered to routinely involve</u> public contact are the following:
 - A) Uniform Patrol
 - B) Community Engagement Division
 - C) Community Services Officers
 - D) Canine Unit
 - E) Traffic Division
 - F) District Community Action Team (DCAT)
 - G) School Resource Officers
- 3) Order of issuance: All officers hired after January 1, 2020, shall be provided training and be issued an ECW. The issuance of ECW's to bargaining unit members is dependent upon availability. The department will then seek volunteers by seniority, and priority placement will be given to officers in assignments which routinely involve public contact. If there are no volunteers, then issuance will be made in order of inverse seniority within the Patrol Services Bureau, then to other eligible positions that routinely involve public contact. Officers who are transferred into an assignment which does not involve routine public contact may be asked to return their ECW if additional units are needed. All officers will be provided training prior to the initial issuance of a device, and officers shall be required to re-certify as required by department policy.
- 4) Requirement to carry: Officers who are issued an ECW shall wear and carry their ECW whenever they are working in a uniformed capacity, to include secondary employment.

Fraternal Order of Polic	e, Lodge 35, Inc:	Montgomery County, Mai	ryland
By: Lee Holland Chief Negotiator	Date	By: Steve Sluchansky Chief Negotiator	Date

Approved for form and legali	ty by:

MEMORANDUM OF AGREEMENT

BETWEEN

MONTGOMERY COUNTY GOVERNMENT

AND

FRATERNAL ORDER OF POLICE MONTGOMERY COUNTY LODGE 35, INC.

The parties have agreed the current manufacturer and specifications list for off-duty and backup handguns is as follows:

Manufacturers:

<u>Glock</u>

Smith & Wesson

Heckler and Koch

Sig Sauer Beretta

Kahr

Springfield Armory

Type:

Semi-automatic pistol

Action:

Double action only, (Safe Action, LEM, DAK, or equivalent)

Caliber(s):

9mm, .40 caliber, or .45 caliber

Safety:

No manual/external safety or decocking lever. This does not include "passive" safeties such as the trigger safeties on Glock and Smith & Wesson M&P series

pistols, or a grip safety.

Trigger pull:

8lb minimum (unless previously agreed upon prior to July 1, 2020)

Finish:

Subdued Black or Dark Gray

Magazines:

Extended magazines are not permitted. Magazines will be standard/factory issue and must be the ones specified for that particular weapon. This does not preclude using a larger capacity magazine of the same caliber (i.e., a Glock 17 or

19 magazine in a Glock 26).

Fraternal Order of Police, Lodge 35, Inc:

Montgomery County, Maryland

By: Lee Holland Chief Negotiator	Date	By: Steve Sluchansky Chief Negotiator	Date
		Approved for form and legal	ity by:
		Edward E. Haenftling, Jr. Associate County Attorney	Date

PERSONAL PURCHASE RIFLE PROGRAM

Section B. Authorized Manufactures

Rifles produced by the following manufacturers are approved to be carried by bargaining unit members as on-duty rifles:

- 1) Colt
- 2) Aero Precision
- 3) LMT (Lewis Machine and Tool)
- 4) Spikes Tactical
- 5) Daniel Defense
- 6) LWRC (Land Warfare Resources Corporation)
- 7) BCM (Bravo Company Manufacturing)
- 8) Smith & Wesson
- 9) Windham Weaponry
- 10) Rock River Arms
- 11) Knights Armament
- 12) Sig Sauer
- 13) Sturm Ruger

Each Personal Purchase Rifle must pass a series of protocols and testing that is recommended and approved by both the PSTA Firearms Range Staff and the JHSC prior to them being approved to be carried by bargaining unit members as on-duty rifles. Testing will be scheduled through, and conducted by, the PTSA Firearms Range Staff and will not be unreasonably delayed. Additional manufacturers may be added to this list by mutual agreement of the parties upon recommendation by the JHSC.

Section C. Rifle Specifications

Rifles purchased under this program must be from a manufacturer listed in Section B, and must meet the following specifications:

<u>Platform:</u>	AR-15 Rifle system, assembled by gun manufacturer as one complete weapon. No individually built weapons.		
Color:	Black to include handguards, stock & accessories		
Operating system:	Direct impingement/G	as Piston	
<u>Caliber:</u>	.223 or 5.56mm		
<u>Chamber:</u>	<u>5.56mm NATO</u>		
Barrel:	Minimum 16" w/perma acceptable.	anent flash hider. Heavy barre	el or step-cut barrel
Stock:	Collapsible or fixed.		
Sights:	Metal (e.g. iron, steel, a	aluminum) sights required, Fix	ed or flip up.
Firing system:	Semi-automatic only.		
Rifling:	1/7 — 1/9 twist		
Trigger:	Standard factory installed / law enforcement trigger. No match triggers.		
Optics:	An optical sight from the approved list of rifle optics is recommended for the rifle for duty use and training.		
<u>Flashlight:</u>		tht that can be activated / dea nounted on the gun for duty u	
Fraternal Order of Polic	e, Lodge 35, Inc:	Montgomery County, Maryla	and
By: Lee Holland Chief Negotiator	Date	By: Steve Sluchansky Chief Negotiator	Date
		Approved for form and legal	ity by:
		Edward E. Haenftling, Jr.	Date

Pursuant to Article 14 of the collective bargaining agreement, the parties agree to the following regarding personal days:

- 1) Members who are hired after the beginning of the first full pay period of the calendar year shall receive personal days as follows:
 - a) If hired from the 1st through the 8th pay period four personal days
 - b) If hired from the 9th through the 14th pay period three personal days
 - c) If hired from the 15th through the 21st pay period– two personal days
 - d) If hired from the 22nd through the 26th pay period—one personal day
- 2) POC's hired after July 1 of any calendar year may request to carry over any unused personal days for the next leave year.

Fraternal Order of Police, Lodge 35, Inc:		Montgomery County, Maryland		
By: Lee Holland Chief Negotiator	Date	By: Steve Sluchansky Chief Negotiator	Date	
		Approved for form and legali	ty by:	
		Edward E. Haenftling, Jr. Associate County Attorney	 Date	

<u>Pursuant to Article 7 and Appendix H of the collective bargaining agreement, the parties agree to the</u> following regarding mandatory security awareness training:

- 1) The Employer shall dedicate one day a month for unit members to complete the mandatory security awareness training. If a member misses the dedicated training day, their supervisor will ensure that the training is completed as soon as practicable upon their return to work. Unit members may choose to complete the training on their own during working hours.
- 2) Members on leave for an extended period of time shall complete the mandatory security awareness training for the months in which they work.
- 3) The Employer shall notify the unit member and FOP in writing prior to a bargaining unit member having their computer access suspended for failing to complete the mandatory security awareness training.
- 4) Any disciplinary action taken by the Employer shall be in accordance with Article 43 of the collective bargaining agreement.
- 5) Supervisors will be provided a method of tracking member compliance.

Fraternal Order of Police, Lodge 35, Inc:		Montgomery County, Maryland		
By: Lee Holland Chief Negotiator	Date	By: Steve Sluchansky Chief Negotiator	Date	
		Approved for form and legal	ity by:	
		Edward E. Haenftling, Jr. Associate County Attorney	Date	

The parties have agreed to amend the collective bargaining agreement to read as follows:

Article 35, Section B.1. is amended to read as follows: "Vehicles assigned to unit members whose domicile is in Montgomery County shall be defined as PPVs and be full-use vehicles within fifteen (15) miles of the County's borders. All benefits, rules, and regulations which apply to PPVs shall apply to these vehicles. Unit members whose domicile is within fifteen (15) miles of the County's border shall have "to and from" use of their assigned vehicle to their domicile. An officer whose domicile is outside, but near, the fifteen-mile limit from the County's border may be granted permission, at the sole discretion of the chief administrative officer, or designee, to drive his/her assigned vehicle "to and from" his/her domicile. Use of vehicles outside of Montgomery County will be restricted to the Maryland borders except for the use determined by Article 15, Section H. (The fifteen (15) miles will be pursuant to the 1997 map, agreed to by the parties.)"

The parties agree to a six (6) month trial period, to begin July 1, 2020 and conclude Dec. 31, 2020. The parties will work together to determine the structure of the trial period. The trial period may be extended by the parties if additional analysis is determined to be needed. Upon completion of the trial period, the amended Article 35 Section B.1 will be fully implemented or be subject to a reopener pursuant to Article 31, Section A., should the program create an undue burden on the Employer.

If the parties agree, Article 35, Section B.1; shall be amended upon full implementation.

Fraternal Order of Police, Lodge 35, Inc:		Montgomery County, Maryland	
By: Lee Holland Chief Negotiator	 Date	By: Steve Sluchansky Chief Negotiator	Date
		Approved for form and legal	ity by:
		Edward E. Haenftling, Jr. Associate County Attorney	Date

PERSONAL PURCHASE RIFLE PROGRAM

Section B. Authorized Manufactures [/Models]

[The following rifles are approved to be carried by] <u>Rifles produced by the following manufacturers</u> are approved to be carried by bargaining unit members as on-duty rifles:

1) Colt

[6920 series, 6720 series, 6940 series, ARI5A4]

2) Aero Precision

[AC-15, C.O.P., M4E1]

3) LMT (Lewis Machine and Tool)

[SPM16, STD16, CQB16, LM8MRP, LMT18, CQBP16, CQBPS12]

4) Spikes Tactical

[ST-15LE, ST-15 Mid Length LE]

5) Daniel Defense

[DDM4]

6) LWRC (Land Warfare Resources Corporation)

[IC Enhanced, IC-A5, IC-SPR, IC-A2]

7) BCM (Bravo Company Manufacturing)

[BCM M4, MCM MID, EAG, JACK, Recce MK-12]

8) Smith & Wesson

[M&P-15 series]

9) Windham Weaponry

[CDI, MPC, MPC RF, HBC, Dissipator, Dissipator Heavy]

10) Rock River Arms

[LAR15 series]

11) Knights Armament

[SR15 series]

12) Sig Sauer

[516 Patrol, M400 series]

13) Sturm Ruger

[AR 556 (Model Number 8502)]

Each Personal Purchase Rifle [from the above manufacturers and models list] must pass a series of protocols and testing that is recommended and approved by both the PSTA Firearms Range Staff and the JHSC prior to them being approved to be carried by bargaining unit members as on-duty rifles. Testing will be scheduled through, and conducted by, the PTSA Firearms Range Staff and will not be unreasonably delayed. Additional manufacturers may be added to this list by mutual agreement of the parties upon recommendation by the JHSC.

Section C. Rifle Specifications

Rifles purchased under this program must be from a manufacturer listed in Section B, and must meet the following specifications:

Platform: AR-15 Rifle system, assembled by gun manufacturer as one complete weapon.

No individually built weapons.

Color: Black to include handguards, stock & accessories

Operating system: Direct impingement/Gas Piston

Caliber: .223 <u>or 5.56mm</u>

Chamber: [.223 or] 5.56mm NATO [caliber, 223 REM/5.56 NATO]

Barrel: Minimum 16" w/permanent flash hider. Heavy barrel or step-cut barrel

acceptable.

Stock: Collapsible or fixed.

Sights: [Iron sights] Metal (e.g. iron, steel, aluminum) sights required, Fixed or flip up.

Firing system: Semi-automatic only.

Rifling: 1/7 - 1/9 twist

Trigger: Standard factory installed / law enforcement trigger. No match triggers.

Optics: An optical sight from the approved list of rifle optics is

recommended for the rifle for duty use and training.

Flashlight: A rifle mounted flashlight that can be activated / deactivated with one

digit is required to be mounted on the gun for duty use and training

* * *

Fraternal Order of Police, Lodge 35, Inc:		Montgomery County, Maryland	k
By: Lee Holland Chief Negotiator	Date	By: Steve Sluchansky Chief Negotiator	Date
		Approved for form and legality	by:
		Edward E. Haenftling, Jr. Associate County Attorney	Date

.

Resolution No.: 19-472

Introduced: May 21, 2020
Adopted: May 21, 2020

COUNTY COUNCIL FOR MONTGOMERY COUNTY, MARYLAND

Lead Sponsor: County Council

SUBJECT: Approval of and Appropriation for the FY 2021 Operating Budget of the Montgomery County Government

Background

- 1. As required by Section 303 of the County Charter, the County Executive sent to the County Council the FY 2021 Operating Budget for the Montgomery County Government.
- 2. As required by Section 304 of the County Charter, notice of public hearing was given and a public hearing was held.

Action

The County Council for Montgomery County, Maryland approves the following resolution:

1. The Council approves the FY 2021 Operating Budget for the Montgomery County Government and appropriates the funds as shown on the attachment to this resolution in the following sections.

Section A: The General Fund Operating Budget contains the tax-supported, non-grant-funded appropriations for departmental and non-departmental General Fund accounts.

Section B: The Special Revenue Funds Tax-Supported Budget contains the non-grant appropriations associated with all tax-supported Special Funds.

Section C: The Debt Service Budget includes all tax-supported debt service on General Obligation Bonds for the General Fund and tax-supported Special Funds and all tax-supported expenditures for long term leases, short term leases, and other tax-supported and non-tax supported debt.

Page 6 Resolution No.: 19-472

a) Council approval is not required to substitute the non-County funds for County funds. In this case, there is no change in the appropriation.

- b) Council approval is required to increase the appropriation. The Council may decide to substitute non-County funds for County funds instead of increasing the appropriation.
- 14. When the County Government receives official notice that government aid or grant funds will be less than was budgeted for a program:
 - a) Council approval is required to substitute County tax-supported funds for non-County funds. In this case, there is no change in appropriation.
 - b) The Executive must report to the Council any recommendation to reduce expenditures in an affected program to offset any loss of non-County funds. A reduction of 10% or less from the amount estimated in the FY 2020 approved budget for any grant or specific source of government aid may be reported through the report required in paragraph 11(c) of this resolution.
- 15. For FY 2021, funds for Federal Emergency Management Agency (FEMA) reimbursements of Urban Search and Rescue Team activities may be appropriated through a transfer from the Future Federal, State, or Other Grant Non-Departmental Account as provided in paragraph 11. In order to use this method of appropriation, the County Executive or a designee must forward a copy of each FEMA authorization letter to the Council President within 5 working days after the County receives the FEMA authorization.
- 16. For FY 2021, reimbursement payments from the Federal government for providing security through the Police Department on an overtime basis may be appropriated through a transfer from the Future Federal, State, or Other Grant Non-Departmental Account as provided in paragraph 11. In order to use this method of appropriation, the Executive must forward to the Council President a copy of a contract, memorandum, or letter from a Federal agency authorizing the County to provide such security. The Department must specify the amount of reimbursement funding, and the contract, letter, or memorandum must be forwarded within 5 working days after the County receives the authorization.
- 17. For FY 2021, reimbursement payments from Federal, state, or local governments for emergency response or assistance by Montgomery County departments or offices may be appropriated through a transfer from the Future Federal, State, or Other Grant Non-Departmental Account as provided in paragraph 11. In order to use this method of appropriation, the Executive must forward to the Council President a copy of the contract, memorandum, or letter from the Federal, state, or local agency authorizing the County to provide the requested assistance. The Executive must specify the amount of reimbursement funding and must forward the contract, letter, or memorandum within 5 working days after the County receives the authorization.
- 18. In Resolution No. 19-442, adopted May 5, 2020, the Council expressed its intent to reject the funds necessary to implement the increases in appropriations over FY 2020 levels

Page 7 Resolution No.: 19-472

contained in the first year of the collective bargaining agreement with the Fraternal Order of Police, Lodge 35 for July 1, 2020 through June 30, 2023. The Executive submitted a renegotiated Agreement on May 12, 2020 that would delay, but not decrease, any increases in wages and benefits. The Council rejected the renegotiated provisions on May 13, 2020. This resolution appropriates funding at the FY 2020 levels and does not appropriate funding for the for the increases required by the following provisions for FY 2021.

- (a) 1% GWA after July 1, 2020.
- (b) 3.5% service increments for all eligible members on their anniversary date.
- (c) An additional 3.5% salary adjustment for employees who are not at the top of grade.
- (d) 3.5% longevity increments for eligible employees.
- (e) Cell phones issued to all bargaining unit members.
- (f) Expansion of non-official use of personal patrol vehicle and to and from vehicles to within 15 miles of a County border.

This resolution appropriates funds in FY 2021 for the medical, dental, prescription drug, vision, long-term disability, and life insurance provisions as described in paragraph 31. This Resolution appropriates funds in FY 2021 for retirement benefits as required by law.

- 19. In Resolution No. 19-444, adopted May 5, 2020, the Council expressed its intent to reject the funds necessary to implement the increases in appropriations over FY 2020 levels contained in the first year of the collective bargaining agreement with Local 1664, Montgomery County Career Fire Fighters Association of the International Association of Fire Fighters, AFL-CIO for July 1, 2020 through June 30, 2022. The Executive submitted a renegotiated Agreement on May 12, 2020 that would delay, but not decrease, any increases in wages and benefits. The Council rejected the renegotiated provisions on May 13, 2020. This resolution appropriates funding at the FY 2020 levels and does not appropriate funding for the increases required by the following contract provisions for FY 2021.
 - (a) 2.25% general wage adjustment for all bargaining unit members on the first pay period after August 1, 2020.
 - (b) 3.5% longevity increment for eligible bargaining unit members with 20 or 24 years of service.
 - (c) 3.5% service increments for all eligible bargaining unit members on their anniversary date.
 - (d) Dedicated \$65,000 for tuition assistance.
 - (e) Increase in extra assignment pay for certain positions.
 - (f) Increase in special duty differential for members assigned to the ECC.

This resolution appropriates funds in FY 2021 for the medical, dental, prescription drug, vision, long-term disability, and life insurance provisions as described in paragraph 31. This resolution appropriates funds in FY 2021 for retirement benefits as required by law.

Page 23 Resolution No.: 19-472

80. This resolution appropriates \$400,000 to the Climate Change Planning Non-Departmental Account (NDA). Funds in this NDA must be used for the prioritization of greenhouse gas reduction strategies, developing an implementation plan to meet the County's goal of an 80 percent reduction in greenhouse gas emissions by 2027 and a 100 percent reduction by 2035, and to develop climate change adaptation strategies. Only after the previously described work is completed may funds be used for other climate change-related initiatives. The Executive must transmit within 15 days after the end of a month a report on the previous month's expenditures from this account.

This is a correct copy of Council action.

Selena Mendy Singleton, Esq.

Clerk of the Council

Agreement

between

Fraternal Order of Police

Montgomery County Lodge 35, Inc.

and

Montgomery County Government

Montgomery County, Maryland

July 1, 2020 through June 30, 2023



Fraternal Order of Police Montgomery County Lodge 35 18512 Office Park Drive Montgomery Village, Maryland (301) 948-4286 office (301) 590-0317 fax

July 2020

(First Year)

TABLE OF CONTENTS

Article 1	Recognition	1
	Administrative Leave	
Article 3	Agency Shop and Dues Check-off	3
Article 4	Prevention of Substance Abuse/Employee Rehabilitation	5
Article 5	Tech Pay	5
Article 6	Clothing Allowance	6
Article 7	Communications Facilities	7
	Contract Grievance Procedure	
Article 9	Copies of Contract and Other Information	12
Article 10	Court Time	12
Article 11	Chronic Incapacity	13
Article 12	Seniority	15
Article 13	Designation of Smoking Areas	16
Article 14	Holiday Leave and Pay	16
Article 15	Hours and Working Conditions	20
Article 16	Parental Leave	36
Article 17	Disability Leave and Injury on the Job	37
Article 18	Annual Leave	38
Article 19	Sick Leave and Sick Leave Donor Procedure	40
Article 20	Leave Without Pay	42
Article 21	Compensatory Time	44
Article 22	Professional Improvement Leave	45
Article 23	•	
Article 24	Insurance Coverage and Premiums	46
Article 25	Transfers	
Article 26	Non-Discrimination	52
Article 27	Secondary Employment	
Article 28	Service Increments	
Article 29	Physical Fitness and Awards	
Article 30	Uniforms and Equipment	
Article 31	Reopener	
Article 32	Health and Safety	
	Labor - Management Relations Committee	
Article 34	Grievance Representation [Access to Police Facilities]	
Article 35	Vehicles	
Article 36	Wages	
Article 37	Special Medical Examinations	
Article 38	Severability	
Article 39	Tuition Assistance	
Article 40	Dependent Care	
Article 41	Shift Differential	
Article 42	Management and Employee Rights	
Article 43	Discipline	
Article 43	Promotions	
Article 45	Non-LEOBR Personnel Actions	
Article 45 Article 46	Protection From Communicable Diseases	
Article 47	Duration of Contract	
Article 47 Article 48	Action by Montgomery County Council	
ATTICLE 40	Action by Montgomery County Council	73

TABLE OF CONTENTS

Article 49	Awards	93
Article 50	Reduction-In-Force and Furlough	93
Article 51	Personnel Files	95
Article 52	Termination	99
Article 53	Performance Evaluation	99
Article 54	Demotion	100
Article 55	Job Sharing Program	100
Article 56	Resignation	103
Article 57	Retirement	
Article 58	Stress Counseling	
Article 59	Family Medical Leave Act	
Article 60	Career Development Study Committee	115
Article 61	Directives and Administrative Procedures	116
Article 62	Sergeants	117
Article 63	Family and Childcare	117
Article 64	Legal Defense and Representation	118
Article 65	Automatic Vehicle Locator/ Portable Radio Locator	
Article 66	Mobile Video Systems	120
Article 67	External Review	123
Article 68	Proposed Legislation Relating to Impasse Procedure	123
Article 69	Flight Officers	125
Article 70	Wellness Study Committee	126
Article 71	Employee Benefits Committee	126
Article 72	Body Worn Cameras	126

TABLE OF CONTENTS

Appendix	Title or Subject	Contract Article
A	Prevention of Substance Abuse/Employee Rehabilitation Procedure, Amended	4
В	Detective Grievance Settlement dated February 13, 1994	10
C	Inclement Weather/General Emergencies, dated December 10, 1990	15
D	Heath Insurance Option (MCPS "Choice" Plan)	24
Е	Workers' Compensation Commission Employee Claim Form	17
F	Sick Leave Donor Program, deleted July 1, 1996	19
G	Medical Examination	23
Н	Internet, Intranet & Electronic Mail Use	7
I	Issued Clothing and Equipment for Sworn Officers	30
J	Laundry and Dry Cleaning Procedures – DD 85-13	30
K	Notice of Election of Hearing Board	43
L	Internal Investigation Notification, MCP Form 242, rev. 3/97	43
L2	Statement of Charges	43
M	AP No. 4-19, Reduction-in-Force, dated May 7, 1984	50
N	Interim AP No. 4-17, Furlough, dated December 4, 1991	50
O	 Stress Management Program Administrative Leave – DD 83-07 Stress Intervention Program Referral Techniques Supervisor's Handbook 	58
P	AP No. 4-34, Compressed Workweek, dated January 27, 1994	15, Sect. A.6
Q	Modified Compressed Work Hours - Special Assignment Teams	15, Sect. A.6
R	Memorandum of Understanding on Permanent Shift Implementation	15, Sect. T
S	Healthcare Open Access Feature	24, Sect. F
T	Uniform Salary Schedule	
U	Traffic Stop Documentation Memorandum	

Fraternal Order of Police, Montgomery County Lodge 35 and Montgomery County, Maryland

COLLECTIVE BARGAINING AGREEMENT

MONTGOMERY COUNTY, MARYLAND (hereinafter *County*), and FRATERNAL ORDER OF POLICE, MONTGOMERY COUNTY LODGE NO. 35, INC. (hereinafter *FOP*), have entered into the following Agreement pursuant to Chapter 33, Article V, §33-75, *et seq.* of the Montgomery County Code; a purpose of that Article is to promote a harmonious, peaceful, and cooperative relationship between the County Government and its police employees; this Agreement was reached pursuant to the procedures set forth in §33-75, *et seq.* of the Montgomery County Code.

Article 1 Recognition

The County recognizes FOP Lodge 35 as the exclusive bargaining agent under the provisions of the Police Labor Law, Article V, Chapter 33, §33-75, et seq. of the Montgomery County Code.

Article 2 Administrative Leave

- Section A. The president of the FOP shall receive 1092 hours of administrative leave for each year of this Agreement.
- Section B. Officers and members of the FOP Negotiations Committee shall receive reasonable administrative leave in connection with contract negotiations and preparation.
- Section C. An administrative leave bank of four hundred (400) hours shall be created for use by FOP officers and officials to attend workshops, seminars, conferences, and conventions related to the conduct of their duties in the FOP.
- Section D. In addition, members will be assessed 3 hours annual or compensatory leave per year, which leave shall be contributed to an administrative leave bank for the purpose of providing additional administrative leave to the president and/or other officers and officials of the FOP. Administrative leave identified in this section and Section A shall be the sole source of leave for the FOP president, and shall result in the president being placed on administrative leave full-time (2080 hours), except the president shall continue to use annual and sick leave pursuant to applicable regulations and the provisions of this Agreement.
- Section E. The Board of Directors, consisting of 12 unit members, subject to Section F below, shall be granted two hours administrative leave for a monthly FOP Board meeting. Board members and six stewards, subject to Section F below, shall also be granted two hours administrative leave for a general monthly meeting. The FOP will provide the Department of Police with a current list of FOP Board members and stewards.
- Section F. An employee requesting administrative leave shall do so by giving reasonable notice to his/her supervisor.
- Section G. The department shall provide the FOP president with an administrative vehicle for the purpose of conducting FOP and County business only. The reimbursement of the vehicle shall be in compliance with the provisions of Administrative Procedure 1-4.
- Section H. In addition to the above, administrative leave may be granted by the chief administrative officer, or designee to:
 - 1. An employee or groups of employees in cases of:
 - a. General public emergency, or
 - b. An unhealthy or dangerous situation in a county facility.

- 2. An employee who is relieved of duties pending:
 - a. An investigation of incidents or charges,
 - b. Removal, or
 - c. A determination as to fitness for continued duty;
- 3. An employee for attendance at officially approved meetings or conferences;
- 4. An employee who is subpoenaed to appear in administrative proceedings before an administrative body;
- 5. An employee under other circumstances as the chief administrative officer determines necessary and in the best interest of the County government.

Section I. In addition, administrative leave shall be granted to:

- 1. An employee who is subpoenaed as a witness in a civil or criminal case, administrative proceeding or is to serve on a jury unless the employee is subpoenaed as a witness in a civil case that is unrelated to the employee's official duties and to which the employee is a party. [See Side Letter: *July 1, 2001*.]
- 2. A full-time or part-time employee shall be granted paid leave for 3 consecutive workdays in the event of a death in the immediate family as defined as follows:

Parent, step-parent, spouse, brother or sister, child or stepchild, grandparent, grandchild, domestic partner, and legal guardian; Domestic partner's parent, step-parent, grandparent, and grandchild; Spouse's parent, step-parent, grandparent, and grandchild; or any other relative living with the employee at the time of death. In extenuating circumstances the chief administrative officer may approve administrative leave for other relatives. [See Side Letter: *June 20, 2001*.]

In addition, an employee who must travel more than 250 miles one way from their residence in connection with a death in the immediate family is entitled to an additional consecutive workday of leave.

- 3. A unit member who is a member of a reserve component of the armed forces of the United States for training purposes not to exceed fifteen (15) days annually. Application for military leave for training purposes shall be made immediately upon receipt of orders for active duty for training. The chief administrative officer may permit waiver of the 15-day limitation when two annual training periods are scheduled in one calendar year.
- 4. An employee who is relieved of police powers in excess of 90 days pending (excludes employees who are suspended for alleged commission of a felony):
 - a. An investigation of incidents or charges, or
 - b. Removal.

Section J. Blood Donations. Up to three (3) hours of administrative leave shall be granted to unit members at the end of a tour of duty for the purpose of donating blood.

Section K. Organ Donor Leave. An employee who is an organ donor shall be provided administrative leave for:

- a. Seven (7) days in any twelve (12) month period to serve as a bone marrow donor, and
- b. Up to thirty (30) days in any twelve (12) month period to serve as an organ donor.

The Department Director shall grant administrative leave to an employee to serve as an organ donor.

Organ donor leave is in addition to any annual leave, sick leave, personal days or paid time off that the employee is otherwise entitled to.

The employee must provide medical documentation of the bone marrow or organ donation before leave is approved.

Article 3 Agency Shop and Dues Check-off

Section A. It shall be a continuing condition of employment with the County that employees covered by this Agreement: 1) shall become and remain members of the FOP in good standing to the extent of paying the FOP membership dues, or 2) in the alternative an employee shall be required to pay a service fee in the amount of twelve dollars (\$12.00) biweekly for a total of three hundred twelve dollars (\$312.00) per year for the duration of this contract. Such biweekly payments shall be deducted by the County. In the event of an FOP dues increase, the service fee may be increased on July 1 of any year of this Agreement upon sixty (60) days advance notice to the County. The increase shall not exceed the new dues amount. The FOP is responsible for certifying in writing all dues increases and the correct amount to be deducted for each bargaining unit member.

Section B. The FOP shall, upon the County's request, not more than once each year of this Agreement, provide to the County an opinion of its counsel certifying to the FOP's compliance with the substantive and procedural requirements of applicable public law with respect to fees charged nonmembers.

Section C. The FOP shall indemnify and hold the County harmless against any and all claims arising from actions taken by the FOP with regard to the collection of agency service fees and voluntary political contributions or the resolution of disputes concerning agency service fees and voluntary political contributions, including the cost for attorneys, expert witness, or other litigation expenses, provided that the FOP may satisfy its obligations with respect to legal fees by offering to have the attorney representing the FOP in any proceeding hereunder represent the County. In the event the County is the sole defendant, or the County determines that there is a conflict between the interests of the FOP and the County Attorney's Office does not represent the County, then the FOP's legal fee obligation shall be limited to providing an attorney, acceptable to the County, whose fees are comparable to those customarily charged the FOP.

Section D. Voluntary Check-off. Upon receipt of a written authorization from a member of the bargaining unit in the form attached hereto, the County shall, pursuant to such authorization, deduct from the wages due each pay period, the amount of FOP dues or the fee set forth in this Article. The Employer shall provide a voluntary check-off for voluntary political contributions from employees and shall make every reasonable effort to remit same to Lodge 35 on a biweekly basis. Any voluntary check-off form provided by Lodge 35 shall be in compliance with federal and state election law requirements. The County will remit the amounts deducted to FOP at its mailing address pursuant to procedures now in effect.

Section E. The County shall be relieved from making check-off deductions upon a bargaining unit member's (a) termination from employment, (b) transfer to a job outside of the Department of Police, (c) transfer to a job outside the bargaining unit, (d) layoff from work, (e) authorized leave of absence, or (f) revocation of the check-off authorization in accordance with its terms.

Section F. The FOP will reimburse the County, the member, or the employee for any check-off amounts which are paid to the FOP as a result of an error or a violation of applicable law. The County assumes no obligation, financial or otherwise, arising out of the provisions of this article, and the FOP shall indemnify and hold the County harmless from any and all claims, grievances, arbitrations, awards, suits, attachments or other forms of liability and legal fees arising out of any actions taken or not taken by the County for the purpose of complying with any of the provisions of this article, provided that the FOP may satisfy its obligations with respect to legal fees by offering to have the attorney representing the FOP in any proceeding hereunder represent the County. In the event the County is the sole defendant, or the County determines that there is a conflict between the interests of the FOP and the County Attorney's Office does not represent the County, then the FOP's legal fee obligation shall be limited to providing an attorney, acceptable to the County, whose fees are comparable to those customarily charged the FOP. The FOP assumes full responsibility for the disposition of the funds deducted under this article as soon as they have been remitted by the County to the FOP.

Section G. Nothing in this Agreement shall be read to imply that the FOP represents members who are not "employees" as defined in the County Collective Bargaining law for purposes of collective bargaining or that such members are covered by the other terms and conditions of this Agreement.

Section H. FOP Deferred Compensation Plan. The FOP may offer and administer an eligible governmental deferred compensation plan under Section 457 of the Internal Revenue Service Code and IRS Revenue Ruling 2004-57. The parties acknowledge and agree that the County shall not function as a plan fiduciary except as required by federal law, and will not be responsible for the administration and regulatory compliances of said plan, and the FOP agrees to indemnify the County against any claim or loss arising out of the operation of the plan.

The County shall remit unit member contributions to said plan's trust. Said contributions shall be authorized by the unit member with the FOP or said plan's third party administrator, who will provide the County with data, in a format approved by the County so that the County can remit said contributions to the trust. The County's administrative responsibility shall be limited solely to the transfer of said contributions. At that time, unit members may no longer contribute to the County's deferred compensation plan.

Unit members have a one time election to keep his or her current account balance in the County's deferred compensation plan. If no election is made in a form and manner to be agreed by the parties, the current account balance shall be placed in the union offered 457 plan and the unit member shall be responsible for costs (back load fees), if any, associated with such transfer. Transfers of assets from the County's deferred compensation plan must comply with all IRS rules and regulations and any such transfer shall be deemed elected by the unit member. No assets will be transferred from the County's deferred compensation plan into said plan, unless said plan is eligible to receive said transfers. All new contributions of current unit members and new hire contributions must be contributed to the union plan. However, if a member becomes ineligible to participate in the union offered 457 plan, then they may no longer contribute to the union offered 457 plan and may elect to transfer said assets to the County plan. If no election is made, in a form and manner to be agreed, the account balance shall remain in the union offered 457 plan. The participant shall be responsible for costs (back load fees) associated with such transfer.

The FOP must provide the County an opinion of counsel letter upon establishment of the plan stating that the said plan meets the definition of an eligible governmental deferred compensation plan under Section 457 of the Internal Revenue Code. The FOP shall provide the County with certificates of insurance that confirm that the FOP has and maintains insurance against a breach of its fiduciary duties to its members who are county employees; the insurance and certificates must reflect that the County is an additional insured under the policies and the insurer must be licensed to do business in the State of Maryland; the insurance shall be in the minimum amount of \$1 million dollars for all claims per year. The County agrees to pay towards the FOP's cost of this insurance up to the amount of any difference in cost that it receives as a result of transferring funds from its Plan to the FOP's Plan, and any additional costs will be borne by the FOP. The FOP must contract with a trustee acceptable to the County (County's determination that a trustee is not acceptable must be reasonable) to hold the assets of the plan and must contract with an independent investment consultant to monitor the designated union investments so that the FOP may perform its fiduciary duty to its members with respect to those funds. Once the Plan is established, the County will seek a private letter ruling (PLR) from the IRS approving said plan, and the union will join in such application. If the IRS recommends corrections to said plans, the plan and language in the collective bargaining agreement shall be amended to bring the plan into compliance to satisfy the requirements of the IRS and that of an eligible 457 plan. However, such assurance that said plan remains in compliance with Section 457 of the Internal Revenue Code shall be required upon establishment of said plan and periodically thereafter as requested of the County or by its independent auditors. The County shall not be required to remit contributions to said plan's third party administrator in the absence of such reasonable assurance. The FOP may carry out provisions in this Agreement by forming a single trust with one or more other Montgomery County collective bargaining unit representatives to form a single trust to administer the plan.

Upon notice by the Union that the Union deferred compensation plan is prepared to accept auto enrollments, the Employer agrees to withhold from unit members' biweekly pay such contributions as specifically directed by the Union or its administrator. Union or its administrator is responsible for notifying Employer of any contribution change. Employees may opt out of any auto enrollment program at anytime in accordance with terms established by the FOP and such opt out requests shall be transmitted to the employer by the Plan or its administrator for processing consistent with existing protocol for contribution changes.

The Union will administer the auto enrollment arrangement in accordance with all applicable state and federal laws, including but not limited to:

- preparing and distributing all required notices on a timely basis,
- processing withdrawals of contributions made within the first 90 days of participation
- establishing default investments

Article 4 Prevention of Substance Abuse/Employee Rehabilitation

Section A. Alcoholism will be recognized and treated as a disease. Employees suffering from alcoholism will be afforded the opportunity for counseling and rehabilitation through a County program.

Section B. Alcohol-related disciplinary problems will not be exclusively dealt with in a punitive fashion.

Section C. Incidents of apparent alcohol and substance abuse by employees and/or the need for rehabilitation shall be administered pursuant to the procedure *Prevention of Substance Abuse/Employee Rehabilitation*, found at **Appendix A**, as amended July 1, 1992, of this Collective Bargaining Agreement. [See Side Letter: *July 13, 1999*.]

Article 5 Tech Pay

Section A. Canine Officers.

- 1. Canine officers shall be compensated for the care and maintenance of the canine based upon their regular hourly police rate. Time allowed for care and maintenance shall be .5 hour per day. The officer shall be paid at the overtime rate for care and maintenance for hours in pay status in excess of forty (40) in the workweek. [See Side Letter: *March 15, 1996*.]
- 2. The officer shall not be compensated for care and maintenance of the canine on any day in which the canine is housed in a kennel for the entire day (12 midnight to 12 midnight).

Section B. FTO Pav.

- 1. Employees, other than MPOs, who are assigned Field Training Officer responsibilities, shall receive an FTO differential of \$3.50 per hour for each hour worked while training.
- 2. The Employer may continue the practice of nominating officers for annual leave awards for performing field training duties.

Section C. Multilingual Pay Differential.

1. *Skill Levels*. The Parties agree to establish a pay differential for officers whose job requires the occasional use of multilingual skills or signing. Affected officers will be afforded an opportunity to qualify for the multilingual pay differential.

<u>Basic Skills</u>. Basic skills are defined as those skills primarily required for signing or oral communication and comprehension such as those used in conversation with clients and citizens.

<u>Advanced Multilingual Skills</u>. Advanced skills are defined as those skills required for written communication and comprehension in a second language, in addition to skills in oral communication and comprehension.

<u>Expert Multilingual Skills For Interrogations and Investigations</u>. Mastery of both basic and advanced skills necessary for comprehensive use in interrogations, investigations and legal proceedings.

<u>Test Administrators:</u> Employees who are selected by the County to administer basic skills and advanced multilingual skills performance examinations.

2. *Certification*. Prior to becoming eligible for the pay differential, the employee must successfully pass a language certification examination administered by the Office of Human

Resources. Employees will initiate requests for multilingual certification through the County's Office of Human Resources. The Employer will contact employees to schedule an examination, which, under normal circumstances, will be conducted within thirty (30) days after the employee requests certification. Testing will consist of a performance examination for those unit members who claim basic multilingual skills. A written examination assessing comprehension/translation skills will also be administered for those employees claiming advanced skills. The designation of a skill level is non-grievable and non-arbitrable. In the event the employee fails the examination, the employee may request a second examination ("retest") with a different test administrator. The retest will be conducted promptly. If the employee fails the second examination, the employee may request a third examination within sixty (60) days after the second failure. The examination will be conducted promptly. In event the employee fails the third examination, the employee may not request any additional examinations for six (6) months. This program shall not be administered in an arbitrary, capricious, or discriminatory manner.

Upon certification by the Office of Human Resources, language translation/interpretation skills will be made a performance guideline on the officer's performance appraisal form. [See Side Letter: *January 8, 2007*]

- 3. Compensation. Compensation is determined by the officer's certified language skill level. Compensation is paid for all hours actually worked during the pay period. Officers certified at the basic skill level will receive one dollar per hour for all hours actually worked. Officers certified at the advanced skill level will receive two dollars per hour for all hours actually worked. Officers certified at the expert skill level for interrogations and investigations will receive three dollars per hour for all hours actually worked.
 - Certified officers will indicate on their time sheets the multilingual skill code ML3 for Basic Skill certification, and ML4 for Advanced Skill certification and ML7 for Expert Skill for interrogations and investigations.
- 4. Overtime. Certified officers will be paid overtime on the multilingual differential only for use of the skill during hours subject to overtime pay, i.e. in excess of the regular workday or workweek.
- 5. *Transfer*. It is recognized that once an employee is designated in a skill level, he/she may be transferred to an assignment where the skill is needed.
- 6. For FY12, at the County's option, no new officers will be tested for entry in to the Multilingual program.

Article 6 Clothing Allowance

Section A. Effective July 1, 2013 the clothing allowance will be the following amounts for eligible employees:

Category	Annual Amount
Formal & Variety	\$1338
SAT	\$862
Casual	\$569
Partial	\$391

All Unit members who wear non-uniform clothing to be placed in a category under this section. Categories are to be agreed by the parties.

^{1.} Expert Level not funded by the County Council, FY 2011 only.

Section B. Procedure for Payment of Clothing Allowance.

- 1. The clothing allowance shall be paid to the member in quarterly installments every three (3) months from the time the unit member is assigned. The amount paid the unit member shall be pro-rated and paid, on a quarterly basis, in January, April, July, and October.
 - Unit members transferred to a position, which is a non-uniform capacity, shall receive a clothing allowance advance under the following conditions:
 - a. The member must be transferred from a uniform to a non-uniform status for at least two full pay periods.
 - b. The member must not have worked in the past calendar year in a unit which receives a formal or a variety allowance.
 - c. The advance received shall be equal to the amount the member is entitled to annually.
- 2. The County will repair or replace personal items which are lost or damaged in the line of duty, provided, the item is moderately priced and an item normally worn with the style of clothing required in the unit of assignment and the loss or damage incurred in the line of duty was not as a result of negligence. Civilian clothing worn by members while operating a PPV will be considered personal items.

Section C. Shoe Allowance for Non-Uniformed Employees. Unit members receiving a clothing allowance shall receive \$95.00 per year for shoes, to be paid as provided in §B of this Article. Bargaining unit members who are assigned physical fitness training duties at the Training Academy shall be eligible for an allowance of \$95.00 on January 1st and July 1st each year of the contract for the purchase of running shoes. This section shall not apply to members of a recruit class.

Section D. Shoe Allowance for Certain Uniformed Officers. Unit members requiring irregular shoes sizes that are considered "hard to fit", i.e. size not available through police supply, shall receive an annual shoe allowance of \$115.00.

Bicycle officers, who are assigned bike duties full time shall receive an annual shoe allowance of \$115 in order to purchase bike shoes.

Bicycle officers, who are assigned bike duties part-time shall receive a shoe allowance every two years of \$115 in order to purchase bike shoes. If bike shoes purchased between allowances become unserviceable, the bicycle officer will turn them in at supply for the employer to replace them or provide a new shoe allowance.

The bicycle shoes must be all or predominantly black in color.

Article 7 Communications Facilities

Section A. Bulletin Boards. The FOP shall have the exclusive use of the FOP bulletin boards in each station, geographical unit, and in headquarters.

Section B. Interdepartmental Mail. At each station, geographical unit, and police headquarters, the FOP shall have a mailbox and shall be allowed the use of interdepartmental mail. The Lodge office shall be included as a stop in the interdepartmental and intradepartmental mail system, whether contracted for or maintained by the County or the department, provided the Lodge office remains at 610 Professional Dr, Gaithersburg, MD 20879. In the event of a change in the business address of the Lodge, the delivery of County government mail will be subject to further negotiation.

Section C. Use of Facilities. The FOP shall:

1. Have use of police department FAX machines.

- 2. Continue to be assigned a mailbox within the County's E-Mail system to be used for Lodge business. Unit members may use the E-Mail system for official Lodge business.
- 3. Continue to have an electronic bulletin board for the posting of messages related to Lodge 35 business.
- 4. Any costs incidental to maintaining the E-Mail system shall be paid by the FOP.
- 5. Usage of the Employer-provided Internet, Intranet, or E-Mail by bargaining unit employees through the use of Employer owned equipment shall be in conformance with county policies governing such use. [Appendix H.]

The parties agree to the following regarding mandatory security awareness training:

- 1) The Employer shall dedicate one day a month for unit members to complete the mandatory security awareness training. If a member misses the dedicated training day, their supervisor will ensure that the training is completed as soon as practicable upon their return to work. Unit members may choose to complete the training on their own during working hours.
- 2) Members on leave for an extended period of time shall complete the mandatory security awareness training for the months in which they work.
- 3) The Employer shall notify the unit member and FOP in writing prior to a bargaining unit member having their computer access suspended for failing to complete the mandatory security awareness training.
- 4) Any disciplinary action taken by the Employer shall be in accordance with Article 43 of the collective bargaining agreement.
- 5) Supervisors will be provided a method of tracking member compliance.

[See MOA: January 23, 2020]

- 6. Access to police facilities shall not be restricted solely on account of duty status. Nothing herein shall be construed as restricting the employers ability to consider the basis of the duty status.
- Section D. Distribution of Internal Directives. Members of the bargaining unit will continue to be provided internal directives in a reasonable, timely manner.

Section E. Visitation.

- 1. Short messages by Four-Phase such as announcements of meetings sent by the FOP shall be read at roll calls.
- 2. Officials of the FOP may be granted reasonable time to address roll calls (in person or by VCR/DVD) under the following conditions:
 - a. Only after the usual roll call business is concluded:
 - Reasonable advance notice is given to the shift sergeant prior to roll call starting time;
 - c. Time allowed shall not exceed the regular conclusion of roll call.
 - d. Permission to address roll calls shall not be unreasonably withheld.
- 3. Officials of the FOP shall be given reasonable advance notice of all new employee orientation sessions in which new bargaining unit members are participating or_academy class orientation sessions. The FOP will be provided at least five minutes at the beginning and 30 minutes at the end of an academy class orientation session to address employees about their contract, benefits, and FOP representation.
- 4. Officials of the FOP shall continue to have reasonable access to all work sites so long as such visits will not interfere with the conduct of normal County business. It is understood, and Lodge 35 acknowledges, that this paragraph establishes no new right and merely preserves the past practice in regard to access to work sites.
- 5. Officials of the FOP shall be given an additional 45 minutes to address each academy class

- subsequent to training week 12. The exact date and time shall be scheduled between the FOP and Academy staff. Flexibility shall be allowed for rotations.
- 6. Officers of the FOP shall be afforded up to one (1) hour of class time for each in-service session. The FOP shall provide the department with as much notice as possible in the event the FOP will be unable to attend the session.

Article 8 Contract Grievance Procedure

Section A. Definition of Grievance. A grievance is defined as a dispute or disagreement as to the interpretation or application of the terms and conditions of this Agreement. It is understood and agreed that the grievance and arbitration procedures set forth below shall be the exclusive forum for the hearing of any grievance and the exclusive remedy for any grievance as defined above, provided, however, that this provision shall not preclude an individual or the FOP from bringing the terms and provisions of the contract to the attention of any tribunal properly considering a matter to which the contract may relate.

Section B. Informal Resolution.

1. Except in exigent circumstances or where a grievance relating to compensation is based on a claimed computational or factual error, an employee must notify the president of the FOP that he or she has a grievance within thirty days (30) after he or she knew or should have known of the existence of the dispute or grievance.

2. Informal Complaint Resolution:

The parties encourage that wherever possible, they will commit to the use of an informal complaint resolution process [ICR]. A member may notify a steward or other authorized Union official who may initiate this process within ten days from the date the member knew or should have known of the dispute. The process can begin with any form of notification (verbal or written) but each party should note and acknowledge that date. In totality, the ICR will be completed within fifteen days of presentation; however, upon mutual agreement, the period can be extended to no more than thirty days.

After receiving notification from the member, the authorized union official will then contact a management representative assigned to the functional unit from which the dispute emanates, and these parties will engage in the ICR discussions. At this point the parties shall meet to engage dialogue and compromise to resolve the disagreement. Neither party shall utilize outside counsel.

The ICR will have no impact on the rights of the union to initiate the formal grievance procedure.

Any resolution that requires future relief shall be memorialized in writing by the representatives. Only in those cases that require future relief, the statements of resolution will be forwarded to the appropriate parties in order to facilitate timely implementation of the resolution. Dispute resolutions are specific to the disagreement at hand and there is no expectation that the settlement will constitute precedent. If the grievance is not resolved at this stage, it may be processed as provided below.

Section C. First Step of the Grievance Procedure. A grievance shall be presented in writing to the employer through its Office of **Labor Relations** within twenty (20) calendar days after the president receives notice of the alleged contractual violation, or with reasonable diligence should have received notice of the violation, provided that if the grievance is presented under Section B of this article, equivalent additional time shall be added. The FOP shall forward a copy of the grievance to the chief of police. The grievance shall be set forth with reasonable clarity. The employer, or designee, and representatives of the bargaining unit shall meet and discuss the grievance within thirty (30) calendar days after it is presented to the employer. The purpose of the meeting is to engage in dialogue in an effort to resolve the grievance. The Employer shall promptly and without unreasonable delay, provide to the FOP all documents and information reasonably

requested by the FOP that reasonably have a bearing on the FOP's ability to make informed decisions in the processing, settlement, or dismissal of grievances at the earliest possible time. The FOP agrees that the Union and its representatives will maintain the confidentiality of all personnel records and related personnel information provided to the Union. Both parties shall designate representatives with settlement authority. The employer shall respond, in writing, to the grievance within seventy-five (75) calendar days after the grievance is filed.

Section D. Alternative Dispute Resolution. The parties may mutually agree to refer the grievance to either: (1) mediation or (2) advisory arbitration. Neither party shall utilize either the Office of the County Attorney or outside counsel.

- Mediation: Upon mutual agreement, either party shall request the services of a Federal Mediation and Conciliation Service mediator unless the parties mutually agree to utilize another mediator.
- 2. Advisory Arbitration: If the Union and the Employer voluntarily agree to advisory arbitration, the mediator/arbitrator names shall be selected from the jointly agreed upon grievance arbitrators. At advisory arbitration each party's presentation will be limited to a brief oral argument and supporting documentation. Presentations shall be limited to thirty (30) minutes. At the conclusion of the parties' presentations the arbitrator will recommend a resolution to the grievance. Cost of advisory arbitration is split. The advisory arbitration recommendation shall be confidential and shall not be referenced in any other forum. The party rejecting the arbitrator's recommendation will pay for the cost of grievance arbitration if that party does not prevail at the grievance arbitration. However, the cost of arbitration shall be borne equally by the parties if the parties jointly reject the recommendation received under this section or the party rejecting the arbitrator's recommendation prevails at the grievance arbitration. In the event of a dispute, the determination as to whether a party prevails at the grievance arbitration shall be determined by the grievance arbitrator after the issuance of the grievance arbitration award.

Section E. Arbitration.

- 1. Upon receipt of the response from the employer, or upon expiration of the seventy-five day period, the FOP may refer the grievance to arbitration by providing written notice to the employer within sixty (60) days after receipt of the response, or within sixty (60) days after expiration of the seventy-five (75) day period. The notice shall indicate the intention to use counsel, and must include any intention to use one of the alternate dispute resolution processes described in Section D.
- 2. The arbitrator shall be chosen from a panel composed of persons agreed to by the parties. The arbitrators shall be selected to hear succeeding grievances in rotation in the order their names appear. If the arbitrator slated to hear a grievance cannot hold the hearing within a reasonable time, the next arbitrator shall be selected. [See Side Letter: *September 21, 1999*]

Section F. Arbitration Procedures.

- 1. Pre-Arbitration Procedures.
 - a. Unless otherwise agreed to by the parties, arbitrations shall be set for the first Wednesday of every third month beginning with August 2007.
 - b. At the time an arbitrator is notified of his or her selection for an arbitration, the parties shall provide the arbitrator with a copy of the Agreement as furnished by the FOP, the Police Labor Relations law, the grievance and the response to the grievance.
 - c. The parties shall meet no later than seven (7) calendar days before the date of the scheduled arbitration. At the meeting the parties shall identify the issue(s) succinctly, develop stipulations, and make a good faith effort to identify joint exhibits.

d. The parties shall exchange information and exhibits prior to the arbitration. Unless otherwise agreed to by the parties, each party must deliver the information and exhibits to the opposing party no later than 5:00 p.m., three (3) business days before the arbitration. Any exhibit not previously exchanged between the parties shall not be accepted into evidence unless the arbitrator determines there is good cause to accept the exhibit.

2. Arbitration.

- a. Arbitrators are encouraged to set aside the first hour(s) of the scheduled hearing to encourage and assist the parties to resolve the grievance.
- b. Unless the arbitrator believes and determines that a stenographer is necessary for a fair consideration of the grievance, stenographers shall not be used at the hearing. Either party may have an audio recording device present. Copies of any recordings must be provided to each party and the arbitrator if requested.
- c. Objections are strongly discouraged and should be made only if failure to object will result in prejudice to a party.
- d. Each party shall have its witnesses available and ready to testify. The parties and the arbitrator are strongly encouraged to exclude redundant testimony. Upon the request of either party, the arbitrator may take notice of undisputed facts without the need to call a witness to testify to such facts.
- e. Each party may make an opening statement not to exceed 20 minutes in length.
- f. Unless the arbitrator believes and determines that the filing of briefs is necessary to a fair and timely consideration of the grievance, neither party shall have the right to file a brief. Briefs are strongly discouraged and should only be allowed by the arbitrator when the above standard has been met. Briefs may not exceed 35 pages in length. The font size shall not be smaller than 13 point.
- g. If briefs are filed, the parties may not make closing arguments. If briefs are not filed, each party may make a closing argument not to exceed forty-five (45) minutes, unless the arbitrator believes and determines that additional time is needed for a fair consideration of the grievance. Each party may reserve a portion of the time allowed for rebuttal, but in the initial argument shall present the case fairly and completely and shall not reserve points of substance for presentation during rebuttal.
- h. Unless a case is complicated, the parties may jointly agree to notify the arbitrator at the beginning of the arbitration that a bench decision may be issued in lieu of a written decision. In the alternative, the parties may jointly agree that the arbitrator may issue a written decision not to exceed one (1) paragraph within two (2) business days of the arbitration. Otherwise, the arbitrator must submit a written opinion regarding the grievance within sixty (60) days after the hearing. Any arbitrator who issues a bench decision or a one (1) paragraph written decision within two (2) days of the arbitration shall be compensated for one (1) additional day. The costs of arbitration shall be borne equally by the parties.

Section G. Powers of Arbitrator. The arbitrator shall have no authority to amend, add to, or subtract from the provisions of this Agreement. He or she shall make such award as he or she shall decide is proper under this Contract and applicable public law if he or she decides any relevant. The arbitrator's decision shall be final and binding on all parties.

Section H. Uniform Arbitration Act. This Article will be governed by §3-201 et seq. of the Courts and Judicial Proceedings Article, Annotated Code of Maryland.

Section I. Freedom from Harassment/Retaliation. A bargaining unit member(s) is assured freedom from restraint, interference, coercion, discrimination, reprisal, harassment, or retaliation in the exercise of his/her rights under this procedure.

Section J. When pay or compensation is awarded in a grievance arbitration or through other resolution, the Employer will provide **FOP** Lodge 35 with a copy of the Personnel Action Form, any distribution forms, and will keep the Union informed of issues concerning compliance with the Award or other resolution.

Section K. The parties agree to establish "standing" hearing dates for unresolved matters under Article 8 during the term of this agreement.

Article 9 Copies of Contract and Other Information

Section A. Printing. The County and FOP Lodge 35 agree to print and distribute the contract at their own expense.

Section B. Employee Information. The County shall promptly provide to the FOP information regarding initial employment or changes of address, telephone number (subject to release by the employee), duty station, pay grade, assignment, and separation from the bargaining unit for all bargaining unit employees.

Article 10 Court Time

Section A. Each officer attending court (to include MVA hearings, grand jury, deposition, or other job-related administrative hearings, e.g., workers' compensation, liquor board, hearing boards) when summonsed as a witness on his or her regular day off or during non-regularly scheduled working hours shall be guaranteed a minimum compensation of three (3) hours at a rate of one and one-half times (1.5) the member's regular hourly rate regardless of the actual time spent in court unless the officer works more than three (3) hours when not regularly scheduled or when off-duty. If the officer works more than three (3) hours, he or she shall be compensated at the rate of one and one-half times (1.5) his or her regular hourly rate for every hour spent in court. When an off-duty officer is required to appear in court two or more times during the initial three hour period, the officer will not be entitled to receive additional compensation until three hours have elapsed since s/he initially appeared in court that day. [See Side Letter Ref. Grievance Settlement: May 7, 2001.]

Section B. It is further agreed that the existing policy concerning court time for investigators shall remain in effect and be extended to apply to Special Assignment Team (SAT) officers pursuant to the grievance settlement memorandum dated February 13, 1984. **Appendix B.**

Section C. Court Attendance.

- 1. Unit members will be present in court and will remain until excused by the presiding judge, the assistant state's attorney, or the court liaison officer until the case in question is concluded.
- 2. If a unit member has been summoned to court and is unable to attend for any valid reason (personal illness, leave, family problem of urgent proportions, unavoidable conflict of schedule, etc.), then notification of that fact shall be made by the unit member or his/her designee either in person or by telephone to:
 - a. The state's attorney liaison officer if the case is to be tried in circuit court.
 - b. The district court liaison officer for cases tried in the district court.
- 3. Notification of an inability to attend court shall be provided the court liaison officer so that postponements may be scheduled. [See Side Letter Ref. Court Cancellations: *May 7, 2001.*]

Section D. Cancellation of Court Appearance. In an effort to provide timely notification to officers concerning the cancellation of scheduled appearances in criminal and incarcerable traffic cases in District Court, the County will establish a call-in process utilizing a dedicated telephone line and will post this information on a recorded message for retrieval by officers.

1. Information regarding the cancellation of court appearances will be posted by recording as of 6 p.m. on the weekday preceding the scheduled court appearance. The County will also

- endeavor to provide this same information to each officer electronically. Exempt from this notification are District Court closures due to inclement weather, emergency conditions or other such reasons.
- 2. Officers scheduled to appear in court are required to phone the recorded message on the day preceding the court appearance.
- 3. If an officer fails to phone the message line as required, and the message line provides information that a specific court case has been cancelled, should the officer appear in court for that specific case, the officer will not be paid in accordance with Section A of this Article for appearing in court.
- 4. Bargaining unit employees will be provided a toll free number to call for court cancellations.
- 5. In the event that the message line is inoperative, which precludes officers from obtaining the necessary information concerning court cancellations, they will report for court assignments as scheduled, and be compensated for same in compliance with Section A of this article.

Article 11 Chronic Incapacity

Section A. Definition of Chronic Incapacity. An injury, illness, or physical or mental condition which causes a chronic, open-ended, and indeterminate inability to continue to perform one or more of the principal tasks of a police officer as set forth in the class specifications. [See Side Letter: March 23, 2007]

Section B. No Effect Upon Retirement Law. This procedure shall not interfere with, impede, or supersede any provision of the County retirement law.

Section C. Placement to be Noncompetitive. Placement in any assignment as accommodation for a chronic incapacity shall be in the classification and grade held by the employee at the time of the assignment. Such assignment shall be noncompetitive.

Section D. Accommodation. The department will use its best efforts to accommodate chronically incapacitated unit members by assigning them to duties within their capacity and within the bargaining unit. If, despite the department's best efforts, no such assignment is made and the member is not retired, the employer will accommodate the unit member in accordance with the Americans with Disabilities Act [ADA]. A claim that the accommodation does not satisfy the requirements of the ADA shall not be grievable. [See MOA Settlement: March 27, 2007.]

Section E. Temporary Incapacitation. To the extent it is not violative of the ADA or other law, the following shall apply to unit members.

- 1. *Fitness Categories*. For the purpose of competently dealing with the personnel needs of the department, there are herein established three categories of fitness. The critical criteria for determination of the categories is the ability of an officer to perform the full scope of duties and responsibilities of a sworn police officer. The categories established are: full duty, restricted duty and disability.
 - a. Full Duty Officer is able to fully perform all duties and meet all responsibilities required of a sworn officer.
 - b. Restricted Duty Officer is not able to fully perform all duties or meet all responsibilities required of a sworn officer. Further, the reason for the incapacitation is determined to be of a temporary nature. An officer in this fitness category must have moderate levels of physical fitness and mental health as determined by a medical authority. Within the fitness category of restricted duty, an officer will be in either a limited or light duty status.
- 2. *Duty Conditions*. The following conditions apply to all officers on restricted duty, (either limited or light duty categories):

- a. The officer must submit a physician's certification of condition and/or be examined by an Employee Medical Examiner as required by his/her respective bureau chief.
- b. If the officer is performing in the limited or light duty assignment at an acceptable level of competency, he/she is eligible to receive a regular service increment.

3. Limited Duty.

- a. An officer will be placed in a limited duty status when the officer can perform most of the duties assigned; however, a specific, temporary medical limitation exists regarding the type or degree of duties the officer is physically capable of performing. The medical limitations must be well controlled and present no unreasonable risk to the individual, other employees or the public during performance of duty.
- b. An officer in a limited duty status may be assigned, on a temporary basis, to a position which has assigned duties and responsibilities consistent with his/her medical restrictions. Upon return to full duty, the officer will normally return to his regular assignment.

4. Light Duty.

- a. Officers will be placed in a light duty status when temporarily incapacitated such that they cannot perform all of the duties of their assignment without presenting an unreasonable risk to the health or safety of themselves, other employees or the public. Light duty includes, but is not limited to, pregnancy.
- b. An officer in a light duty status will be assigned to a duty position. The duty assignment will be determined in accordance with the needs of the department and be compatible with the restrictions caused by the injury or illness. The department will maintain the Restricted Duty/Disability Unit as one area available for assignment.
- c. An officer on light duty is subject to the following conditions:
 - (1) Officer is relieved of all law enforcement responsibility. (Being relieved of law enforcement responsibility means an officer is not required to take police action, but in his judgment he may take action. This decision must be made by the officer on a case-by-case basis after considering the risk of further injury to the officer, the potential injury to the victim of the crime and/or bystanders, and the nature of the event.)
 - (2) In stress and psychological cases and in unusual or extenuating circumstances the Employer will determine what, if any, further personnel action is necessary. Various factors, such as the officer's ability to handle a weapon, operate an unmarked police vehicle, make an arrest, deal with the public, etc., will be considered before a determination is made as to what restrictions should apply to the officer.
 - (3) If it is determined that the officer's police powers are to be suspended, the commanding officer or his designee will complete MCP 553 (Suspension of Police Powers) and MCP 552 (Memo of Notification).
 - (4) In all cases, the officer will be notified in writing as to what restrictions apply.
 - (5) Officers will not operate a marked police vehicle. In accordance with Article 35, Section G.(13), a PPV participant will relinquish the car for the period of light duty. The officer may operate administrative vehicles in a non-emergency capacity, i.e., administrative duties.
 - (6) A line officer in a light duty status will be temporarily reassigned to an appropriate position within the department. A staff officer may continue to perform in his/her regular assignment depending upon the nature of the injury.

- 5. Temporary No-Duty.
 - a. Officers will be in a temporary no-duty status when they are unable to perform the duties and responsibilities of the assignment without representing an unreasonable risk to themselves, other employees or the public. An officer on sick leave or disability leave will be in this status and his/her return to another status must occur consistent with Article 23, §A.3 of this agreement. Sick leave approved in advance for such incidents as medical appointments, family illness, etc., will be an exception to the policy in that the officer will not be in a no-duty status. In other extenuating circumstances, such as leaving work due to a sudden illness or a minor injury, the officer's immediate supervisor may grant permission for the officer to operate a PPV for a reasonable period of time in order to return to his principal place of residence.
 - b. The following conditions apply initially to an officer in a no-duty status:
 - (1) The officer will not wear the police uniform.
 - (2) The officer will not operate a police vehicle.
 - c. An officer using more than five (5) consecutive days of sick leave shall submit to his/her supervisor a certificate from a physician or other recognized medical practitioner. The certificate shall confirm the illness and officer's inability to report to work or to perform part or all of the duties and responsibilities of his position and the dates of treatment.
 - d. After evaluating various factors such as the officer's ability to handle a weapon, operate a police vehicle, make an arrest, deal with the public, etc., a determination will be made as to what restrictions will apply to the officer.
 - e. In all cases, the officer will be notified as to what restrictions apply in his/her case.
 - f. When the officer remains in this status for more than three (3) days if the cause was jobrelated or more than fifteen days (15) if the cause was not job-related, the following condition will apply in addition to those (¶ 5.b.1 and 2) above:
 - The service increment will be delayed if the period of no-duty exceeds 50% of the rating period in accordance with Article 28. In such cases, reassignment of increment dates is not always necessary. The officer must be notified in writing by the department head and be given the reason for the delay prior to the effective date of the action. The necessary paper work should be completed and sent to the Police Personnel Section via the chain of command by the fifth of the month (preceding the increment date) to ensure timely processing.
- 6. In accordance with Article 28, a service increment shall not be delayed or denied because of a service-connected injury or illness, provided the officer received a satisfactory or acceptable evaluation in the preceding rating period.

Section F. Reopener. This article shall reopen should the number of officers who are affected under § D exceeds 1.5% of the bargaining unit complement.

Article 12 Seniority

Section A. Definition. Except as provided in this section below, seniority of a bargaining unit employee is calculated based on the total service time as a police officer or police officer candidate (from the date of commencement of academy class in Montgomery County, except where breaks in service of any duration occur or where an employee has been on authorized leave without pay for a period exceeding two pay periods (excluding leave for a purpose specified in Article 59, Section B.2., parental leave, military leave, leave pending resolution of a dispute over a disability leave determination, the employee is suspended without pay, political leave and any other leave where seniority is protected by statute or by this agreement). A police officer who has been on authorized leave without pay for a period exceeding two pay periods

subject to the above exclusions, will not receive seniority credit for that entire period of time. A police officer who leaves County service and is subsequently rehired shall receive credit for purposes of calculating seniority for any years of service prior to the break, regardless of the length of the break. This change in calculating seniority shall be applied prospectively only. When a lateral entry class starts after a regular academy class but graduates before the regular academy class, the date of commencement for the lateral entry class will, for seniority purposes, be the same as the date of commencement for the regular academy class. For the purposes of a tiebreaker between a lateral entry officer and regular academy officer, priority shall be given to the lateral entry officer. Further, whenever seniority is used to determine rights under this agreement between two or more sergeants, date of promotion to the rank of sergeant shall determine seniority. No unit member shall lose any benefit previously attained by virtue of seniority on account of calculation under this article. [Side Letter: June 15, 1998.]

Section B. Seniority List. The official seniority list shall be prepared by the County and indicate names, classification, dates of employment and service times as of the date of distribution. FMLA and political leave used shall count toward seniority.

Section C. Dates of Employment. Dates of employment for bargaining unit employees include the service time from full time employment as a police officer or police officer candidate (from the date of commencement of the academy class.) Except as indicated in §A, in the event of a tie regarding service time under these provisions, the following criteria, in order of priority, shall serve as tiebreakers in determining seniority: (1) academy class standing when two or more employees attended the same academy or lateral class session; (2) actual date of hire by the Montgomery County Government; and (3) months of prior qualifying (Article 36) law enforcement experience for a lateral entry. Retirement time purchased on a "buy back" basis because of military service or service with other agencies in or outside Montgomery County shall not be counted.

Section D. Probationary Period. Newly hired employees remain on their initial probationary period a full 12 months (excluding extensions) from the date they receive sworn status. Generally, this will coincide with a change in status from police officer candidate to Police Officer I. [See Side Letter: July 29, 1999.]

Article 13 Designation of Smoking Areas

Section A. Absent objection from another person who is present, unit members may smoke in buildings (such as sheds, garages, outbuildings, and the like) where no heating, air conditioning or ventilation systems are installed which would cause others to breathe secondhand smoke. Smoking will also be permitted in all other places except where prohibited by existing law or where special hazards such as explosives, gasoline, highly flammable materials, and the like are present. Enforcement of this provision shall be consistent with public law and employees in violation shall be subject only to civil penalties as prescribed by law. [See Side Letter.]

Section B. This Article will be reopened for negotiations in the event Bill 42-93 is invalidated in whole or in part. Failing agreement within sixty (60) days, the dispute will be resolved pursuant to the impasse procedures (excluding dates) of Chapter 33, §33-81(b) of the Montgomery County Code.

Article 14 Holiday Leave and Pay

Section A Definition. Holiday Leave is paid leave granted to each eligible employee on a full-day or part-day holiday.

Section B. Holidays.

1. New Year's Day January 1

2. Martin Luther King, Jr. Day Third Monday in January

3. Presidents' Day Third Monday in February

4. Memorial Day Last Monday in May

5. Independence Day July 4

6. Labor Day First Monday in September

7. Veterans Day November 11

8. Thanksgiving Day Fourth Thursday in November

9. Christmas Day December 25

10. Special Holidays Other days designated by action of the chief

administrative officer as a full-day part-day holiday or as a non-workday. Religious holidays must not be designated as special holidays as approved absences on these days may be obtained through annual leave or

alternative work schedules.

11. Substitute Holidays Other days designated by the chief administrative officer

or as specifically provided in this article as a full-day or

part-day holiday or as a non-workday.

12. Special Substitute Holidays Other days designated by action of the chief administrative

officer for categories of County employees providing

County services to other County agencies.

13. For 1998 only, Columbus Day (October 12, 1998) and General Election Day (November 3) shall be observed as holidays.

Section C. Substitute Holidays.

- 1. When a holiday falls on a Sunday, the following Monday is a substitute holiday and observed as a holiday for that year for each eligible employee.
- 2. When a holiday falls on a Saturday, the preceding Friday is a substitute holiday and observed as a holiday for that year for each eligible employee.
- 3. The chief administrative officer or designee may require some or all employees of an agency which provides services on Saturday or Sunday to observe the actual holiday in lieu of a substitute holiday on the preceding Friday or following Monday.
- 4. When a holiday falls on an eligible employee's regular day off, the employee must either be credited with an equivalent amount of compensatory leave or, at the employee's option (subject to budget limitations), paid at the employee's regular hourly rate for the holiday.
- 5. Unit members working on Christmas Day, New Year's Day, and/or July Fourth, and/or the respective substitute holiday shall be compensated at their regular rate of pay plus premium pay for all hours worked on the actual or substitute holiday. When a member works both the holiday and the substitute holiday, he/she shall only be entitled to earn premium pay or compensatory leave for one of these days. All hours in excess of the normal workday or workweek shall be compensated in accordance with the overtime provisions of Article 15 of this Agreement.

Section D. Employees Eligible for Holiday Leave and Special Substitute Holiday.

- 1. An employee normally scheduled to work on a holiday is eligible to be granted paid holiday leave.
- 2. An eligible employee on paid authorized leave during a period in which a holiday falls will be considered on holiday leave for that day.

Section E. Employees Not Eligible for Holiday Leave. An employee on non-pay status on both the employee's last regular workday before and the first regular workday after a holiday or an employee who is absent without leave on either/or both days mentioned above, will not be eligible for paid holiday leave for that holiday.

Section F. Holiday Leave and Premium Pay.

- 1. As far as practicable, each employee will be released from attendance on duty on a holiday and eligible employees must receive regular pay for the holiday.
- 2. As necessary County services must be maintained, an employee may be required to work by the chief of police or designee on any day designated as a holiday.
 - a. The chief administrative officer will determine which County services must be maintained on a full or partial basis; and
 - b. The chief of police or designee must determine which employees must work and which employees will be off duty when employees' work schedules are subject to a seven (7) day operation. Other employees qualified to perform the work shall have the work assigned on a rotating basis from among those who wish to work as long as the assignment does not result in the payment of triple time and one-half (holiday work performed on the employee's regular day off).

Section G. Premium Pay for Holiday Work. An employee who is required to work on a holiday must receive:

- 1. Regular pay for the hours scheduled to be worked on the normal workday eight (8) or ten (10) hours, as applicable.
- 2. Premium pay at a rate of one and a half (1-1/2) times the regular hourly rate for each hour worked for the normal workday on which the holiday occurs.
- 3. Overtime compensation for each hour worked in excess of the normal workday of eight (8) or ten (10) hours, as applicable.

Section H. Premium Pay for Holiday Work on an Employee's Regular Day Off. An employee who is required to work on a holiday which is the employee's regular day off must receive:

- 1. Regular pay for the hours scheduled to be worked in the normal workday of eight (8) or ten (10) hours, as applicable, or a substitute holiday scheduled within the same pay period in which the holiday occurs.
- 2. Premium pay at a rate of time and a half the regular hourly rate for each hour worked for the normal workday of eight (8) or ten (10) hours, as applicable on which the holiday occurs.
- 3. Hour for hour compensatory time equal to the normally scheduled hours to be worked, eight (8) or ten (10) hours, as applicable.
- 4. Overtime compensation for each hour worked in excess of the normal workday of eight (8) or ten (10) hours, as applicable.

Section I. Premium Pay for Work on Actual and Substitute Holidays. An employee who works both the actual and substitute holiday must receive:

- 1. Regular pay for hours scheduled to be worked in the normal workday on which the actual or substitute holiday occurs of eight (8) or ten (10) hours, as applicable.
- 2. Premium pay at the rate of one and a half (1-1/2) times the regular rate of pay for each hour worked for the normal workday of eight (8) or ten (10) hours, as applicable on either the actual or substitute holiday, but not for both days.

3. Overtime compensation for each hour worked in excess of the normal workday on which the holiday or substitute holiday occurs of eight (8) or ten (10) hours, as applicable.

Section J. Compensatory Leave Credits in Lieu of Premium Pay for Holiday Work At the employee's option or whenever budgetary limitations preclude the payment of premium pay for holiday work, the employee must be credited with:

- 1. One and one-half (1-1/2) hours of compensatory leave for each hour of holiday work on the employee's regular workday; and,
- 2. Two (2) hours of compensatory leave (double time) for each hour of holiday work on the employee's regular day off.

Section K. Shift Differentials on Holidays and Substitute Holidays. The holiday premium provided for in this Article shall not be applied to increase any applicable shift differential.

Section L. Compensatory Time In Lieu of Holidays.

- 1. At the beginning of each leave year, employees will receive compensatory time consistent with the schedule enumerated in subsection 2 below and the employee's work hours as of the beginning of the leave year. This compensatory time is provided in exchange for three holidays which are no longer celebrated under this agreement.
- 2. Employees will receive, at the beginning of each leave year, compensatory time as follows. The compensatory time will be pro-rated for job share employees consistent with Article 55 *Job Sharing Program*.
 - a. Employees whose regular workday is eight hours shall receive 22 hours of compensatory time.
 - b. Employees whose regular workday is nine hours shall receive 24 hours of compensatory time.
 - c. Employees whose regular workday is ten hours shall receive 26 hours of compensatory time.
 - d. At the end of each leave year employees may receive payment for any compensatory leave balance up to the amount they were credited under subsection 2 (a-c) above. In order to receive payment, an eligible employee must advise the county in writing of their desire to be paid off for such compensatory time by February 15th for the previous leave year.

Section M. Personal Leave Days. At the beginning of each leave year, unit members will receive four personal days to be used for any purpose. The days must be used in full days (no partial days) and must be used during the leave year. All unused days are forfeited at the end of the leave year. Requests to use personal leave days will need to be scheduled and authorized in the same manner as annual leave is scheduled and approved. Personal leave benefit will be pro-rated for part-time employees. [It is understood that this additional Personal Leave will be taken and used without additional personnel costs or use of overtime to backfill for unit members on personal leave.]

The parties agree to the following regarding personal days:

- 1) Members who are hired after the beginning of the first full pay period of the calendar year shall receive personal days as follows:
 - a) If hired from the 1st through the 8th pay period four personal days
 - b) If hired from the 9th through the 14th pay period three personal days
 - c) If hired from the 15th through the 21st pay period two personal days
 - d) If hired from the 22nd through the 26th pay period one personal day

2) POCs hired after July 1 of any calendar year may request to carry over any unused personal days for the next leave year.

Article 15 Hours and Working Conditions

Section A. Hours and Overtime.

- 1. The regular workweek for patrol officers (excluding SAT), canine officers and officers assigned to the Telephone Reporting Unit shall be a four (4) day, forty (40) hour week. Except as provided at Paragraphs 3 and 6 of this Article or elsewhere in this Agreement, for all other officers, including SAT, traffic, detective, administrative, and support personnel, the regular week shall be a five (5) day (at the discretion of the County) forty (40) hour week. Roll call shall be included in the regular workday. All hours worked in excess of a regular workday or forty (40) hours per week shall be compensated at time and a half except for:
 - a. The first two hours of services performed by an officer working while in an off duty PPV status.
 - b. If the department reasonably projects that it will run out of overtime funds within a reasonable period it may request officers to accept compensatory time at time and a half for each hour of overtime worked. If the Employer requests that the County Council appropriate additional funds to make possible the continuation of overtime payments, and the request is denied, the department may require members of the bargaining unit to accept compensatory time at time and a half for each overtime hour worked in lieu of overtime pay. [See Side Letter Ref. Pre and Post Shift Preparation Pay: *March 18*, 1996.]
- 2. It is recognized that the County may change work schedules in effect at the time this Agreement was negotiated. The parties agree to meet and exchange views about such changes prior to their implementation, including their impact upon this Article and Article 42 of this Agreement. Such exchanges of views shall not constitute waiver of any rights afforded by this contract or applicable law.
- 3. Upon the determination by the County that the operating needs of the department will be met by assigning some or all of the General Assignment Division complement to a four day, forty hour workweek, the workweek of some or all of the General Assignment Division officers shall be changed to a four day, forty hour workweek.
- 4. For purposes of this Article, "hours worked" refers to hours the employee is in a pay status, including, for example, any paid leave. However, when an employee applies for and takes any paid leave after the employee has been notified that s/he is scheduled to work overtime that day, then the leave period on that day will not be treated as hours worked for the purposes of calculating overtime compensation.
- 5. When an employee who works overtime from an overtime callback list takes sick leave after working overtime that day, then the sick leave taken will not be treated as hours worked for the purposes of calculating overtime compensation.
- 6. Alternate Work Hours
 - a. Bargaining unit employees working a five-day workweek may be eligible upon approval of the County to work a "compressed workweek" pursuant to County Administrative Procedure 4-34, effective January 27, 1994 (**Appendix P**). As provided in this procedure, the approval of a compressed schedule is at the sole discretion of the County and is not grievable or arbitrable.
 - b. The option of a compressed work schedule for district detectives shall be at the

- discretion of the employee.
- c. Upon the determination by the Employer that the operating needs of the Department will be met by assigning some or all of the Special Assignment Teams to modified compressed work hours, the workweek of some or all of the Special Assignment Teams may be changed to the modified work hours attached as **Appendix Q**.
- d. Except as provided elsewhere by this Agreement, some or all other officers, including SAT, traffic, detective, administrative, and support personnel, may, by agreement of the parties, work alternate flexible work hours and options, including 4 day / 10 hours and telecommuting. Alternate flexible work hours and options under this subsection are encouraged but not required.
- 7. Unit members shall not be required or permitted to work more than 20 consecutive hours in any 28-hour period. [Editing note: Original text reads, "28 hour time period".]
- 8. An employee will be relieved from duty if, in the reasonable articulated judgment of the supervisor, the employee has exhibited signs of fatigue that significantly affect the bargaining unit member's ability to safely carry out work related functions. Should an employee be relived during regular work hours (non-overtime status), s/he shall be placed on administrative leave for all remaining work hours.

Section B. Snow Emergency-General Emergency Pay.

- 1. *General emergency* for the purpose of this Agreement is defined as any period determined by the county executive, chief administrative officer or designee to be a period of emergency, such as inclement weather conditions. Under such conditions, County offices are closed and services are discontinued; only emergency services will be provided.
- 2. Whenever a general emergency is declared for the County by the county executive or designee, employees who are required to work during the period of the emergency shall receive twice their regular hourly rate. In the event that employees are in an overtime status during the period of the declared emergency and are required to work, the employees shall receive their regular rate plus the overtime rate, consistent with pay policies for declared emergencies established by the procedure *Inclement Weather/General Emergencies*, found at **Appendix C** of this Collective Bargaining Agreement.

Section C. Publishing of Work Schedules.

- 1. Work schedules for employees will be published three (3) workweeks in advance for a one (1) workweek schedule. However SID, SWAT and SAT schedules shall be published 48 hours in advance for a one workday schedule, PCAT schedules shall be published 72 hours in advance for a one workday schedule, but may be changed upon the mutual agreement of the officer and a supervisor. Further, schedules for Community Service Section and Crime Prevention officers shall be published one week in advance for a one week schedule, but may be changed upon mutual agreement of the officer and a supervisor except for:
 - a. An employee whose work status is changed to or from full duty, or to or from light duty or alternate duty because of an injury or pending disciplinary investigation involving suspension of police powers or final disciplinary action. The employee shall be provided his or her new assignment schedule 48 hours in advance of the effective date of the transfer.
 - b. An employee's schedule or assignment may be changed upon mutual agreement of the officer and a supervisor. [See Side Letter ref. shift swapping: *June 25*, 1996.]
 - c. When an employee fails to qualify with his/her firearm and a schedule change is necessary so that the employee may receive training, the employee shall be provided 48 hours notice of the schedule change. Upon successfully qualifying, the employee shall

- return to his/her normal schedule beginning with the next scheduled workday. In transitioning to and from the qualifying schedule, any work performed with less than 10 hours off shall be compensated at the overtime rate.
- 2. Work schedules may be changed with less than the required notice for the purpose of voluntary attendance at training.

Section D. Work Outside Published Schedules. If the department requires officers to work outside their published, scheduled hours and days, the officers shall be paid overtime for all hours worked outside their published schedules.

Section E. Callback Pay. Whenever an employee is required by his authorized supervisor to return to work to perform unanticipated and unscheduled work assignments, usually of an emergency nature, such employee shall be entitled to receive call-back pay in a guaranteed minimum amount of three hours of overtime pay. A callback pay report shall be attached to the payroll voucher on which the callback pay is recorded. Such report shall include the reason for having the employee return to work, the actual number of hours worked by the employee, and the number of hours and the rate to be paid.

Section F. Stand-By Pay.

- 1. **STAND-BY PAY** is the compensation paid to eligible employees who are assigned to stand-by duty and who are required by their authorized supervisor to remain available for work for a specified period of time beyond the assigned work period.
- 2. **STAND-BY STATUS** is a condition of employment whereby an employee is designated by his/her department to be ready to be engaged in work. The employee must be in readiness to perform actual work when the need arises or when called. Employees must be required to be available by telephone, radio, or pager when on stand-by.
- 3. Employees designated by a supervisor to remain available for work in a stand-by status shall be compensated at \$4.25 per hour.
- 4. An employee in authorized stand-by status must provide the employer with a telephone number where the employee may be reached, or be available and able to be contacted by radio or pager.
- 5. Assignment to authorized stand-by status includes the following conditions:
 - a. The requirement must be definite and the employee must be officially notified by the supervisor to remain on stand-by status.
 - b. The requirement must be continuous until such time as the employee is actually performing work, reporting for a scheduled work period, or specifically relieved from stand-by status.
 - c. Supervisors placing an employee on stand-by will advise the employee of the reason for the stand-by, the location to which s/he will respond, and the approximate duration of the stand-by. Further, when the stand-by is lifted, the supervisor will re-contact the employee and so advise the employee.
 - d. For purposes of placing employees on stand-by for testifying in court, the court liaison officer will act as the supervisor with the consent of the employee's unit/district commander or designee.
- 6. An employee shall not be eligible for stand-by pay while in callback, overtime or regular pay status
- 7. An employee must be specifically and formally designated by the supervisor or court liaison officer as being on stand- by status in order to be eligible for stand-by pay and must remain ready and available for work at all times while in stand-by status.

Section G. Absent Without Official Leave. An employee who fails to report for duty as scheduled or who leaves the work site prior to the end of the scheduled workday without the approval of a supervisor, will be:

- 1. Considered absent without leave;
- 2. Placed in a non-pay status for the period in question; and
- 3. Subject to appropriate disciplinary action or termination.

Section H. On Call.

- 1. On-call status is a voluntary routine, rotating designation within specific units to determine the first officer to be contacted and offered the opportunity to volunteer for overtime work. Officers in an on-call status will be compensated for providing telephone assistance as set forth below. [See Side Letter: *January 16, 2004*]
- 2. Officers contacted by a supervisor, or designee, while on an on-call status shall be eligible for appropriate compensation as provided in this Agreement.
- 3. Use of Vehicles While On-Call.
 - a. Officers assigned to on-call status who live out of the County but near the border (within 15 miles per practice) will be allowed "to and from" use of a county vehicle while in an on-call designation. Officers assigned to on-call status who live outside of the County but within the State of Maryland will be allowed "to and from" use of a county vehicle within 25 miles of the county border, while in an on-call designation.
 - b. Officers assigned to on-call status (assigned an unmarked vehicle) who live in the County will be allowed full use within 15 miles of the County border.
 - c. Officers who live in the County and do not have a PPV shall be provided use of a take home vehicle while in an on-call status.
- 4. In addition to all other compensation provided under this agreement, officers contacted by a supervisor, or designee, while in an on-call status, and who provide guidance, direction or advice in response to a law enforcement incident shall be compensated at his or her overtime rate as follows:

0-45 minutes 30 minutes compensation 46-60 minutes 60 minutes compensation

5. Officers who are on-call are not, and may not, be required to be ready and available for duty.

Section I. Liability For Damage or Loss To County Property. Unit members shall not be required to reimburse the County for accidental damage or loss to property. This section shall not abridge the County's right to impose other sanctions for negligence.

Section J. All members of the bargaining unit retain the following benefits and conditions previously in effect between the parties:

- 1. Meal period (each member of the unit shall be allowed a maximum of one thirty minute meal period for each shift.);
- 2. Overtime callback lists.

Section K. Permanent Beat Team Work Hours. [See Side Letters: May 8, 1995 & August 27, 2002. See MOA: March 25, 1996 & April 2005.]

- 1. Procedure for Assignment to Permanent Midnight Shift
 - a. Assignment to a midnight shift will be accomplished through volunteers based on seniority as defined in Article 12. All bargaining unit members will be eligible for

- voluntary placement onto the midnight shift. MPOs shall bid with other MPOs as a class. Sergeants will bid with other sergeants as a class.
- b. In the event the number of officers volunteering for assignment to the midnight shift is insufficient, involuntary assignments will be made based on inverse seniority beginning with the least senior PO1 in the district.
- c. The duration of the midnight shift assignment will be a minimum of six months. Once an officer on the midnight shift meets the minimum time requirement, that officer may transfer off of the shift either at the end of the initial six months or at the end of the fiscal year quarter (i.e., every three months). Requests for transfer off of the midnight shift must occur two weeks prior to the end of any fiscal year quarter and will be honored at the end of the fiscal year quarter that follows the fiscal year quarter in which the request was made.
- d. Assignments onto the midnight shift will only be made on a fiscal year quarterly basis (i.e. every three months) and simultaneously with any departure from the midnight shift. Officers who are assigned to the midnight shift will be given notice of the assignment at the beginning of the fiscal quarter proceeding the quarter of their assignment. However, notice for voluntary transfer onto or off the midnight shift may be waived upon mutual agreement of the officer and the unit commander.
- e. When an officer is permanently transferred off of the midnight shift the effective date of the transfer will be recorded in the officer's unit operating file. An officer who has received a departure date from midnights will not be involuntarily transferred back to the midnight shift if there are officers in the district who have either no departure date or an earlier departure date.
- f. An officer being initially assigned to a district or transferred into the district from another assignment will not be eligible for voluntary or involuntary transfer onto the midnight shift until the next fiscal quarter has passed, except when a vacancy exist, a unit member volunteers for assignment, and there is no waiting list of eligible volunteers. The initial permanent assignment of a PO1 who has successfully completed FTO may be the midnight shift.
- g. Any reassignment on or off the midnight shift will occur the first full pay period following the date on which the fiscal year quarter begins unless a vacancy exists.
- h. Bargaining unit employees may be voluntarily or involuntarily transferred due to unforeseen changes in the personnel complement of a shift (e.g., extended illness or injury) consistent with the provisions of the parties' collective bargaining agreement. Such changes shall be consistent with the seniority principles espoused within this section. For purposes of this subsection, the clause "consistent with the seniority principles espoused within this section" means that when an employee is transferred due to unforeseen changes in the personnel complement of a shift, the determination of which employee is transferred shall be governed by seniority principles. This means that assignments to permanent midnight shifts under subsection h. will be made in accordance with the provisions of subsections a., b. and e. of §K.1., and that the provisions of subsections c., d., and f. do not apply to assignments/transfers made under subsection h. Additionally, consistent with seniority principles, when a vacancy on the permanent midnight shift exists, a bargaining unit employee from outside the district who volunteers may be assigned to the vacancy when there is no waiting list of eligible volunteers within the district.
- i. Work schedules may be changed with three-week notice for the purpose of attendance at training including non-state training except in the case of firearms qualification training as provided under current practice and Article 15 § C.1.C.

2. Special Skills.

- a. The Department needs two certified breathalyzer operators assigned to the midnight shift in each district. The two operators will initially be selected from the volunteer list. If there are no breathalyzer operator volunteers from within the district, the department will search countywide for a breathalyzer operator volunteer. If a volunteer from another district is found, that officer will be permanently assigned to the district. The vacant position that is created from the resulting transfer will be filled by the transfer, from the district, of an officer on the basis of inverse seniority. In the event that no volunteers come forward, the operator(s) will be selected by inverse seniority from the station personnel list. The Department will use its best efforts to assign an officer from the midnight shift to the next breathalyzer training school from which vacancies exist. Once this officer is trained and certified, the officer involuntarily transferred to the midnight shift will be transferred back to his/her shift at the end of the fiscal year quarter following the quarter in which the training occurred.
- b. For other specialized skill requirements (i.e., FTO, shift ID, radar operator) the Department will train officers currently on the midnight shift to fill those skill requirements.
- c. No record, except to determine shift assignment eligibility, will be maintained nor will any adverse action result from an employee exercising his or her rights under this section.

3. Workday/workweek.

- a. The regular workweek for participating unit members shall be a four-day, forty-hour workweek.
- b. If, in order to implement this program, the department must rescind previously approved leave, the department will pay non-reimbursed reservation costs incurred by an employee as the result of the leave rescission.

4. Miscellaneous.

- a. Leave denials will be forwarded each month to police headquarters and then to the FOP on a monthly basis.
- b. There shall be no manipulation of schedules to avoid court overtime for employees assigned to the permanent beat schedule, unless mutually agreed upon by the officer and supervisor.
- c. Any work performed with less than 10 hours off, under the permanent beat schedule, is to be compensated at the overtime rate.
- d. Except as provided herein, all unit members shall be treated in a manner which is not arbitrary or capricious.
- e. The practice of consecutive days off shall continue.

Section L. Work Rule - Trainer/Trainee Relationships. [See Side Letters Ref. Other Work Rules.]

- 1. The relationship between the academy instructor/FTO and the trainee will be a teacher/student relationship. Instructors/FTOs shall not engage in an intimate/sexual relationship with a trainee. An instructor/FTO may choose to be reassigned instead of avoiding an intimate/sexual relationship with a trainee. In that event, the following rules must apply:
 - a. The instructor/FTO must immediately disclose to his/her supervisor that a conflict may exist as a result of the intimate/sexual relationship prohibition.

- b. In the case of an academy instructor, the instructor shall be temporarily reassigned to another unit for the duration that the trainee's class is in session.
- c. In the case of an FTO, the trainee shall be reassigned to another shift or district. The FTO will not be reassigned nor will he or she be precluded from training or evaluating other trainees.
- d. Managers and supervisors must maintain the disclosure in confidence.
- 2. No disciplinary action or retaliation must occur as a result of the disclosure.
- 3. An instructor/FTO may, in lieu of disclosure, request that he/she be reassigned for personal reasons. An instructor who makes this type of request, shall not be entitled to reassignment upon the completion of the trainee's training. An FTO who makes this type of request will be transferred instead of the trainee and will not be eligible for reassignment onto the shift he or she was transferred from.
- 4. If an instructor/FTO who is involved in an intimate/sexual relationship with a trainee does not disclose the potential conflict of interest or request reassignment, the more senior officer will be transferred involuntarily. Such transfer is subject to review under Article 8 *Contract Grievance Procedure* of this Agreement. Violation of this rule will not result in discipline.

Section M. Scheduled Overtime for Events.

- 1. Each district shall maintain a list of scheduled events such as school functions, sports events and similar events, for which overtime is available. A list separate from the overtime callback list shall be posted to allow unit members to sign up for overtime. Except for events listed in §M.2, selections will be made from the list on the basis of seniority. Unit members scheduled to work regular hours on the date and time of an event shall remain on the list and not be passed over except for the hours they are working. The list shall be exhausted before a volunteer is given a second opportunity to work an overtime event.
- 2. Exceptions to the selection rotation are:
 - a. The event requires specific skills, knowledge or abilities peculiar to certain officers on or off the list:
 - b. The event requires the deployment of four or more officers for bona fide training; or
 - c. It is impractical to use the list because the event is spontaneous and unscheduled. In this case every reasonable attempt shall be made to be fair and avoid favoritism or priority to one or more officers. Once this event extends beyond an initial 48 hours, the overtime callback list referred to in section N of this article shall be used to staff the event, until such time as a bona fide event list can be circulated to members as described in §M.1 above, and staffing made by seniority from that list.

Section N. Overtime Callback Lists.

- 1. There shall be two lists which are used by department designee(s) to fill unit staffing shortages on an overtime basis. Employees who are the rank of MPO and below will be placed on one list. Sergeants will be placed on a second list. A "group page" call back list will be maintained in units with employees who have specialized skills, training, or expertise (i.e., K9, ERT, CRU) to facilitate an immediate response to a call back request. Group paging refers to an electronic message sent out simultaneously to a designated group. For the purposes of "paging", the designated groups will be equitably rotated in lieu of seniority. If a page does not result in a response from a sufficient number of officer(s) from the designated group, the next group may be paged until a sufficient number of officer(s) respond.
- 2. A sign-up list shall be circulated within a unit at the beginning of every fiscal year quarter (January, April, July, October) so that interested eligible employees may voluntarily sign up

- so that they can be contacted regarding overtime callback work. Volunteers will then be placed on the list that is appropriate for their rank.
- 3. Employees on each list shall be rotated and ranked by seniority as defined by Article 12 Seniority.
- 4. The entire list will be exhausted before any individual is requested to work a second time, unless the nature of the assignment requires specific skills, knowledge or abilities peculiar to certain officers on or off the list.
- 5. An employee who, on four occasions within a quarter declines an offer to work overtime, shall not be eligible to sign up for overtime callback eligibility for the remainder of the quarter.
- 6. Participants on the list shall be used as needed by the department designee.
- 7. Other callback lists will be utilized only after the unit level callback list has been exhausted.
- 8. The establishment of a callback list shall not preclude the use of on-duty officers who may be required to work beyond the normal shift as occasions arise.
- 9. Employees who are assigned to a district during a quarter shall be immediately eligible to be placed on the overtime callback list.

Section O. Temporarily Assigned Employee's Eligibility to Work Overtime.

- 1. When an employee voluntarily accepts a temporary assignment of indefinite duration, in a unit comprised of officers who are not eligible to participate in the employee's permanently assigned unit's overtime callback program, the employee shall be removed from his/her permanently assigned unit's overtime callback lists once the assignment has exceeded thirty (30) days.
- 2. When an employee voluntarily accepts a temporary assignment of a known duration that is in excess of thirty (30) days, in a unit comprised of officers who are not eligible to participate in the employee's permanently assigned unit's overtime callback program, the employee shall be removed from his/her permanently assigned unit's overtime callback lists on the effective date of the transfer.
 - The employee is eligible to be called for overtime work during the period between the date the employee is advised of the transfer and the effective date of the transfer, so long as the overtime work occurs before the transfer date.
- 3. Any employee who voluntarily accepts a less than thirty-day temporary assignment shall remain on his/her permanently assigned unit's overtime callback lists during the period of reassignment.
- 4. All temporary assignments shall be considered to be of indefinite duration unless the notice of reassignment specifies otherwise.
- 5. Upon completion of the temporary assignment, the employee shall be returned to the permanently assigned unit's overtime callback lists and his/her seniority shall be determinative of his/her order in the rotation.
- 6. An employee who has been involuntarily and temporarily reassigned shall be immediately eligible to be placed on the new assignment's overtime callback lists for the duration of the reassignment, regardless of the length of the reassignment. If the employee is involuntarily transferred from an assignment with an overtime callback list to an assignment without an overtime callback list, the employee shall be placed on the overtime callback list of a unit similar to the one from which reassigned.

Section P. Assignments to Temporary Units and Temporary Assignments. Unit members assigned to temporary units are eligible to remain in those units for the duration of the unit or may otherwise be transferred in accordance with Article 25 Transfers, of this agreement. Temporary assignments to established units shall not exceed 12 months in duration.

Section Q. Rights of Unit Members Transferred. If, due to administrative reorganization, position abolishment, lack of funding, change in work program/plan/design, technological change, or need for additional personnel at another work site, one or more employees need to be transferred, such transfers shall be made on the basis of inverse seniority within the unit. If, within two years, additional personnel are needed at the original assignment, previously transferred unit members shall be recalled on the basis of seniority within the unit.

Section R. Permanent Day and Evening Shift. Should the parties agree to extend the Pilot Permanent Day and Evening Shift, such a schedule shall be established pursuant to the procedures (MOU in Germantown District 6) agreed upon by the parties.

- 1. Assignment to District and Bidding for Hours
 - a. To the extent possible, volunteers from the Germantown District will be used to staff the PO1, PO2, PO3, and MPO positions in the Sixth District. Selections will be made on the basis of seniority, and MPOs shall bid with other MPOs as a class. In the event that the number of volunteers from the Germantown District is less than the number of vacancies to be filled, the Department will seek volunteers from the other districts. Identification of these volunteers may be done simultaneous with the solicitation of the Germantown District volunteers and the Department may maintain a standing list of countywide volunteers. Such volunteers shall be eligible for assignment on the basis of seniority and MPOs shall bid with other MPOS as a class. Before offering these volunteers a position, Germantown officers who are subject to an involuntary assignment into the Sixth District because of their inverse seniority, will first be offered an assignment in the Sixth District. If the involuntary transfer-eligible Germantown officer declines the assignment in the Sixth District, then the volunteer will be transferred to the Sixth District and the involuntary transfer-eligible Germantown officer will be assigned to the district where the volunteer transferred from, however, in the case of multiple vacancies, Germantown officers who are subject to an involuntary transfer out of the district shall identify their preference from amongst the districts that the volunteers are drawn from. Assignments to preferred districts shall be done on the basis of seniority.
 - b. The involuntary transfer-eligible Germantown officer will remain in the district that the volunteer transferred from until the volunteer officer leaves the Sixth District or the pilot program ends, whichever is first. While the involuntary transfer-eligible Germantown officer is in the district that the volunteer officer transferred from, the Germantown officer may not request a transfer to the Germantown District, but s/he may request a transfer to any other district. If the pilot program is extended and the volunteer is still assigned to the Sixth District, the involuntary transfer-eligible Germantown officer shall be considered as permanently assigned to the district that the volunteer transferred from, and from that point on, s/he may request reassignment back to the Germantown district. Such requests for reassignment shall be given priority consideration over any other requests that the Department may have for reassignment to the Germantown District.
 - c. The Unit Commander shall assign Sergeants to the Sixth District on the basis of bona fide operational needs. When two or more sergeants are deemed equally qualified to meet the bona fide operational needs, selection shall be made on the basis of seniority.
 - d. To the extent possible, the assignment of day and evening shift hours will be accomplished based upon employees' stated preferences. Employee preferences for shift assignment shall be made on the basis of seniority and position availability. PO1s,

- PO2s, PO3s and MPOs will be eligible for voluntary shift assignment. MPO's shall bid with other MPO's as a class.
- e. Upon the implementation of this program or in instances when two or more vacancies exist at the sergeant's level, sergeants shall bid with other sergeants as a class. When bidding with other sergeants, a sergeant's seniority shall be based upon his/her date of rank.
- f. In the event the number of officers volunteering is insufficient to meet the deployment needs of specific shifts, involuntary assignments onto non-rotating day and evening shifts will be made based on inverse seniority and shall be selected from the Germantown and Sixth District.
- g. For PO1s, PO2s, PO3s, and MPOs, the duration of a non-rotating day or evening shift assignment will be a minimum of 3 months. Once an officer on a non-rotating shift meets the minimum time requirement, that officer may transfer off of the shift. Such requests for transfer off of a non-rotating shift must occur four weeks prior to the end of any quarter and will be honored at the beginning of the next quarter. Voluntary transferees who request a transfer off a permanent shift, shall be placed in a vacant position. If no vacancy exists, the request will not be honored until a vacancy occurs.
- h. Except as provided in ¶1.k or another provision of the collective bargaining agreement, assignments onto a non-rotating shift will only be made on a quarter basis, i.e. every three months, and simultaneous with any departure from a non-rotating shift. Any assignment on or off a non-rotating day or evening shift will occur at the beginning of the first full pay period following the date on which the quarter begins, unless a vacancy exists as described in ¶1.k, or as otherwise provided in the collective bargaining agreement. Officers who are assigned to a non-rotating day or evening shift will be given notice of the assignment three weeks before their assignment begins. An affected officer may agree to waive this notice requirement.
- i. When an officer who was involuntarily assigned to a permanent day or evening shift, is permanently transferred off of a non-rotating shift, the duration of the assignment and the effective date of the transfer will be recorded in the officer's unit operating file. The officer will retain his/her place in the involuntary assignment eligibility rotation, but s/he will be credited for fifty percent of the involuntary assignment served under this program. An officer will not be involuntarily transferred back to any non-rotating shift if there are other officers in the Germantown or Sixth District who have either no departure date from an involuntary shift assignment or an earlier departure date from an involuntary shift assignment. However, an officer who has earned six credited months of involuntary assignment time shall not be selected for another involuntary assignment until all other officers have earned at least six months of involuntary assignment time. The intent of this section is to ensure that all officers have had the same opportunity to be selected for an involuntary assignment before an officer is subjected to such consideration an additional time.
- j. If, at a time other than the beginning of a quarter, an officer is initially assigned to the Sixth District or is transferred into the Sixth District from another assignment, s/he will be assigned to a non-rotating shift that has a vacancy.
- k. Notwithstanding ¶1.h, bargaining unit employees may be voluntarily or involuntarily transferred due to unforeseen changes in the personnel complement of a non-rotating day or evening shift (e.g., extended illness or injury, or employee reassignment) consistent with the provisions of the parties' collective bargaining agreement. Such changes shall be made consistent with the seniority principles espoused within this section.
- 2. Special Skills.

- a. So long as the Sixth District shares a radio channel with the Germantown district, involuntary assignments onto a non-rotating day and evening shift will not be made based upon an officer's intoximeter skill. When the department learns that a separate radio channel will be assigned to the Sixth District, it will use its best efforts to assign Sixth District officers to the next available intoximeter training.
- b. For other specialized skill requirements, i.e. FTO, shift ID, radar operator, the Department will train officers currently on a non-rotating day and evening shift to fill those skill requirements.
- c. No record will be maintained nor will any adverse action result from an employee exercising his or her rights under this Section.

3. Workday/Workweek.

- a. The regular workweek for participating unit members shall be a four-day, forty-hour workweek.
- b. If, in order to implement this program, the department must rescind previously approved leave, the department will pay non-reimbursed reservation costs incurred by an employee as the result of the leave rescission

4. Miscellaneous

- a. Leave denials will be forwarded each month to police headquarters and then to the FOP on a monthly basis.
- b. There shall be no manipulation of schedules to avoid court overtime for employees, unless mutually agreed upon by the officer and supervisor.
- c. Any work performed with less than 10 hours off, under the non-rotating day and evening shift schedule, is to be compensated at the overtime rate.
- d. Except as provided herein, all unit members shall be treated in a manner which is not arbitrary or capricious.
- e. The practice of consecutive days off shall continue.
- f. In the event a sergeant has a dispute regarding the application of this agreement, the sergeant may appeal the matter via the grievance procedure described in Article 8 *Contract Grievance Procedure*, of the collective bargaining agreement between the County and the FOP. [This subsection predates the 7/1/02 effective date of the contract.]

Section S. Wearing of Bullet Proof Vests. An Officer shall wear the vest during ad hoc, high-risk assignments, but shall not be required to wear them while waiting to be activated for such actual assignment. For the purposes of this section only, high risk involves other than normal risk or calls for service, and includes but is not limited to civil disturbances, raids, and hostage situations. New vests issued during the term of this agreement shall provide Level II protection.

Section T. Permanent Day and Evening Shifts. Patrol, first responders (excluding traffic and SAT officers) shall be assigned to either a permanent day or evening shift. Upon successful conclusion of the Field Training Program, Probationary POls will be assigned to a shift based upon bona fide operational, training and developmental needs, as reasonably determined by the Employer. When there is a waiting list of volunteers for shift hours and a probationary P01 is pending placement on a shift, the probationary P01 may be assigned the shift hours before a volunteer. [See MOA: March 25, 1996.]

- 1. Procedure for Day/Evening Intra-Station Transfers.
 - a. Transfer requests will be given priority according to seniority, as defined by Article 12, Seniority, subject to the following conditions:
 - i. there is a vacancy on a shift (with the desired hours) that the Department is seeking

to fill;

- ii. it does not result in a staffing overage or shortage, as reasonably determined by the Employer; and
- iii. it does not result in the involuntary transfer of another officer.
- b. Transfer off the midnight shift shall follow the procedures outlined in Article 15, Section K of the Collective Bargaining Agreement. The transferred midnight officer will be assigned to day or evening shift hours based upon his/her shift hours of preference whenever a vacancy exists on any shift with the preferred shift hours. If there is no vacancy on any shifts with preferred shift hours and if there are officers junior to the midnight officer already assigned to the preferred shift hours, the most junior officer may be involuntarily transferred to accommodate the midnight officer's preference. If there are no officers junior to the midnight officer, the midnight officer will be assigned to shift hours based upon bona fide operational need.
- c. When an officer who was involuntarily transferred to a permanent day or evening shift is permanently transferred off of a shift, the effective date of the transfer will be recorded in the officer's unit operating file. An officer will not be involuntarily transferred an additional time to any permanent day or evening shift if there are other officers in the district who have either no departure date from an involuntary shift assignment or an earlier departure date from an involuntary shift assignment. For purposes of this section, an involuntary transfer is defined as an aggregate of six months served involuntarily. Effectively, every officer must serve a total of six months of involuntary transfer time before being subject to another involuntary transfer to a day or evening shift. The intent of this section is to ensure that all officers have had the same opportunity to be selected for an involuntary assignment before an officer is subjected to such consideration an additional time.
- d. If, pursuant to the inverse seniority rotation, a midnight officer is subject to involuntary assignment to a permanent day or evening shift and the resulting vacancy would result in an additional transfer of another officer, the midnight officer will be bypassed for the selection. The bypassed midnight officer will remain at the top of the rotation and shall remain eligible for the next involuntary transfer assignment that arises.

A midnight officer may be involuntarily transferred to a permanent day or evening shift if the vacancy created on the midnight shift goes unfilled, or it is backfilled by another officer's voluntary transfer to the midnight shift. When the midnight officer's involuntary transfer ends, both officers (the midnight officer and the officer voluntarily backfilling) will return to their original shift hours (day, evening, or midnight) unless: a vacancy exists on the midnight shift enabling the backfill officer to remain on midnights (subject to the provisions of l.a. above), or the involuntarily transferred midnight officer does not choose to return to the midnight shift.

Except, however, if an officer who is less senior to the officer who backfills the midnight vacancy is voluntarily transferred to the midnight shift simultaneous with or after the officer who originally backfilled the vacancy, the junior, later-transferred officer will return to his/her original assignment when the midnight officer returns from the permanent day or evening shift unless there exists an additional midnight vacancy for the junior/later-transferred officer.

- e. Notice of all schedule changes will be in compliance with Section C of this Article.
- 2. Transfers to a District.
 - a. Officers who wish to transfer to a district should submit a District Transfer Request Form directly to the Field Services Bureau Administration.

- b. Once the transfer request has been submitted, the officer is subject to being transferred to the requested district with three weeks notice.
- c. It is the responsibility of the officer who is requesting the transfer to rescind the transfer prior to the date when s/he is given three weeks notice of the effective date of the transfer.
- d. The individual transfer request will be given priority according to the date the transfer request was received in the Field Services Bureau. The transfer request will be filed with all other transfer requests by the location of the requested district(s). A copy of the District Transfer Request Form will be forwarded to the requesting officer and his/her district commander.
- e. If an officer is initially assigned to a district or is transferred into a district from another assignment, he/she will be assigned to a permanent shift. An officer who was initially assigned or was transferred into a district will be eligible to request a transfer to another shift assignment.
- f. When the employer determines that a vacancy can be filled by either an MPO or lower ranked employee, priority for voluntary requests shall be given according to the date the transfer request was received in the Field Services Bureau, regardless of the requesting employee's rank or assignment.

3. Special Skills.

- a. The Department will seek intoximeter operator volunteers for assignment onto each of the shifts with priority given to the evening and midnight shifts. If there are no intoximeter operator volunteers from within the district, the Department will search countywide for an intoximeter operator volunteer for the available shift hours. If a volunteer from another district is found and based upon bona fide operational need as reasonably determined by the Employer, a shortage is not created within the officer's originating district, that officer will be permanently assigned to the district that is in need of an intoximeter operator. In the event that no volunteers that meet the above criteria from other districts come forward, the operator(s) will be selected by inverse seniority from the station personnel list. The Department will use its best efforts to assign an officer from the shift on which an intoximeter operator was involuntarily transferred onto, to the next intoximeter training school for which vacancies exist. Once this officer is trained and certified, the officer who was involuntarily transferred will be transferred back to his/her shift.
- b. For other specialized skill requirements, i.e. FTO, shift ID, laser/radar operator, the Department will train officers currently on the shift to fill those skill requirements.
- c. Except for tracking purposes, no record will be maintained nor will any adverse action result from an employee exercising his or her rights under this Section.
- 4. *Workday/Workweek*. The regular workweek for participating unit members shall be a four day, forty hour workweek.

Miscellaneous.

- a. Leave denials will be forwarded each month to police headquarters and then to the FOP on a monthly basis.
- b. There shall be no manipulation of schedules to avoid court overtime for employees, unless mutually agreed upon by the officer and supervisor.
- c. Any regular work performed with less than 10 hours off, under the permanent day and evening shift schedule, is to be compensated at the overtime rate.
- d. Except as provided herein, all unit members shall be treated in a manner which is not arbitrary or capricious.

- e. The practice of consecutive days off shall continue except when transitioning to and from weekend coverage. Weekends off shall rotate among shifts so as to be equitably distributed.
- f. This section shall be implemented in compliance with the "Permanent Shift Implementation" Memorandum of Understanding. (See **Appendix R**.)

Section U. Midnight and Weekend Hours for other officers. (See Side Letter: February 18, 2004.)

- 1. Definitions.
 - a. "Midnight" and "Midnight Hours" refer to work hours that begin on or after 8:00 p.m. but before 6:00 a.m.
 - b. "Evening" and "Evening Hours" refer to work hours that begin on or after 12:00 noon but before 8:00 p.m.
 - c. "Day" and "Day Hours" refer to work hours that begin on or after 6:00 a.m. but before 12:00 noon.
 - d. "Weekend" and "Weekend Hours" refer to Saturday, Sunday, or both days.
- 2. *Applicability*. This section applies to detectives ("investigators" or "detectives") and unit members whose primary duties and responsibilities involve follow-up investigation.
- 3. The practice of consecutive days off shall continue. Hours shall be distributed equitably.
- 4. Articles 15 § C. 1.b and 63 §A. shall be given full effect.
- 5. Miscellaneous.
 - a. Leave denials will be forwarded each month to police headquarters and then to the FOP on a monthly basis.
 - b. There shall be no manipulation of schedules to avoid court overtime for employees, unless mutually agreed upon by the officer and the supervisor.
 - c. Any work performed with less than eleven (11) hours off between workdays will be compensated at the overtime rate.
 - d. Any work performed with less than twenty-six (26) hours off between workweeks will be compensated at the overtime rate.
 - e. Notwithstanding the above, hours off between workdays and hours off between workweeks shall be as noted in the schedule presented by the Employer to the Union during negotiations
 - f. The Employer shall take reasonable measures to provide a safe work environment at any facility where a unit member is the only sworn officer present. Employees share in the responsibility to make the Union and Management aware of identified safety problems.

Section V. Shift Hour Assignments in the Canine Unit.

- 1. Procedures for Assignment of Canine Work Hours:
 - a. For employees below the rank of sergeant assigned to the canine unit, assignments to shift hours will be made every twenty-four weeks. All employees below the rank of sergeant will bid together as one class for shift hours. Selections will be made on the basis of seniority as specified in subparagraph 1.c., below. Assignments will be published (posted) at least three weeks prior to the effective date of the assignments.
 - b. Sergeants assigned to the canine unit will bid with other sergeants as a class for initial work days. Selections will be made on the basis of seniority as specified in subparagraph 1.c., below. Assignments will be published (posted) at least three weeks prior to the effective date of the assignments.

- c. For the purposes of bidding for hours (employees below the rank of sergeant) and initial work days (sergeants) in the canine unit, seniority will be determined as follows:
 - 1) Subject to paragraphs 3 and 4 of this subsection, for employees who were assigned to the canine unit on or before the date of this Agreement (April 1, 2009), seniority will be determined pursuant to Article 12 of the Collective Bargaining Agreement.
 - 2) Subject to paragraphs 3 and 4 of this subsection, for employees who transfer to the canine unit after the date of this Agreement (April 1, 2009), seniority will be determined by date of assignment to the canine unit. In the event that two employees have the same date of assignment to the canine unit, priority will be given to the employee with seniority pursuant to Article 12.
 - 3) For employees who return to the canine unit after the date of this Agreement (April 1, 2009), following a voluntary transfer from the canine unit, seniority will be determined by the employee's most recent date of assignment to the canine unit. Transfer from the canine unit due to promotion will be considered voluntary for purposes of this section.
 - 4) For employees who return to the canine unit after the date of this Agreement (April 1, 2009), following any temporary assignment or an involuntary transfer from the canine unit, seniority will be determined pursuant to paragraph (1) of this subsection if the employee's prior assignment to the canine unit began on or before the date of this Agreement. If the employee's prior assignment to the canine unit began after the date of this Agreement, seniority will be determined pursuant to paragraph (2) of this subsection.
- d. For employees below the rank of sergeant, in the event that the number of volunteers for any shift hours is less than the number of positions to be filled during those shift hours, employees who are not assigned to those shift hours will rotate into the vacant position(s) based on inverse seniority. Each rotation will last for two (2) work weeks. Rotations shall be distributed equitably within the canine unit.
- e. Bidding forms will be posted on the Web Board. Hard copies of bidding forms will be available upon request of the employee. At least four (4) weeks prior to the scheduled publishing (posting) of shift hour assignments, the Employer will announce in writing the schedule of available shifts to each employee below the rank of sergeant permanently assigned to the canine unit and verify receipt of the announcement by each employee. Employees must submit their bidding forms to the Employer's designee no later than two weeks before the scheduled publishing (posting) of shift hour assignments. Each employee will designate his/her top three (3) shift hour preferences in rank order, and the stated preferences will be honored on the basis of seniority as provided in subparagraph 1.c., above. During the bid assignment process, the Employer shall not assign an employee to shift hours s/he has not designated, except for a two week rotation as provided in subparagraph 1.d., above. In the event that Employer reduces the current number of shift hour options (four), the number of preferences the employee will designate will decrease accordingly. Any employee not submitting a bidding form will be assigned any remaining shift hours once all bidding forms have been processed.

2. Hours Between Shifts.

a. Any regular work performed with less than ten (10) hours off is to be compensated at the overtime rate. However, in instances where an employee voluntarily waives the ten-hour period, the employee shall not be compensated at the overtime rate.

b. Whenever practicable, flexible scheduling shall be allowed in connection with unit retraining, subject to the approval of management. Approval shall not be unreasonably withheld or withheld for an arbitrary, capricious or discriminatory reason.

3. Vacancies.

- a. If the Employer fills one (1) or more permanent vacancies that occur in the canine unit in the period between the effective date of shift hour assignments and the next regularly scheduled bidding process for shift hours, the vacancy (vacancies) will be filled by volunteers on the basis of seniority, as determined in accordance with Section V. 1.c. of this article. New assignments will begin the first full pay period occurring two (2) weeks after the completion of the process described in subparagraph 3.b., below.
- b. In filling vacancies, a seniority list, as described in Section V.1.c. of this Article, will be followed from top to bottom. Each bargaining unit member will be offered the resulting vacancy until the seniority list is exhausted. A vacancy sheet will be filled out in its entirety documenting each bargaining unit member's responses. If the seniority list is exhausted and a vacant shift hour assignment is not filled by a volunteer, the vacant shift hour assignment will be filled by use of the procedure described in subparagraph 1.d., above.
- 4. Coverage Units. Rotating days off will occur every eight (8) weeks. The workweek will be divided into two (2) coverage units. At the end of each eight-week period, the Coverage Units will switch coverage responsibilities while maintaining shift hours. In the event that more than one sergeant and/or more than one master police officer are assigned to the canine unit, a master police officer and/or a sergeant will be assigned to each coverage unit.
- 5. Sergeants. Sergeants will rotate with, and be responsible for the supervision of their Coverage Units. When a sergeant's Coverage Unit is working the weekday schedule, that sergeant will work the day shift. When a sergeant's Coverage Unit is working the schedule that includes a weekend, that sergeant will work one of the night shifts. The purpose of this rotation is to ensure that sergeants have the ability to work with, and directly observe all officers under their supervision. Whenever practicable, flexible scheduling shall be allowed for sergeants, subject to the approval of management. Approval shall not be unreasonably withheld or withheld for an arbitrary, capricious or discriminatory reason.

6. Miscellaneous.

- a. The practice of consecutive days off shall continue.
- b. Weekends off shall rotate between coverage units so as to be equitably distributed. Unless prohibited by a scheduled change-over, weekends off shall include both Saturday and Sunday.
- c. Leave denials will be forwarded to the FOP on a monthly basis.
- d. All employees will have equal opportunities to attend canine retraining. This provision does not create or impair the right to any other training opportunities.

Section W. Procedures for assignment of Additional Sergeants to the Permanent Midnight Shift in 3 Re-Deployed Districts. Prior to the assignment of individuals to these newly created positions, the following will be used:

- 1. The Department will seek voluntary requests from within the district under Article 15 § K.
- 2. If there are no volunteers from within the district, the vacancies shall be filled pursuant to Article 15 § T.2. (FSB transfer list), and then through a countywide search for volunteers, including but not limited to the 6 newly promoted sergeants. If a sergeant from outside the district volunteers, that sergeant shall be permanently transferred to the district.
- 3. In the event there are no volunteers to fill the vacancies on the midnight shift, after the newly

- promoted sergeants are assigned to districts, the vacancies will be filled pursuant to Article 15 § K except that a newly promoted sergeant's departure date from the midnight shift will be recognized only if it is after March 1, 2004.
- 4. Notwithstanding Article 15 § K.1.f., a sergeant who is voluntarily or involuntarily transferred to a district can be assigned to the midnight shift prior to the next fiscal quarter.

Section X. Reopener.

- 1. The parties agree that the effects of the employer's assignment of additional sergeants to the midnight shift may not be evident at this time. The parties further agree to evaluate and renegotiate this matter and to begin negotiations at the option of either party by January 1, 2006, or prior to the assignment of additional sergeants to the midnight shift in one or more additional districts.
- 2. It is further agreed that the parties will immediately renegotiate this matter if the employer eliminates any of the redeployed midnight sergeant positions covered under this agreement.

Section Y. Reporting Requirements. Employees shall immediately report, or as soon as practical, to their commander/director or bureau chief, any circumstance where the employee is arrested or becomes a defendant in any criminal proceeding that may result in incarceration, receives an incarcerable traffic citation as defined in the Maryland Transportation Article, has their driver's license/privilege suspended, revoked, refused or canceled that affects their ability to operate a county vehicle, or is notified that they are the subject of a criminal investigation by any law enforcement agency. If the employee is served with a temporary protective order, temporary ex parte order, or other similar temporary order that impacts the employee's ability to carry a weapon or to perform their assigned police duties or any permanent protective order, permanent ex parte order or other similar permanent order that impacts the employee's ability to carry a weapon or to perform their assigned police duties, they shall report the matter (as outlined above) directly to their commander/director or bureau chief to be reviewed to determine if the matter impacts the employee's ability to perform their assigned police duties. The employee shall provide the commander/director or bureau chief with the information (i.e. date/time/location of the alleged offense, case/docket/tracking number) required for the employer to obtain additional needed information. All information shall be considered confidential and shall only be shared on a need to know basis. It is recognized that all persons are presumed innocent until proven guilty.

Article 16 Parental Leave

Section A. Parental Leave. Except as provided in Article 55 Job Sharing Program, Section E.8.a, unit members shall be allowed to use up to seven hundred twenty (720) hours of any combination of sick annual, or compensatory leave and leave without pay during any twenty-four (24) month period to care for:

- 1. A newborn child of the employee; or
- 2. A newly adopted child of the employee.

Section B. Use of Parental Leave. All leave taken under this section:

- 1. Must be used within twelve (12) months after the birth of the child or placement with the employee for adoption. If the employee does not use the entire amount of parental leave within the 12 month period following the birth or placement of the child, the balance will remain available and may be used for a subsequent birth or placement; provided parental leave for any birth or adoption does not exceed 720 hours;
- 2. At the election of the employee, may be used on a continuing basis;
- 3. With the approval of the supervisor, may be used:
 - a. Under a method involving a reduced workday or workweek,
 - b. On an intermittent basis, or

- c. Any combination thereof.
- 4. May be in addition to any other leave taken under this Agreement; and
- 5. Is subject to a thirty (30) day advance notice requirement.

Section C. Relation to Other Benefits. A unit member who uses leave without pay under this Article will retain all health and life insurance benefits for the entire period.

Section D. Limitations on Leave Usage.

- 1. Any use of leave for either medical reasons or for the purpose of attending to the immediate family at the time of birth or adoption of a child must be deducted from the 720 hours as authorized in §A.
- 2. Subject to §E, sick leave donations may not be used to cover leave without pay occurring under this Article.

Section E. Illness or Injury Relating to Childbirth. No provisions of this Article shall be interpreted or applied so as to deprive any employee of benefits included in this Agreement at Article 19, Sick Leave and Sick Leave Donor Procedure, resulting from any illness or injury to that employee.

Section F. Increment Date Not To Be Reassigned. An increment date shall not be reassigned as the result of a leave without pay taken for the purpose of parental leave.

Section G. When Parental Leave To Be Considered FMLA Leave. The use of parental leave under this section for a Family and Medical Leave Act [FMLA] purpose will be considered to be FMLA leave and count towards the FMLA entitlement of 12 weeks of leave in a leave year. However, compensatory time used as parental leave cannot be counted as FMLA leave.

Section H. When FMLA Leave May Be Used In Addition To Parental Leave. An employee who has exhausted the parental leave provided under this section (720 hours in a twenty-four (24) month period) may still be entitled to use up to twelve (12) weeks of FMLA leave in a leave year in accordance with Article 59 of this Agreement.

Article 17 Disability Leave and Injury on the Job

Section A. Definition. Disability leave is paid leave granted to an employee who is temporarily disabled as the result of an accidental injury or illness sustained directly in the performance of the employee's work, as provided for in the worker's compensation law of the State of Maryland.

Section B. Eligibility.

- 1. An employee who is temporarily disabled in the line of duty and unable to perform normal duties or an alternate duty assignment, must be paid full salary continuation in the form of disability leave. Gross pay shall not be modified for purposes of calculating final or final average earnings for retirement purposes. This section shall not adversely affect any other calculation or benefit. When incapacitated for regular work assignments, the employee must be required to accept other work assignments for the period of recuperation if found physically capable or be ineligible for disability leave. The ability of the employee to work will be determined by the County's Medical Examiner or such physician authorized by the chief administrative officer.
- 2. Disability leave shall be limited to eighteen (18) months for an injury. After 18 months, the employee shall be eligible for sick leave donations from other unit members to make up the difference between workers' compensation benefits and full salary. Sick leave donations under this section shall not require that the unit member exhaust all accrued annual, compensatory and sick leave.

Section C. Subrogation. When the accident, injury or illness for which disability leave was granted was caused under circumstances creating a legal liability in a third party, the County has the right of subrogation and the right to enforce the legal liability of the third party. Whenever the employee is reimbursed for disability leave by a legally liable third party, the County must be repaid for all disability leave granted, less attorney's fees.

Section D. Administrative Leave for Injury on the Job. Upon certification of an employee's district/unit commander, approved by the chief of police, that an employee is absent due to service- connected injury/illness, the employee shall immediately be placed on administrative leave until a determination concerning eligibility for compensation has been made by the Division of Risk Management, Department of Finance. It is further agreed that if the disability status is denied by the Division of Risk Management, the employee's pay or leave balance shall be adjusted in the following order of priority: first sick leave; second annual leave; third compensatory leave; and fourth leave without pay.

Section E. Claim Form. Whenever an injury on the job is reported, a copy of this section shall be attached to the departmental form (currently the Supervisor's Incident Investigation Report Form), and then provided to the employee. Employees are not required to sign or attest to the SIIR form (or its successor).

Notice to Injured Employee

A report of injury to your supervisor or the Employer is not a claim for Workers' Compensation benefits or notice of injury to the Workers' Compensation Commission. The Workers' Compensation claim form, "WCC Form C-1" is required in order to submit your claim to the Commission and may be found at the Maryland Workers' Compensation Commission Website http://www.wcc.state.md.us/WFMS/C1_WebForms.html Please carefully follow all instructions provided on that site.

Section F. Managed Care. The County may offer the services of a managed care program to unit members. The parties agree to prepare a brochure comparing and describing the benefits of managed care and jointly encourage its use by unit members. Participation in a selection from the Managed Care preferred provider physicians' list shall be voluntary. The County and the Union will encourage employees incurring job related injuries to work cooperatively with nurse advisors who operate under the Managed Care case management system. To this end, the parties acknowledge the goal of the case management system is to assist the employee in obtaining maximum medical improvement in order to return to work at the earliest possible opportunity. The managed care program will have the following components:

- 1. Employees may at their option select a doctor for treatment from a network of physicians.
- 2. Employees will receive initial care from a network physician at no cost, even if the claim is ultimately denied.
- 3. The managed care provider will coordinate benefits with group health provider to avoid confusion and duplication of filings.
- 4. The managed care provider will perform utilization review of treatment.

Section G. Method of Payment. An employee on disability leave will receive his/her full salary through a single check which will include any workers' compensation payment for temporary total disability. At the time the check is issued the Employer will designate what portion constitutes workers' compensation payment and what portion constitutes the difference between workers' compensation and the employee's full salary. The employee's net pay will not be reduced as a result of including workers' compensation benefits in the payroll check. This section does not create a loss in any benefit.

Article 18 Annual Leave

Section A. Definition. Annual leave is earned paid leave granted to eligible employees for vacations and other personal use.

Section B. Eligibility. All employees are eligible to earn annual leave. A temporary employee who

subsequently becomes a full-time or part-time employee without a break in service must be credited on a prorated basis but not more than 60 hours annual leave retroactive to date hired as a temporary employee.

Section C. Leave Year. The leave year begins with the first full payroll period of a calendar year and ends with the payroll period in which December 31st falls.

Section D. Leave Accounting Period. The leave accounting period shall end with the biweekly reporting period in which December 31 falls. This period may be subject to change by the chief administrative officer, with notice and opportunity to the Union.

Section E. Accrual Rates. Full-time employees with less than 3 years of county service earn annual leave at the rate of 120 hours per leave year. Full-time employees with 3 years, but less than 15 years of county service earn annual leave at the rate of 160 hours per leave year. Full-time employees with 15 years or more of county service earn annual leave at the rate of 208 hours per leave year. Part-time employees earn a prorata amount of annual leave based on a schedule established by the chief administrative officer.

Section F. Changes in Accrual Rates. Annual leave accrual rate changes are effective the first day of the leave accounting period in which the employee completes 3 years or 15 years of county service.

Section G. Furlough. It shall be a violation of this section to deny any unit member an opportunity to use annual leave in order to require or permit the member or any other member to take compensatory leave on account of a furlough.

Section H. Scheduling of Use of Annual Leave. Accrued annual leave may be used, if approved by an employee's supervisor in accordance with procedures established by the department head and approved by the chief administrative officer. Every effort must be made to give each employee the opportunity to use annual leave earned.

Section I. Maximum Accumulation. Maximum accumulation amounts apply only to the amount of annual leave that may be carried over from one leave year to the next, and do not limit accumulated leave balances during the leave year.

- 1. An employee who began work on or before December 31, 1956, may accumulate annual leave up to a maximum of 560 hours provided the employee has been continuously employed since that date. An employee who began work on or before December 31, 1956, who subsequently has used accumulated annual leave in excess of 320 hours for the purposes of purchasing retirement service credits may only accumulate annual leave up to a maximum of 320 hours.
- 2. An employee hired on or after January 1, 1957, but prior to July 1, 1972, may accumulate annual leave up to a maximum of 320 hours.
- 3. An employee hired on or after July 1, 1972, may accumulate annual leave up to a maximum of 240 hours.

Section J. Transfer of Annual Leave in Excess of Maximum Allowable Accumulation to Sick Leave. All accumulated leave in excess of the authorized maximum is forfeited at the end of leave year. All annual leave forfeited at the end of a leave year for being in excess of an employee's maximum allowable accumulation must be credited to that employee's accumulated sick leave. However, if management has denied an employee the opportunity to use leave in excess of the maximum allowable accumulation during that leave year, that amount may be carried over for a period of one year, even if in excess of the maximum allowable accumulation but must be forfeited to sick leave if not used during that period. In addition, subject to budget limitations, an employee may elect to be paid for up to 50 percent of the excess annual leave and transfer the remaining excess annual leave to accumulated sick leave. Moreover, if an employee is on disability leave during the leave year, the employee shall be permitted to carry over any amount of annual leave in excess of the maximum which is equal to the period of the disability leave taken during that year.

Section K. Disposition of Accumulated Annual Leave at Separation from County Service. Upon leaving the County service, an employee must receive a lump sum payment, at the employee's current rate of pay, for the

total accrued annual leave as of the date of separation, less any indebtedness to the County Government. In the event of an employee's death, the employee's estate or designated beneficiary or beneficiaries, if permissible by law, must be paid for all accrued annual leave. The designated beneficiary must be as specified by the employee or as designated under the Employees' Retirement System of Montgomery County, if not named specifically.

Section L. Transfer of Annual Leave to Another Agency. An individual who resigns employment with one county or bi-county agency to accept employment with another county or bi-county agency, without a break in service, may transfer accumulated annual leave to the new employing agency subject to any limitations that agency may have, provided there is a signed agreement of reciprocity between the two agencies.

Section M. Use of Annual Leave for Family Medical Leave Act [FMLA] Purposes. Eligible unit members shall be allowed to use accrued annual leave for any FMLA purpose in accordance with Article 59 Family Medical Leave Act of this Agreement.

Section N. Leave Sharing. For the term of the agreement, the FOP will administer an annual leave transfer program to allow unit members to donate annual leave to any unit member in need who has exhausted all accrued annual leave.

Article 19 Sick Leave and Sick Leave Donor Procedure

Section A. Definition. Sick leave is earned, paid leave granted to eligible employees for periods of absence because of personal illness, injury, medical quarantine, medical, dental or optical examinations and treatments, or any temporary disability caused or contributed to by pregnancy, miscarriage or childbirth. An employee may also use sick leave for an illness, injury, medical quarantine, medical, dental or optical examinations and treatments in the immediate family, including a domestic partner, or for the purpose of attending to the immediate family at the time of birth or adoption of a child, provided the time used is not for a period more than the amount of sick leave earned in any calendar year. This amount of sick leave limitation does not apply to sick leave taken pursuant to Article 16 Parental Leave of this Agreement.

Section B. Eligibility. Full-time and part-time employees earn sick leave. A temporary employee, who becomes a full-time or part-time employee without a break in service, must be credited on a pro-rated basis, but not more than 60 hours sick leave retroactive to date hired as a temporary employee.

Section C. Leave Year. The leave year begins with the first full payroll of a calendar year and ends with the payroll period in which December 31st falls.

Section D. Leave Accounting Period. The leave accounting period must be established by the chief administrative officer.

Section E. Accrual Rates. A full-time employee earns 120 hours of sick leave per leave year. A part-time employee earns a pro-rata amount of sick leave based on a schedule established by the chief administrative officer.

Section F. Maximum Allowable Accumulation. Sick leave may be accumulated without limit.

Section G. Use of Sick Leave and Use of Sick Leave for Family Medical Leave Act Purposes. Accrued sick leave may be used for the reasons stated in A of this Article, if approved by an employee's supervisor, in accordance with established procedures. Whenever an employee uses excessive or questionable sick leave and abuse is reasonably suspected, a supervisor may request written certification of illness by a physician from the employee who has used sick leave for 40 consecutive work hours or less. The supervisor will advise the employee in writing of the reasons for the certification requirement. Eligible unit members shall be allowed to use accrued sick leave for any FMLA purpose in accordance with Article 59, Family Medical Leave Act.

Section H. Subrogation.

- 1. When the accident, injury, or illness for which sick leave is used was caused under circumstances creating a legal liability in a third party, the county has the right of subrogation and the right to enforce the legal liability of the third party.
- 2. Whenever the employee is reimbursed for sick leave by the legally liable third party, the County must be repaid for all sick leave used, less attorney's fees. Upon repayment of monies, the sick leave used must be re-credited to the employee's leave account.

Section I. Disposition of Accumulated Sick Leave at Separation From County Service. Accumulated sick leave must be forfeited upon separation for any purpose other than retirement. Accumulated sick leave is creditable for retirement purposes as provided in the Employees' Retirement System of Montgomery County.

Section J. Lump Sum Death Benefit. In the event of an employee's death, the designated beneficiary, beneficiaries or estate, if permissible by law, must receive a lump-sum payment for accrued sick leave at the current pay rate, as follows:

- 1. If the death is the result of a non-service-connected accident or illness -- 75 percent of the total value; and
- 2. If the death is the result of a service-connected accident or illness --100 percent of the total value.

The designated beneficiary must be specified by the employee or as designated under the Employees' Retirement System of Montgomery County, if not named specifically.

Section K. Reinstatement or Transfer of Accumulated Sick Leave.

- 1. *Reinstatement*. Employees who apply for reappointment, and are reappointed to County service within two years must be re-credited with the accumulated sick leave forfeited at the time of separation.
- 2. Transfer. An individual who resigns employment with one county or bi-county agency to accept employment with another county or bi-county agency without a break in service may transfer all accumulated sick leave to the new employing agency, subject to limitations that agency may have provided there is a signed agreement of reciprocity between the two agencies.

Section L. Sick Leave Donations. Employees in the Unit as well as officers above the rank of sergeant and other non-bargaining unit employees in the Police Department may donate sick leave for the purpose of providing authorized sick leave to any Unit member who has exhausted all accrued annual, compensatory and sick leave. Sick leave means leave earned under Section A. of this Article. The procedures governing donation of sick leave followed in implementing the Sick Leave Donor Program established by the predecessor Agreement between the parties shall remain in effect, except as provided in Section P of this Article. Where the FOP has an established leave donation agreement with another bargaining unit within Montgomery County, the employer agrees to honor the agreement pursuant to the applicable contractual requirements of the bargaining unit and transfer sick leave as requested. [See MOA: September 11, 2007]

Section M. Use of Donations, Physician's Statement, Approval. From and after the effective date of this Agreement, an otherwise eligible employee shall be eligible for sick leave donations when he/she has exhausted all accrued leave. Donations shall be posted to the recipient's balance in increments not to exceed 160 hours. Unit members requiring amounts of leave in excess of an initial grant of 160 hours will certify the need for additional leave and the period of time to be covered by submitting a physician's statement. Sick leave taken pursuant to this Article shall be subject to departmental approval, and may only be used for reasons permitted pursuant to this Agreement.

Section N. Restrictions On Donations. Each donor must retain a minimum sick leave balance of 80 hours sick leave, and may not donate leave after he/she gives or receives notice of resignation, separation, or

retirement. Donations shall not duplicate benefits paid to an employee under any other County program that provides payments on account of disabling injuries or illnesses.

Section O. Donations Re-credited To Donor If Injury Is Job Related. If sick leave is donated to a person whose claim for job related disability payments has been denied by the County and if that determination is subsequently reversed all sick leave donated to that individual shall be re-credited to the donor.

Section P. Sick Leave Donor Procedure

1. *Purpose*. To establish a procedure for donating sick leave from one County employee to another for the purpose of providing authorized sick leave to an employee who has exhausted all accrued annual, compensatory, and sick leave.

2. Definitions.

- a. *Employee Donor* An employee who donates sick leave to another Merit System employee.
- b. Employee Recipient An employee who receives a sick leave donation.
- c. Sick Leave Leave earned under the provision of this Article.

3. General Provisions.

- a. Employee donors must retain a minimum balance of 80 hours sick leave.
- b. Except as provided in this Agreement, donated leave is not to be re-credited to donating employees.
- c. All sick leave taken in conjunction with this procedure must be approved by appropriate departmental supervision.
- d. The minimum total leave donated by all employees must equal 40 hours, in order to be credited to the employee recipient's account.
- e. An employee who resigns or is otherwise separated from County service shall not be permitted to donate leave upon notice of resignation, separation, or retirement. The unused sick leave of any employee separated from service that is subject to forfeiture shall be placed in a sick leave donation bank to be maintained by the Union for the use of employees in need of sick leave donations.
- f. Sick leave donated under this Article may only be used for reasons established by A of this Article and E of Article 16 by employee recipient and may not be used for illness in the immediate family, medical appointments or retirement service.

Article 20 Leave Without Pay

Section A. Definition. Leave without pay is an approved absence during which time the employee is in a non-pay status. [See Article 23 § A.7, LWOP Benefits.]

Section B. Eligibility. Leave without pay may be approved at the request of the employee or if used pursuant to the purposes set forth at §E, an employee may be placed on leave without pay by the Employer provided all other appropriate leave has been exhausted.

Section C. Request for Leave Without Pay.

- 1. Application for leave without pay must:
 - a. Be submitted in writing in advance; and
 - b. Show the employee's reason for requesting the leave.
- 2. In emergency situations, leave without pay may be granted by the chief administrative

- officer or other designated official without prior application.
- 3. Eligible employees must provide advance written notice of intent to use leave without pay for FMLA purposes when the need to use the leave is foreseeable. Otherwise, eligible employees must provide such notice as is practicable.

Section D. Limitation. [See Side Letter: July, 1, 2004]

- 1. Leave without pay may be granted for a period not to exceed one year. If, at the end of one year the employee does not return to a paid leave status, s/he shall be deemed to have resigned in good standing unless another action is required by this agreement (including disability leave), the FMLA or other applicable law, or the employee is suspended without pay.
- 2. In grants exceeding 90 consecutive days, the chief administrative officer or designee (department director) may require the employee to waive reinstatement rights and privileges to the position vacated which encompasses a job title and number and a job class or rank, unless the leave without pay is:
 - a. for a purpose specified in Article 59, Section B.2;
 - b. parental;
 - c. military;
 - d. pending resolution of a dispute over a disability leave determination;
 - e. political leave for an employee who is a member of the Maryland General Assembly; or
 - f. the employee is suspended without pay.

The County is not obligated to re-appoint or place an employee in a vacant position who has waived reinstatement rights to another position. Waiver of reinstatement rights may result in the filling of the position as soon as leave without pay starts. This limitation shall only apply to employees who are voluntarily placed on leave without pay on or after July 1, 2004.

Section E. Approval. Leave without pay shall be approved for an eligible employee if it is FMLA, parental, military, or political leave. For purposes of this article, suspension without pay shall be deemed approved.

Section F. Effect on Other Actions.

- 1. If an employee is granted leave without pay for personal reasons other than FMLA, parental, military, or political leave, for a period in excess of four (4) consecutive weeks, the date the employee would have been eligible for merit system status or a higher leave accrual rate must be deferred and reassigned to a later date.
- 2. The length of time the date is deferred must be equal to the period of time the employee was approved leave without pay.

Section G. Military Leave for Active Duty.

- 1. A full-time or part-time employee who is required to serve on active duty in the armed forces of the United States or a state militia must be granted leave without pay for the period the employee is required to remain in the military service. The employee is entitled to reinstatement to the former position or one of comparable status upon separation from the armed forces, provided application for reinstatement is made within 90 days from date of separation.
- 2. An employee, except an elected official, who is involuntarily ordered to active duty in the armed forces of the United States or National Guard during a national emergency or under presidential authority, except for active duty for training may use any accumulated annual and compensatory leave while on active duty; and must be granted military leave, when all annual, compensatory, and donated leave has been used, for the period the employee is ordered to remain on active duty; and 10 working days after release from active duty. The

County must pay an employee on military leave the employee's County salary, reduced by all pay and allowances the employee receives for military service except separation allowances.

- 3. An employee who takes leave under this Section continues to receive all employee insurance benefits, including retirement system credits, for the entire leave period.
 - a. Group insurance benefits during military leave. Employees who are called to active duty may continue their coverage under the same provisions applicable to active employees. While employees are responsible for their share of the benefit costs during military leave, any missed amounts will be made up from future paychecks upon return.
 - b. Retirement credits during military leave. Credited service, as well as the county contribution, will continue during periods of military service. Upon return, employees may make up any contributions missed during their period of military service in order to keep their entire benefit intact. Credited service will be extended for the period of the absence, contingent upon receipt of all employee contributions to the ERS.

Section H. Political leave.

- 1. Political leave without pay is automatic for an employee who is a member of the Maryland General Assembly as required by §2-105 of the State Government Article, Annotated Code of Maryland.
- 2. An employee's request for leave without pay to campaign for political office and to perform the duties of the elected position may be approved on the same basis as requests for leave without pay for other reasons.
- 3. Except for a right to salary or wages, an employee who is a member of the Maryland General Assembly who uses leave without pay as political leave while the General Assembly is in session may not be deprived of or otherwise have impaired any incident of the employment, including tenure, seniority, annual or sick leave, promotional rights, or rights to salary increments.

Article 21 Compensatory Time

Section A. Limitations on Accrual of Compensatory Time. A bargaining unit employee who has a compensatory time balance in excess of 80 hours at the end of the leave year may elect to be paid for the excess hours by the first pay period following March 15 of the succeeding year or to carry them over for one year. During Fiscal Year 2011, the County at its option may limit the cash out of excess hours to employees with a compensatory leave balance in excess of 120 hours at the end of the leave year. The carry-over of excess compensatory time must be reduced by no later than December 31 of the succeeding leave year. Unused compensatory time granted to implement a furlough shall be added to the member's compensatory leave balance at the end of the furlough period and treated as above.

Section B. Disposition of Compensatory Time at Separation. When a bargaining unit employee is separated from the County service, the employee must be paid in a lump sum for all earned unused compensatory time.

Section C. Withholding or Adjustment of Accumulated Compensatory Time. Whenever an employee is indebted to the County, the amount due may be deducted from accumulated compensatory time. Any objection to the deduction may be grieved in accordance with the procedures established in Article 8 of this Agreement.

Section D. Use of Compensatory Time for Purchase of Retirement Service Credits Under the Provisions of the Employees' Retirement System of Montgomery County. An employee wishing to purchase retirement service credits pursuant to the appropriate provisions of the Employees' Retirement System of Montgomery County may authorize the conversion of accrued compensatory time to a cash value for the purpose of depositing this amount under either retirement system. Not more than eighty hours of compensatory time

may ever be used for purchase of retirement service credits. The lump-sum cash value of the compensatory time is to be based on the Employees' Retirement System of Montgomery County. Whenever an employee converts compensatory time for the purpose of purchasing retirement service credits, lapsed salary monies in the employee's department or agency may be used, and the monies may be transferred to the Employees' Retirement System of Montgomery County, whenever recommended by an employee's department head or agency head and approved by the chief administrative officer.

Section E. Compensatory Time Not To Be Counted as FMLA Leave. Compensatory time used cannot be counted as FMLA leave. [See Side Letter: April 12, 1994]

Section F. One Time Compensatory Leave Award. On January 1, 2011, bargaining unit members shall, on a one time basis, be credited with twenty-six (26) hours of compensatory leave. Bargaining unit members must use the twenty-six hours as leave. This leave may only be taken when its use does not require backfill with overtime. Leave credited under this section cannot be paid out under the procedure outlined in Section A above. These hours will not count towards the 80-120 hour maximum and can be rolled from leave year to leave year. Leave credited under this section will not be paid out upon separation.

Article 22 Professional Improvement Leave

Section A. Definition. Professional Improvement Leave is fully or partially paid leave or leave without pay for the purpose of attending conferences and courses of study which are work related.

Section B. Eligibility.

- 1. All sworn bargaining unit members are eligible to receive Professional Improvement Leave for the purpose described in section A of this Article, if approved by the department head or designee.
- 2. Professional Improvement Leave may not be used for course funded pursuant to Article 39 *Tuition Assistance*.

Section C. Requests for Professional Improvement Leave.

- 1. The Department head or designee shall develop procedures for the approval of Professional Improvement Leave.
- 2. Department directive 341 dated July 1, 1997, shall remain in effect to the extent it deals with negotiable terms and conditions of employment. The training and selection committee shall include one member of the bargaining unit.
- 3. Professional Improvement Leave may not be used for the purpose of attending college courses.

Article 23 Maintenance of Standards/Retention of Benefits and Conditions

Section A. All members of the bargaining unit retain the following benefits and conditions previously in effect between the parties, including: [See MOA: February 28, 2005 (Parking at EOB).]

- 1. Deferred compensation program.
- 2. Use of blood bank;
- 3. Physical examinations as provided in DD 87-05, found at **Appendix G** of this Agreement.

Before an employee returns to work after an absence which is the result of a workers' compensation injury or who has been out 15 or more work days, the employee must have a "Return to Work" authorization form completed by the employee's private physician or workers' compensation physician authorizing their return to work. The form must be presented to the employee's supervisor immediately upon returning to work. If fitness for

duty issues arise upon the employee's return to work, the employee may be required to see the county medical examiner ["CME"] who may make further determinations as to fitness for duty. After receiving the "Return to Work" authorization form, the employee's supervisor will forward this form to the Occupational Medical Services unit for inclusion in the employee's medical file. Notwithstanding the above requirements, an employee may be required to submit to a medical examination by the CME to determine fitness for duty. [See Side Letter: *October 21, 2004.*]

- 4. Workers' Compensation benefits and policies including those relating to physical fitness activities and officer participation in community relations activities;
- 5. Education Salary Differential or any other pay differential afforded to members of the bargaining unit;
- 6. Local and Non-Local Travel. Maintain current practice as provided in the Administrative Procedures concerning Local and Non-Local Travel (A.P. 1-5, 1-2). Increases and decreases in reimbursement rates may occur as a result of market changes without reopening the Agreement. However, the Department of Finance may issue a credit card for frequent travel in lieu of cash advance.
 - a. The credit card is for County use only, within limits.
 - b. The employee's bill will be paid by the County for the County share. The employee is to be responsible for non-business related items.
 - c. The employee is responsible for submitting the credit card statements on a schedule that would allow for timely payments on the part of the County. Late payment interest and penalties are the responsibility of the County only in those cases where the processing delays were caused by the County independent of the employee.
- 7. Leave Without Pay ["LWOP"] Benefits. Payment of insurance premiums while on Leave Without Pay: Medical (1 year), Personal (60 days), FMLA (12 weeks), Parental Leave (720 hours), Suspension (60 days), Professional Improvement Leave (60 days).

[See Art. 7 § D.; Art. 15 § J.; Art. 30 § I., Art. 50 § C.; Art. 57 § A; and Art. 55 § E.8.]

Article 24 Insurance Coverage and Premiums

Section A. Health Benefits. By agreement, effective January 1, 1995, and subject to §M, the County reduced its contribution with respect to each separate medical and hospitalization plan, calculated separately for individual and family coverage, to 80% of the actual premium charged by an HMO or, in the case of self-insured plans, 80% of the projected premium rate for the calendar year in which the rates are to be effective. The member shall pay the remaining 20% of the plan s/he selects. The rates for each self-insured plan shall be calculated using standard actuarial principles with separate medical trends determined which reflect plan design. The rate will include a 2% administrative fee. Lodge 35 shall be provided with information (including but not limited to all actuarial and consultant reports) enabling it to review the premium determinations. In other respects the comprehensive health benefit program shall remain in effect except as provided below.

Section B. Optical Benefits.

- 1. Employees will continue to participate in the County-wide Optical program at benefit levels in effect on January 1, 2000. In addition, this benefit shall extend coverage to include contact lenses in lieu of eyeglasses. Costs shall be shared as provided in §A.
- 2. Effective January 2, 2002, a new discount vision program was implemented for future retirees.

Section C. Prescription Drug Plan. Effective January 1, 2009, the County shall provide prescription plans

(Prescription Drug Plan - \$5/\$10 co-pays and Modified Prescription Drug Plan Option - \$10/\$20/\$35 co-pays with a \$50 deductible) for all active employees. Employees who select the Modified Plan Option shall pay 20% of the cost of the Modified Prescription Drug Plan Option. The Employer shall pay the remaining 80% of the Modified Prescription Drug Plan Option. For employees who select the Prescription Drug Plan, the employer shall pay 80% of the total premium cost of the Modified Prescription Drug Plan Option and the employee shall pay the remainder of the prescription drug plan premium.

Effective January 1, 2016, or as soon as administratively practical thereafter, both prescription plans shall include the following PBM programs:

- 1. *Generic Step Therapy* Requires the use of cost-effective generic alternatives within the same therapeutic class, as first line therapy before brand name prescriptions are covered.
- 2. Specialty Pharmacy Guideline Management To support appropriate utilization for specialty medications and help ensure the member meets sophisticated and robust criteria before a first dispense, that they experience expected therapeutic outcomes while on therapy, and discontinue unsafe or ineffective therapy.
- 3. Advanced Control Specialty Formulary To promote cost effective care for members utilizing specialty medications by encouraging utilization of clinically appropriate and lowest next cost medications within the following therapy classes: Auto-immune, Multiple Sclerosis and infertility. This program only applies to new therapies. Existing utilization is grandfathered.
- 4. *Pharmacy Advisor Counseling at CVS retail* To provide available assistance designed to improve members health through one-on-one pharmacist counseling (face to face and by phone), tailored messaging, and coordination with health care providers at the most critical points in therapy.
- 5. Pre-Authorization for Compound Prescriptions Compound prescriptions will require prior authorization by the Pharmacy Benefit Manager for any compounded claim with a single ingredient cost exceeding \$300.

Both prescription drug plans shall restrict generics. In the event the employee elects to receive a brand medication when a generic medication is available, the member shall pay the cost difference between the brand and generic medication, however, in the event a physician requires a brand medication, the employee shall not be responsible for the difference in cost.

Both prescription plans shall provide/require that if an employee fills a prescription at retail more than twice, rather than utilizing mail-order, the member shall pay the difference.

Except as otherwise provided herein, costs shall be shared as provided in §A. If, during the term of this Agreement, the parties agree to a Canadian drug program as an employee option, that plan may be implemented.

Effective January 1, 2014, the Prescription Drug Plan will no longer offer the 90-day post formulary change grace period granted upon formulary changes. Plan participants affected by formulary changes shall be notified a minimum of 90 days prior to the effective date of the formulary change. The employer shall approve up to a 90 day post formulary change grace period for members based upon the members' particular circumstances.

Section D. Unit Members shall continue to be eligible to participate in the Point of Service Plan or its successors. [see **Appendix D**] Appendix D was amended effective 1/1/04, to provide for the "open access" feature. [see **Appendix S**]

Section E. Pre-tax Premiums. Employee contributions to Health Benefit Plans shall continue to be effected in a manner so that the premiums shall be pre-tax.

Section F. Bidding. If the County determines to get competing bids for existing HMOs and/or the administrator of its medical plans, and thereafter determines to terminate enrollments in existing plans it shall assure that benefits of those terminated enrollees shall not be reduced (or costs raised). If the employer determines to terminate or replace an existing HMO or Point of Service Plan, the Employer shall use its best

efforts to obtain (or if the Plan is self administered, shall provide) reasonable transition rules permitting employees receiving ongoing medical treatment for an illness or injury to remain in the care of the treating physician[s] where that continuation is practicable and medically indicated. When the County terminates an existing HMO or Point of Service administrator, it shall open the point of service plan, and all existing HMOs to enrollees of the terminated plan[s].

Section G. Other Benefits. The County shall also contribute 80% of the premiums determined for any calendar year for benefit plans not included in §A. The unit member shall pay the remaining 20%. The FOP shall be provided with information (including but not limited to all actuarial and consultant reports) enabling it to review the premium determinations.

Section H. Premium Calculations. Premiums for all plans shall be established using standard actuarial principles or actual rates being charged by the carrier or HMO. Covered employees for premium calculation purposes shall include all employees receiving the same benefits.

Section I. Premium Changes. If contributions for any calendar year exceed expenses during the plan year, the premium may be adjusted, reduced, or eliminated for specific pay dates. The method of such adjustment, reduction or elimination shall be agreed upon by the parties.

Section J. Retiree Health Benefits.

- 1. Unit members hired before January 1, 1987 who retire may continue their current benefits under existing practice (80% employer/20% employee split) for the number of years they participated as an active employee or receive the same benefits for life at a 70% employer/30% employee split. Employees hired after January 1, 1987 shall be eligible for lifetime benefits with a 70% employer/30% employee, premium split. For purposes of this section, 70% employer/30% employee split means that after 15 years of service, the split shall be 70%/30%. For employees with more than 5 years service but less than 15 years service, the employer shall pay 50% plus 2% for each additional year after five, up to a maximum of 70%. However, employees retired on a service-connected disability shall be eligible for a 70% employer/30% employee split regardless of length of service.
- 2. In the event of death. An employee who meets the eligibility requirements for group insurance benefits for retired employees (using the date of death as the separation from service date), the surviving spouse or eligible domestic partner (and other dependents eligible for coverage at the time of death) may continue coverage under the benefit plans available to retirees, as if he/she was the retiree, under the same terms and conditions available to the employee, until remarriage, including the entering of a domestic partnership within the meaning established under this Agreement (for eligible dependents other than a spouse or eligible domestic partner, sooner if they lose dependent eligibility).
 - An employee who dies and does not meet the eligibility requirements for group insurance benefits for retired employees (using the date of death as the separation from service date), the surviving spouse or eligible domestic partner (and other dependents eligible for coverage at the time of death) may continue coverage under the benefit plans available to retirees for the period of time equal to the number of years of the employee's eligibility under the group insurance plan, or until remarriage, including the entering of a domestic partnership within the meaning established under this Agreement, whichever happens first (for eligible dependents other than a spouse or eligible domestic partner, sooner if they lose dependent eligibility).
- 3. *Transfer season*. At the time of retirement, employees may elect coverage under the benefit plans available to retirees. If no coverage is elected for a plan(s), coverage may be later reelected during a subsequent transfer season (certain agreed re-entry restrictions will apply). During a transfer season, levels of coverage (e.g., single to family) may be changed, regardless of the level of coverage chosen at retirement.

Section K. Unbundling of Benefits. Effective January 1, 1999, insurance benefits will be "unbundled." LTD and basic life shall be mandatory and certain agreed re-entry restrictions for dental and vision will apply.

Section L. Dental Maintenance Organization. Effective January 1, 2000, the Employer shall offer an optional [Dental Maintenance Organization] DMO.

Section M. Medical Spending Accounts. All health insurance participants shall be eligible to maintain Medical Spending Accounts.

Section N.1. Optional Term Life Insurance. Effective July 1, 1999, employees may purchase group life insurance in amounts equal to one, two or three times salary provided they pay 100% of the premiums. This benefit shall carry into retirement at the member's election. At age 70, the face value of the policy reduces to 50% of the original face value. At age 75, the face value of the policy reduces to 25% of original face value. The member can purchase the amount of the reductions on an individual policy as long as amount does not exceed the original face value. There shall be no pre-qualification for those who elect this insurance during initial implementation or initial employment. Thereafter, a medical examination and/or medical questionnaire may be required. Eligibility shall be extended to all employees who were in the bargaining unit as of January 1, 1999.

Section N.2. Optional Term Life Insurance. Effective January 1, 2014, employee's may purchase additional optional term life insurance in amounts equal to 4 up to 8 times their basic annual earnings subject to a maximum of \$1,000,000. Employees shall pay 100% of the premiums. There shall be no pre-qualification for those who elect this insurance during initial implementation or initial employment in amounts equal to one, two, three or four times their salary.

Section O. Domestic Partners. It is an expressed term of this agreement that health and insurance benefits shall be extended to same or opposite-sex domestic partners.

- 1. For purposes of receiving a benefit under this section, "same-sex domestic partners" means two people of the same sex, one of whom is a bargaining unit, who either:
 - a. Are each at least 18 years old, have consented to share a voluntary, close personal relationship without fraud or duress and are responsible for the welfare of one another. Domestic partners shall have maintained the same legal residence for not less than twelve months; and shall not be married to, or engaged in a domestic relationship with, another person. Domestic partners may not be related by blood or affinity in a way that would disqualify them from marriage under Maryland law if either of the partners were of the opposite sex. Domestic partners must be legally competent to enter into legal agreements and share sufficient financial and legal obligations to provide evidence of eligibility for this benefit. Under this subsection, the County may require a unit member and the partner to sign an affidavit under penalty of perjury declaring that they meet the requirements of this subsection and provide sufficient evidence of the domestic partnership as provided in ¶2 of this section, or
 - b. Have legally registered their domestic partnership if a domestic partner registration system exists in the jurisdiction where the unit member resides and the County determines that the legal requirements for registration are substantially similar to the requirements set forth in Section U.1 of this Article. Under this subsection, the County may require a unit member to provide an official copy of the domestic partnership registration.
- 2. Evidence of sufficient financial and legal obligations includes at least two of the following: joint housing lease, mortgage or deed; joint ownership of a motor vehicle; a joint checking or credit account; designation of the partner as a primary beneficiary of the unit member's life insurance, retirement benefits, or residuary estate under a will; or designation of the partner as holding a durable power of attorney for health care decisions concerning the unit member.

- 3. This benefit terminates upon termination of the domestic partnership by death or dissolution or under any other change in circumstances that initially qualified the domestic partnership under Section U.1 of this Article. The unit member must notify the County within 30 days of the termination of the domestic partnership or other change in circumstances. However, upon termination of the relationship, the employee shall immediately be entitled to all benefits for which s/he would have been eligible absent the domestic partnership.
- 4. All records and files shall be maintained in accordance with Article 51 of this Agreement. Further, the existence of a domestic partnership shall be confidential and not disclosed to the department or its employees. FOP Lodge 35 shall be provided information necessary to administer this agreement and monitor, implement, and administer this Article and Article 57. Further, Lodge 35 agrees to keep all information confidential.
- 5. Notwithstanding Article 8 of this Agreement, contract grievances alleging a violation of this Article or Article 57 provisions relating to domestic partner benefits, shall be submitted to the **chief labor relations officer** instead of the director of the police department. Copies of the grievance need not be sent to police managers or supervisors.

Section P. FOP members who reside outside the service area as defined by the current POS medical plan, shall be eligible for a schedule of benefits comparable to the current in-network and out-of-network benefit levels of the current POS plan through a Preferred Provider Organization (PPO) plan to be effective January 1, 2002.

Section Q. Long Term Care. Unit members are eligible to participate in the County-sponsored Long Term Care Program, under terms established as of September 1, 2001, at 100% of the cost established by the carrier.

Section R. Optional Plans.

- 1. Modified POS Plan Option. Unit members are eligible to participate in a new modified Point-of-Service health benefit plan with lower premiums but higher co-pays.
- 2. Consumer Driven Health Care Option. Unit members are eligible to participate in a Consumer Driven Health Care Plan, should that option become available.

Section S. Employee Plus One Option. Effective January 1, 2005, the Employer shall offer optional "employee plus one" coverage for applicable group insurance plans.

Section T. Group Insurance Program Changes

1. *Dependent Life Insurance*. Dependent life insurance options may be elected by bargaining unit employees in the following increments:

\$2,000 spouse; \$1,000 child to age 26 \$4,000 spouse; \$2,000 child to age 26 \$10,000 spouse; \$5,000 child to age 26

These additional options will be offered on an employee pay all basis

- 2. Effective January 1, 2006, both prescription plans will be available to bargaining unit employees who elect a medical plan which has no prescription coverage, as well as to those who elect no medical coverage.
- 3. Term Life Insurance. In the event of a bargaining unit employee's death in the line of duty, the designated beneficiary, beneficiaries or estate must receive the following lump sum payments:
 - a. Immediate advance payment of \$25,000 from the basic term life benefit toward

- funeral and family living expenses
- b. The basic benefit of term life and accidental death and dismemberment insurance payable for a bargaining unit member whose death is the direct result of an accidental bodily injury sustained in the performance of County employment will be \$500,000, or the amount payable under the schedule of such benefits in effect under current practice, whichever is greater, less any advance paid under subsection 2.a.

Section U. <u>Post Employment Group Insurance and Committee</u>

- 1. For employees hired before July 1, 2008, eligibility and contribution for post employment group insurance shall remain status quo except as modified by this CBA.
- 2. Post employment Group Insurance Committee. The parties agree to establish a joint committee consisting of an equal number of union representatives and employer representatives for the purposes of studying insurance cost saving measures regarding post-employment group insurance, including eligibility, premium share for employees hired on or after July 1, 2008, and coverage. The committee shall report to the parties before September 1, 2009.
- 3. The parties may, by agreement, amend this article during the term of this agreement to provide for HRA, RRA or other provisions and amend premium shares to employees hired after July 1, 2008

[Memorandum of Understanding

The parties executed a tentative agreement on October 23, 2007 which removed or changed the following accomplished sections from Article 24 of the collective bargaining agreement: D, E (redrafted), the last sentence of F, G, H, the reference to the indemnity plan in J, L, and N. It is further understood that the removal of or changes to these sections is not intended to result in the elimination of the POS plan or to reduce, eliminate, modify, or have an adverse impact on any provision in the agreement. [From 2007 reopener agreement]

[Memorandum of Understanding

The parties agree to establish a joint committee consisting of an equal number of union representatives and employer representatives for the purposes of studying insurance cost saving measures including wellness, prevention, and disease management that would preserve benefits, promote employee and dependent health, and to ultimately reduce cost. The certified representatives of other county employees shall be invited to participate as members of the joint committee. The parties agree to jointly retain and fund one or more consultants to aid the committee in its mission. The committee shall report to the parties before September 1, 2009.] [From 2007 re-opener agreement]]

Article 25 Transfers

Section A. Definition. Subject to Article 42, transfer of employees is the movement from one position or task assignment to another position or task assignment either within a department/office/agency or between departments/offices/agencies. Transfers shall be made by the County and usually involve one or more of the following factors:

- 1. A change from one merit system position to another;
- 2. A change in physical location of the job or position;
- 3. A change in duty assignment, but within the same occupational class.

Section B. Reasons for Transfer. The following may be reason for transferring an employee:

1. A voluntary request;

- 2. A lack of funding resulting from budgetary limitations or loss of federal/state funds;
- 3. A change in the approved work program/plan/design;
- 4. An administrative reorganization;
- 5. A technological change or advancement that impacts on work force needs;
- 6. A change in an employee's physical or mental condition;
- 7. The resolution of a grievance or other problem affecting the operational efficiency of a unit or organization;
- 8. For training or development;
- 9. The need for additional personnel at a specific work site.

Section C. Qualifications for Transfer. An employee must meet the minimum qualifications for the position to which transferred.

Section D. Notice of Transfer. Members of the unit shall be notified by their station captain and/or their bureau chief that they are under consideration for involuntary transfer or duty assignment and shall have a period of two (2) working days to reply as to any reasons why they do not wish to be transferred (reassigned). Such notification shall state the reason the employee is being considered for an involuntary transfer in writing with reasonable clarity. The captain and/or bureau chief will carefully consider any reasons submitted by the employee before proceeding with any transfer.

Section E. Appeal of Transfer. An employee may appeal an involuntary transfer in accordance with Article 8. The appealing employee must show that the action was arbitrary and capricious.

Section F. Filling of Vacancies.

- 1. Department directive 325, dated July 1, 1997, or its successor, as agreed by the parties, shall remain in effect to the extent it deals with negotiable terms and conditions of employment. [See Side Letter: *September 18, 1995 & January 15, 2015*: Also See FC 325 July 1, 1997 attached.]
- 2. All members of the selection committee must review and sign the recommendation.
- 3. Subsequent to the selection, any unit member applicant shall have the right to review the recommendation committee memo upon request.

The County will provide information consistent with the arbitration award February 2, 2007.

Section G. Reserved

Article 26 Non-Discrimination

Section A. All terms and conditions of employment contained in this Agreement shall be applied to all employees without regard to union or political affiliation, race, color, religious creed, ancestry, national origin, sex, marital status, age, disability, family responsibilities, sexual orientation, genetic status, or any other basis as covered by Federal, State and local discrimination laws, and strictly in accord with their individual merits as human beings.

Section B. In any arbitration under this Article, the party seeking arbitration shall request from FMCS an arbitrator experienced in this area.

Section C. Americans with Disabilities Act. The parties recognize that the Americans with Disabilities Act (ADA) applies to members of the bargaining unit. However, any rights given under the Act may not be grieved and arbitrated under this Agreement unless such rights are otherwise provided within the terms and conditions of this Agreement. Nothing in this Agreement precludes an employee from exercising any rights under the ADA to file a cause of action in an appropriate forum.

Article 27 Secondary Employment

Section A. Definitions.

- 1. *Employment* any work, occupation, labor or profession that results in compensation to the employee.
- 2. *Secondary Employment* any employment not required by the Montgomery County Department of Police.
- 3. *Security Related Secondary Employment* any employment where the employee is hired for the express purpose of protecting the proprietary interests of the employer.
- 4. *Uniformed Security Related Secondary Employment* any employment where the employee is hired for the express purpose of protecting the proprietary interests of the employer and the employee wears a Montgomery County police uniform.
- 5. *Employee* refers to all POCs, PO Is, PO IIs, PO IIIs, MPOs, and sergeants.

Section B. Secondary Employment.

- 1. All employees who desire secondary employment must comply with the procedures and provisions established in this Article. Except in accordance with this agreement, employees will not engage in any employment outside the department without the required approvals. [See Side Letter: March 15, 1996.]
- 2. The primary duty, obligation, and responsibility of every employee is to the Department of Police. Employees who are directed to work overtime, or are directed to report to work on their days off, will do so regardless of the fact that outside employment is approved. Outside employment should not become additional full-time employment.
- 3. Requests for approval for unit members who are in a leave without pay status, including unit members who are suspended without pay to work non-uniformed secondary employment, shall be processed by the employee's district/unit commander within not more than one business day. However, the approval process must be initiated as indicated in §C.1, and the §D. restrictions shall apply. In the event that approval of the written request is subsequently denied, the employee will be required to immediately terminate the outside employment in question.

Section C. Request Procedure.

- 1. Approval from the chief of police or designee via an agreed upon Secondary Employment Request must be obtained by an employee prior to engaging in any outside employment, except as stated in §C.3. [See Side Letter: *May 7*, 2001.]
- 2. If there is no question regarding conflict of interest in accordance with this Article, the chief of police shall act upon a request for approval of outside employment and provide notification to the employee within 5 days after the employee submits his/her application. Employees will be notified of approval earlier if such approval is given.
- 3. For security related secondary employment, an agreed upon Employer Agreement for Security Related Work must be completed by the employee, signed by the secondary employer prior to working the secondary employment, and sent to the chief, Management Services Bureau.
- 4. Approval of both security related, and non-security related, secondary employment of a short, spontaneous, temporary duration that requires immediate acceptance by an employee, may initially be granted by the employee's district/unit commander within not more than one business day. The agreed upon Employer Agreement for Security Related Work must be completed prior to the employee working any security related secondary employment.

- However, in every instance, the approval process must be initiated as indicated in §C.1. In the event that approval of the written request is subsequently denied, the employee will be required to immediately terminate the outside employment in question.
- 5. An approval request authorizes only such work and conditions as are specifically designated on the request form. Approval or denial will be determined in accordance with this Agreement. In those instances where approval is granted, the employee may begin work. Approval will be granted as follows:
 - a. Three Year Approval: Remains in effect for three years from the date of the chief's approval. Each employee will be notified, via memorandum or electronically, prior to the end of the three-year approval period. To continue the secondary employment, the employee must submit a new request.
 - b. <u>Twelve Month Approval</u>: Remains in effect for twelve months from the date of the chief's approval. Each employee will be notified, via memorandum, prior to the end of the twelve-month approval period. To continue the secondary employment, the employee must submit a new request. [See Side Letter: *March 15, 1996.*]
 - c. <u>Limited Approval</u>: Remains in effect until the employment is completed. This is used for short term, temporary employment (i.e., one day event).
- 6. Denial will be determined initially by the chief of police or designee. If denied, the employee may appeal the decision to the chief administrative officer or designee who shall review the action and respond to the employee with a determination within 7 days. Decisions of the CAO or designee may be submitted to arbitration as provided at Article 8, Sections E through H of this Agreement.
- 7. The Employer will submit all requests, if necessary, to the Ethics Commission for approval. In the event that any request is denied by the Ethics Commission, which has not been denied under C.6. of this Agreement, this Article will be reopened under the provisions of Article 31 §B of this Agreement. The employee may not work the secondary employment in question if denied by the Ethics Commission. [See Side Letter: *March 15, 1996*.]
- 8. All approved forms submitted prior to the effective date of this article will remain in effect until their normal expiration as set forth in section C.4 and 5 above, unless rescinded for other cause, or prohibited by this article.
- 9. If a department employee owns a business or is in charge of hiring personnel, including department employees, the employee must disclose this information when application is made for secondary employment.
- 10. Approval for work performed on behalf of the Montgomery County Board of Education (i.e., school, office or agency) shall pertain to all future similar work performed by the employee on behalf of that agency.

Section D. Restrictions.

- 1. Employees shall not engage in any secondary employment which is in conflict with the Montgomery County Government and Department of Police.
- 2. Employees shall not engage in any outside employment which will adversely affect their ability to perform their duties.
- 3. Employees shall not engage in any outside employment which presents an unacceptable risk of disabling injury that would limit an employee's return to regular duty. "Unacceptable risk" means any risk that is greater than that required of a police officer generally.
- 4. Employees will not engage in secondary employment during the actual hours: for which they are scheduled to work for the county, while on approved sick leave, FMLA, parental leave,

- disability leave, administrative leave, or professional improvement leave. However, employees may not engage in secondary employment during any period while on sick leave, disability leave, and FMLA if the employment can be reasonably construed to delay or preclude full recovery and return to work.
- 5. Employees who have had medical restrictions placed upon them as a result of an illness or injury must abide by those restrictions while working secondary employment. Employees with such restrictions may be subject to Section D (3) above. If employees are restricted from wearing their uniform while on-duty, they shall not wear their uniform during secondary employment.
- 6. Employees will not use any police equipment or exercise any police authority while engaged in any secondary employment while their police powers are suspended.
- 7. In Montgomery County, employees will not engage in secondary employment in any capacity for any business that sells, dispenses or handles alcoholic beverages with the following exceptions: An employee may work for a store, restaurant, motel, hotel, country club or similar establishment as a security person, desk clerk, or similar capacity, provided no part of the employee's specific duties are related to or involve the bar area where alcoholic beverages are sold or dispensed, the employment does not require "bouncer" duties and the sale, dispensing or handling of alcoholic beverages is not the primary business of the establishment.
- 8. No employee shall engage in business with the Montgomery County Government without first revealing his/her employment status with the County.
- 9. Except for uniformed secondary employment, employees will not engage in secondary employment if the authority vested in them as a county employee (to be a police officer) is a requirement for obtaining or holding the employment.
- 10. Employees will not divulge their association with the department in the course of their employment as a sales person.
- 11. Except as provided in this article, employees may not be employed by or have any ownership interest in any business subject to the authority of or doing business with the police department.
- 12. No towing service owned and/or operated by off-duty Montgomery County police employees shall be used for towing of vehicles at the request of on-duty Montgomery County police employees unless specifically requested by the owner or operator of the vehicle involved.
- 13. School Bus Operator No employee of the department shall operate a school bus immediately after working a midnight shift.
- 14. Employees, in the performance of their secondary employment, will not take advantage of any services provided by the department unless in the performance of legitimate police action. (Under the provisions of the CJIS Law, it is a violation to disseminate criminal records information to non-criminal justice agencies or to anyone when not in the scope of official business. Further, obtaining any information, criminal or non-criminal, can only be done in the same capacity as a private citizen when not for official police activity. Any deviation from this can subject the employee to tort liability.)
- 15. Employees may not use confidential information gained in county employment for outside financial gain or for any purpose other than use in county employment.
- 16. Employees, while on duty, may not accept or solicit referrals for their secondary employment.
- 17. Employees will not distract or coerce other county employees during their scheduled work

- hours to buy or use products or services sold or offered as part of their secondary employment.
- 18. PPVs and SOFVs may be driven to and from the job site and used as a stationary observation post but must not otherwise be used in the course of or in furtherance of their secondary employment work. While using the vehicle as a stationary observation post, employees must monitor the police radio as required by this agreement.
- 19. Employees are prohibited from working for any person(s) or any entity owned (at least 5% ownership) by a person, or persons, they supervise, or who supervises them as part of their county employment.
- 20. Approval for secondary employment may be suspended by the employer based upon credible information that the secondary employer, official of the employing company, or an employee's supervisor, becomes the subject of a law enforcement investigation or enforcement action other than a petty offense or traffic charge where the focus of the investigation or enforcement action creates a conflict of interest between the secondary employment and the employee's status as a police officer.

Employees will cease employment upon notice by an appropriate supervisor of a suspension pursuant to the above condition.

Employment suspended under this section may be reinstated without need for reapplication, at the conclusion of the law enforcement investigation or enforcement action.

Section E. Security Related Secondary Employment.

- 1. No employee shall work in security related secondary employment unless:
 - a. The employee completes both the Secondary Employment Request and the Employer Agreement for Security Related Work.
 - b. The employee has been employed by the Montgomery County Department of Police for at least one year as an employee as defined in this Article.
- 2. When the employee determines that an offense report should be initiated, the employee will call an on-duty employee to take the report and initiate an investigation to the same extent as if a private citizen had called the police. This policy is not intended to prohibit an employee witnessing the commission of a crime from taking immediate and appropriate police action. However, once the situation is under control, the employee will call on-duty employees.
- 3. The employee will work only as a surveillance guard and, if the employee anticipates a situation where the presence of on-duty uniformed employees would have a calming or deterrent effect, they will be requested.
- 4. Security related secondary employment shall be limited to duties customarily associated with those performed by a watchman or guard, and will not include background investigations or any form of investigative surveillance work related to any divorce, separation, or other domestic situation within Montgomery County.
- 5. No follow-up investigations of previously reported offenses will be handled by off-duty employees; all information coming to their attention relating to such incidents will be reported to investigating employees.
- 6. While on duty with the department, the employee will show no preferential coverage to the place of the employee's secondary employment, nor while employed there off-duty will he/she encourage visitation by on-duty employees.
- 7. Under no circumstances will an employee act as an intermediary between a particular employer and a group of employees employed as watchmen/security guards for the purpose

- of scheduling, coordinating or any other similar activity unless the employee has first obtained the appropriate license from the superintendent of the Maryland State Police, if such license is required.
- 8. Employees will not be permitted to work security-related secondary employment unless the secondary employer agrees:
 - a. To pay officers appearing in court on their day off or during non-regularly scheduled working hours for civil incidents arising from off-duty employment activity.
 - b. To pay the employee by check showing proper deduction for Social Security, if required by law.
 - c. To provide Worker's Compensation Insurance coverage for the employee, if required by law.
 - d. Except for non-regular, occasional, or sporadic employment for a private individual, the secondary employer agrees to maintain a comprehensive general public liability insurance policy in a minimum amount of \$500,000, which policy will cover the employee against any and all claims and/or liability resulting from such employment.
 - e. To make no attempts to exert any influence regarding a police decision involving whether an arrest should be made.
 - f. To initiate all formal charges for trespassing and not let the employee initiate such charges.
 - g. To keep the agreement between the secondary employer and the county in force for the duration of the period specified in the agreement.

Section F. Additional Restrictions - Uniform Secondary Employment.

- 1. Police employees are authorized to work uniform off-duty security only within the boundaries of Montgomery County, Maryland.
- 2. Employees may work secondary employment in uniform only as a watchman or surveillance guard.
- 3. Employees will not engage in secondary employment where there is a potential conflict of interest between the employee's duties as a police employee and duties for the employee's outside employer.
- 4. Uniform off-duty security employment is prohibited if the employee's police powers are suspended or revoked.
- 5. Uniform off-duty security employment is prohibited in the following circumstances:
 - a. An employee is under the influence of alcohol or drugs.
 - b. It is probable that on-duty employees would respond as a result of a demonstration, protest march, sit-in, labor/management dispute, or mass arrest situation.
 - c. The employee is in a leave status identified in section D. 4, or in a leave without pay status.
 - d. The secondary employment establishment sells, distributes or serves alcoholic beverages unless two or more officers are hired to work and are present the entire time, and provided that no part of the employee's specific duties are related to, or involve the bar area where alcoholic beverages are sold or dispensed, the employment does not require "bouncer" duties and the sale, dispensing or handling of alcoholic beverages is not the primary business of the establishment.
 - e. Gambling is occurring in the secondary employment establishment (other than the sale

of state lottery tickets by the secondary employer.)

- 6. Uniform off-duty security employment must be terminated immediately upon notice to the employee by an appropriate supervisor, that the secondary employer, official of the employing company, or an employer's supervisor, becomes the subject of a law enforcement investigation or enforcement action other than a petty offense or traffic charge.
- 7. Police employees may only work uniform off-duty security on the premises of their secondary employer, or on property immediately adjacent to the secondary employer's property.
- 8. In the event the County develops the capability to retain and monitor such information, employees engaging in uniform off-duty security employment may be required to immediately notify the Emergency Communications Center at the beginning and end of the work period indicating the employer and the duty location.
- 9. Employees are only authorized to work secondary employment in uniform a maximum of 16 hours in a forty-hour workweek, days off are excluded.
- 10. Employees are prohibited from working uniform off-duty security employment for:
 - a. Debt collectors.
 - b. Private process servers.
 - c. Skip tracers.
 - d. Employers engaging in repossession of property.
 - e. Employers doing pre-employment investigations.
 - f. Bail bonding agencies.
 - g. Employers engaging in the towing of vehicles.
 - h. Employers engaged in the security guard, private investigator, or private detective business.
- 11. If uniformed secondary employment work requires the simultaneous presence of six or more officers at the secondary employment site at one time, the secondary employer shall agree to hire an additional person whose full time position is that of a Montgomery County Police sergeant. The sergeant shall be responsible for supervising the employees at the secondary employment site consistent with the policies and procedures of the department. If no sergeant can be hired, an additional officer shall be hired and the most senior of the officers shall be responsible for supervising the employees at the secondary employment site.
- 12. Article 27 and Article 2 may be re-opened with consent of the parties for the purpose of establishing a union brokered system for secondary employment.
- 13. Unit Members may be employed in uniform for the following functions:
 - a. Traffic direction to assist with ingress and egress from public or private property, e.g., churches, synagogues, shopping centers. However, whenever a permit is required from a local, state or federal government, the secondary employer must obtain such permit as a condition of employment.
 - b. Traffic direction at construction sites, block parties, races, parades and other events provided the secondary employer obtains any required permits.
 - c. Traffic monitoring and selective enforcement for a local government, special taxing authority, government entity, provided no county, state or federal permit is required.
 - d. Assigned vehicles may be used when the unit member is employed by a local government, special taxing district, or a government entity, provided that the

government entity for whom the unit member is working secondary employment agrees to reimburse the County a fair and reasonable rate for such vehicle use. The County has the discretionary authority to determine a "fair and reasonable rate of reimbursement." Although this authority cannot be exercised in an arbitrary manner.

- e. Teaching or instructing a law enforcement topic for a college or university.
- f. Under other reasonable circumstances where the parties agree, is in the interest of public safety.
- 14. Employees may not work in uniform in any capacity for employers engaged in the security guard, private investigator, or private detective business.

Section G. Uniforms and Equipment. Employees, in the performance of their secondary employment, are permitted to carry and utilize the following issued county, or otherwise authorized equipment:

- 1. Weapons/Protective instruments (carried in an inconspicuous manner unless uniformed): Handgun; OC spray; baton; and flashlight; electronic control device and other weapons/protective instruments mutually agreed upon by the parties.
- 2. Portable radio; Ballistic vest; Handcuffs; MCP badge and credentials.
- 3. Baseball cap or other headgear (uniformed only).
- 4. Employees may wear the patrol uniform and authorized issued equipment while engaged in uniformed secondary employment and while going to and from the secondary employment site. If the uniform is worn, the entire uniform along with the **duty** belt, **duty handgun**, handcuffs, and portable radio must be worn by the officer.

Section H. Cancellation of Employment. Any employee who ceases or cancels secondary employment will notify the employer in writing, indicating cancellation, if:

- 1. Approval was for 3 years and it has not expired, or
- 2. Approval was for 12 months and it has not expired.

Section I. Traffic Direction. Employees who are hired for traffic direction or traffic control shall wear their issued reflective vest or raingear (as appropriate).

Article 28 Service Increments

Section A. Service Increments.

- 1. A service increment is a 3.5% increase in salary which may be granted annually, upon approval of the chief of police or designee, to each employee having merit status who assumes the duties and responsibilities of their position at an acceptable level of competence as determined through performance evaluation or in accordance with this Agreement and whose work generally meets expectations. Service increments are earned by performance of work at an acceptable level of competence. An employee cannot be awarded a service increment automatically or solely on the basis of length of service.
- 2. Each employee is eligible to be considered each year for a service increment award to be effective on the assigned increment date. A service increment may be granted only to the extent that an employee's salary does not exceed the maximum salary for the assigned grade.
 - The FY 11, FY 12 and FY 13 service increments were not funded by the Montgomery County Council. For the term of this agreement the FY13 service increments shall continue to be deferred.

Section B. Reassignment of Service Increment Date.

- 1. A new service increment date must be assigned by the chief of police or designee whenever an employee has had the service increment delayed or the employee's increment date occurs during a period of a within-grade reduction, or the employee has been on authorized leave without pay (excluding leave without pay for military service or professional improvement leave) for a period exceeding ten (10) workdays. An employee who is given merit system status after the probationary period is extended, or who is granted an increment after a delay, must have, as a newly assigned increment date, that date on which merit system status is granted or on which the delayed increment becomes effective. This rule must apply to an employee on a military temporary appointment as applicable. Any increment date reassigned must be approved by the chief administrative officer or designee before it becomes effective.
- 2. The chief of police or designee may reassign an employee's increment date to prevent or resolve pay inequities and for disciplinary or other reasons. In such cases, the same type of procedures and appeal privileges contained in §D of this Article must apply. Increment dates may also be reassigned by the chief of police or designee for reasons deemed to be in the best interest of the County service, when the action would not adversely affect an employee. Any increment date reassigned must be approved by the chief administrative officer or designee before it becomes effective.

Section C. Notification of Service Increment Delay. Notwithstanding other provisions of this section, in all cases of service increment delay the affected employee must be notified in writing by the chief of police or designee of the reasons for the action prior to the effective date, and be informed of the right to file a grievance.

Section D. Effective Dates of Salary Changes. The effective date of a salary change must always be the beginning of a biweekly period.

Section E. Service Increment Dates. The increment date of each employee is the date of employment unless the originally assigned increment date has been reassigned under this Agreement. The effective date of any pay changes resulting from approved service increment awards is the first day of the pay period in which the employee becomes eligible for the awards.

Section F. Service Increment Delay Resulting from Work Absences. A service increment may be delayed by the chief of police or designee when an employee is absent from duty (other than annual, compensatory, political, military, parental or holiday leave) for fifty percent (50%) or more of the rating period. However, if the absence is due to a service connected injury or illness as determined by the Worker's Compensation laws of Maryland, the increment shall not be delayed if the employee received a satisfactory evaluation in the preceding rating period.

Section G. New Step. Effective July 1, 1992, a new step 14 was added at the beginning of year 14 (after 13 years of completed service) equal to a three and one-half percent increment above step 13 consistent with steps 1-13.

Section H. Longevity. Effective July 1, 1999, a longevity step will be added to the pay plan at the beginning of year 21 (after 20 years of completed service) equal to a three and one-half percent increase. Effective July 1, 2019, a longevity step will be added to the pay plan at the beginning of year 17 (after 16 years of completed service) equal to three and one-half percent increase (see Bloch award Longevity Step Eligibility dated April, 5, 2017). Each unit member who has completed at least 16 years of service prior to July 1, 2019 shall receive a three and one-half percent increase to their base pay effective the first full pay period on or after July 1, 2019.

² FY 21 County Council did not fund any Salary, Increment or Longevity increases negotiated this term by vote on May 13, 2020.

Section I. *FY12 Increment and Longevity Step Increases*. For FY12 only, qualified unit members shall continue to defer one (1) 3.5% step. Qualified unit members shall receive one (1) 3.5% step on their service increment date. Increment and Longevity steps will not be paid if not funded by the County Council.

Section J. Employees whose longevity step was deferred during FY2011 and FY2012, and are otherwise eligible, shall receive the longevity step effective the first full pay period following July 1, 2012. Any employees who reach their 20th anniversary of employment during FY2013 shall receive their longevity step the first full pay period following their anniversary.

Article 29 Physical Fitness and Awards

Section A. Program Established. A voluntary physical fitness testing process is hereby established. This test will be offered annually to all unit members. Best efforts shall be made to permit unit members up to three (3) hours to take this test while on duty. However, unit members whose work schedule requires that the test be taken while off duty will be granted hour-for-hour compensatory leave (up to three hours), during the administrative pay period in which the test occurs, for time spent participating in the test.

Section B. Test. The components of the fitness test will include body fat composition, aerobic endurance, muscular strength, and endurance and flexibility assessments. These components will be measured through the following means:

- 1. Push-ups
- 2. Sit-ups (modified)
- 3. 3 mile walk or 1.5 mile run
- 4. Abdominal Stretch
- 5. Body fat composition measurement. [Or, at officer discretion, pull-ups or flexed arm bar hang.]

Section C. Points. Point schedules for the tests will be developed, which will result in the establishment of three award categories as follows:

Outstanding: 90+ Excellent: 80-89 Good: 70-79

Section D. Awards. Unit members who qualify for an award based upon their test results will receive an annual grant of paid administrative leave in the following amounts, to be used within a year of the date of the test:

Outstanding 20 hours Excellent 16 hours Good 12 hours

Section E. Workout Time For SWAT. Unit members assigned to centralized SWAT shall be given on-duty time to engage in physical training to meet the requirements of their position.

Section F. Workout Time for Decentralized SWAT. Unit members assigned to Decentralized SWAT will be scheduled two hours per week by their supervisor, during the unit member's regular work week, to engage in physical fitness activities. The scheduled workout time may be cancelled by the Employer on a case-by-case basis based upon operational need. If workout time is cancelled, the Employer will make its best efforts to reschedule during the same work week. Unit members will not be compensated for engaging in physical fitness activities outside their work hours.

Section G. All bargaining unit employees will be granted access to and use of recreation center gym/weight rooms and aquatic centers free of charge. In order to receive such access the bargaining unit members shall follow the administrative process established by the parties.

Article 30 Uniforms and Equipment

Section A. Employees shall be issued the equipment identified in **Appendix I** of this Agreement. When the scheduled working hours of specific units increase or decrease significantly during the contract term, the parties agree to discuss reasonable changes to the quantities of uniforms and equipment needed by members of such units. [See Applicable Side Letters and MOA's]

Section B. 9mm Semi-Automatic Weapons.

- 1. The County will provide to all unit members a *9mm* semiautomatic handgun. The department issued handgun will be the primary on-duty handgun for all unit members. **Weapons** previously **approved for purchase** by unit members may be used off duty and as second (back-up) weapons.
- 2. The County will provide one Level III holster to each unit member.
- 3. Off-duty and/or second (back-up) weapons shall be determined by a mutually agreed upon list of manufacturers and specifications [See Memorandum of Agreement dated December 18, 2019]. Modification of this list shall occur only after the modification is recommended by the JHSC and is agreed to by both the FOP President and the Chief of Police.

Section C. Wearing of the Uniform.

- 1. Wearing the uniform or any part thereof off-duty shall be limited to a reasonable time before and after the officer's work hours and attendance at governmental functions, parades, funeral and memorial services held within the State of Maryland or the Washington, D.C. metropolitan area. All officers are prohibited from wearing the uniform or any part thereof while engaging in or attending any political or partisan activity of any kind such as political rallies, employee demonstrations, caucuses, campaigns, fund raisers and political speeches unless they have been directed to do so by the employer. Officers may wear the uniform while voting at their assigned polling place.
- 2. Officers will be permitted to wear the uniform while going to and from the secondary employment site and while engaged in secondary employment.
- 3. All officers are prohibited from wearing the uniform or any part thereof while attending a civil or criminal proceeding or administrative hearing as a party, witness or advocate if the conduct or action giving rise to the officer's attendance at the hearing does not flow from the exercise of the officer's official duties. [See Side Letter: February 18, 2004]
- 4. At all times of the year, members will determine whether to wear either the long or short sleeve uniform shirt.
- 5. The wearing of a tie while in uniform will be optional except when the officer wears the formal (Class A) uniform.
- 6. All members are encouraged to wear soft body armor to enhance officer safety; however it is understood that wearing soft body armor remains voluntary according to Article 15, § S. Accordingly, the issued soft body armor may be worn as follows:
 - a. concealed in the under carrier and worn under the uniform, or
 - b. worn in the black vest carrier, either concealed under the uniform jacket or sweater, or as an outer garment, provided that:
 - i. the black vest carrier displays the badge (embroidered or metal), and the officer's name (embroidered or metal), and
 - ii. a standard uniform shirt (long or short sleeve consistent with the language of this section) is worn underneath the carrier.

Section D. Investigator Badges. Unit members whose primary duties and responsibilities involve follow-up investigation, shall be issued investigative badges (including the Domestic Violence Unit).

Section E. Turtleneck Sweater. The County shall issue three turtleneck sweaters with gold embroidered "MCP" initials to officers which may be worn under the black sweater, lightweight black jacket, or heavyweight black jacket. It may only be worn as the outermost garment while temporarily indoors performing work related duties. It may also be worn under the long sleeve shirt without a tie.

Section F. Headwear.

- 1. The department shall issue to each unit member a black, baseball style, cap for wear at officer discretion and for traffic direction. Employees may purchase, at their own expense, black baseball style caps of the same color and similar design. Black baseball caps shall not be worn with the "class A" uniform.
- 2. Black knit watch-type headgear is authorized for wear at individual member discretion during the months of November through March.

Section G. Sweaters & Jackets.

- 1. The black sweater referred to in **Appendix I** may be worn by uniformed officers as an outer garment.
- 2. The lightweight black jacket referred to in **Appendix I** may be worn without a tie.

Section H. Shoe Repair For Non-Uniformed Officers. Non-uniformed officers shall be permitted to have one pair of shoes per year repaired.

Section I. Retention of Benefits. All bargaining unit members retain the following benefits and conditions previously in effect between the parties:

- 1. Laundry service as provided in DD 85-13, **Appendix J** of this Agreement;
- 2. Shoe Repair;
- 3. Uniform Alterations;
- 4. Business cards.

Section J. Rank Insignia. The parties may discuss and mutually agree upon the issuance of rank insignia for unit members. Rank insignia for PO III shall be a silver bar with three black squares. [WO 3 type.]

Section K. Expandable Baton. The County will provide to all unit members an expandable baton (also known as a tactical or collapsible baton) as a replacement for the PR24 baton. Initial issuance and training will occur for police officer candidates and Field Training Officers, followed by scheduled training for uniformed officers and investigators. Upon training and issue of the expandable baton, officers will turn in their PR24 baton and department issued blackjack.

Section L. Alternate Duty Status Uniform Option. Unit members assigned to units which wear the police uniform and are prohibited from wearing the uniform, may wear appropriate non-uniform clothing, or may wear a blue wash and wear utility uniform with or without the badge (depending upon status). Such uniforms will be issued by the department. If the officer wears non-uniform clothing, he/she may continue to use the department laundry service. Repairs to clothing damaged in the line of duty will be handled in accordance with existing practice.

Section M. Non Issued Uniforms and Equipment. Any equipment, uniform, or partial uniform not issued by the department or authorized to be worn by this agreement that is being used/tested by an officer or unit must be authorized by majority vote of the Safety Committee or Labor Management Relations Committee. [See MOA's: October 26, 2005, June 20, 2008 and August 11, 2008 Addendum.]

Section N. Uniform Wear and Exceptions. The parties have bargained standards for uniforms and appearance. Those standards shall remain in effect for the duration of this agreement. However, personnel assigned to investigative duties and other specialized enforcement activities which require an inconspicuous appearance may be exempted from those standards.

Section O. Cellular Phones. Subject to budget limitations, Unit members will be issued cellular phones for business use. Unit members shall not be eligible to be reimbursed for the cost of business calls that are made on personally owned cellular phones. [See MOA: March 12, 2009.] Until such time as the FY21 GWA is funded, the March 12, 2009 MOA shall apply. The January 23, 2020 MOA shall become effective and shall replace the March 12, 2009 MOA on the first day of the same pay period that the FY21 GWA is funded.

Section P. Traffic Officers and Organizational Emblems. Traffic officers shall be issued heated clothing and rainwear to be identified in **Appendix I**. Emblems identifying any other organization other than the FOP may not be worn on uniforms. Traffic officers shall be initially issued two pair of new motor boots. Traffic officers shall receive a new pair of motor boots every third year unless a pair becomes severely damaged and rendered unusable or are otherwise beyond repair.

Section Q. Vests. For all protective vests replaced after [August 7, 2000], if the integrity of the protective qualities of the vest have not been compromised as determined by the using officer, then the officer may retain the original vest for up to five years past the vest's expiration date. If the integrity of the protective qualities of the vest have been compromised as determined by the using officer, then it will not be reissued. These vests are to be primarily used for off duty activities. [MOA, August 7, 2000.]

Section R. Electronic Control Weapons (ECW). Subject to budgetary limitations, the Department will increase the number of Tasers issued to patrol officers by 10 percent in year 2 and an additional 10 percent in year 3. The Department will distribute the Tasers to patrol officers in an effort to optimize their availability. [See MOA: November 5, 2003. Superseded by MOA: January 23, 2020]

- 1. Effective July 1, 2020, subject to budgetary limitations, ECW's will be issued to all sworn officers who work in an assignment that routinely involves public contact. [See MOA: January 23, 2020]
- 2. This agreement will become effective the same pay period that the FY21 GWA is funded. Until such time, the language in the Collective Bargaining Agreement July 1, 2019 June 30, 2020 Article 30 Section R and the November 5, 2003 MOA only apply.

Section S. Issued Clothing and Equipment Reconcilliation. The parties shall meet, at least quarterly, to reconcile equipment issued under Appendix I.

Article 31 Reopener

Section A. Economic Provisions.

- 1. In the event any economic provision of this Agreement becomes inoperative for any reason (including, but not limited to action of the Montgomery County Council pursuant to Article V, Chapter 33 §33-80(g) of the Montgomery County Code) all economic provisions of the Agreement shall be reopened for negotiations.
- 2. If, after negotiations, the parties are unable to agree, the matter shall be referred to an Impasse Neutral for resolution as an impasse matter consistent with the time table set forth in section G. of this article.
- 3. If the new impasse is the result of action or inaction of the Montgomery County Council, the procedures provided for in §33-80(g), *supra*, shall be followed.

Section B. Non-Economic Provisions.

1. In the event any non-economic provision of this Agreement becomes inoperative, that provision shall be subject to renegotiation at the request of either party.

³ Not funded by County Council in FY21 but implemented by County Executive.

2. If no agreement is reached, the controversy shall be referred to impasse as provided in §A.2 of this Article.

Section C. Exercise of Management Rights. These article sections are subject to Bill 18-11 and the PLRA. Should any of the provisions in these articles conflict with the PLRA and Bill 18-11, or any other law, the law shall prevail.

- 1. In the event the Employer considers any exercise of a management right listed in Article 42 and the parties are unable to agree as to the effects on employees of the Employer exercise of such rights, all provisions of this agreement shall be reopened for negotiations at the request of either party on or after November 1, 2004.
- 2. If, after negotiations, the parties are unable to agree, impasse may be declared by either party. Within 10 days of impasse, the parties shall select an impasse neutral either by agreement or through the process of the American Arbitration Association. Within 60 days thereafter, the dispute shall be resolved pursuant to the impasse procedures (excluding dates) of Chapter 33, Section 33-81(b) of the Montgomery County Code. Within 10 days after submission of all evidence, the impasse neutral shall select, as a whole, the more reasonable, in the impasse neutral's judgment, of the final offers submitted by the parties. The impasse neutral may take into account only those factors listed in Chapter 33-81(b)(5) of the Montgomery County Code. (See Ground Rules, Addendum, 2004-2005, attached as **Appendix T**.)

Section D. These article sections are subject to Bill 18-11 and the PLRA. Should any of the provisions in these articles conflict with the PLRA and Bill 18-11, or any other law, the law shall prevail.

- 1. The Parties have agreed on amendments to the Police Labor Relations Law as identified under Article 68 to be submitted to the County Council for the purpose of amending Chapter 33, Sections 33-81 and 33-82 of the Montgomery County Code.
- 2. If the parties agree that the substance of the agreed upon amendments have been enacted into law, Sections C, D, and E will be null and void upon the effective date of the enacted law.

Section E. These article sections are subject to Bill 18-11 and the PLRA. Should any of the provisions in these articles conflict with the PLRA and Bill 18-11, or any other law, the law shall prevail.

Should a party make any challenge to the legality of Sections C or D of this Article in any forum, the other party may choose to have the contract expire on June 30, 2005.

Section F. Reopener Matters.

Second Year. In September 2012 there shall be a reopener for the second year (July 1, 2013 to June 30, 2014) limited to:

- a. Cash Compensation
- b. Reopener
- c. Duration (Article 47) to permit a 3rd year
- d. Health Care issues, including union administered health care.

Second Year of the 2020-2023 Agreement. In December 2020, there shall be a reopener for the second year (July 1, 2021 to June 30, 2022) limited to:

- a. Cash Compensation
- b. Cellular phones, if the Council rejects the proposed General Wage Adjusmtent for FY21
- c. Electronic Control Weapons (ECW), if the Council rejects the proposed General Wage Adjustment for FY21

Third Year of the 2020-2023 Agreement. In the event the U.S. Bureau of Labor Statistics Consumer

Price Index for All Urban Consumers (CPI-U) for Washington-Arlington-Alexandria for the 12 months preceding November 2021 (November 12-month) is 1.5% or less, or 2.5% or greater, there shall be a reopener for the third year (July 1, 2022 to June 30, 2023) by no later than January 3, 2022 limited to:

a. Cash Compensation

Section G. Reopener Matters.

- 1. On or before September 1, of each year of this agreement, there shall be a reopener for the purpose of bargaining over any issue(s) determined to be subject to bargaining by the Permanent Umpire pursuant to a filing of a charge of engaging in prohibited practices or a joint request or demand to bargain under Article 61. The deadline by which bargaining on any specific issue must be completed and after which the impasse procedure must be implemented shall be September 30.
- 2. On or before March 2, of each year of this agreement, there shall be a reopener for the purpose of bargaining over any issue(s) determined to be subject to bargaining by the Permanent Umpire pursuant to a filing of a charge of engaging in prohibited practices or a joint request or demand to bargain under Article 61. The deadline by which bargaining on any specific issue must be completed and after which the impasse procedure must be implemented shall be March 31.

The parties will schedule arbitrators for all reopener sessions by no later than July 15, of the first year of this agreement. If no issues determined to be subject to bargaining are pending for a particular reopener session, the scheduled arbitrator will be cancelled by the arbitrator's cancellation date. Any issues subsequently determined to be subject to bargaining will be bargained and, if necessary, taken to arbitration, during the next reopener.

Article 32 Health and Safety

Section A. Generally.

- 1. The employer shall take all reasonable steps to preserve and maintain the health and safety of its employees. The parties recognize the importance of preserving and maintaining the safety of employees and to that end agree to establish a joint health and safety subcommittee per Article 33 to be composed of three (3) members appointed by the bargaining unit and three (3) members appointed by the County. In addition, each party may appoint one alternate member to the subcommittee. The subcommittee will meet at the request of any three (3) members upon notice. The chairman shall serve for six (6) months and shall be selected alternately from among the three (3) members selected by the County and three (3) members selected by the FOP. The subcommittee shall:
 - Study, review, and evaluate any working conditions which affect the health and/or safety of employees;
 - b. Study, review, and evaluate any equipment used or contemplated for use by the Department of Police;
 - c. Study, review, and evaluate existing or anticipated procedures affecting the health and/or safety of employees.
- 2. Either party may refer any matter to the joint subcommittee through the LMRC or its LMRC designee for consideration and, after due consideration, the subcommittee or any three (3) members thereof shall make such recommendations as it or they deem appropriate to the chief of police and lodge president. The chief of police shall then consider the recommendation and respond within a reasonable time.

- 3. Any health and safety modifications entered into by the employer and the FOP may be incorporated into this agreement by the parties without further ratification.
- 4. Those employees attending subcommittee meetings while off-duty may be granted hour-for-hour compensatory time during the administrative pay period in which the meeting occurs, for time spent at the meeting.

Section B. Medical Tests For Communicable Diseases. Unit members shall receive medical testing for AIDS, tuberculosis, hepatitis and any other communicable diseases when an employee believes he/she has been exposed to such diseases on the job. The costs for such tests shall be payable by the County or otherwise compensable in accordance with existing workers' compensation benefits.

Section C. Coordination and Location of Testing. The Occupational Medical Section, Office of Human Resources, will be responsible for coordinating the testing which may occur at hospital emergency rooms, private physicians or occupational medical section facilities.

Section D. Flu and Hepatitis Shots. The Employer shall provide hepatitis and flu vaccinations to unit members desiring same. In the event an employee requests a flu shot and none is available, subject to receipt, the employer shall reimburse the employee's co-pay associated with such shot.

Section E. Bio-Packs. (** Due to changes in Federal Law (FDA/CDC), this program is currently suspended. In the event that Federal law changes to allow the reinstitution of such a program the parties agree to reopen Article 32, Section E for further discussions.**)

- 1. All bargaining unit employees will be given the opportunity to receive the Bio-Pack on a voluntary basis. Future, non-sworn, employees will receive this opportunity at the time of new employee orientation. Bio-packs will be initially distributed by the County's Department of Health and Human Services.
- 2. Bargaining unit members who are issued Bio-Packs will treat them as "issued equipment." In the event that the contents of a unit member's Bio-Pack needs to be partially or fully replaced as a result of loss or damage through negligence, the unit member will be responsible for paying up to \$13.00 of the cost of replacing the medications. Negligent loss or damage of an alternative medication must be replaced by the employee at cost upon a prescription provided by the Employer and may be submitted through the Employee's health plan.
- 3. The Department of Health and Human Services, in its role as a public health agency, will be the repository of any written medical information received from bargaining unit employees at the time of orientation and distribution of the Bio-Pack. This information will be maintained consistent with the Department's existing protocol for medical record keeping.
- 4. The parties agree to participate jointly in announcing, educating and distributing written materials pertaining to use of the Bio-Pack.
- 5. In the event that a bargaining unit member is not able to receive the standard issuance of medicine contained within the Bio-Pack, the member will be directed by the Department of Health and Human Services to contact the Occupational Medical Section (OMS), Office of Human Resources, for consideration of an alternative medication. If the unit member chooses to use a private physician they may do so at their cost, both for the physician consultation and any issued alternative medication. Unit members will receive a letter of information from the Department of Health and Human Services to take to their private physician.
- 6. The Department of Health and Human Services will review the Health Screening/Consent Form and make modifications to the question about the use of certain contraceptives consistent with the parties' discussions.
- 7. Renewal of medications contained in the Bio-Pack will be done through OMS. In the

- alternative unit members may consult private physician services, at their own cost for the visit and issued medication.
- 8. Unit members receiving the Bio-Pack will be given a letter of information from the Department of Health and Human Services with application to family members, for any private physician consults. For purposes of this paragraph, "family" includes spouse, child, foster child, domestic partner, dependents, and other persons who reside with the employee. [Agreed 01/24/03, Effective 01/24/03.]

Section F. LMRC Review. The LMRC will review the following recommendations of the safety committee for further consideration.

- 1. Push Bumpers on some cars.
- 2. Shotgun Racks. The County has received a \$28,000 grant for the installation of shotgun racks. The parties agree to jointly develop and implement a plan for the use of this grant money to install shotgun racks in police vehicles.
- 3. Code 3 Light Bar Configuration [See MOA: March 25, 2008 (Whelen Light Bars).]
- 4. Front Corner Strobes
- 5. Cages in some cars

Section G. Officers Providing Personal Security. Except in the event of a specific threat or emergency situation, if the Employer determines that it intends to assign any unit member to provide personal security services to any elected or appointed official, the Employer shall give notice to the union and agrees to bargain the negotiable matters of such assignment. Impasse procedures (excluding dates) shall apply.

Section H. Timely Information Concerning Officer Safety.

- 1. When appropriate, the department shall ensure that unit members are given prompt notification of all vehicles, suspects, and conditions of which it becomes aware that may jeopardize officer safety.
- 2. Unless prohibited by law, the department shall ensure that unit members are given prompt notification of all vehicles, suspects, and conditions where it is reasonably likely that an officer, acting in his/her official capacity who comes into contact with such vehicle(s), suspect(s), or condition(s) would face greater than the normal threat of death, injury, personal danger, or the need to use deadly force.
- 3. Upon receipt of information of a credible threat against an employee police officer, or an employee police officer's family arising in connection with her/his office or relationship with the County, the employer will immediately notify and provide for, through all reasonable and necessary means, the safety and security of the affected officer and her/his family.

Section I. Procedures for Use of Respiratory Protection Equipment.

- 1. In order to receive a respirator mask fitting test ("fit test") and be able to use Police Department issued respiratory protection equipment, a bargaining unit employee must:
 - a. complete the "Medical History Form for Assessing Readiness for Respirator Mask Fitting" issued by Occupational Medical Services (OMS), Office of Human Resources; and
 - b. receive medical clearance from OMS.
- 2. The content of the medical history form prepared by OMS will comport with Occupational Safety and Health Administration (OSHA) requirements.
- 3. The bargaining unit employee will forward the completed medical history form to OMS in a sealed envelope marked confidential, as provided by the Department, and will include a self-

- addressed envelope for the use of OMS in returning the medical history form to the employee.
- 4. Following OMS's evaluation of the employee's medical history form, the form and the employee's copy of the Respiratory Health Certification Form will be returned to the employee, in the self-addressed envelope. The employee must insure that a copy of the medical history form is retained and available to the Employer upon proper notice.
- 5. If OMS medically certifies the employee's fitness for use of respiratory protection equipment, arrangements will be made by the Department to conduct a "fit test".
- 6. If OMS does not medically certify the bargaining unit employee, the employee must contact OMS to arrange for a medical evaluation by the Employee Medical Examiner (EME).
- 7. Following the medical examination, if the employee disputes the finding of the EME, the employee may seek a second evaluation from a private medical provider at the employee's expense. The employee's private provider must review the OMS medical history form and indicate the provider's determination on the Respiratory Health Certification Form, consistent with the requirements of that form.
- 8. In the event that the employee's private provider concludes that the employee is cleared for use of respiratory protection equipment, contrary to the EME's determination, the EME will arrange for an independent medical evaluation at the Employer's expense, to determine the employee's medical fitness to use respiratory protection equipment.
- 9. Bargaining unit employees who have not been medically cleared and therefore are unable to utilize Department issued respiratory protection equipment will be reasonably accommodated. Types of reasonable accommodation include providing the employee with an Escape Hood for use in emergency situations and possible reassignment where an employee is assigned to an Emergency Response Team. [See Side Letter: *February 18*, 2004.]

Section J. Employee Notification. When Occupational Medical Services (OMS) and the Department communicate orally about an employee's medical situation, or duty status or restrictions, OMS shall document the communication on a log maintained in the employee's medical file. Each entry to the log shall include the date, time, persons involved in the communication, and summary of the communication. Upon request, a copy of such log shall be provided to the subject employee. When OMS and the Department communicate in writing about and employee's medical situation, duty status, or restrictions, and the communication is not maintained in the employee's medical file pursuant to Article 51 section C.2, OMS shall provide the employee with a copy of the communication in a sealed envelope marked confidential.

Article 33 Labor - Management Relations Committee

Section A. Purpose. The purpose of the Labor-Management Relations Committee ["LMRC"] is to engage in good faith discussion to:

- 1. Resolve issues/problems between the parties;
- 2. Avoid conflicts;
- 3. Build trust between the parties;
- 4. Improve the relationship between the parties; and
- 5. Improve oversight and guidance of Health and Safety Subcommittee.

Section B. Committee Created. The parties agree to continue the LMRC which shall consist of five Lodge 35 representatives appointed by the president and five management representatives appointed by the employer. Upon mutual agreement of the parties, a party may bring additional representatives. The parties' representatives will have the authority to effect the purpose of the LMRC.

Section C. Subcommittee created.

- 1. The parties agree to incorporate the intent expressed in Article 32 into this article. The Health and Safety Committee will continue to operate, however, it will function as a subcommittee, under the direction and guidance of the LMRC. One LMRC representative designated by the president, and one representative designated by the employer will serve simultaneously as members of the Health and Safety sub-committee and will alternate responsibilities as Chair of the Health and Safety sub-committee in a manner that is consistent with past practice.
- 2. The parties agree to establish a joint technology subcommittee to be composed of three (3) members appointed by the FOP and three (3) members appointed by the County. In addition, each party may appoint one alternate member to the subcommittee. The subcommittee will meet at the request of any three (3) members upon notice. The chairperson shall serve for six (6) months and shall be selected alternately from among the three (3) members selected by the County and three (3) members selected by the FOP. One LMRC representative designated by the president, and one representative designated by the employer will serve simultaneously as members of the technology subcommittee. The technology subcommittee will function under the direction and guidance of the LMRC. The subcommittee shall study, review, and evaluate: electronic timesheets, electronic performance evaluations, technology to aid in court notification and callback, and other technology issues including but not limited to system capability and security. Any recommendations shall be forwarded to the LMRC. In the event the LMRC does not adopt recommendations, the process under Article 61 may be utilized. Nothing in this subsection shall be construed to impair any rights or obligations of either party enumerated in the

Section D. Meetings. The parties agree to meet at least quarterly (additional meetings by mutual agreement) on the 3rd Wednesday in January, March, June and September, each year of this agreement (months occurring during term bargaining excepted) from 10:00 a.m. until noon. If a meeting is canceled, a make-up meeting shall take place within thirty (30) days of the canceled date. Meetings will take place at a mutually agreeable location. The parties agree to attend and to remain for the duration of the meeting (a designee with authority from each side at a minimum).

The parties agree to exchange agenda items in writing 13 days prior to the next scheduled LMRC meeting (by 5:00 pm on Thursday). Agenda items will be described with reasonable clarity so that the parties may prepare to discuss each issue. Joint minutes will be prepared by the parties and distributed to the LMRC members within thirteen (13) days after the meeting.

Section E. Scope of Committee. The committee may discuss matters of interest to either party and make recommendations to the union and the employer. However, the committee shall have no authority to alter a collective bargaining agreement, to engage in collective bargaining, or to adjust or resolve grievances.

Section F. Compensation. Employees attending LMRC meetings while off-duty will receive hour for hour compensatory leave during the administrative pay period in which the meeting occurs, for time spent at the meeting. Employees attending while on duty will be released from other duties in order that they may attend.

Article 34 Grievance Representation [Access to Police Facilities]

Section A. Representation Before Merit System Protection Board. The County recognizes the right of officers of the FOP to represent members of the bargaining unit before the Merit System Protection Board.

Section B. Access to Police Headquarters. Up to two (2) employees of Lodge 35 will be provided access to police facilities, headquarters, district stations, academy and other work sites of unit employees for the purposes of conducting labor management relations business, delivering and receiving mail, and conducting other official union business. Management will provide photograph identification cards to these two (2) employees.

Article 35 Vehicles

Section A. PPV/SOFV Program. The continuing intent of this Article is that vehicles assigned as PPVs will take precedence over vehicles assigned as SOFVs. The number of vehicles available to members of the bargaining unit will not be reduced during the term of this Agreement, except that during FY2013 and FY2014 only, the County will make its best efforts to maintain the number of vehicles available to unit members. The County will use its best efforts during the term of this Agreement to allocate cars among the Districts so as to make it possible for the most senior officers to be assigned PPVs and to make vehicles available to eligible officers (subject to Council imposed budget limitations and service needs).[See Side Letter: June 20, 2001]

Section B. Restrictions.

1. Vehicles assigned to unit members whose domicile is in Montgomery County shall be defined as PPVs and be full-use vehicles. All benefits, rules and regulations which apply to PPVs shall apply to these vehicles within fifteen (15) miles of the County's borders. All benefits, rules, and regulations which apply to PPV's shall apply to these vehicles. Unit members whose domicile is within fifteen (15) miles of the County's border shall have "to and from" use of their assigned vehicle to their domicile. An officer whose domicile is outside, but near, the fifteen-mile limit from the County's borders may be granted permission, at the sole discretion of the chief administrative officer, or designee, to drive his/her assigned vehicle to and from his/her domicile. Use of vehicles outside of Montgomery County will be restricted to the Maryland borders except for the use determined by Article 15, Section H. (The fifteen (15) miles will be pursuant to the 1997 map, agreed to by the parties,)

The parties agree to a six (6) month trial period, to begin July 1, 2020 and conclude Dec. 31, 2020. The parties will work together to determine the structure of the trial period. The trial period may be extended by the parties if additional analysis is determined to be needed. Upon completion of the trial period, the amended Article 35 Section B.1 will be fully implemented or be subject to a reopener pursuant to Article 31, Section A., should the program create an undue burden on the Employer.

The parties agree, Article 35, Section B.1., shall be amended upon full implementation.⁴

2. Vehicles assigned to unit members who do not reside in Montgomery County may be used in the same manner as unit members who reside in Montgomery County, so long as such use (except as otherwise provided in this Agreement) is confined within the borders of Montgomery County. Vehicles assigned to unit members who do not reside in Montgomery County will be parked in Montgomery County at the location of the officer's duty assignment, a district station or 24-hour police facility, a 24-hour fire station (except Hyattstown), a secure federal facility if allowed by the facility, or other secure facility mutually agreed upon by the parties.

Section C. Training Academy. Officers assigned to the Training Academy shall be issued (in order of seniority) full-use unmarked vehicles. All benefits, rules, and regulations which apply to PPV's/SOFVs shall apply to these vehicles.

Section D. General. Eligible officers participating in the vehicle program will be issued a police vehicle for on-duty and off-duty use subject to the regulations in this Article. All take home vehicles assigned to officers will be defined as personal patrol vehicles (PPVs). This policy pertains to all officers assigned PPVs and to those temporarily assigned PPVs, where applicable. Failure to properly maintain the vehicle or to comply with the regulations and procedures contained within this Article may result in the officer's suspension from the PPV/SOFV program, or in cases of multiple offenses, termination of the officer's participation in the program. [See Side Letter: March 15, 1996.]

⁴ Not funded by County Council in FY21, nor implemented by County Executive.

Section E. Program Objectives. The goal of the vehicle program is to provide the highest level of police service to the community by providing greater police presence on the streets and in the neighborhoods of Montgomery County and by enhancing the responsiveness of both on-duty and off-duty officers to calls for service.

Section F. Program Eligibility.

- 1. All officers, regardless of assignment, will be eligible for the vehicle program subject to the limitations set forth below.
- 2. With the following exceptions, an officer's domicile must be in Montgomery County to be eligible for the PPV program.
 - a. Officers in the Centralized Tactical Section and Canine Section, who live within 15 miles of the County line, shall be assigned a vehicle for "to and from" use only.
 - b. [Vacant]
- 3. Officers will become eligible for permanent vehicle assignment after satisfactorily completing the field training and evaluation program. Vehicles will be assigned to eligible officers as the vehicles become available. Vehicles shall not be assigned to any officers who reside out of county unless the list of eligible officers who reside in county is satisfied.
- 4. All officers will be assigned marked police vehicles with the below-listed exceptions. This list may be changed upon the mutual agreement of the department and the union.
 - a. Investigative Services Bureau
 - b. Management Services Bureau (except recruiters)
 - c. Special Assignment Teams
 - d. Tactical Section
 - e. Internal Affairs Division
 - f. Public Information Division
 - g. District Court Liaison [See MOA: March 26, 2008.]
 - h. Centralized PCAT-fifty (50) percent not to exceed eight (8) unmarked vehicles
 - i. District DCAT Sergeants
 - j. District Patrol Investigative Units (PIU)
 - k. Managed Search Operations (MSOT)
 - 1. Emergency Services Unit (ESU)
 - m. Alcohol Initiatives Unit (AIU)
 - n. Collison Reconstruction Unit (CRU)
- 5. Two lists of officers, arranged by seniority as defined in Article 12 *Seniority* of this Agreement, will be established and used to determine the order of eligibility for assigned vehicles. One list will be maintained for marked vehicles and a separate list will be maintained for unmarked vehicles. The lists will be updated as promotions and transfers take effect and will be provided to the FOP on a monthly basis. Officers with equal seniority will be assigned a vehicle pursuant to Article 12 Seniority.

Section G. Program Regulations. The following regulations apply to all participating officers as well as those officers using PPVs/SOFVs on a temporary basis:

1. Officers will not take the vehicle out of the County except on official business or with the

- authorization of their district commander. The chief of police or his/her designee may grant continuing authorization to officers attending undergraduate or graduate programs in the Metropolitan area; however, other types of authorization will be on a case-by-case basis at the discretion of the chief of police or his/her designee. Such authorization shall not be unreasonably withheld.
- 2. PPVs/SOFVs will not be operated within four (4) hours after the officer has ingested any amount of alcohol. PPVs/SOFVs will not be operated after the officer has ingested any drug that impairs his ability to operate the vehicle. No alcoholic beverages will be carried in the PPV/SOFV except when they are seized as evidence or contraband.
- 3. Officers will not use the PPV/SOFV as a part of secondary employment, except as provided in this Agreement.
- 4. a. Officers operating or riding in the PPV/SOFV off-duty will carry a department approved handgun on their person (unless light duty restrictions dictate otherwise for the passenger), will have at least one pair of metal or flex handcuffs in the vehicle, and will carry their credentials. Officers will display their credentials upon request. Non-uniform attire must be such that it projects a favorable image for the department, and does not create a safety hazard for the officer. Officers are prohibited from wearing open-toe sandals, shower shoes, or in the case of female officers, shoes with more than a 1" heel. The minimum acceptable attire for male officers is long pants or "Bermuda" shorts, a sleeved shirt and socks and shoes or sneakers. Minimum standards for female officers are long pants or "Bermuda" shorts, a skirt or dress, a sleeved shirt or blouse, socks or stockings, shoes or sneakers. In all cases, non-uniform attire will be clean and free of tears and holes.
 - b. SID and SAT are excepted from the above clothing standards when the clothing is an officer's work attire and the officer is operating an unmarked vehicle. In such case, officers may wear their work attire to, from and during scheduled work.
- 5. Officers operating a PPV/SOFV in non-uniform clothes will make traffic stops only when inaction would reflect unfavorably upon the department.
- 6. Off-duty officers in non-uniform attire on the scene of an event may wear a baseball cap, with the front of the cap bearing either the department patch, badge, the word "police", or "Montgomery County Police" with the county logo. Baseball caps are not a recommended form of alternative identification. [See Side Letter: *March 15*, 1996.]
- 7. The PPV/SOFV will not be used to carry excessively large or heavy loads or objects which protrude from the trunk or windows, except when required in the performance of official duties.
- 8. The portable radio, mobile or cellular telephone, shotgun, long gun, and other weapons will be removed from the vehicle and stored at the officer's residence or station locker when the vehicle is unattended other than for a short period of time. Ballistic vests and all other uniform equipment will be removed from the passenger section of the vehicle and stored in the trunk of the PPV/SOFV or in the officer's residence or station locker when the vehicle is unattended other than for a short period of time. For example, they should be removed when the PPV is parked overnight at the officer's residence or SOFV is parked overnight at an approved facility. The participating officer will ensure that unauthorized persons do not handle department weapons or equipment.
- 9. Only department-issued shotguns and long guns (see Personal Purchase Rifle Program Memorandum of Agreement dated January 31, 2018 for exceptions) will be carried in PPVs and such weapons must be carried in the secure carrier where provided.
- 10. Unattended PPVs/SOFVs must be locked at all times.

- 11. The chief of police or his/her designee may temporarily assign PPVs/SOFVs according to the following priority: (1) officers normally participating but temporarily without a car; and (2) officers who have attained permanent status and meet all other eligibility requirements but have not been assigned a car. Assignments made under this provision shall be made pursuant to Article 12 *Seniority*.
- 12. Officers permanently transferred from an assignment requiring the use of a marked vehicle to an assignment requiring the use of an unmarked car, or vice-versa, or who otherwise become ineligible for the program, will turn the vehicle into the department's fleet coordinator for reassignment. The chief of police or his/her designee shall reassign the vehicle using the appropriate eligibility list. [See Side Letter: March 15, 1996]
- 13. a. Officers assigned PPVs/SOFVs and who are on light duty (i.e., no longer able to perform fully in their present assignment), extended sick leave (more than one work week), disability leave, administrative leave (when an officer is responsible for the taking of a human life or the serious injury of a person or when an officer's police powers are suspended because he/she has been charged with a criminal offense or charged with operating a motor vehicle while under the influence of alcohol or drugs), or who are suspended from duty, will turn in the vehicle to the district/unit commander. The chief of police or his/her designee, will either temporarily reassign the vehicle within the district/unit or park/store the vehicle at the station. Officers temporarily reassigned (60 days or less) to another unit may retain the use of the PPV.
 - b. Officers who participate in the program described in Section Q and who are on light duty (i.e., no longer able to perform fully in their present assignment); disability leave; extended sick leave (more than one work week); extended (more than two work weeks) periods of Family Medical Leave, annual, compensatory, or administrative leave, or leave without pay; administrative leave (when an officer is responsible for the taking of a human life or the serious injury of a person or when an officer's police powers are suspended because he/she has been charged with a criminal offense or charged with operating a motor vehicle while under the influence of alcohol or drugs), or who are suspended from duty, will turn in the vehicle to the district/unit commander. The chief of police or his/her designee, will either temporarily reassign the vehicle within the district/unit or park/store the vehicle at the station. Officers temporarily reassigned (60 days or less) to another unit may retain the use of the single officer fleet vehicle.
- 14. In instances of short duration (less than one week), PPV participants may permit the off-duty use of their PPVs/SOFVs by officers in their same unit or type of assignment, who are eligible for the program. In all such instances, as soon as practicable, the PPV participant will make appropriate notification to his/her unit/district commander.
- 15. During vacations or extended periods (one week or longer) when the participating officer is out of the county, the PPV/SOFV may be temporarily assigned by the chief of police or his/her designee, to another eligible officer in the same district.
- 16. Officers will not allow off-duty use of their PPV/SOFV by officers who are not eligible for the program.
- 17. No unauthorized personnel are permitted to operate the PPV/SOFV except in an emergency.
- 18. So as not to give the public the impression the department endorses or promotes a particular activity, political candidate, or cause, officers are prohibited from using the PPV/SOFV while engaged in political activities such as setting up signs, and attending rallies, caucuses, promotional events, or fund raisers, etc. Bumper stickers, decals, insignia, banners or placards provided by the department and related to the interest, purpose or mission of the department/county, may be attached to the PPV/SOFV. FOP organizational emblems may be attached to the PPV/SOFV. Unauthorized or nonconforming items will be removed from

the vehicle.

Section H. PPV/SOFV Operating Procedures.

- 1. While using the vehicle off-duty, officers will monitor the police radio on the frequency for the district in which the vehicle is being operated. Officers need not advise the dispatcher when going in or out of service; however, the officer will advise the dispatcher when responding to a call.
- 2. Off-duty officers will use their identification number preceded by the letters "OD" when transmitting radio messages.
- 3. Off-duty officers, while operating PPVs or SOFVs, are required to respond to incidents or calls for service which come to their attention through any of the following means: (1) on view; (2) citizens; (3) radio monitored activity of a serious nature occurring within reasonable proximity to their location.
- 4. The operating officer is responsible for the safety of all vehicle passengers.
- 5. All officers will use seat belts when operating or riding in County motor vehicles, except when an officer's duties necessitate frequent exiting from the vehicle (i.e., checking stores within the same shopping complex). Officers will ensure that all passengers in the cruiser have buckled their seat belts prior to the vehicle being moved and continue to use the seat belt at all times while they are passengers in the moving vehicle. Only those safety seats approved by the Department of Transportation will be used to restrain infants and toddlers. Safety seats will be used consistent with State law and will be removed from the passenger from the passenger compartment when not in use.
- 6. Minor incidents, to include disabled vehicles, stranded motorists, and citizens in need of assistance, encountered while operating a PPV/SOFV off-duty, will be handled and cleared by the off-duty officer. In situations which dictate the writing of a report by the off-duty officer, the report will be completed as soon as possible. Completed off-duty initiated reports may be placed in any district station report tray which is convenient to the officer. All off-duty reports will bear the initials "OD" in front of the officer's ID number in the appropriate space.
- 7. Animals will not be transported in the PPV/SOFV except in unusual circumstances.
- 8. Traffic collisions encountered by officers off-duty in a PPV/SOFV will be handled in accordance with departmental policy, except for the following types of collisions: fatal accidents, serious personal injury collisions when the victim is transported; hit and run collisions when evidence or witnesses exist; and collisions involving government-owned vehicles. These collisions will be handled by on-duty units. The procedure for submitting the collision report is the same as that for the event in § H.6. Additionally, the officer generating the report will be responsible for completing the log-mile references.
- 9. Officers using a citizen's band radio while on-duty or while acting in an official capacity will use the department's FCC call sign KBTW 9046 identifying themselves as the Montgomery County Police and including their off-duty ID number (e.g., KBTW 9046, Montgomery County Police Unit, O.D.302). Officers will monitor Channel 9 and respond to emergency calls for assistance occurring in their assigned patrol area. Channel 9 will be used solely for emergency communications or for communications necessary to render assistance to a motorist. All radio transmissions will be made in a professional manner and in accordance with Section 95 of the FCC rules and regulations. The officer's primary responsibility is to the police communications system and attention to or operation of CB equipment or mobile telephones must not interfere with this primary responsibility.

Section I. Overtime Compensation.

- 1. Consistent with Article 15 *Hours and Working Conditions* §A.1.a, overtime compensation will be granted (within budget limitations) for that period of time in excess of two (2) hours to participating officers who must work on an incident while in their off-duty PPV/SOFV status. Response to an incident while in an off-duty PPV/SOFV status does not constitute an official call- back as defined in this Agreement.
- 2. When responding to calls off-duty involving a felony or serious misdemeanor, it may be necessary for the officer to handle the call in order to best preserve and maintain the chain of custody of evidence. Authorization for an off-duty officer to remain on the scene and/or handle the call will be granted by the on-duty shift supervisor.
- 3. When submitting an overtime request, the officer will insert the name of the supervisor who authorized the overtime. The words "off-duty PPV response" will be noted on the request.

Section J. Maintenance Procedures.

- 1. Officers assigned PPVs/SOFVs are responsible for the maintenance and care of the vehicle and are not relieved of that responsibility when permitting another officer to operate the vehicle.
- 2. The Employer will provide notification of PM dates to PPV/SOFV participants. Any officer who is unable to meet his/her scheduled preventive maintenance date, should notify the Division of Fleet Management, DFMS, no later than 24 hours (or as soon as practicable) before the scheduled date.
 - a. The officer is responsible for obtaining a new preventive maintenance date.
 - b. The rescheduled date should be no more than two weeks after the originally scheduled date.
- 3. Weapons, cellular telephones, pagers and portable radios will not be left in a vehicle interior or trunk while being serviced. Officers will remove all other issued material and equipment such as helmets, nightsticks, etc., from the vehicle interior while it is left for service and secure the items in the vehicle trunk. The officer shall check the condition of the equipment prior to and immediately following any service. Any missing or damaged items will be reported to the Department's Fleet Manager by phone or email and the officer will initiate the appropriate event report regarding the lost item(s).
- 4. Officers are responsible for the cleanliness of the vehicle and for maintaining the vehicle and equipment in working order. Vehicles must be free of litter and personal items when returned to the Department's Fleet Manager for vehicle reassignment, maintenance, etc.
- 5. Vehicles that have been damaged due to a collision or vandalism shall be brought to the Division of Fleet Management, DFMS, within 48 hours of the occurrence. If in the judgment of the vehicle operator, the damage to a vehicle renders the vehicle unsafe to drive, the officer will have the vehicle towed, or bring the vehicle to the Division of Fleet Management, DFMS, immediately.
- 6. If an officer determines that a repair has not been made or that the vehicle is unsafe, the officer shall not take the vehicle from the Division of Fleet Management, DFMS.
- 7. If the Division of Fleet Management, DFMS, determines that a vehicle does not meet minimum safety standards, the vehicle shall not be driven until it is repaired.

Section K. Equipment Modifications/Additions.

1. The below are modifications or additions that can be requested for vehicles. Approved modifications/additions installed prior to July 1, 2012 may be maintained in the vehicle as is. Changes made after July 1, 2012 must comply with this section:

- a. Citizen band radios provided they do not interfere with vehicle or radio functions.
- b. Mud flaps-subject to the following restrictions: white in color for marked cars and color coordinated for unmarked cars; vinyl only; cannot be more than 1" wider that the tire; and must be purchased at the officer's expense
- c. VHF scanners/monitors provided they do not interfere with vehicle or radio functions.
- d. Satellite radios
- e. GPS devices
- f. The above equipment may not be installed in a police vehicle unless the inclusion of such equipment will not impede the proper operation of the vehicle and/or County installed equipment and manufacturer or county installed safety equipment based upon manufacturer's recommendations, as determined by the Division of Fleet Management, DFMS, or other appropriate designee determined by the Employer. Such determination shall not be arbitrary or inequitable. "Inequitable" means that comparable vehicles that are similarly equipped are not treated similarly.
- g. Additional emergency lighting or equipment cannot be installed by any employee on any county owned vehicle.
- 2. Privately-Owned Electronics Installation Restrictions.
 - a. Only personally owned electronic equipment specified in Section K,1 may be installed and only if it is solely powered by plugging the device into the existing county owned power points (i.e. "cigarette lighter plugs") in the vehicle. No personally owned electronic equipment will be attached to or interconnected with county-owned electronics or mounting hardware, nor shall private electrical connections be bridged or connected on county-owned electronic equipment and associated terminals.
 - b. No county-owned electronics will be moved, disconnected, rewired or disturbed in any way, nor shall privately-owned equipment be mounted so as to require its removal during the performance of repair or installation of county-owned electronic equipment.
 - c. The county/department will have no responsibility for the servicing or repair of any privately owned electronics equipment. All privately-owned electronics equipment will be installed at the participating officer's expense and must be installed by the Division of Fleet Management, DFMS.
 - d. All privately owned electronics and associated hardware (brackets, antennas, etc.) will be removed by the Division of Fleet Management, DFMS at the participating officer's expense upon notification of trade-in or transfer of the vehicle. Any cover plate (including radio antenna hole cover plate) that had to be removed to permit installation of electronics must be reinstalled prior to turning in the vehicle.
- 3. Approved Electronic Installation Points.
 - a. An officer must obtain approval, via memorandum, from the chief of police or his/her designee, with the concurrence of the Division of Fleet Management, DFMS for the installation of private electronic equipment. The officer will forward the original of the approval memorandum to a department designee and will retain the copy.
- 4. *Prohibited Modifications*. No modification/additions (including the alteration/substitution of equipment) to the PPV/SOFV may be made without the written approval of the chief of police or his/her designee, with the concurrence of the Division of Fleet Management, DFMS, or other appropriate designee as determined by the Employer.

Section L. Required Issued Equipment. The following equipment must be carried in the PPV/SOFV at all times and maintained in proper working condition, however the unit commander in SID may exempt certain of its personnel from the requirements of this section:

- 1. Fire extinguisher and bracket (Equipment Division Supplied)
- 2. Flares
- 3. Equipment carrying bag
- 4. Gas mask
- 5. ASP (if qualified)
- 6. Tactical duty helmet
- 7. Traffic vest
- 8. Traffic gloves
- 9. First aid kit (MCP 1)
- 10. Latent print kit (MCP 10, if issued)
- 11. Issued County Map
- 12. Weapons of Mass Destruction (WMD) equipment

Section M. Officers Living Outside the County. Officers living outside the county who are authorized "to and from" use of the vehicles will be governed by this Article to the extent applicable. Officers who move out of the County and have a PPV shall turn their PPV into the Department's Fleet Manager on or before the date that the employee moves.

Section N. Use of Vehicles for Business. Subject to the availability of fleet vehicles, officers not assigned a PPV may use a fleet vehicle from their assigned district station/unit, to travel to/from their district station/unit to/from court, hearings, or other duty-related business which they are required to attend while off-duty. If an officer not participating in the PPV/SOFV program or an officer who is a PPV/SOFV program participant, but is temporarily without the use of the PPV/SOFV, uses his/her private vehicle for such travel, the officer shall be reimbursed and insured for such travel at the rate specified in Article 23 § A.6 "Local Travel" of this Agreement.

Section O. Replacement of Vehicles.

- 1. Except as provided in paragraph 2 of this section, when an officer becomes eligible for the PPV/SOFV program, the officer's initially issued PPV/SOFV may be a used vehicle. There is no requirement that an initial issue PPV/SOFV be a new vehicle. However, the more senior officer (Article 12) has choice of available vehicles. [Previous side letter dated March 15, 1996 merged into agreement]
- 2. When an officer who has a PPV/SOFV is assigned to one of the below listed units, the officer will turn in his/her PPV/SOFV to the Department's Fleet Manager and use one of the assigned unit vehicles as their PPV/SOFV.
 - a. SID
 - b. SWAT
 - c. SAT
 - d. Forensic Services
 - e. School Safety
 - f. Personnel-Recruiters
 - g. Canine
 - h. PCAT unmarked vehicles
 - i. Other units where the car is uniquely equipped for use in that assignment

Vehicles assigned to officers transferred to the unit with similar vehicles will be retained by the officers. Except for SID, if a unit vehicle is not available, the officer will retain his/her PPV/SOFV until a unit fleet vehicle is available. When the officer leaves a unit that has unit assigned vehicles, s/he will turn the vehicle in to the Unit Commander and shall be placed on the eligible list for the type of vehicle that is required for the new assignment.

- 3. Except for units that have unit assigned vehicles, when an officer is transferred from an unmarked to a marked assignment (or vice versa), and there is not a vehicle available, the officer will retain his/her existing PPV/SOFV until the proper type of PPV/SOFV becomes available. When an officer is transferred from an unmarked PPV/SOFV assignment to a marked PPV/SOFV assignment (or vice versa) or moves into the County thereby making him/her eligible for the PPV program, he/she will receive whatever unmarked/marked vehicle is available at the time the officer is issued a PPV. However, the senior officer (Article 12) has choice of available vehicles. There is no requirement that the issued PPV be a new vehicle.
- 4. All deadlined or replacement vehicles will be turned into the Department's Fleet Manager. When PPV/SOFV's are deadlined/replaced, the replacement vehicle shall be a new vehicle. Exceptions to this may occur only if the PPV/SOFV operator has been involved in two or more qualifying at-fault accidents within the twenty-four month period immediately preceding deadlining, or the PPV/SOFV operator's abuse/negligence in maintaining the PPV/SOFV caused the vehicle having to be replaced. In either of these two instances, the replacement PPV/SOFV may be a used vehicle. This used PPV/SOFV will not be eligible for the trade-in list as defined in #5 below until the officer has retained that vehicle for at least one (1) year.
 - a. To be considered qualifying, the collision must:
 - i. Be the fault of the employee; and
 - ii. Be deemed preventable on the part of the employee; and
 - iii. Result in an insurance claim equal to or greater than \$1,750 worth of damage to the vehicle for each occurrence.
 - b. Review of qualification will be made by the Collision Review Committee. If the committee is unable to reach a consensus, the majority vote will rule.
- 5. When a used vehicle that had been assigned to a bargaining unit employee is going to be placed in the fleet, bargaining unit members within the affected unit will be asked in order of seniority, as defined in Article 12, to volunteer their PPV to be moved into the fleet. The officer volunteering a vehicle for fleet operations will receive a new vehicle as a replacement at the time their assigned vehicle is moved to fleet operations.

Section P. Training.

- 1. Within 7 calendar days of the receipt of a different vehicle officers must schedule driver training with the Training Division.
- 2. If the training is not successfully completed, within 90 days of issuance, the officer will return the vehicle to the Department's Fleet Manager until the training is completed.

Section Q. Single Officer Fleet Vehicle Program. [See Side Letter: July 1, 2004.]

- 1. Prior to July 1, 2009, the County will make single officer fleet vehicles available to all officers who are not eligible for the PPV program because they do not reside within Montgomery County. Such vehicles must be appropriate (marked or unmarked) for the officer's duty assignment. This section is subject to the language for FY2013 and FY 2014 as enumerated in Section A of this article.
- 2. The County will use its best efforts prior to full implementation of the single office fleet vehicle program, to allocate cars among the districts so as to make it possible for the most senior officers to be assigned single officer fleet vehicles and to make vehicles available to eligible officers (subject to Council imposed budget limitations and service needs). If any officers within the same unit are required to share a vehicle, they shall be selected pursuant to the seniority provisions of the agreement, in inverse order. The sharing of vehicles may

be on account of any bona fide reason (including insufficient unassigned vehicles in the Department's fleet to provide a PPV to all eligible officers). [The Department desires to be able to make assignments based upon operational necessity. Example-if the junior-most officers work the same shift, then the sharing of vehicles is not a viable option. Therefore, a junior officer other than the second most junior officer would need to be designated as having to share a vehicle with the most junior officer.]

- 3. An officer not eligible for the PPV program assigned a single officer fleet vehicle may use the vehicle in the same manner as a PPV may be used, so long as such use (except as otherwise provided in this Agreement), is confined within the borders of Montgomery County. Single officer fleet vehicles will be parked in Montgomery County at the location of the officer's duty assignment, a district station or 24-hour police facility, a 24-hour fire station (except Hyattstown), a secure federal facility if allowed by the facility, or other secure facility mutually agreed upon by the parties.
- 4. Certain unit members are currently assigned fleet vehicles for single officer use in connection with specific duty assignments. The Department will continue to assign fleet vehicles for single officer use regarding these specific duty assignments in accordance with that pre-existing practice.

Section R. EZ Pass Transponders. [See MOA: November 29, 2010]

- 1. Attachment of EZ Pass transponders.
 - a. The Employer will permanently affix transponders to all vehicles except designated covert vehicles. Transponders will not be removed, tampered with or altered unless reasonably necessary to secure the device or authorized by the employers designee.
 - b. Transponders will be assigned to each covert vehicle and are to be stored in the glove compartment, console or other secure place within the assigned vehicle when not in use.
 - c. Designated covert vehicles will be considered those unmarked vehicles assigned to the following units: Special Investigations Division, all Special Assignment Teams, Centralized Auto Theft, Firearms Unit, and the Fugitive Section. This list may be changed upon the mutual agreement of the employer and the union.

2. Use of EZ Pass transponders.

County owned transponders are intended for use on or off duty when in a County owned vehicle within Montgomery County while traveling the ICC and adjacent entrances and exits and outside of Montgomery County only while on official County business and with prior authorization by the employers designee.

3. Employees will not be responsible for cost of work related usage of an EZ Pass transponder. Employees may be billed for actual costs incurred by the employer for use of the transponder which can be determined to be non work related. The employer bears the burden to demonstrate a financial loss before pursuing reimbursement from an employee. The County shall provide prompt notification to the employee of any billing for an instance or personal use that incurred a cost to the employer and shall specify the amount, the location, the date(s) and time(s). The employer shall provide copies of all documents used to demonstrate any financial loss.

This section of the agreement (Section R) may be reopened by the parties within 30 days of any determination or information that some or all of the provisions provided to Montgomery County by the Maryland Transportation Authority changes and affects the use or billing for use of the ICC toll road.

Article 36 Wages

Section A. Wages. Effective July 1, 2007, the salary schedule shall be increased by adding \$3,151 at Step 0, Year 1 with increments and promotions for all other steps and pay grades calculated from the new Step 0, Year 1 basis. Increments and longevity shall continue to be calculated as required by Article 28. The percentage increases upon promotion shall continue (up to the maximum for each rank) to be: 5% between PO I and PO II; 5% PO II and PO III; 5% between PO III and MPO; 10% between MPO and Sergeant; and, subject to Section D, *infra*, 5% between POC and POI.

The four and one-quarter (4.25) percent wage increase scheduled to take effect in the first full pay period following July 1, 2009 shall be postponed, and shall not be effective during fiscal year 2010, 2011, 2012, 2013, 2014 and 2015. Salary-based benefits shall not be diminished as a result of the postponement, and such benefits will be calculated as if the postponed wage increase had been received as scheduled. ⁵ [Appendix T]

The County agrees to pay a \$2,000 lump sum payment in FY2013 to employees who are actively employed by the County on that date. This payment will be made in one lump sum, by separate payment, at the conclusion of the first full pay period of FY2013. Employees who are unpaid leave and return to work during FY2013 shall receive the \$2,000 lump sum on their date of return to the workforce and will receive their payment by separate payment following their return to active employment with the County. The lump sum payment is considered regular earnings for income, withholding, and employment tax purposes. The payment will not be added to the employees' base salary. These payments are not considered "regular earnings" for retirement/life insurance purposes and employees will not receive any retirement/life insurance benefits based on these payments. Employees will not be required to contribute toward their retirement for this payment.

Effective the first full pay period after July 1, 2013, each unit member shall receive a wage increase of two and one-tenth percent (2.1%). Each unit member whose service increment was deferred during FY2011, FY2012 and/or FY2013, and who is otherwise eligible, shall receive a salary adjustment of 1.75% effective the first full pay period following February 1, 2014.

Effective the first full pay period following July 1, 2014, each unit member shall receive a wage increase of two and one-tenth percent (2.1%). Each unit member whose service increment was deferred during FY2011, FY2012 and/or FY2013, and who is otherwise eligible, shall receive a salary adjustment of 1.75% effective the first full pay period following February 1, 2015.

Effective the first full pay period following July 1, 2015, each unit member shall receive a wage increase of two percent (2.0%).

Effective the first full pay period following July 1, 2016, each unit member shall receive a wage increase of one half of a percent (0.5%). Effective the first full pay period following January 1, 2017, each unit member shall receive a wage increase of one half of a percent (0.5%). Each unit member whose service increment was deferred during FY2012 and/or FY2013, and who is otherwise eligible, shall receive a salary adjustment of 3.5% effective the first full pay period following June 25, 2017.

Effective the first full pay period after July 1, 2017 each unit member shall receive a wage increase of two percent (2.0%).

Effective the first full pay period after July 1, 2018, each unit member shall receive a wage increase of two percent (2.0%).

Each unit member whose service increment was deferred during FY2012 and/or FY2013, has not yet received it, and who is otherwise eligible, shall receive a \$1,000 lump sum payment. Unit members who are at the maximum salary of their grade as of June 30, 2018, shall not receive the lump sum payment. This

⁵ Not funded by the County Council, FY 2011.

⁶ As a result of County Council not funding the wage agreement reached on March 29, 2016, this section was renegotiated and agreed upon on May 9, 2016. (See MOA dated May 9, 2016)

payment will be made in one lump sum, by separate payment, on the same pay date as the one associated with the first full pay period after July 1, 2018. Eligible employees who are on unpaid leave and return to work during FY2019 and had a service increment deferred during FY2012 and/or FY 2013, and are otherwise eligible, shall receive the \$1,000 lump sum by separate payment following their return to active employment with the County. The lump sum payment is considered regular earnings for income, withholding, and employment tax purposes. The payment will not be added to the employees' base salary. These payments are not considered "regular earnings" for retirement/life insurance purposes and employees will not receive any retirement/life insurance benefits based on these payments. Employees will not be required to contribute toward their retirement for this payment. This shall not replace the FY2012 and FY2013 service increment.

For the term of July 1, 2019 through June 30, 2020, FY2020, there shall be no general wage adjustment (GWA).

Each unit member whose service increment was deferred during FY2012 and/or FY2013, has not yet received it, and who is otherwise eligible, shall receive a salary adjustment of 3.5% effective the first full pay period following July 1, 2019.

Effective the first full pay period after July 1, 2019, any unit member who does not receive a deferred FY2012 and/or FY2013 service increment of 3.5% or the new Step 17 longevity increment in FY2020, shall receive a \$1,000 lump sum payment. This payment will be made in one lump sum, by separate payment, on the same pay date as the one associated with the first full pay period after July 1, 2019. Eligible employees who are on unpaid leave and return to work during FY2020 who did not receive a deferred FY2012 and/or FY2013 service increment of 3.5% or the new Step 17 longevity increment shall receive the \$1,000 lump sum by separate payment following their return to active employment with the County. The lump sum payment is considered regular earnings for income, withholding, and employment tax purposes. The payment will not be added to the employees' base salary. The payments are not considered "regular earnings" for retirement/life insurance purposes and employees will not receive any retirement/life insurance benefits based on these payments. Employees will not be required to contribute toward their retirement for this payment.

Effective June 20, 2021, the salary schedule shall be increased by adding 3.5% at Step 0, Year 1 wth increments and promotions for all other steps and pay grades calculated from the new Step 0, Year 1 basis. Increments and longevity shall continue to be calculated as required by Article 28. The percentage increases upon promotion shall continue (up to the maximum for each rank) to be: 5% between POI and POII; 5% POII and POIII; 5% between POIII and MPO; 10% between MPO and Sergeant; and, subject to Section D, *infra*, 5% between POC and POI. Step 14, Year 15 shall be removed from the salary schedule.

Effective June 20, 2021, each unit member shall receive a wage increase of one percent (1.0%). If the bargained wage increase is not funded in the FY21 Council approved budget, the employer agrees not to further reduce the salary of FOP Lodge 35 bargaining unit members though furlough during FY21 (Article 50).

For FY21, the County Executive agrees to timely submit a supplemental appropriation from the County Council for earlier funding (prior to June 20, 2021) of the GWA and other deferred provisions under the following circumstance:

- The County's total revenue and revenue projections for FY21, as determined by the Montgomery County Department of Finance and Office of Management and Budget, are in excess of the FY21 Council approved revenue by at least \$20 million. The County will review the revenue and revenue projections at the end of each quarter for the conditions above. This review will be completed no later than one month after the conclusion of each quarter, and the results will be shared with the Union;
- The Council grants increase to any Montgomery County Government employee group (excluding service increments or longevity steps, or statutorily-granted increases to elcted officials' compensation); or

• The Council approves tax-supported spending in excess of the approved FY21 tax-supported budget (excluding spending related to a response to COVID-19) by at least \$200,000.00.

If the Council approves the supplemental appropriation, the adjustments shall be effective the first full pay period after the appropriation is approved. The adjustment may not show on an employee's pay advice for up to two full pay periods, but the adjustment will be paid retroactive to the effective date.⁷

Effective the first full pay period after July 1, 2022, each unit member shall receive a wage increase of two percent (2.0%).

Section B. Uniform Salary Schedule

- 1. Effective January 9, 2005, bargaining unit employees with 20 or more years of completed service as of December 31, 2004, will receive the longevity step on the Uniform Salary Schedule included in **Appendix T**. All other bargaining unit employees will be placed on the Uniform Salary Schedule included in **Appendix T** effective January 8, 2006.
- 2. Placement on the pay plan will be based on completed years of service as of December 31, 2005. Employees whose salary as of December 31, 2005 exceeds that based on completed years of service will be placed in the next higher step on the Uniform Salary Schedule.

Section C. Reserved.

Section D. Salary of Police Officer Candidates. Effective the first full pay period following July 1, 2001, the pay rate of POC will be 5% less than that of POI. However, at its discretion, management may increase POC pay to the PO I level.

Section E. Pay Check Distribution. During the term of this agreement the Employer may, by mutual agreement, initiate a system of mailing of all payroll checks or advices to the employee's home address. [FOP 35 Comment: This section has been implemented.]

Section F. Lateral Entry.

1. *Eligibility*. There is created a lateral entry program that authorizes a within grade appointment salary incentive for those Police Officer Candidate applicants who have eligible prior police/law enforcement experience provided the applicant meets the below listed program criteria. This agreement ensures that all current bargaining unit members who would have qualified for this program will be compensated accordingly.

To be considered for eligibility, existing bargaining unit members must have been employed by the Montgomery County Department of Police no earlier than April 11, 1994, and must have been a salaried employee, within one (1) or more of the following listed categories of public safety/police/law enforcement agencies, excluding Special Police Officers (SPOs), with powers of arrest and the lawful authority to carry a firearm during the course of his/her official duties and employment:

- a. A Federal police/law enforcement agency
- b. A State/U.S. Territory police/law enforcement agency
- c. A County police/law enforcement agency
- d. A City police/law enforcement agency
- e. A University/college police/law enforcement agency
- f. A Military police unit/detachment
- g. A State or County Sheriff's Department [Does not include those employed exclusively within the arena of corrections or detention]
- 2. Compensation for Current Bargaining Unit Members. The formula for providing the special within-grade advancement for eligible bargaining unit members will be based on one

⁷ FY 21 County Council did not fund any Salary, Increment or Longevity increases negotiated this term by vote on May 13, 2020.

additional 3.5 percent step for each year of qualifying experience, up to a maximum of 5 years of qualifying experience (5 steps).

The calculation for the special within grade salary advancement for a current eligible bargaining unit member will be based on the employee's length of eligible prior police/law enforcement experience, his/her actual employment date with the Montgomery County Department of Police, and the effective date of this agreement.

Computations for the special salary adjustment for current bargaining unit employees will include the period of April 11, 1994 through April 11, 1999, with April 11, 1999 being the designated effective date of this agreement.

Increment steps to recognize prior qualifying experience will only be awarded in 3.5 percent increments. Partial years of qualifying service will be rounded up or down for purposes of compensation (service) credit.

The number of annual increment step adjustments received since April 11, 1994 by an eligible bargaining unit employee, will be deducted from the total number of special step adjustments the employee would have received had this program been in effect at the time of his/her appointment.

All salary adjustments are effective April 11, 1999. There will be no retroactive pay or benefit for any period of time or experience prior to the designated program effective date.

This program does not provide for the lateral transfer of rank, rights, or seniority.

3. *Responsibility for program administration*. The Police Personnel Division will be responsible for the administration of the lateral entry program.

The Police Personnel Division will identify all current bargaining unit members that have been employed since April 11, 1994, in order to determine eligibility for a special salary adjustment based on qualifying prior police/law enforcement experience.

The Police Personnel Division will be responsible for computing and submitting all required documentation for the initiation of the special salary adjustment for all eligible bargaining unit members.

The Police Personnel Division will provide the FOP and all current eligible bargaining unit members with a copy of the compensation tracking form (Form 85A- See Attached) utilized for the compensation calculation.

4. *Effective Date.* Notwithstanding the provisions of Section F, for employees hired during Fiscal Year 2011, the County at its option may suspend in Fiscal Year 2011 only, the requirement that within-grade advancement will be based on one additional 3.5 percent step for each year of qualifying experience.

Section G. Overpayments.

- 1. When the employer alleges that an employee has been overpaid and seeks reimbursement, it shall give the employee and FOP 35 written notice of the overpayment. The notice shall specify the amount and dates of each alleged overpayment, the reasons for the overpayment, and the provisions of this section. The parties will jointly develop a notification form.
- 2. If the employee fails to respond to the notification within thirty (30) days of receipt, the employer may seek repayment pursuant to paragraph 4 of this section
- 3. If the employee agrees that s/he was overpaid and with the amount and dates alleged by the employer, the parties will discuss the overpayment and attempt to agree on a repayment plan. If they fail to agree on a repayment plan within thirty (30) days after the start of the resolution discussions, the employer may refer the dispute to a neutral for resolution pursuant to paragraph 5 of this section.

- 4. If the employee or FOP 35 responds to a notice of overpayment and disagrees with the employer's allegations regarding the overpayment, the parties shall attempt to resolve the dispute. If the dispute is not resolved within thirty (30) days after the start of the resolution discussions, the employer may refer the dispute to a neutral for resolution pursuant to paragraph 5 of this section.
- 5. On a semi-annual basis, the parties will mutually agree upon a neutral party to resolve overpayment disputes. The employer shall have the burden of establishing that there was an overpayment, the dates and amount of overpayment, and the amount to be repaid. The cost of the neutral shall be borne equally by the parties. The neutral will have no authority to amend, add to, or subtract from the provisions of this Agreement. The neutral shall decide the dispute as he or she shall determine is proper under this Agreement.
- 6. The repayments shall be adjusted to restore the employee to a condition commensurate to where they would have been save for the overpayment. Unless the employee agrees, no repayment in any pay period shall exceed the lesser of (a) 10% of the employee's net base pay in that pay period, or (b) the total amount to be repaid divided by the number of pay periods in which the overpayment occurred. The employee will not pay the employer interest on any overpayment.
- 7. The employer cannot recover any overpayment that occurred 2 or more years prior to the employee receiving notice to paragraph 1 of this section.
- 8. This section does not apply to any overpayments made before July 1st, 2007.

Section H. If the County government or MCPS negotiates higher compensation improvements for any of its employee organizations during FY-2010 and employees receive such higher compensation in FY-2010, those higher increases will be matched for bargaining unit employees. Any contract provisions negotiated with the IAFF that achieve a cost saving equivalent to the postponement of a 4% general wage adjustment during FY-2010 will not directly trigger an increase for bargaining unit members.

Article 37 Special Medical Examinations

Section A. Unit members who are scheduled for special medical/psychological examinations will be advised in writing of the reasons for the examination and the use that will be made of the results. [See Side Letter: July 1, 2001]

Section B. It is expressly understood that a unit member scheduled for a special medical/psychological/psychiatric or substance abuse examination will not be requested or required to sign or provide any waiver of any right or privilege or denied access to the complete medical files produced by any physician, psychologist or health professional as a result of the special medical, psychological/psychiatric or substance abuse exam except as required by law or this article. No psychological, psychiatric, or substance abuse information will be provided under section C1 of this article.

Section C. Medical Exams.

- 1. Subject to Section C.2 of this article, an employee who is subject to a Special Medical Examination to determine fitness for duty will, upon request of Occupational Medical Services or a health care provider conducting the exam, authorize the disclosure of medical information specifically and directly related to the current medical diagnosis, prognosis and any duty restrictions related to the diagnosis. Such disclosure will be made solely to Occupational Medical Services or to a health care provider conducting a special medical examination.
- 2. An employee may decline to authorize the disclosure of medical information specified in section C.1. when the employee reasonably believes that the special medical exam may lead to disclosure of information about psychological/psychiatric issues or substance abuse. In such case, the employee must request directly from OMS, an examination by a panel member in accordance with Section D.

The employee must provide the medical information specified in section C.1. to the panel member. If, as a result of the examination, the panel member determines that *a special medical examination may be conducted without disclosure* of psychological/psychiatric or substance abuse information, the employee must authorize the disclosure of medical information specified in Section C.1. to OMS or to the health care provider conducting a special medial examination.

Section D. Psychological/Psychiatric & Substance Abuse Exams.

- 1. The parties will mutually agree upon a panel of mental health care providers to perform psychological/psychiatric examinations and a separate panel to perform substance abuse examinations. All psychological/psychiatric & substance abuse exams will be conducted solely by panel members.
- 2. If the employer requires an employee to undergo a psychological/psychiatric or substance abuse examination, the employee may select which panel member will conduct the exam. The employee will notify the Employer of his or her selection within ten (10) working days after receiving a written list of panel members from the Employer.
- 3. Prior to the psychological/psychiatric or substance abuse exam, the Employer will provide the panel member conducting the exam with:
 - (a) a copy of the notification given to the employee pursuant to section A of this Article, and
 - (b) a copy of the provisions of paragraphs 4, 5, 6, 7 and 8 of this section.
- 4. If the Employer requires an employee to undergo a psychological/psychiatric or substance abuse examination, the employee may be required to provide the panel member conducting the exam with psychological/psychiatric or substance abuse records limited to the matter specified in section A of this article.
- 5. The panel member conducting the examination and the employee will have the same relationship as if the employee sought health care services directly from the panel member (e.g. psychologist-patient relationship).
- 6. The panel member conducting the examination will be bound by privilege.
- 7. All records relating to the examination are the employee's personal medical, psychological, psychiatric or substance abuse records. The panel member conducting the examination will maintain the employee's records in accordance with federal and state law governing these records and in accordance with this Agreement.
- 8. Following an examination, the panel member will forward a report, simultaneously, to the Employer and the employee or employee's representative, which will be limited to the employee's duty restrictions, if any, and their anticipated duration.

Article 38 Severability

If any term or provision of this Agreement is, at any time during the life of this Agreement, determined by a court of competent jurisdiction to be in conflict with any applicable law, constitution, statute, or ordinance, such term or provision shall continue in effect only to the extent permitted by law. If any term or provision is so held to be invalid or unenforceable (or if the parties agree that it is), such invalidity or unenforceability shall not affect or impair any other term or provision of this Agreement.

Article 39 Tuition Assistance

Section A. All members of the bargaining unit shall be entitled to receive tuition assistance at the level provided by the Montgomery County Tuition Assistance Program in effect when they apply. The County represents that it will maintain the program during the life of this Agreement subject to the provisions listed

below. [See MOA: *Redeployment, April 2005* and See Side Letter: *June 2, 2010*] Restating that JITAP is not available to unit members. However, this restatement is not intended to diminish any Police ETAP benefit.

- 1. The Employer must approve tuition assistance for unit member development related to the unit member's current job functions or those of the police career ladder in the same job series or profession or a degree which qualifies a unit member for a career position.
- 2. The Employer must approve tuition assistance for tuition and compulsory fees such as matriculation, registration, laboratory, and library fees.
- 3. The Employer must not approve tuition assistance for books, supplies, or extra fees such as late registration and parking.
- 4. A unit member receiving tuition assistance must attend the activities for which they are receiving tuition assistance during the unit member's off duty hours.
- 5. A unit member who received tuition assistance must complete the training with a passing grade, or the employee must reimburse the County for the amount of the County's tuition assistance. Final grades must be provided to the Office of Human Resources upon completion of the course.
- 6. When using tuition assistance for college courses, the courses must be taken at an accredited college or university as recognized by the United States Department of Education or the Higher Education Accreditation Commission.
- 7. The parties agree to create a list of courses and institutions which are representative of the type of law enforcement or job-related training that qualifies for tuition assistance. Bargaining unit members may use tuition assistance for such courses. In the event that either party disputes any non-accredited course or institution for qualification, the parties agree that such dispute will be reviewed by a panel composed of equal numbers of Employer and Bargaining Unit representatives. If the panel cannot reach consensus on the dispute, the matter will be referred to a mutually agreed upon third party educational expert with a background in law enforcement for final determination.
- 8. The parties agree to seek funding from County Council in the amount of \$135,000 for FY 12. Once this amount is exhausted in FY 12, the County will not approve any additional TAP requests for the remainder of the fiscal year.

Section B. Amount and Qualification. The level of tuition assistance for bargaining unit employees will be as follows: \$1,530 effective July 1, 2007, \$1,630 effective July 1, 2008, and \$1,730 effective July 1, 2009.

Section C. The employee must remain employed for at least two years after the completion of any course(s) funded in whole or in part by the county, or pay back to the county a pro-rated portion of the funds received.

Article 40 Dependent Care

Employees in the bargaining unit shall be eligible to participate in a salary reduction dependent care assistance plan as provided for in §33-19, *Day Care As an Alternative Fringe Benefit*, of the Montgomery County Code, 1984, as amended.

⁸ Not funded by the County Council (FY 2011 only).

Article 41 Shift Differential

Section A. Amount. Effective the first full pay period following July 1, 2013, officers shall receive one dollar and forty-two cents (\$1.42) for each hour worked on a work shift that begins on or after 12:00 noon and prior to 7:59 p.m., and one dollar and eighty-seven cents (\$1.87) for each hour worked on a shift that begins on or after 8:00 p.m. and before 5:59 a.m..

Article 42 Management and Employee Rights

Section A. Management Rights. This Agreement shall not impair the right and responsibility of the employer:

- 1. To determine the overall budget and mission of the employer and any agency of the County government;
- 2. To maintain and improve the efficiency and effectiveness of operations;
- 3. To determine the services to be rendered and the operations to be performed;
- 4. To determine the overall organizational structure, methods, processes, means, job classifications or personnel by which operations are to be conducted and the location of facilities;
- 5. To direct or supervise employees;
- 6. To hire, select and establish the standards governing promotion of employees and to classify positions;
- 7. To relieve employees from duties because of lack of work or funds, or under conditions when the employer determines continued work would be inefficient or nonproductive;
- 8. To make and enforce rules and regulations not inconsistent with this law or a Collective Bargaining Agreement;
- 9. To take actions to carry out the mission of government in situations of emergency;
- 10. To transfer, assign and schedule employees.

Section B. Employee Rights.

- 1. Employees in the bargaining unit shall have the right:
 - a. To form, join, support, contribute to, or participate in or to refrain from forming, joining, supporting, contributing to, or participating in, any employee organization or its lawful activities; and
 - b. To be fairly represented by their certified representative, if any.
- 2. The employer shall have the duty to extend to the certified representative the exclusive right to represent employees for the purpose of collective bargaining, including the orderly processing and settlement of grievances as agreed by the parties.

Article 43 Discipline

Section A. Law Enforcement Officers' Bill of Rights.

1. Any "law enforcement officer" as defined in Section 3-101 of the Law Enforcement Officer's Bill of Rights ("LEOBR", Public Safety Article, Section 3-101 et seq., Annotated Code of Maryland) who is the subject of a sustained complaint involving proposed punishment which is not summary punishment pursuant to the LEOBR §3-111, may elect

- the alternate method of forming a hearing board. Said alternate method is not available with regard to a hearing convened pursuant to LEOBR §3-111.
- 2. The officer shall make such election in writing using the Notice of Election of Hearing Board form (attached and made a part of this agreement as Appendix K). In making such election, the officer shall waive his/her right to the formation of a hearing board pursuant to LEOBR §3-107(c)(1) & (2). Such Notice of Election of Hearing Board form must be: completed by the officer; approved by the FOP Lodge 35; and delivered to the chief of police or designee within seven (7) calendar days after the date upon which the officer receives the notice of a sustained complaint together with the form.
- 3. The alternate method of forming a hearing board shall be as follows:
 - a. The board shall consist of 3 members: two (2) law enforcement officers and a neutral chairperson. The chairperson shall be chosen from a standing panel of arbitrators maintained for such purpose by the County and FOP Lodge 35. The chairperson shall be selected to hear cases in rotation in the order their names appear. If the arbitrator slated to hear a case cannot hold the hearing within a reasonable time, the next arbitrator shall be selected.
 - b. The chief shall appoint one (1) law enforcement member, and the FOP Lodge 35 the other. These appointments shall be announced simultaneously, without undue delay. The law enforcement member appointed by FOP Lodge 35 shall be scheduled to day work for the duration of the hearing board.
 - c. No member of the hearing board shall in any way be involved in, or a witness to, any incidents which are the subject to the complaint before them.
 - d. Except as provided in subparagraph (e), FOP Lodge 35's choice of a law enforcement member shall be any member in the bargaining unit; and The chief's choice may be any law enforcement officer in the rank of sergeant or above. Therefore, it is not required that either law enforcement member be of the same rank as the accused officer.
 - e. If the chief of police decides to select a law enforcement member from another law enforcement organization, the FOP Lodge 35 shall receive sufficient notice in time to select a law enforcement member from another law enforcement organization, if it so desires. FOP Lodge 35's choice of a law enforcement member shall be of a rank comparable to the ranks within the collective bargaining unit.
- 4. The fee and expenses of the neutral chairperson of the board shall be borne equally by the Department of Police and FOP Lodge 35.
- 5. The written decision of a hearing board formed under this section shall be final pursuant to LEOBR §3-108(c)(1)(ii), in effect as of 1/30/07.
- 6. Any controversy concerning this Section, excluding paragraph 5, *supra*, may be submitted to the chairperson of the hearing board for his/her hearing and/or decision. Such decision of the chairperson shall be contested pursuant to LEOBR Sections 3-105 or 3-109, as applicable.
- Section B. Notice of Interrogation. When the department notifies a member of the bargaining unit in writing that he/she will be interrogated, the department will also give the officer a form (MCP Form 242, **Appendix L**).
- Section C. Types of Disciplinary Actions. [See Side Letter: May 7, 2001.]
 - 1. *Oral Admonishment*. A spoken warning or indication of disapproval concerning a specific act, infraction or violation of a policy or procedure that is usually given by the immediate supervisor and is noted for the record but does not become part of an employee's personnel record.

- 2. Written Reprimand. A written statement concerning a specific act, infraction or violation of a policy or procedure that is made a part of the employee's personnel record.
- 3. Suspension. The placing of an employee in leave without pay status for a specified period, not to exceed forty hours, for a specific act, infraction or violation of a policy or procedure. The Chief Administrative Officer may approve a suspension for more than forty hours, but under no circumstances may a suspension exceed the number of hours scheduled for one calendar month. An employee voluntarily may accept a forfeiture of annual leave in lieu of suspension on an hour-for-hour basis. An employee who accepts a forfeiture of annual leave in lieu of suspension may elect to have the forfeited sum (the salary-based value of the annual leave) donated to the Montgomery County Law Enforcement Officers' Relief Fund upon written notice to the employer.
- 4. Suspension Pending Investigation of Charges or Trial. The placing of an employee in leave without pay status for an indefinite period pending investigation of charges or trial for jobrelated offenses. If found innocent or the charges are dismissed, the employee must be reinstated without loss of pay. Any salary due for the period of suspension must equal the employee's normal earnings less the amount earned in other employment obtained and engaged in during the period.
- 5. *Demotion*. The movement of an employee from one merit system position or class to another with a lower grade level assignment. This sanction may only be imposed for performance related events.
- 6. *Dismissal*. The removal of an employee from the County service for just cause.

Section D. Unit Members Not Covered under the LEOBR.

- 1. Investigation of a Complaint
 - a. Prior to any interview of an employee under investigation, the employee shall be advised of the nature of the investigation. Such notification may be verbal in nature.
 - b. Representation during Interview. At the request of an employee under investigation, he/she shall have the right to be represented by counsel or any other responsible representative of his/her choice who may be present during any interview.
 - An employee under investigation shall be afforded at least 24 hours to arrange for representation.
 - c. *Record of Interview*. Upon completion of the investigation, and upon request of the employee under investigation or his representative, a copy of the transcript of the tape recorded interview (if one has been made) shall be made available to the employee.
 - d. Use of MCP #50, Interrogation Rights & Waiver Form. If the employee being interviewed is under arrest or is likely to be placed under arrest as a result of an interview, he shall be completely informed of his/her Miranda rights prior to the commencement of the interview.
 - e. Time, Place and Manner of Interviews.
 - (1) Any interview shall take place either at the office of the command of the investigator or at the office of the police unit in which the incident allegedly occurred, as designated by the investigator unless otherwise waived by the employee, or at any other reasonable and appropriate place.
 - (2) Any interview shall be conducted at a reasonable hour, preferably at a time when the employee is on duty, unless the seriousness of the investigation is of such a degree that an immediate interview is required.

- (3) Interview sessions shall be for reasonable periods and shall be timed to allow for any personal necessities and rest periods as are reasonably necessary.
- f. Required Interrogations and Tests. Employees under investigation may be compelled to submit to Blood Alcohol Tests, blood, breath, or urine tests for controlled dangerous substances where there is reasonable suspicion of alcohol or unlawful drug use, or interrogations which specifically relate to the subject matter of the investigation. Such tests shall be conducted consistent with the provisions of Article 4, Prevention of Substance Abuse/Employee Rehabilitation of this Agreement.

2. Notification of a Complaint.

- a. Whenever a Statement of Charges (**Appendix L.2**) is executed, it will serve as written notification of the investigation.
- b. The chief of police, or his designee must give the employee a copy of the charges and provide a minimum of five (5) workdays to respond. Disciplinary actions affected by this requirement include written reprimands, within-grade reductions, suspensions, demotions, and dismissals.
- c. The department will provide the union any written statements (citizen complaints, employee observations) in the possession of the department and used in connection with an adverse action taken against a bargaining unit employee. These statements will be sanitized (name, address, phone number deleted) to protect privacy rights in accordance with the law.
- d. The written statements referred to in subsection 2.c above will be provided to the union when the employee receives the Statement of Charges.
- e. The department is under no obligation to permit the employee or union to interview the author of the statement. If the statement is used as evidence on appeal, the employee or union will have the opportunity to examine the witness.
- f. Records will be maintained in accordance with Article 51, *Personnel Files* of this Agreement.

3. Disposition.

- a. An investigation shall result in no punitive action where the employee's conduct was exonerated or when there is not substantial evidence of misconduct found. In such cases, employees will be furnished a copy of any reply to a complaint or, if there is none, they will be provided a written notification of the investigative outcome.
- b. Oral admonishments and written reprimands may be given at the discretion of the chief of police. In all cases, the employee should be told why their conduct is inappropriate, what action will occur if changes are not made.
- c. In cases of within-grade reduction, demotion, suspension, and dismissal, the chief of police must provide written notice of such action at lease five (5) days prior to the effective date of the action. Exceptions to this requirement are theft and serious violations which pose a health or safety risk.
- d. The following shall apply regarding written notices to the employee from the employer pertaining to Disciplinary Action, Termination, RIF Notices, Demotions, Promotion or Reduction-In-Salary. In all instances the notices to employees identified above shall contain the following language at the bottom of the last page of the document:

NOTICE TO BARGAINING UNIT EMPLOYEES

You are entitled to be represented in this matter by FOP Lodge 35 (Union). If you wish a copy of this document sent to the union, indicate by checking the appropriate space below:

I do wish the union to receive this document

Section E. Investigatory Files. The employer agrees that investigatory files will be provided free of charge. [See Side Letter – to be provided 20 days in advance: May 7, 2001]

Section F. Employee Right to Representation. Except where an interrogation or investigation is covered by the LEOBR or Section D of this Article, in the event an employee reasonably believes that an interview, interrogation or examination my result in the imposition of discipline, the employee has the right, at his/her request, to be represented by a union steward, counsel or any other responsible representative of his/her choice who may be present during the interview, interrogation or examination. If the employee asserts the right to representation, he/she shall be afforded at least 2 hours to arrange for representation.

Section G. The parties agree to establish "standing" hearing dates for unresolved matters under Article 43 during the term of this agreement.

Article 44 Promotions

Section A. Promotional Program. Promotions to positions in the unit must be made on a competitive basis after an evaluation of each individual's qualifications. Any promotional program for positions within the unit shall provide that qualified employees are given an opportunity to receive fair and appropriate consideration for higher-level positions.

Section B. Appeal of Promotion. Promotion, selection and non-selection of unit members from a properly constituted list of employees in the highest rating category, or any category used for such purposes by the County shall be grievable under Article 8 Contract Grievance Procedure. [See Side Letter: June 20, 2001.]

Section C. Temporary Promotion/Assignment to Higher Classified Job. Unit members who are temporarily assigned or promoted to a higher classified job for a period of more than two consecutive work weeks (i.e. 8, 9, and 10 consecutive work days depending upon schedule) shall receive the rate of pay of the higher classified job retroactive to the first day the unit member assumed the higher position. [See MOA: April 2005 Reference Temporary Promotions]

Section D. Review of Examinations. All unit members participating in any promotional process for a position shall be given the opportunity to review all of their examination test scores. [See MOA: Redeployment, April 2005.]

Section E. Notice of Phase-in for Minimum Qualifications for MPO. Changes of minimum qualifications for the MPO rank will apply to promotional processes occurring after the 1996 scheduled examination.

Section F. Proficiency Advancement. An Officer may be delayed in receiving a proficiency advancement to a higher rank (officer receives pay increase but attainment to higher rank is delayed) when he/she is absent from duty (other than annual, administrative [excluding administrative leave granted under Article 2 §I.3 of this agreement], compensatory, parental, holiday, military or political leave) for 90 days or more in the lower rank. However, if the absence is due to a service connected injury or illness as determined by the Workers' Compensation laws of Maryland, such absence shall not be a reason for delaying a proficiency advancement.

Section G. All eligible officers (applicants) who are interested in participating in any competitive

promotional process must complete the general information portions of the online application as required by the promotional bulletin and apply online as a Montgomery County employee. This online program will be managed by the Office of Human Resources (OHR) and will be the exclusive application program for all promotional processes. The employer will provide the means for the member to confirm receipt of the promotional form by OHR immediately after the online form is completed.

Article 45 Non-LEOBR Personnel Actions

Section A. Non-LEOBR Personnel Actions. When any personnel action is taken or not taken regarding an employee, which action is not required to be processed pursuant to the procedures set forth in the Law Enforcement Officers' Bill of Rights, "LEOBR", (Article 27 §727, et seq., Maryland Annotated Code), the employee shall have the right to grieve and/or arbitrate said action pursuant to the procedures set forth in Article 8 of this Agreement.

Section B. *Article Does Not Preclude Grievance*. To the extent permitted under applicable state law, nothing in this Article shall be construed to preclude a grievance regarding a dispute or disagreement as to the interpretation or application of the terms and conditions of this Agreement or any breach of any terms or conditions of this agreement.

Article 46 Protection From Communicable Diseases

Moved to Article 32

Article 47 Duration of Contract

The duration of this agreement shall be **three** years, become effective July 1, **2020**, and terminate on June 30, **2023**.

Article 48 Action by Montgomery County Council

Pursuant to §33-80(g) of the Montgomery County Code, any wage and/or benefit adjustment set forth in this Agreement which requires the Montgomery County Council to take action necessary to implement the Agreement, or to appropriate funds, shall be automatically reduced or eliminated if the County Council fails to take the necessary action to implement the Agreement, or if funds are not appropriated or if a lesser amount is appropriated.

Article 49 Awards

Awards programs for unit employees shall be established and administered in a manner determined by the employer. Award programs are intended only to recognize special or meritorious performance.

Article 50 Reduction-In-Force and Furlough

Section A. Reduction-In-Force. Reductions-in-Force shall be conducted pursuant to Administrative Procedure 4-19, Reductions-in-Force, as provided in **Appendix M**.

Section B. All Unit Positions Are A Single Class. For the purposes of determining job classes within the unit which may be subject to a reduction in force, all bargaining unit positions shall be considered as a single class.

Section C. Furlough.

- 1. When applicable. A furlough is a permanent relief from duty and loss of pay for hours of services which would otherwise be performed by members of the bargaining unit and which is required by the chief administrative officer due to lack of funds or work. Lost furlough pay must not be made up by the same or other employees in overtime hours or compensatory time. All reductions in salary and furlough leaves must take place within the "furlough period" designated by the chief administrative officer, ordinarily the period between the effective date of the chief administrative officer's determination to relieve members of the bargaining unit from duties due to lack of funds or work and the end of the fiscal year in which that determination is made. It is agreed that the County's determination to require the bargaining unit to make up for services lost by virtue of a furlough by reducing the bargaining unit members' opportunity to be absent on authorized leave of any other kind (other than compensatory leave) during the furlough period establishes a violation of this Agreement for which all affected unit members will be compensated by a restoration of salary denied pursuant to §C.2 hereof.
- 2. Reduction in Total County Salary. Whenever the County determines to furlough employees for one or more eight hour days during a fiscal year the base salary as provided in the Collective Bargaining Agreement then in effect shall be reduced for all bargaining unit members by an amount equal to eight hours pay for each such furlough day. The amount of each reduction shall be spread evenly over the pay periods remaining in the fiscal year during which the furlough day(s) occur(s). The reduction or reductions shall cease and the appropriate level of base salary shall be restored at the end of the fiscal year in which the furlough day(s) occurred.
- 3. Compensatory Leave and Furlough Days. The County shall grant each unit member whose salary it reduces pursuant to ¶ 2, eight (8) hours of compensatory time for each eight (8) hour furlough day the County decrees. The department may schedule the use of furlough time for the mutual convenience of the department and the member, or may direct a member to use furlough compensatory time on a day or days selected by the department, provided, in either event, that the use does not conflict with that or any other unit member's right to take annual or other leaves pursuant to this Agreement, established practices, or applicable law. In other respects, Compensatory Leave and Annual Leave shall be treated as provided in Articles 18 and 21 of this Agreement.
- 4. Effect On Other Benefits and Payments. The County agrees that no reduction in salary provided for herein shall reduce the amount of the pension payable upon retirement of any unit member. It is further agreed that the provisions governing payment for unused compensatory time upon retirement or separation shall apply to the compensatory time granted pursuant to this Article and that the reduction in salary agreed upon in this Article shall not reduce any other payments or benefits, including but not limited to service increments, awards, salary upon promotion or demotion, or any other pay amounts based on the employee's base salary which would have been due the officer by law or under an applicable Collective Bargaining Agreement.
- 5. Effect on Secondary Employment. During a furlough period and in accordance with existing regulations, if there is no question regarding conflict of interest, the personnel director shall act upon a request for approval of outside employment with a duration of six (6) weeks or less within seven (7) days after the member submits his/her application to the personnel director.
- 6. When Furlough May be Implemented. The salary reduction provided for herein shall be restored and all compensatory leave balances shall be appropriately adjusted if an appropriate third party determines that the County did not relieve the members of the bargaining unit from duty or did not do so due to lack of funds or work.
- 7. Notice of Furlough. Written notice shall be given to FOP Lodge 35, by Certified Mail, thirty

- (30) days prior to instituting a furlough provision.
- 8. Administration. All furlough provisions shall be administered equitably within the unit and, to the extent not inconsistent with this Article and otherwise applicable to members of the bargaining unit, the provisions of §§ 2.0 3.8 of Administrative Procedure 4-31, dated December 4, 1991, are incorporated herein by reference. **Appendix N**.

Article 51 Personnel Files

Section A. Definitions.

- 1. *Employee* An individual in the collective bargaining unit.
- 2. *Personnel Records* The repository of official information regarding an active, terminated or retired employee of the Montgomery County Government. A personnel record is any personnel, medical, or departmental operating file.
- 3 Authorized Official Individuals or organizations as listed in paragraph B (7) as authorized to review the contents of an employee's personnel file on a "need to know" basis.
- 4. Administrative Investigation File-The record generated during an administrative investigation of a unit member who is not covered under the LEOBR which investigation is conducted pursuant to the procedures contained in Article 43 Discipline, Section D Unit Members Not Covered Under the LEOBR. [See Side Letter Stating County (not FOP) position: June 21, 2001.]

Section B. Custody and Review.

- 1. The Office of Human Resources Personnel Office shall maintain the official personnel file for each County employee.
- 2. The Occupational Medical Section, shall maintain the official medical records file for each County employee. Bargaining unit member's medical information shall remain confidential and maintained in compliance with this agreement and any relevant laws, including but not limited to HIPAA and GINA.
- 3. The Department may maintain an operating file on each employee within the department. The Department may also maintain a second operating file on an employee that shall be kept within the employee's unit. The custodian of these files will be informed by the Department as to the appropriate contents of such files as provided in §C of this Article, except that the contents shall not contain disciplinary actions, including written reprimands, or at-fault accident reports.
- 4. Supervisors may maintain a file on each employee under their direct supervision.
- 5. Employees are encouraged to review their personnel records at least once each year.
- 6. No information shall be placed in any employee personnel file unless the employee receives a copy of the information (subject to limitations concerning medical files as referenced in §B.9) and is provided an opportunity to submit a rebuttal, if desired, to be included in the file.
- 7. To preserve confidentiality and protect the privacy of employees, access to an employee's personnel records shall be restricted to the following:
 - a. Employee who is the subject of the file or authorized representative.
 - b. Employee's supervisor. (Need to know basis)
 - c. Appointing authority or designee. (Need to know basis)
 - d. Human Resources Director or designee. (Need to know basis)

- e. County attorney or designee. (Need to know basis; i.e., when an employee is in litigation against the County, e.g., Merit System Protection Board, Worker's Compensation, Disability, Retirement, etc.)
- f. Chief Administrative Officer or Assistant Chief Administrative Officer. (Need to know basis)
- g. Members of a Recommendations Committee when an employee has applied for a position vacancy announcement (Limited to performance evaluations, letters of commendation, awards and training documents for bargaining unit members assigned to Recommendations Committee).
- 8. Except for verification of employment and current salary information, the release of information from an employee's personnel records to anyone other than those listed in §B.7 requires a signed authorization from the employee who is the subject of the personnel record accompanied by a statement giving the reason for the review and a description of the material requested.
- 9. Notwithstanding §B.7, the release of information from an employee's medical file to anyone other than the employee, the county attorney's office, human resources director, or Chief Administrative Officer or Assistant Chief Administrative Officer requires a signed authorization form from the employee who is the subject of the medical record accompanied by a statement giving the reason for the review and a description of the material requested. Further, the custodian of medical records may determine, consistent with state law, that certain information pertaining to psychological/psychiatric medical reports will only be released to an employee through the employee's physician.
- 10. Except as provided at Section B.7 of this article, or as required by law, personal information of unit members maintained by virtue of the employment relationship, such as home address, telephone number, family information, marital status, and photographs will not be released without prior written authorization of the unit member. The parties agree to develop a form to be distributed to all unit members requesting that they provide their age, area of residence, spouse's name, educational background, awards or recognition received, organizations belonged to, date of employment, and previously held positions. The form shall state that the department "respect[s] your right to privacy and if certain questions appear to be too personal, you may omit them." Further, the form shall provide the unit member with the option to provide his/her own photograph to be used instead of any other photograph maintained by the county, to authorize use of county photographs, or to provide that the county shall not release any photograph unless required by law.
- 11. Restricted Duty Unit files shall be maintained in the Police Health and Wellness Division. Restricted Duty Unit files shall be destroyed after twelve months have elapsed since the employee returned to full duty, except RDU tracking forms shall be transferred to the department unit/operating file and the official personnel file.

Section C. Contents.

- 1. The contents of an employee's official personnel file shall be limited to:
 - a. Applications for employment or promotion which results in appointment or promotion.
 - b. Employment history, including personnel action documents affecting appointment, promotion, transfer, salary change, etc.
 - c. Copy of commendations.
 - d. Employee emergency information.
 - e. Payroll withholding documents.
 - f. Insurance and retirement records.
 - g. Education and training records.

- h. Performance evaluations limited to last five years only.
- i. Leave records limited to last five years only.
- j. Results of tests and examinations successfully completed limited to two years from date of test of examination.
- k. Copy of disciplinary actions.
- 1. Copy of reprimands one year from effective date.
- 2. The contents of an employee medical file shall be limited to:
 - a. County medical examination records.
 - b. Records obtained or received from any physician in reference to an employee's or applicant's medical fitness.
 - c. Any medical waiver or release signed by the employee.
 - d. Requests to the Occupational Medical Section, by an employee's supervisor and/or appointing authority for any additional or special medical examinations, the record of the actions taken by the Occupational Medical Section and the results of the additional or special medical examination.
- 3. Employee files held by a department shall contain documents necessary for program operations limited to:
 - a. Employee home address and telephone number.
 - b. Present job information (i.e., description, location, etc.)
 - c. Employee emergency information.
 - d. Payroll data and supporting documentation.
 - e. Copies of leave records limited to five years.
 - f. Copies of performance evaluations including supporting documentation limited to five years. [See Side Letter: *March 15, 1996.*]
 - g. Copies of commendations, awards, and disciplinary actions, including supporting documentation limited to last five years.
 - h. Written reprimands limited to 1 year from effective date.
 - i. Copies of at-fault accident reports and supervisor documentation limited to two years from date of accident.
 - j. Copies of training requests, approvals and certificates of completion.
 - k. Copies of transfer notices for past five years (indicating only effective date, present assignment, future assignment and authorizing signature(s)).
- 4. The contents of the Restricted Duty Unit files shall be limited to:
 - a. First Report of Injury Forms.
 - b. Medical and Health Status Reports and memos from the Occupational Medical Section.
 - c. RDU tracking forms.
 - d. Medical evaluations from physicians as they pertain to the employee's ability to work/return to work, and his/her ability to perform the essential functions of the position, in addition to limitations and prognosis.
 - e. Memos from supervisors regarding the medical condition and the transmittal of documents.
 - f. Memos scheduling special medical examinations.
 - g. Disability leave payroll memorandums.
 - h. Supervisor's Incident Investigation Report (SIIR) forms.
 - i. Other Worker's Compensation/Third Party Administrator/Risk Management forms.
- 5. Notwithstanding §C.4, documents containing medical information shall not be included in the Restricted Duty Unit file where inclusion of such documents is prohibited by federal law.

Section D. Supervisory Files.

- 1. Supervisors may maintain a file for each employee under their supervision which contains informal notes by the supervisor concerning the employee's job performance or conduct, notes made in performance review or other counseling sessions with the employee, copies of completed work assignments, drafts or work in progress and informal written communications between the employee and the supervisor concerning performance or conduct issues.
- 2. A supervisory file is reviewable by the subject employee on request, and is to be safeguarded from review by any other individual except on a need to know basis as provided in §B.8.
- 3. The purpose of supervisory files is to encourage supervisors to maintain an informal record on a continuing basis which will provide substantiation for performance ratings or other performance or conduct related actions.
- 4. Materials in a supervisory file are valid for a period of twelve (12) months, and may be used only during that time or during a rating period covering the period of the documentation, to support official personnel actions. These materials become a part of an employee's official or operating record only if they are incorporated in or attached to related personnel actions within twelve (12) months from the date they were originated. Materials in a supervisory file, which are not used to support a formal personnel action within 12 months of their inception, cannot serve as the basis for any further personnel actions, and shall be removed from the file.
- 5. The LMRC shall study, review, and evaluate changes to electronic supervisory files.

Section E. Disposition Upon Separation.

- 1. Except as provided below, all records including medical and internal affairs files, pertaining to separated employees shall be destroyed five (5) years after separation, unless the files are the subject of pending litigation. In which case, these files will be destroyed at the conclusion of the litigation.
- 2. The County may maintain records necessary to administer employee benefits programs, including health and retirement, a file containing the employee's name, address, date of birth, social security number, dates of employment, job titles, union and merit status, salary and like information.
- 3. Except as required by law, no information may be released from any file without the express written permission of the separated employee.

Section F. Record of Review. Each file authorized by this article must contain a log on which the name of all reviewers and date of review. This log may be reviewed and copied by the employee or authorized representative.

Section G. Administrative Investigation Files for Unit Members Not Covered Under the LEOBR.

- 1. These files may be paper and electronic.
- 2. The Internal Affairs Division shall be the repository for the files.
- 3. Access to these files shall be limited to:
 - a. The employee, but only to the extent allowed by Article 43 Discipline Section D.2.c.
 - b. chief of police or designee
 - c. county attorney or designee (need to know basis; i.e., when the employee is involved in litigation)

- 4. In cases involving complaints where the charges were deemed unsustained or unfounded, the files shall be expunged at the later of three (3) years after the date the findings were made or any applicable statute of limitations or when litigation is pending.
 - a. Files involving complaints where a charge was sustained shall be eligible for expungement at the latter of five (5) years or any applicable statute of limitations or when litigation is pending. [See Side Letter: April 21, 1998.]
 - b. The expungement method shall be the shredding of the physical file. In cases where more than one officer is involved and one or more officers is not entitled to expungement, the name of the officer who is eligible for expungement will be redacted from those documents that refer to the multiple officers. Those documents that refer only to the officer who is eligible for expungement shall be destroyed.
 - c. The expungement of information from the electronic database shall consist of the electronic obliteration of the officer's name and identification number.

Section H. Use of Personnel Files.

- 1. To the extent not specifically preempted by State law, adverse information concerning an officer's past performance shall not be admissible in any proceeding unless maintained in strict accordance with this article.
- 2. Except as provided in paragraph 1 of this section, only information properly maintained in personnel files as established by this Article may be used in any other process, proceeding, or action.

Article 52 Termination

Section A. Definition. Termination is a non-disciplinary act by management to conclude an employee's service with the County. Reasons for termination include, but are not necessarily limited to, the following:

- 1. An employee's abandonment of position by failure to report for work as scheduled on three (3) or more consecutive workdays and failure to obtain approval for such absence;
- 2. Excessive absences caused by ongoing medical or personal problems that are not resolved within three (3) calendar months after the date the employee exhausts all paid leave, including any grants of leave received from the sick leave bank.

Section B. Management Responsibility. Prior to terminating an employee for the reasons stated in \P 2, above, management must inform the employee in writing of the problem, counsel the employee as to what corrective action to take, and allow the employee adequate time to improve or correct performance or attendance.

Section C. Appeal. A non-probationary employee who is terminated may appeal to the MSPB pursuant to the Montgomery County Charter or may grieve pursuant to Article 8 of this Agreement, but not both. A probationary employee may grieve or appeal only to redress a failure to afford rights provided at Sections A.2 and B above.

Article 53 Performance Evaluation

Section A. Performance evaluations are not grievable except in cases of failure to follow established procedures.

Section B. Evaluation Procedures. Implementation of the procedures for evaluating employees as set forth in Function Code 370, dated 1/11/99, shall ensure that the resulting measures of performance provide a fair basis for informed decisions on career status, promotions, pay increases, work assignments, training, awards, reductions-in-force, and disciplinary actions.

Article 54 Demotion

Section A. Definition. Demotion is the movement of an employee from one merit system position or class to another with a lower grade level assignment.

Section B. Voluntary Demotion. Voluntary demotion may occur with the written consent of an employee. Such demotion must be without prejudice and may be used to retain an employee whose position has been abolished or reclassified downward or who, because of physical or mental incapacity, is unable to productively perform assigned duties and wishes to continue employment in a position for which qualified. Such demotion must not be detrimental to an employee's work record and must not adversely affect the employee's opportunity for future promotion to a position for which qualified.

Section C. Involuntary Demotion. A unit employee who received a less than satisfactory work performance evaluation after written warning, counseling and at least three (3) months to improve, may be demoted involuntarily. Such employee must receive written notice at least ten (10) working days prior to the effective date of the demotion. The notice must contain the reasons for the action with specific charges, or reasons, the effective date, and appeal rights.

Section D. Appeals. A unit employee may appeal an involuntary demotion.

Article 55 Job Sharing Program

Section A. Purpose and Administration. The purpose of this program is to allow certain bargaining unit employees the opportunity voluntarily to share a job while working in a part-time/half-time appointment to enable them to care for immediate family dependents. The administration of this program shall not be done in an arbitrary, capricious or discriminatory manner. In order to make the program possible, the county has advised Lodge 35 that the county intends unilaterally to create an even number of job sharing, half-time positions in the police department. The county intends to create at least nine such positions as needed to accommodate at least eighteen unit members at or below the rank of MPO, and four unit members of the rank of sergeant, who volunteer. It is recognized that the county is not obliged to create, staff or maintain half-time/part-time positions.

Section B. Eligibility.

- 1. Any two bargaining unit officers of comparable rank may apply for this program by requesting a part-time/half-time position, whereby each officer works twenty (20) hours per week. Work assignments shall be determined by the employer.
- 2. Eligibility is limited to bargaining unit employees who are or have held the rank of Sergeant, Master Police Officer or Police Officer III.
- 3. Eligibility for Job Sharing shall be limited to bargaining unit employees for the purpose of caring for immediate family dependents, i.e., child, spouse or parent.
- 4. Priority of eligibility shall be by application date, seniority and finally, academy class composite score. Any waiting list established by the employer shall comply with this priority. Priority for the purposes of bumping and reentry into the Program shall be based upon Article 12 *Seniority*.
- 5. The specific jobs and the number of jobs available for Job Sharing shall be determined by the employer.
- 6. If a Job Sharing employee returns to full time, is unable to continue active employment, or leaves the program, then the remaining job share employee may apply for return to a full-time appointment; the employer may fill the vacant part-time position from the waiting list; or the employer may return the remaining Job Sharing employee to a full-time appointment. When the remaining Job Sharer is returned to a full-time employment involuntarily, the

senior Job Sharer employee(s) may exercise bumping rights. A remaining Job Sharer who is involuntarily returned to full-time employment shall receive six (6) months notice before returning.

Section C. Compensation.

- 1. Bargaining unit employees in part-time/half-time position(s) will be compensated at their regular hourly rate of pay for all regular hours worked. Work in excess of the regular workday (eight or ten hours as applicable) or forty (40) hours per week shall be compensated at the rate of time and one half.
- 2. Notwithstanding the provisions of Article 10 *Court Time*, minimum compensation for Job-Sharing bargaining unit employees shall be 1.5 hours at a rate of one and one-half times the bargaining unit employee's regular hourly rate of pay. Compensation for court attendance beyond 1.5 hours shall be at the regular hourly rate of pay, unless the appearance exceeds the regular workday (minimum of eight hours) or forty (40) hours per week. However, when the employee's shift is not working its regularly scheduled hours, a job sharing employee shall be compensated for three hours at a rate of one and one-half times the bargaining unit employee's regular hourly rate of pay. Compensation for court attendance beyond the three hours shall be at the regular hourly rate of pay, unless the appearance exceeds the regular workday (minimum of eight hours) or forty (40) hours per week. All other provisions of Article 10 shall apply to Job Sharing bargaining unit employees.

Section D. Hours and Other Working Conditions

- 1. The regular workweek for bargaining unit employees in part-time/half-time position(s) will be twenty (20) hours (half-time), except for mandatory in-service training and for approved additional hours worked voluntarily.
- 2. The employer shall determine the schedule for Job Sharing employees. Job Sharing employees shall be provided work schedules pursuant to the procedures in Article 15 of this Agreement. Job Sharing employees may suggest a work schedule to the appropriate supervisor.
- 3. The provisions of Article 15 of this Agreement shall apply to Job Sharers, except that the Employer has agreed to pay overtime to a Job Sharer assigned to a work schedule in excess of twenty (20) hours for the purpose of avoiding paying overtime to other, available officers whom the employer deems competent.

Section E. Benefits.

- 1. Retirement Benefits. While in the program, the Job Sharing employee will earn retirement service credits and contribute to the retirement system as provided by the Employees' Retirement System.
- 2. Long Term Disability Benefits and premiums shall be governed by the group policy applicable to bargaining unit employees.
- 3. *Life Insurance Benefit* for Job Sharing employees shall be paid on the appropriate *pro rata* basis.
- 4. *Tax Deferred Compensation*. The maximum salary amount a Job Sharing employee can defer is established by law and IRS Regulation.
- 5. Article 14 *Holidays and Holiday Pay* shall be applied to Job Sharers as follows: The Job Sharer actually at work or on leave receives the full holiday benefit and the Job Sharer not working receives nothing. When a holiday occurs on the Job Sharers' (shift's) regular day off, each Job Sharer shall earn compensatory leave on a 50% pro rata basis.
- 6. Annual and sick leave accrual shall be prorated based upon the number of regular hours a

- Job Sharer is in a paid status per pay period, as provided in Articles 18 and 19 of this Agreement. Paid status includes regular hours worked and all paid leave taken.
- 7. If a job sharer becomes disabled in the line of duty, his/her disability retirement pension amount shall be affected in one of the following ways, at the County's option:
 - a. In accordance with existing practice, prior to the effective date of the officer's retirement, the disabled employee will be restored to duty on a full-time basis so as to enable her/him to qualify for the same benefit she/he would have received had she/he been in full-time service when disabled, subject to the limitations set out below.
 - b. The County Retirement System (Group F) has been amended to provide that a Job Sharer's disability retirement benefit shall be based upon the full-time salary she/he would have been earning had she/he not been in the program.
 - c. The benefit provided for in this subsection (7) shall not be paid to a "Highly Compensated Employee" within the meaning of §414(q) of the Internal Revenue Code and shall in no event exceed 100 % of the participant's average compensation for his/her high three years. The benefit may be terminated or modified, after compensation between the parties, if the Internal Revenue Service advises that it jeopardizes the qualification of the *Employees' Retirement System*.
 - 8. Rights and Benefits.
 - a. The following rights and benefits shall be pro rated: Parental Leave, Disability Leave, , Seniority for purposes of Article 12 of this Agreement, and Sick Leave Donor postings at Article 19 §M of this Agreement.
 - b. The following rights and benefits shall not be pro rated:
 - Tuition Assistance, Clothing Allowance (for the first year only for those unit members who transfer from a position that was not entitled to a clothing allowance; clothing allowance will be pro rated after the first year), Uniforms and Equipment, Grievance Rights, Shift Differential, Standby Pay, Physical Fitness Awards, Call-Back Pay, FTO Pay, General Emergency Pay, Work Schedule Notice, Service Increment Delay Resulting From Work Absences (Article 28 §G), Bereavement Leave, Administrative Leave, Annual and Compensatory Time Carryover, Laundry, Shoe Repair, Alterations, and Business Cards.
 - c. Any right or benefit not listed in this section and disputed may be grieved and arbitrated pursuant to Article 8 of this Agreement.

Section F. Effects of Certain Actions.

- 1. Job Sharing may be terminated upon: promotion; request of the employee; or for operational reasons determined by the employer. Except that the Employer will not use termination from the Job Sharing program as a disciplinary sanction. In the event the employer terminates the employee from the program involuntarily, the affected employee will receive ninety (90) days notice before being transferred. Any such termination by the employer will not be arbitrary, capricious or discriminatory. If an employee requests full-time status, the employer agrees to place the employee in a full-time position in the bargaining unit at the same base salary within six (6) months. The full-time position shall be determined by the employer.
- 2. Any furlough of a Job Sharing employee shall be prorated according to the employee's position equivalency.
- 3. Contract RIF procedures shall apply to Job Sharing employees, however, in the event of a RIF that may affect a Job Sharer, she/he shall be given 60 days notice and, upon request, transferred to any full-time position in the bargaining unit, at the same base salary, as determined by the employer that

- is or becomes vacant during the notice period.
- 4. Increment dates shall not be changed as a result of participation in the Job Sharing program.
- 5. Initial implementation of the program shall commence not sooner than one full pay period, nor later than two full pay periods after the application of two bargaining unit employees who meet the application and eligibility requirements of this Agreement.

Section G. PPV Assignment and Availability. When assigned a PPV by the employer, Job Sharing employees will share one PPV. Job Sharing Employees must make the PPV available to the working officer. Both employees shall be responsible for ensuring this availability.

Section H. Unilateral Reopener. It is recognized that the County intends to create, staff and maintain sufficient half time positions to make it possible for at least eighteen officers and four sergeants to participate in the job sharing program created by this Article. If the County does not implement and maintain that intent, then it is agreed that the county shall give the union and all participants at least six (6) months notice and shall promptly resume bargaining over the provisions of a replacement article to implement the parties' commitment to a job sharing program. Failing prompt agreement, either party may declare impasse and the dispute shall be submitted to a neutral (Nicholas Zumas, if available) for the last best total package offer binding arbitration.

Article 56 Resignation

Resignation is an explicit act of any employee by the submission of a written notice of intent to leave County service, usually two (2) weeks prior to the effective date. In extenuating circumstances, a supervisor may accept an oral resignation and the date, time and nature of the communication must be noted on the separation forms. A resignation may be rescinded by an employee, provided it is done in writing within five (5) workdays from date submitted, or later date if approved by the chief administrative officer. A resignation is not appealable unless it can be shown by the employee that it was involuntary or coerced. In such cases, the action will be considered the same as a dismissal.

Article 57 Retirement

The Employer shall submit proposed legislation to the County Council that would amend Montgomery County Code Chapter 33, Article III to provide for the revisions in Sections B, I, J, K, and L affecting bargaining unit employees. [Bill 19-01 vetoed for reasons unrelated to this article. Emergency Bill 25-01 enacted.]

Section A. Preservation of Benefits. Except as provided in this Agreement, all unit members retain all the retirement benefits and conditions previously in effect between the parties. [See Side Letter: May 13, 1994]

Section B. Pension Formula. Subject to section I, a Group F member who retires on a normal or disability retirement, subject to sections D and G the annual pension must equal 2.4 percent of average final earnings multiplied by years of credited service, up to a maximum of 30 years, plus sick leave credits. Years of credited service of less than one full year must be prorated. Sick leave credits used for years in excess of 30 years must be credited at 2% of average final earnings. The maximum benefit with sick leave credits must not exceed 76% of average final earnings.

Section C. Military Credit. It is recognized that legislation enabling County employees to purchase pension credit for military service is pending before the Council. If such legislation is duly enacted, members of the bargaining unit shall not be precluded from exercising rights afforded by that statute.

Section D. Disability Benefit. It is agreed that police officers eligible for a service connected disability pension shall continue to receive a minimum benefit of 66 2/3% of final earnings.

Section E. Disability Procedures. The parties previously agreed that upon implementation of Section D, they would meet to negotiate changes to Bill No.36-94 to achieve certain objectives in establishing disability procedures applicable to unit members. Those objectives have been modified and the following is agreed and legislation shall be submitted to accomplish the following changes to the Retirement Law, in effect as of October 27, 1997:

- 1. Members of the bargaining unit shall have a right to appeal the final determination of the CAO to a tripartite panel, as provided under §33-43A of the Retirement Law, except that the neutral shall be selected by Lodge 35 and the County pursuant to the procedure used to select an impasse neutral under §33-81 of the Police Labor Relations Act.
- 2. The Disability Panel that rules upon applications for disability benefits of members of the bargaining unit shall be selected in accordance with the procedures set out in §33-43A of the Retirement Law, in effect as of October 27, 1997.
 - a. The applicant and the County shall submit all medical information pertaining to the medical condition of the applicant to the Disability Review Panel, consistent with procedure and requirements as may be agreed by Lodge 35 and the County. The Panel will inform the parties that the record is complete and of its intent to initiate its review. In the event that either party wishes to supplement the record upon notice from the Panel that it is prepared to begin its review, the Panel shall set a final date, allowing a reasonable amount of time, to submit additional medical documentation.
 - b. After the final date for supplementation of the medical record, additional medical information will be considered by the Panel or Disability Arbitration Board only if it pertains to reinjury or modification of the medical condition occurring or diagnosed subsequent to the date the Panel's medical record was closed.
- 3. The right of appeal shall extend to "any decision" of the CAO affecting a member's right to benefits, rather than only to "the written decision" of the CAO.
- 4. The certified representative of police officers shall not be obliged to designate an individual to serve as a member of the Disability Arbitration Panel.
- 5. Section 33-43A (l)(1) of the Retirement Law, in effect as of October 27, 1997, is inapplicable to Lodge 35.

Section F. Amendments. During January 1996, the Employer submitted to the Montgomery Council the below described amendments to the Employees' Retirement System. [See MOA: March 25, 1996]

- 1. Section 33-35. Definitions. A definition of "picked-up contributions" is added, references to picked-up contributions are added to the definitions of "accumulated contributions" and "member contributions", and the definition of "regular earnings" is amended by adding a paragraph which states that the maximum compensation which can be used as regular earnings for the determination of benefits is limited by §401(a)(17) of the Internal Revenue Code, and beginning on July 1, 1996, the limitation is \$150,000.
- 2. Section 33-37(e) Retirement plans. In subsection (3)(A), the statement is added that any additional contributions that an employee in the integrated plan must make to reenter the optional plan cannot be treated as picked-up contributions. Subsection (3)(B) is added to state that a member of the integrated plan who is not a member of social security will be treated as if he is a member of the optional plan and will have to pay any additional contributions required under the optional plan.
- 3. Section 33-37(g) Transfer from one group to another. A sentence is added to state that, if a Group D member transfers to Group F, any additional contributions which the employee must make to transfer to Group F may not be treated as picked-up contributions.
- 4. Section 33-39 (c) Return of member contributions. In subsection (3), a statement is added

- that picked-up contributions will not be refunded to an employee who elects to switch from the optional plan to the integrated plan.
- 5. Section 33-41. Credited service. Subsection (a)(7) is added which states that employee contributions to buy past service cannot receive the tax treatment given to picked-up contributions. Subsection (c) is amended to state that an employee must be given credit for any military service (previously only compulsory service was covered), and states the conditions under which service credit will be given. In subsection (h), language is added to state that the chief administrative officer ["CAO"] may provide regulations to ensure the favorable income tax treatment of picked-up contributions from other State retirement systems. Subsection (i) is changed to reflect that only a vested member may purchase prior service credits. In subsection (j), a reference to §33-45(a) is added, which allows a member to transfer service credit from the State of Maryland and to use it for vesting purposes. Subsection (o) is added to preclude a member from purchasing credited service from a defined contribution plan.
- 6. Section 33-42(i) Maximum annual benefit. Language is added to subsections (1), (5), and (8) to state that the maximum annual benefit must be determined in accordance with §415 of the Internal Revenue Code.
- 7. Section 33-43(d) Non-service connected disability retirement. Previously, a member was not eligible for a non-service connected disability retirement if the individual was eligible for a normal retirement. In subsection (1)(c), this requirement is removed for applications filed after October 15, 1992, because of amendments to the Age Discrimination in Employment Act.
- 8. Section 33-44(o) Direct rollover distributions. This subsection is added to provide for the direct rollover of certain refunds from this retirement system to any other eligible retirement plan.
- 9. Section 33-45(a) Eligibility for vesting. This section is amended to allow a member to use service credit transferred from the State of Maryland for vesting purposes.
- 10. Section 33-46(e) Spouse's and children's benefits in the event of the death of an active member after eligible for vesting or retirement. Language is added to state that the contributions that the payee is to receive will include picked-up contributions.
- 11. Section 33-47(e) Payment of expenses and contributions. Language is added to this section to clarity the role of the CAO.
- 12. Section 33-54. Exemption from execution, garnishment, or attachment. A new last paragraph is added to comply with Maryland law which regards retirement benefits as marital property that may be divided or assigned upon a separation or divorce. The amendment also provides that these distributions will be made in accordance with the Internal Revenue Code, and requires the CAO to establish forms and procedures to accomplish such distributions.
- Section G. Non-Service Connected Disability. The minimum benefit for non-service connected disability shall be 33.33% of final earnings.
- Section H. Cost of Living Adjustment for employees who became members of the Employees' Retirement System on or after July 1, 1978.
 - 1. The annual cost-of-living adjustment for employees who enrolled in the Employees' Retirement System on or after July 1, 1978 shall be 100% of the change in the consumer price index up to three (3%) percent and 60% of any change in the consumer price index that is in excess of three percent (3%). However, except as provided in Section H.2 *infra*, the CPI adjustment shall not be more than 7.5%.

2. The existing portion of Retirement Law section 33-44(c)(3): "retired members who are disabled shall not be subject to this maximum and pensioners age sixty-five (65) or older shall also not be subject to this maximum with respect to [the] fiscal year beginning after the date of attainment of age sixty-five (65)" shall remain in effect, except that the maximum shall be "7.5%" as referenced in subsection H.1 above.

Section I. Benefit upon social security retirement age. Upon attainment of the social security normal retirement age, members enrolled in the integrated retirement plans shall receive, 1.65 percent of average final earnings up to the maximum of 30 years and 1.25 percent for credited years in excess of 30, up to the Social Security maximum compensation level in effect on the date of retirement. All other integration provisions shall remain in effect.

Section J. Amount of contributions. For employees in the Optional Retirement Plan, the contribution is 8.5% and for employees in the Integrated Plans, the contribution is 4.75% up to the maximum Social Security Wage Base and 8.5% of regular earnings in excess of the Wage Base.

Section K. Domestic Partner Benefits. Subject to IRS qualification rules and requirements, a domestic partner of a unit member eligible to receive domestic partner (including opposite sex domestic partners) benefits under Article 24 of this agreement shall be eligible to receive retirement benefits, subject to the adoption of legislation submitted by the parties to amend appropriate sections of Chapter 33 of the Montgomery County Code to the same extent as a "spouse" under the Employees' Retirement System, provided all eligibility requirements are met. This provision shall be renegotiated in the event the IRS determines that the provision violates any rule or requirement.

Section L. Pension Payment Option. At retirement, a member may elect a "pop-up" variation of a Joint and Survivor option with an appropriate actuarial reduction.

Section M. Other Retirement Changes

- 1. *Disability Retirement Offset of Earnings*. The Employer will submit legislation to amend Section 33-43(j) of the Code to provide for the following:
 - a. A Group F member must not have the member's service-connected disability pension payments reduced by other income received from sources other than County Government employment.
 - b. Whenever the chief administrative officer determines that a Group F member, who has not yet reached normal retirement date, receiving non-service connected disability pension payments is engaged in or is able to engage in a gainful occupation paying more than the difference between the amount of disability pension payments and 20% above the current maximum earnings of the occupational classification from which disabled, the amount of the member's disability pension payments may be reduced to the point at which the amount of disability pension payments plus the amount earnable equals 20% above such maximum earnings.

Whenever a Group F disability retiree's earnings capacity is changed, the amount of non-service connected disability retirement pension may be further modified by the chief administrative officer. The amount of the revised pension must not exceed the original disability retirement pension plus cost-of-living increases or an amount which, when added to the amount earnable by the member, equals 20% above the maximum earnings of the occupational classification from which disabled. For the purpose of this subsection, "disability pension" is the amount of pension payable without the election of a pension payment option.

The parties further agree that these provisions shall remain a part of the contract.

c. The parties agree that the Code Section 33-43(h) and (i) shall be interpreted and applied as meaning that an integrated employee who retires on disability shall receive the benefit

s/he would have received if there were no integration provisions.

- 2. *Social Security*. The parties agree to jointly study the effect of Social Security integration on benefits received at Social Security age. The study shall be completed by November 15, 2003.
- 3. Spouse's or Domestic Partner's and children's benefits of a member whose death is service-connected. The Employer will submit legislation to amend Section 33-46(b) of the Code to provide for the following:

If a Group F member dies while in the service of the County or a participating agency and satisfactory proof that death was the result of injuries sustained in the line of duty or was directly attributable to the inherent hazards of the duties performed by the member is submitted and the death was not due to willful negligence, payments to the spouse, or domestic partner, and children of the member shall equal the benefit that such beneficiaries would have received under subsection (c) of this section had the employee been service-connected disability retired on the date of death. For purposes of this section, the form of retirement shall be a 100-percent joint and survivor pension option. The parties further agree that these provisions shall remain a part of the contract.

[Note: This reflects new language for Group F. Members. Job Sharers receive full disability benefits. This section is intended to retain that level of benefit in the event of death.]

- 4. *Trial Retirement.* The Employer shall submit proposed legislation to the County Council that would amend Section 33-38(f) of the County Code to provide for the following, effective July 1, 2005:
 - a. to permit bargaining unit employees to participate in the trial retirement option;
 - b. to amend Section 33-38(f)(6) to provide that the Chief Administrative Officer must return the member to the position the bargaining unit employee held before retirement if it is still available or to a position with an equivalent salary and grade in the Police Department when such a funded position becomes available; and
 - c. to delete Section 33-38(f)(6)(B), which provides that, if the same or an equivalent position is not immediately available, the Chief Administrative Officer must temporarily assign the employee to a special projects office in the Office of Personnel.
- 5. Retirement Savings Plan. The Employer shall submit proposed legislation to the County Council that would amend Section 33-115 of the County Code to permit bargaining unit employees in Group F who have reached the maximum service credits under the provisions of the Employees' Retirement System to transfer from the Employees' Retirement System to the Retirement Savings Plan.
- 6. For service-connected disabilities effective June 26, 2002 under this subsection, "final earnings" for a Group F member will not be less than average final earnings used in determining the annual pension calculated under Section 33-42(b)(1), except in the case where average final earnings is greater than final earnings due to solely a temporary promotion.
- 7. The parties agree that the Employer shall submit proposed legislation to the County Council providing that, "For the purposes of retirement benefit calculation, all bargaining unit members shall be credited at the annual salary amounts as if a 4.25% general wage adjustment had been paid in FY-2010."9

Section N. Line-of-Duty Death Benefit for Unit Members in Proficiency Grades. All salary and pay based benefits and compensation paid on account of the line-of-duty death of a bargaining unit member holding the rank of POC, PO I, PO II or PO III shall be based on the pay of a PO III with the same years of service, but

⁹ Not funded by the County Council, FY 2011.

not less than Pay Grade P4, Step 5.

Section O. DROP. The Employer shall submit legislation to the County Council to amend Montgomery County Code, Chapter 33, Article II to provide for the revisions *infra*.

The DROP under section 33-38A shall be re-established as follows:

The Chief Administrative Officer must establish Deferred Retirement Option Plans, or DROP plans, that allow any employee who is a member of a specified membership group or bargaining unit and who meets the eligibility requirements to elect to retire but continue to work. Pension payments must not be paid to the member while the member participates in the DROP Plan. When the member's participation in the DROP Plan ends, the member must stop working for the County, draw a pension benefit based on the member's credited service and earnings as of the date that the member began to participate in the DROP Plan, and receive the value of the DROP Plan payoff.

- (a) DROP Plan for Group F members. "Discontinued Retirement Service Program" or "DRSP" means the DROP program for Group F members.
- (1) Eligibility. A Group F member who is at least 46 years old and has at least 25 years of credited service may participate in the DRSP/DROP.
- (2) Application requirements. An eligible employee must apply at least 60 days before the employee becomes a participant. An employee may withdraw a pending application within 2 weeks after submitting the application.
- (3) Employee participation and termination. The employee's participation in the DRSP must begin on the first day of a month that begins at least 60 days, but not more than 90 days, after the employee applied and must end $\underline{3}$ years after the employee begins to participate or at an earlier date chosen by the employee. When the employee's participation in the program ends, the employee must stop working for the County and receive a pension benefit.
- (4) Employment status. An employee who participates in the program must continue to be a member of the retirement system, earn sick and annual leave, and remain eligible to participate in health and life insurance programs.
- (5) Retirement date, retirement contributions, and credited service. The retirement date of an employee who participates in the program is the date when the employee begins to participate in the DRSP, and neither the employee nor the County will make retirement contributions after that date. An employee who wishes to purchase prior service must do so before the employee's participation in the program begins. Sick leave in excess of 80 hours will be credited towards retirement at the beginning of the employee's participation.
- (6) Pension benefits.
 - (A) Before an employee's participation begins, the employee must select a:
 - (i) pension payment option under Section 33-44 for the regular retirement pension payments; and
 - (ii) pension payment distribution option for the distribution of the employee's DRSP account.
 - (B) Pension benefits will not be paid to the employee while the employee participates in the program, but will be deposited in a DRSP account established for the participant by the County. The participant must receive the account balance and the County must close the account within 60 days after the employee's participation in the program ends. <u>Subject to the IRC, IRS regulations and other law, the employee may direct that the account balance be rolled over into any qualifying account.</u>
 - (C) An employee must direct the Board of Investment Trustees to allocate contributions to the employee's DRSP account to be invested in one or more of the investment funds selected by the Board. The investment fund options selected by the Board must conform to all applicable requirements of the Internal Revenue Code. An employee must allocate contributions among the

investment funds in percentages of the value of the employee's DRSP account balances. An employee's direction of investment must remain in effect until the employee changes the direction. If an employee does not provide a valid direction of investment, the Board must select an appropriate investment option and invest the DRSP account balances not governed by a valid direction of investment in the investment option.

- (D) After the employee's participation in the program ends, the employee's pension benefit will be based on:
 - (i) the employee's credited service immediately prior to the beginning of the employee's participation in the program, adjusted to include credit for unused sick leave under Section 33-41;
 - (ii) the employee's average final earnings, excluding earnings during the period of participation in the program; and
 - (iii) increases in the consumer price index during the period of the employee's participation that would have resulted in an increase in the employee's pension benefit if the employee had not been participating in the program.
- (7) Disability Retirement. An employee may apply for disability retirement prior to the termination of the employee's participation in the program. An employee who receives a service-connected disability retirement will receive the balance in the DRSP account less an amount equal to the full actuarial value of the credited service which the employee would have received if the employee had not participated in the program. If an employee's participation in the program ends before a final decision is made on the disability retirement application, the balance of the DRSP account will not be distributed until a final decision is made.
- (8) Death benefit. If an employee dies during the employee's participation in the program, the employee's beneficiary will receive:
 - (A) the death benefit that the beneficiary would have received if the employee had retired on the date on which the employee began to participate in the program, adjusted under subsection (6)(D); and
 - (B) the balance of the employee's DRSP account.
- (9) DRSP account distribution options. An employee may elect to have the balance of the DRSP account distributed as a lump sum or an annuity, or to have some or all paid directly to an eligible retirement plan as a direct rollover distribution. To the extent feasible as determined by the Chief Administrative Officer, an employee alternatively may choose to receive the account balance as periodic payments calculated and distributed as an addition to the employee's regular retirement benefit. If the employee dies before the balance of the DRSP account is distributed, the beneficiary may elect to receive distribution of the balance according to any option described in this paragraph.
- Section P. Continuation of Training. The Employer will continue Law Enforcement Officer Safety Act necessary training and opportunity for qualification for all future retirees who are eligible under law.
- Section Q. Retirement Election Date. A member must submit written application for retirement at least two weeks before the date elected. The elected retirement date must occur on the first of the month. In extenuating circumstances, the Chief Administrative Officer may waive the two week requirement.
- Section R. Future Retiree Health Premiums. The Employer will cause retiree health premiums to be paid in a manner that results in the most favored tax treatment for the retired employee. However, until systems are improved to allow for more frequent adjustments, the adjustment may be made on an annual federal tax year basis.

Section S. Implementation of Sections O, T, and U.

- 1. In implementing Sections O, T and U, this Article may be modified, after consultation between the parties, if the Internal Revenue Service advises that it jeopardizes the qualification of the *Employees Retirement System*.
- 2. <u>Communications</u>. To the extent practicable, the parties agree to continue to share all communications (including documents) between either party and the County Council pertaining to implementation of Sections O, T and U and when the parties learn of a meeting of the Council or any of its committees pertaining to the changes, each party will promptly notify the other of the meeting date, time and place.

3. Grievances:

- a. Grievances claiming a violation of § O may be referred by either party to expedited arbitration by providing written notice to the other party within fifteen (15) calendar days after receipt of the CAO response by Lodge 35 or within fifteen (15) days after the expiration of the 75 day period referenced at Article 8, Section C.
- b. An Arbitration under this section shall be held before an arbitrator selected pursuant to Article 8 Section E. The arbitrator shall issue his award within twenty days after the hearing, which shall be held as promptly as the circumstances permit.
- c. In other respects, the procedures set out in Article 8 shall apply.

Section T. The Employer shall submit legislation to the County Council to amend Montgomery County Code, Chapter 33, Article II to provide for the revisions *infra*.

For Group F bargaining unit members in the Optional Non-Integrated Retirement plan, who retires on a normal retirement, the annual pension shall be computed as follows: 2.4% of average final earnings multiplied by years of credited service up to a maximum of 36 years, including sick leave credits. The maximum benefit with sick leave credits shall not exceed 86.4% of average final earnings.

For Group F bargaining unit members in the Integrated Retirement plans, who retires on a normal retirement, the annual pension shall be computed as follows: From date of retirement to the month of attainment of social security age: 2.4% of average final earnings multiplied by years of credited service up to a maximum of 36 years, including sick leave credits. The maximum benefit with sick leave credits shall not exceed 86.4% of average final earnings.

Section U. Attainment of 25 years of Service. The Employer shall submit legislation to the County Council to amend Montgomery County Code, Chapter 33, Article II to provide for the revisions *infra*.

A bargaining unit employee who attains 25 years of credited service shall be eligible to receive an unreduced pension regardless of age.

Section V. Leave Without Pay. The Employer shall submit legislation to the County Council to amend Montgomery County Code, Chapter 33, Article II to provide for the revisions *infra*.

A unit member who is on leave without pay shall have the opportunity to purchase service at the true actuarial cost for up to one year of such absence.

Legislation required under this article shall be submitted to the County Council on or before April 1, 2008 with an effective date of July 1, 2008.

Section W. Provide that, subject to County Council confirmation, the county executive must appoint to the Board of Investment Trustees one voting representative designated by the employee organization certified pursuant to County Code Chapter 33, Article V. This designee must serve indefinitely while remaining the designee of the certified employee representative.

This provision replaces the existing provision providing for a police bargaining unit representative to the Board of Investment Trustees.

The existing restriction on voting in matters involving the County's deferred compensation plan shall remain in effect.

Section X. The parties shall establish a Disability Retirement Study Committee consisting of three Union representatives and three Employer representatives to review disability retirement issues involving unit members of the MCPD. The committee shall meet on or before July 1, 2017, and shall issue a report on November 1, 2017. The Committee shall:

Study, review, and evaluate disability retirement procedures and processes regarding an employee who retires on disability and is later determined under current law to be no longer eligible for disability retirement.

Those employees attending subcommittee meetings while off-duty may be granted hour- for- hour compensatory time during the administrative pay period in which the meeting occurs, for time spent at the meeting.

[Memorandum of Understanding

The parties herein agree to jointly submit proposed legislation eliminating the mandatory retirement age for Police Bargaining Unit members as provided for in Montgomery County Code, § 33-38(c)-(d). [From 2007 re-opener agreement]]

Article 58 Stress Counseling

Section A. Stress Counseling Program. Stress Counseling Program as provided in **Appendix O** of this Agreement, except that all written notes, tapes, interviews or evaluations or treatment conducted by the Office of Stress Management shall be treated as confidential and shall not be communicated or released to anyone without the expressed permission of the unit member or his/her authorized representative. [See Side Letter: January 8, 2007.]

Section B. Employee Assistance Program [EAP]. Unit members shall be eligible for the County's Employee Assistance Program (EAP).

Section C. Critical Incident Response Team (Peer Support Team). The County will provide legal representation to Montgomery County Police officers who make disclosures to, or who are members of, the Critical Incident Response Team (CIRT) in any local, state, and federal civil, criminal, and administrative actions to protect the privilege provided by the Courts and Judicial Proceedings Article, Section 9-109 of the Maryland Annotated Code as amended or other statute. If a conflict exists under the Rules of Professional Conduct, each officer where the conflict exists will be represented by separate counsel. The County will not use information in any administrative investigations or proceeding that a CIRT member obtained from a police officer who communicates with the CIRT member under an understanding of privilege described in the Courts and Judicial Proceedings Article, Section 9-109 as amended. However, if a Montgomery County police officer discloses information outside of the CIRT program, that information may be used as long as the information is admissible within the bounds of law and contract provisions. Information that was disclosed to a CIRT member in confidence or which is privileged may not be used to corroborate, impeach, or otherwise support any non-privileged disclosure in any County administrative proceeding. A police officer participating as a member of the CIRT and acting pursuant to the direction of the psychologist or psychiatrist in charge is acting within the scope of the officer's employment for purposes of the Local Government Tort Claims Act. This agreement does not require the County to have or maintain a CIRT program, but requires the County to provide the protections described in this agreement for officers who participate in the CIRT program whether as member of the CIRT or in seeking service from the CIRT.

Article 59 Family Medical Leave Act

Section A. Integration of Contract Benefits and Conditions with Family Medical Leave Act. The parties agree that FMLA benefits and benefits provided by this Agreement will be integrated in accordance with the following principles:

1. The inclusion of Family Medical Leave in the Agreement will not expand or diminish other

- leave benefits, unless specifically required by FMLA.
- 2. Paid leave as provided under the Agreement, unless otherwise provided by law, will also count as FMLA leave if the purpose of such leave is within the definition of FMLA leave.
- 3. When on leave for an FMLA purpose, an employee will not be required to use any paid leave balance before using leave without pay.
- 4. The County shall provide all benefits mandated by FMLA.
- 5. For purposes of this Article, an eligible domestic partner shall be considered the same as a spouse.

Section B. Definitions.

- 1. Family and Medical Leave. Family and medical leave is paid or unpaid leave granted to eligible employees for the purposes stated in the federal Family and Medical Leave Act of 1993.
- 2. Eligible Employee. An eligible employee is an employee who has been employed by the county for a total of twelve (12) months and who has been in a work status for at least 1040 hours in the preceding twelve (12) months. An eligible employee must be allowed to use twelve (12) workweeks per leave year or any combination of annual leave, sick leave, disability leave, parental leave, and leave without pay for any one or more of the following reasons:
 - a. To care for the employee's newborn or newly adopted child or to care for a foster child newly placed with the employee;
 - b. To obtain prenatal care for the employee or to arrange for the adoption or foster care placement of a child with the employee;
 - c. To care for, or arrange care for, any of the following with a serious health condition: The employee's spouse, domestic partner, minor child, adult child incapable of self care, or parent;
 - d. Because of the employee's serious health condition that makes the employee unable to perform the functions of the employee's position.
- 3. *Leave year*. The leave year begins with the first full payroll period of a calendar year and ends with the payroll period in which December 31st falls.
- 4. *Workweek*. For FMLA purposes, a workweek consists of the average number of hours which the employee works in a week.
- 5. *Restricted Duty.* An employee on disability leave that is designated as FMLA cannot be required to take a restricted duty work assignment until the employee has exhausted all FMLA leave.

Section C. Integration Provisions.

- 1. Use of FMLA leave.
 - a. Leave taken to care for the employee's newborn child or child newly placed for adoption or foster care:
 - (1) Shall be taken within 12 months of the birth, adoption, or foster care placement of the child;
 - (2) May be used on a continuing basis or, with the approval of the employee's employer, may be used on an intermittent or reduced workweek basis;
 - (3) At the employee's option, may be paid leave of the appropriate type, or unpaid

leave, or any combination of the two;

- (4) Shall be unpaid leave if the employee has exhausted all appropriate paid leave;
- (5) Is subject to a 30-day advance notice period;
- (6) Will not qualify as parental leave under Article 16 *Parental Leave* of this Agreement if the leave is taken to care for a newly placed foster child, or if the employee has exhausted the 720 hours of parental leave provided per 24-month period under Article 16.
- b. FMLA leave which does not qualify as parental leave under Article 16 *Parental Leave* of this Agreement may not include sick leave beyond the limitations stated in Article 19 *Sick Leave* §A *Definition*.
- c. FMLA leave taken for medical purposes to care for, or arrange care for, a serious health condition of the employee's spouse, domestic partner, minor child, adult child incapable of self care, or parent or because of the employee's serious health condition that makes the employee unable to perform the functions of the employee's position:
 - (1) At the employee's option, may be paid leave of the appropriate type or unpaid leave, or any combination of the two;
 - (2) Must be unpaid leave if the employee has exhausted all appropriate paid leave;
 - (3) May be used on a continuing, intermittent or reduced workweek basis, as needed.
 - (4) The employer may require an employee to submit medical certification from a health care provider to support a request for FMLA leave for the employee's serious health condition that makes the employee unable to perform the functions of the employee's position, or for the serious health condition of the employee's family member. A request for medical certification must be made in writing and must advise the employee of the anticipated consequences of failing to provide the certification. As provided by the FMLA, medical certification for FMLA leave may be required for any of the following reasons:
 - (a) the FMLA leave exceeds five (5) consecutive workdays;
 - (b) the employee requests to use any amount of annual leave as FMLA leave and the requested leave would not normally be approved under the standards generally applied to requests for annual leave;
 - (c) the employer has a reasonable basis to suspect the employee of FMLA leave misuse or abuse;
 - (d) Section G. of Article 19 *Sick Leave and Sick Leave Donor Procedure* or any other provision of this Agreement requires the employee to submit medical certification under the circumstances.
 - (5) The employer may require medical recertification of a serious health condition of the employee or the employee's family member. Such recertification may be requested verbally, at reasonable intervals, but not more often than every 30 days, unless:
 - (a) the employee requests an extension of leave;
 - (b) circumstances described by the original certification have changed significantly;
 - (c) the employer receives reliable information that leads to a reasonable doubt upon the continuing validity of the original certification; or,
 - (d) the employee is unable to return to work after FMLA leave because of the

continuation, recurrence, or onset of a serious health condition.

- (6) If medical certification or recertification is required, it must be submitted by the employee within 15 calendar days after it is requested by the employer.
- (7) If the employer has reason to doubt the medical opinion as documented by the completed medical certification for the serious health condition of the employee or the employee's family member, the employer may after providing reason(s) for such doubt to the employee, require the employee to obtain, at the County's expense, a medical opinion from a second health care provider designated by the Occupational Medical Section. If the two opinions differ, the employer may require a medical opinion from a third health care provider at the expense of the County. The employee and the Occupational Medical Section must jointly agree on the third health care provider, whose opinion is final and binding.
- (8) FMLA leave taken for a serious health condition may be taken on an intermittent or reduced work schedule if the medical need can best be accommodated through such a schedule. An employee must attempt to schedule intermittent leave so as not to unduly disrupt the work.
- (9) FMLA leave cannot be taken to care for the employee's adult child capable of self-care who has a disability from which complete recovery is expected.
- (10) When returning from 15 or more consecutive days of FMLA leave for the employee's serious health condition other than childbirth, the employee may be referred by the employer to the Occupational Medical Section for clearance to return to work.
- d. An employee may be temporarily transferred to another position in the department, provided there is no reduction in pay or grade, with equivalent pay and benefits to accommodate an intermittent leave schedule or reduced workweek.
- e. Employees must apply for paid FMLA leave in accordance with applicable procedures for the granting of annual leave, sick leave, and parental leave and provide as much advance notice as possible to the employer so as not to unduly disrupt the work unit. When unforeseen events occur, notice of the need to use FMLA leave shall be given as soon as practicable, ordinarily within 1 or 2 working days.
- f. As provided in Article 20 *Leave Without Pay* eligible employees must provide advance written notice of intent to use leave without pay for FMLA purposes when the need to use the leave is foreseeable. Employees must otherwise provide such notice as is practicable.
- g. Either the employee or employer may designate leave as FMLA leave. The employer should designate leave as FMLA leave if the information available to the employer from the employee indicates that the leave is being taken for an FMLA purpose, and the employee has not requested or otherwise indicated that the leave is FMLA leave. The employer must advise the employee prior to the completion of the period of leave that it has been designated as FMLA leave and the reasons for the designation.

Section D. Limitations on FMLA sick leave usage. FMLA sick leave may only be used for the following FMLA purposes:

- 1. To care for the employee's newborn or newly adopted child, provided that the leave qualifies as parental leave under Article 16 *Parental Leave* of this Agreement;
- 2. To care for the employee's newborn or newly adopted child, if the leave does not qualify as parental leave under Article 16 *Parental Leave* of this Agreement, subject to the limitations on family sick leave in Section A. *Definition* of Article 19 *Sick Leave*.

- 3. To obtain prenatal care for the employee;
- 4. To care for, or arrange care for, any family member as permitted at Article 19 Sick Leave;
- 5. Because of the employee's serious health condition that makes the employee unable to perform the functions of the employee's position.

Section E. Recording of Family and Medical Leave. Leave used for FMLA purposes will be recorded as FMLA leave, and, as applicable, as annual leave, sick leave, disability leave or leave without pay.

Section F. Relation to Other Benefits.

- 1. An employee who uses leave without pay under this section will retain all health and life insurance benefits for the entire period of leave without pay. Such employees may defer payment of the employee's share of the cost of such benefits until the employee returns to pay status. If the employee elects to defer such payments, the employer will deduct one-sixth of the total amount owed from the employee's next six paychecks upon return from FMLA leave.
- 2. The employee must be restored to the same or an equivalent position with equivalent benefits upon return from FMLA leave.
- 3. An employee who uses FMLA leave under this Article shall continue to accrue seniority for all purposes during the entire period of leave.
- 4. The use of FMLA leave will not prevent an employee from using other types of accrued or non-accrued leave, subject to the limitations stated in this Article.
- 5. An employee on disability leave that is designated as FMLA cannot be required to take a restricted duty work assignment until the employee has exhausted all FMLA leave.

Article 60 Career Development Study Committee

Section A. Joint Study Committee. The Study committee shall provide recommendations to the parties for the purpose of reaching further agreement on the components of a career development program. The Committee shall consist of three representatives from the Union and three representatives from the Employer.

[See Side Letter to Article 51 §C.3: March 16, 1996.]

Section B. Subjects for Review. The parties shall review in connection with their study the following subjects:

- 1. Training opportunities and selection
- 2. Career planning
- 3. Career counseling

Section C. Career Counseling. The County shall provide career enhancement counseling to each unit member. Such counseling shall occur annually.

Section D. Position Descriptions. The County shall develop maintain a listing of career specialty assignments which shall include the knowledge (including training), skills, and abilities ("KSAs") that are required or desired in order to be eligible for assignment to each specialized position. The completion of the listing shall be subject to the completion of a job analysis, however, as position analyses are completed, the position KSAs shall be placed on the listing.

Section E. Training Announcement. The County shall develop and annually update a listing of all internal training courses and maintain a listing of those external training courses which the Public Services Academy

has identified as supporting the Department's training needs. These lists shall be available for review by all officers.

Article 61 Directives and Administrative Procedures

This agreement has been negotiated in the manner set forth in the Preamble.

Section A. Prior to implementing new directives or rules, or proposed changes or amendments to directives or rules, the Employer shall notify the FOP. The primary subject of any new, changed, or amended directives or rules covered by the article shall not include matters currently addressed in the collective bargaining agreement, or matters proposed by the County and rejected by the FOP at the most recent term negotiations, or matters, the primary subject of which, were taken to mediation by the FOP at the most recent term negotiations. The Employer shall give the FOP notice of new, changed or amended directives or rules by email no less than thirty (30) working days before implementation. The Employer shall forward draft copies of proposed new, change or amended directives or rules to the FOP along with a copy of the current directive(s), or rule (if applicable). Any new directive or rule and all changes or amendments shall be identified in the draft document.

Within ten (10) working days after the Employer emails notice to the FOP, the FOP may email comments to the Employer and/or request a meeting with the Employer to discuss the changes. The Employer shall meet with the FOP within five (5) work days of the FOP's emailed request. Any comments shall include identification of those specific provisions of the new directive or rule (or the change or amendment to the directive or rule) that the FOP wishes to discuss.

Each party shall, in writing, designate one representative to email notices as described in Sections A and B.

Section B. The FOP may demand to bargain a provision of a new directive or rule or a change or amendment to a directive or rule. The demand shall be emailed to the Employer within fifteen (15) work days after the Employer emails notice to the FOP and shall include identification of the specific provision(s) of the new directive or rule (or the change or amendment to the directive or rule) that the FOP demands to bargain as a mandatory subject of bargaining. The Employer shall then proceed as follows:

- 1. If the Employer agrees that the provision is subject to bargaining, then the Employer shall email the FOP its decision to bargain within five (5) working days of the FOP's demand to bargain and enter into collective bargaining with the FOP over that provision within five (5) working days. If the parties cannot reach agreement, the matter shall be bargained at the earlier of either the next term negotiation [per MCC §33-80(d)] or next Article 31, §G reopener date.
- 2. If the Employer does not agree that the provision is subject to bargaining, the Employer shall email the FOP that decision within five (5) working days of the FOP's demand to bargain and the parties shall jointly seek a negotiability determination from the Permanent Umpire within five (5) working days. The parties shall request that the Permanent Umpire issue the decision within thirty (30) calendar days. If found bargainable, the parties shall begin bargaining within five (5) working days of the Permanent Umpire's decision. If the parties cannot reach agreement, the matter shall be bargained at the earlier of either the next term negotiation [per MCC §33-80(d)] or next Article 31, §G reopener date.

Section C. Conflict. If a provision of a regulation, departmental directive or rule conflicts with a provision of the contract as described in this article, the contract prevails except where the contract provision conflicts with State law or the Police Collective Bargaining Law. A copy of the preceding sentence will be placed on the first page of each departmental directive that is issued or reissued after July 1, 2003.

Section D: Presumption of Validity. It is presumed that any work rule, policy, directive, regulation, or procedure is valid unless challenged. If the validity of such a rule is challenged by the FOP, the County has the burden of establishing the validity of the rule in relation to the provisions of the Contract, the Police Labor Relations Law, and applicable State law. The County does not, however, have the burden of

establishing the validity of work rules to which the FOP has expressly agreed or concurred.

Section E. LEOBR Hearing Board. When in an LEOBR administrative hearing board proceeding, a unit member asserts that a County work rule, policy, directive, regulation, or procedure is invalid or inapplicable because the rule conflicts with the Contract, the County agrees that its representative will inform the administrative hearing board that it is appropriate for the board to consider the validity of the rule in relation to the Contract, before the board applies the County's rule.

Article 62 Sergeants

Section A. All provisions of this agreement shall apply equally to sergeants except:

- 1. Where inapplicable;
- 2. Where otherwise provided; or
- 3. Although the contract pre-empts, where a provision refers to a specific directive, policy, procedure or regulation, such directive, policy, procedure or regulation shall be that which was in effect on September 17, 2000. [See Side Letter: *May 7, 2001* and County and Departmental Memoranda; *October 29, 1998* and *December 22, 1998*.]
- 4. No provision of this Agreement shall be intended to imply that sergeants either are or are not exempt under the Fair Labor Standards Act.

Section B. Sergeants who work their primary assignment and who are present at the beginning and end of their workday shall be paid a roll call differential in an amount equal to .5 times their regular hourly rate of pay for each day worked. If a sergeant works either the beginning or end of the work day, but not both, the sergeant shall be paid a differential in an amount equal to .25 times his/her regular hourly rate of pay. If the sergeant is absent or if the hours worked by the sergeant are such that s/he does not earn the full roll call differential, then a unit member who is present at the beginning and/or end of the workday and who performs supervisory tasks in the sergeant's absence shall be paid either .25 or .5 hours roll call pay consistent with past practice.

- 1. Work assignments shall be delegated in such a way so that no more than two officers per shift earn a cumulative total of .5 hours of differential or pay each workday.
- 2. Attendance at training, a hearing or other non-routinely recurring assignment shall not be considered an employee's primary assignment. [See Side Letter Ref. Preparation Pay for Other Than Sergeants March 18, 1996.]

Article 63 Family and Childcare

Section A. Vision; Flex-Schedules. Consistent with the vision of the County's work/life initiative, the parties shall work together to ensure a diverse and equitable workplace built on cooperation, flexibility, openness, respect and trust, where employees can achieve excellence and balance work, career, home, family and community life. In compliance with this vision, whenever practicable, flexible scheduling and job-swapping shall be allowed for parents with child care responsibilities, and for the employees to care for the employee's spouse, domestic partner, adult child incapable of self care, or parent, who live with the employee, subject to the approval of management. Approval shall not be unreasonably withheld or withheld for an arbitrary, capricious or discriminatory reason.

Section B. Leave. For the term of the agreement, the FOP will administer an annual leave transfer program to allow unit members who are co-parents (married or unmarried with a child in common) with other unit members to use the accrued annual leave of their co-parent, with permission of the co-parent, for childcare purposes (dependant children under the age of 13). Annual leave donations are permitted in increments of not less than 40 hours (an hour for hour transfer). Further, unit members who are co-parents shall be allowed to donate sick leave to their co-parent for Parental Leave and FMLA purposes. Unit members are required to

obtain approval of leave consistent with current practice. Donated annual leave cannot be transferred back to the donating co-parent.

Section C. Childcare. The parties agree to jointly retain and fund a consultant to conduct a childcare needs assessment survey. The consultant shall report to the parties by June 2009. The parties also agree to establish a joint committee consisting of an equal number of bargaining unit and management members who jointly oversee the consultant's work and provide support for the assessment process. The certified representatives of other county public safety employees shall be invited to participate as members of the joint committee. The committee will make joint or separate recommendations to the parties. If accepted, the recommendations shall be implemented. If either party rejects, the matter shall be reopened for negotiations on or before November 1, 2009, with impasse to follow.

Article 64 Legal Defense and Representation

Section A. The Employer shall provide legal defense and indemnification to employees in any civil action that alleges damages resulting from tortious acts or omissions committed by the employee within the scope of his/her employment with Montgomery County, Maryland, as required by the Local Government Tort Claims Act (LGTCA), Section 5-301 et seq., Courts and Judicial Proceedings Article, Maryland Code.

Section B. In order to be covered, the employee must cooperate with the County Attorney's Office in the defense of any action.

Section C. Pursuant to the LGTCA, the employee is responsible for any judgment where it is found that the employee acted with actual malice. However, the Employer reviews each case to determine whether it will indemnify the employee in such a situation.

Section D. The Employer shall provide legal representation to unit members regarding acts or omissions committed within the scope of employment with Montgomery County, Maryland, that result in a criminal investigation, grand jury inquiry, or criminal charges, excluding non-incarcerable motor vehicle violations. The Employer shall have no obligation to provide unit members representation for incidents occurring during secondary employment (where the unit member is acting primarily as the employee of the secondary employer) or other incidents outside the scope of employment. The Employer shall not provide legal representation to a unit member regarding a criminal investigation beyond the point when a formal charging document is filed against the unit member.

Section E. The County will provide legal counsel from a list of private criminal defense counsel. The attorneys on the list will be jointly selected by the FOP and the Employer. Either party may remove any attorney from the list at any time, for any reason. When the need for criminal defense counsel arises, the FOP will select an attorney from the list to represent the unit member regarding that particular criminal investigation. The FOP will inform the Employer of the selection of an attorney from the list. The County will pay the reasonable costs and expenses of an attorney selected from the agreed upon list regarding the pre-charge representation of the unit member in that case.

Section F. If the unit member is indicted or otherwise formally charged with a criminal offense (other than a non-incarcerable motor vehicle violation) for conduct occurring within the scope of employment, the Employer shall reimburse the employee for the reasonable cost of his/her legal defense, including appeals, if the member is found not guilty, the charges are dismissed by the court, or the prosecutor enters "nolle prosequi." The employer shall have no obligation to reimburse unit members if the unit member receives probation before judgment, enters a plea of guilty or nolo contendere, or is found guilty.

Section G. If the unit member receives no more than a stet as a result of the criminal charges, the Employer shall reimburse the employee for the reasonable cost of his/her legal defense, excluding appeals. If prosecution is later resumed as a result of a violation of the stet conditions, and if the unit member subsequently receives probation before judgment, enters a plea of guilty or nolo contendere, or is found guilty, the unit member will be obligated to reimburse the County for the monies previously paid in reimbursement of the unit member's legal defense costs.

Section H. Unit members shall utilize the following procedures for obtaining payment or reimbursement from the Employer.

- 1. The unit member shall apply for payment or reimbursement to Risk Management in a form acceptable to Risk Management and the FOP.
- 2. Upon receipt of a copy of the application from Risk Management, the County Attorney shall review the application for reasonableness of claimed fees and costs. The County Attorney shall forward his/her recommendations with respect to the reasonableness of the amount claimed to Risk Management, which will forward these recommendations to the employee.
- 3. If payment of the amount claimed is recommended by the County Attorney, Risk Management will pay the attorney or reimburse the employee.
- 4. If the payment is not recommended or the amount claimed is reduced by the County Attorney, the unit member, within ten working days after receipt of the recommendations, may apply for reconsideration by the Employer's Self-Insurance Panel. The Panel's decision regarding payment or reimbursement of claimed fees and costs shall be final and non-grievable.

Article 65 Automatic Vehicle Locator/ Portable Radio Locator

Section A. Automatic Vehicle Locator/Portable Radio Locator. The Automatic Vehicle Locator (AVL) and portable radio locator (PRL) are systems that allow the department to identify the location of police vehicles and portable radios that are equipped with GPS tracking capabilities. This is a critical officer safety tool and will greatly enhance the safety of employees who have fixed mount computers and GPS enabled portable radios. It is the intent of the County to limit the data storage for AVL/PRL to 365 days. In the event that the Employer should decide to change its AVL/PRL data storage requirements, the Union will receive advance notice of this change. [See Side Letter: AVL data is retained for 120 days: January 28, 2003.]

Section B Operation. The AVL/PRL systems do not report and store vehicle/radio locator data when the computer/radio is turned off. Employees assigned vehicles equipped with fixed mount computers are not required to have their computers turned on when they are not on duty.

Section C. Use of AVL/PRL Data.

- 1. The Employer may only use AVL/PRL data as a basis of discipline where the information was obtained after the Department reviewed a specific incident following:
 - a. an external complaint being filed concerning the incident (a non-police Department employee)
 - b. a pursuit;
 - c. uses of force arising out of the incident that result in injuries to anyone;
 - d. a collision involving a police vehicle;
 - e. a non-employee's claims of injury arising out of the incident; or
 - f. the Employer's reasonable basis to suspect that the AVL/PRL data would show an officer engaged in criminal wrongdoing or serious allegations of misconduct in violation of Department rules and regulations applicable to bargaining unit members. At the time of its review, the Employer shall enter the grounds for its reasonable basis in the log described in 2 or in a related case or investigative file.
- 2. A log will be kept to record access to all AVL/PRL data. The log will include the:
 - a. name of employee accessing;
 - b. reason for access;

c. date data access.

Section D. MPIA. The County agrees that it will deny all Maryland Public Information Act (MIPA) requests for stored AVL/PRL data on the movements and location of vehicles assigned to unit members until and unless a point is reached where court decisions establish that AVL/PRL data is public information subject to release under the MPIA. The County will defend its denials of MPIA requests for stored AVL/PRL data in the trial courts, and will continue to defend these denials in trial courts until and unless court decisions establish that AVL/PRL data is not confidential information. The County may, where appropriate, seek appellate review of court decisions ordering the release of AVL/PRL data, but is not required to do so. If the county chooses not to appeal, the employee shall have the right, as allowed by the Court, to continue the appeal at the employee's own expense.

Section E. Summonses. The County agrees that it will seek court protection from any subpoena or summons seeking stored AVL/PRL data on the movements and location of vehicles assigned to unit members, except for subpoenas issued by a grand jury, or a State or federal prosecutor. The County will seek protection from subpoenas and summonses in the trial courts, until and unless a point is reached where court decisions establish that AVL/PRL data is not confidential information. The County may, where appropriate, seek appellate review of court decisions ordering the release of AVL/PRL data, but the county is not required to do so. If the county chooses not to appeal, the employee shall have the right, as allowed by the court, to continue the appeal at the employee's own expense.

Section F. Notice to the FOP. Unless prohibited by court order, the employer shall notify the FOP upon receipt of a request for AVL/PRL data, including, but not limited to, an MPIA request, a subpoena, summons, or court order.

Article 66 Mobile Video Systems

Section A. Implementation.

- 1. The parties agree to institute a Mobile Video System (MVS) for designated police vehicles utilized for patrol and patrol-related functions. The MVS will accurately document events, actions, conditions and statements made during traffic stops and other incidents. Recordings will be utilized to enhance officer safety, as well as to accurately collect evidence, improve internal reporting, support investigations, enhance prosecutions, support training and accountability. All MVS equipment and recordings are the property of the Montgomery County Police Department, and all original recordings will be handled and treated as evidence.
- 2. The Employer will seek volunteers to be assigned a vehicle with an MVS. If the number of volunteers exceeds the number of available cameras, assignment of MVS will be made among volunteers on the basis of seniority. If there is an insufficient number of volunteers cameras shall be assigned on the basis of inverse seniority.
- 3. Notwithstanding section A(2), if an officer has received MVS training and operates a vehicle that is equipped with an MVS, the officer must use the MVS as described in this agreement. Through the administration of Article 35, if an officer is assigned a vehicle already equipped with an MVS, he/she will be trained to use the MVS and will use the MVS in accord with this agreement following training. The fact that a vehicle is equipped with an MVS will not delay the assignment of that vehicle.
- 4. Use of the MVS will comply with all applicable laws and this agreement.

Section B. Implementation Rules. The program shall be subject to the following:

- 1. MVS will be mounted in a safe manner.
- 2. Only officers trained in the proper use of the MVS will use the system.
- 3. At the beginning of each shift and prior to beginning patrol functions, officers will perform an

inspection and function test of MVS components in accord with their training to ensure that the MVS is operating properly. The inspection and function test will include the remote audio transmitter, the camera and its orientation/direction, and the recording mechanism. Any malfunction will in all cases be reported to the officer's supervisor in an expeditious and timely manner. Similarly, vehicles taken out of service for MVS repairs will be returned to service promptly.

- 4. Officers will wear their audio recording transmitter in the manner consistent with their training at all times while on duty.
- 5. Participants may, but shall not be required to, use the MVS while off-duty.
- 6. It is recognized that the duties of a police officer may require the officer to move out of range of the MVS, or that in performing certain investigatory and other functions it may be desirable to do so.
- 7. The MVS will automatically record when the vehicle's emergency lights are activated, or when the wireless audio transmitter is in operation.
- 8. The following must be recorded (both video and audio) and officers must not deactivate the MVS (stop the recording) until the situation is completely ended:
 - a. Traffic stops
 - b. Vehicular pursuits
 - c. Priority responses
 - d. Prisoner transports (video at a minimum; audio with consent as described below)
 - e. Crimes in progress.
- 9. Officers may deactivate the MVS when:
 - a. The incident or event is of such duration that the MVS may be deactivated to conserve recording times; and
 - b. The officer does not reasonably believe that deactivation will result in the loss of evidence, and;
 - c. The reason for deactivation has been recorded by the officer on the audio portion of the MVS prior to deactivation.
- 10. Officers may, with or without consent of involved parties, activate the video recording portion of the MVS at any time the officer feels that the recording may have merit. Examples of such uses include but are not limited to, suspicious situations, disorderly conduct, and crime and traffic collision scenes.
- 11. Officers may, with the consent of involved parties, make audio recordings at any time the officer feels that the recording may have merit. Such use may only be for law enforcement purposes.
- 12. Prior to audio recording, the equipment must give an audio warning with brief delay. After recording starts, equipment must give a constant visual signal.
- 13. Video recordings will be made of all prisoners while in transport in an MVS-equipped vehicle (officers must adjust the camera to visually record the prisoner). Officers will request the prisoner's consent to make an audio recording, and if consent is granted, an audio recording will also be made. If a prisoner who is being transported in an MVS-equipped vehicle requests that the audio recorder be activated, officers shall activate the audio recorder.
- 14. Whenever a recording is made of an event that results in a police report, the reporting officer must note that the recording exists, if known, and, if known, the name(s) of every officer who generated a recording.
- 15. Officers will not intentionally alter or modify MVS recordings or equipment.

Section C. Review, Storage, Copying, Dissemination and Retention.

1. Management shall have access to recordings for any legitimate matters unrelated to employee

performance or discipline, except as noted below in paragraph 2. All recordings will be used for official business only. The Employer shall not externally release any recordings unless required to do so by law.

- 2. The Employer may only use information contained in a recording as a basis of discipline where the information was obtained after the Department reviewed a specific incident on a recording following:
 - a. an external complaint being filed concerning the incident (a non-police Department employee)
 - b. a pursuit;
 - c. uses of force arising out of the incident that result in injuries to anyone;
 - d. a collision involving a police vehicle;
 - e. a non-employee's claims of injury arising out of the incident; or
 - f. the Employer's reasonable basis to suspect that a recording would show an officer engaged in criminal wrongdoing or serious allegations of-misconduct in violation of Department rules and regulations applicable to bargaining unit members. At the time of its review, the Employer shall enter the grounds for its reasonable basis in the log described in C or in a related case or investigative file.

Minor administrative infractions discovered during a review under sections 2(b)-(f) above will not result in disciplinary action. Disciplinary action under sections 2(b)-(f) above shall be limited to serious allegations of misconduct.

- 3. A log will be kept to record access to all recordings. The log will include the:
 - a. name of employee accessing recording;
 - b. reason for access; and
 - c. date recording was accessed.
- 4. No recording may be used for training purposes without the written consent of all officer(s) involved. Such consent may be withdrawn in writing.
- 5. The employee recorded and his/her FOP representative must be given timely access to the log described in subsection C normally within 3 business days of a request and before any interview concerning this recording.
- 6. All recordings will be destroyed after 210 days, unless the recording is, or may reasonably become, evidence in any proceeding. A recording will be retained if the FOP provides notice to the Department within 210 days of its potential use in a hearing.
- 7. No recording may be used for the purpose of performance evaluations.
- 8. Officers may review recordings that they generate. A unit member or the FOP may use the recording to rebut or respond to any allegations or charges against bargaining unit members.
- 9. Except for questioning under Article 43, § F, when any recorded incident or recording of any incident is used in any manner that involves questioning of any unit member by any person or entity, a full and complete copy of the recording shall be provided to the unit member at least one day in advance of such questioning.
- 10. All original recordings will be handled and stored in a manner that is consistent with existing evidence protocols.
- 11. Original recordings will not be released unless pursuant to a valid court order.
- 12. Within 30 days after the parties sign this agreement, the County shall seek an opinion from the Maryland Attorney General to determine whether MVS recordings are subject to release under the Public Information Act.

- 13. All external requests for copies of recordings, including subpoenas and summonses, will be reviewed by the County Attorney's Office. The County will notify the FOP of all such requests for MVS recordings/data involving unit members and solicit its opinion before determining whether the request will be granted or denied. If the County determines that a request cannot be denied under the MPIA, it will give the FOP an opportunity to file a reverse MPIA action and will not grant the original request until and unless a court orders that the recording/data be disclosed.
- 14. The Provisions of Article 64 apply to the use of MVS.
- 15. Except as required by law, no recording of an officer injury, death, or other action shall be released for publication of any kind without the prior express written consent of the unit member. Consent may be withdrawn by the unit member in writing. A copy of each written consent and withdrawal of consent shall be sent by the Employer to FOP 35.
- 16. Neither this agreement nor any use of MVS shall be construed as a waiver of any constitutional, statutory, civil, or other right by any unit member.
- 17. Whenever a recording is duplicated, the affected officer(s) will be notified, however, in the event of an internal investigation, the officer will be notified of the duplication at the earlier of the completion of the internal investigation or at the time the officer is given official notice of the investigation (MCP Form 242).
- 18. Officers are subject to discipline for violating the provisions herein. Factors such as negligence and intent may be relevant to the extent of discipline.

Article 67 External Review

The parties agree to continue studying, during the term of this contract, their respective proposals for the creation of an external review system for the consideration of external complaints against police officers. The parties have identified a number of complex issues regarding the relationship between an external review process and the LEOBR, the MPIA, the Open Meetings Act, and the due process rights of the participants, arbitrated hearing boards and finality of arbitration board decisions, which issues need to be resolved before an external review system can be adopted.

Article 68 Proposed Legislation Relating to Impasse Procedure

Section A. These article sections are subject to Bill 18-11 and the PLRA. Should any of the provisions in these articles conflict with the PLRA and Bill 18-11, or any other law, the law shall prevail.

The parties shall jointly submit proposed legislation to the County Council that would amend Montgomery County Code Chapter 33, Article V to provide for revisions in Sections 33-81 and 33-82 as specified below:

Section 33-81 Impasse procedure

- (a) unchanged
- (b) unchanged
- (c) Except as set forth below, all disputes over matters subject to collective bargaining shall be resolved by the single final offer package impasse procedure set forth in subsections (a) and (b).
 - (1) Reopeners.
 - (A) Where the parties agree by the terms of their collective bargaining agreement to bargain, by no later than a date certain that is identified in the collective bargaining agreement, particular matters that are specified in the collective bargaining agreement, the parties will be required to bargain in

- accordance with those terms. Each of the identified matters will be known as a "reopener matter."
- (B) Whenever the parties initiate collective bargaining pursuant to (c)(1)(A), the parties will choose an impasse neutral either by agreement or through the processes of the American Arbitration Agreement, who must make himself/herself available for impasse resolution within thirty days.
- (C) If, after bargaining in good faith regarding the reopener matter(s), the parties are unable to reach agreement on one or more of those matters within the length of time specified in the collective bargaining agreement, either party may declare an impasse.
- (D) When an impasse is declared pursuant to subsection (c)(1)(C), the dispute shall be submitted to the impasse neutral no later than ten days after impasse is declared.
- (E) The impasse neutral shall resolve the dispute in accordance with the impasse procedures set forth in Section 33-81(b), except that:
 - (i) the dates of that subsection shall not apply;
 - (ii) the impasse neutral shall require each party to submit a final offer regarding only the reopener matters; and
 - (iii) the impasse neutral shall select the most reasonable of the parties' final offers no later than ten (10) days after submission of those offers.
- (F) For the exception set forth in this subsection (c)(l) to apply, the parties must have identified in their collective bargaining agreement all of the following:
 - (i) the specific reopener matters to be bargained;
 - (ii) the date by which bargaining on each reopener matters will occur; and
 - (iii) the period of time during which bargaining on the reopener matters will occur and after which impasse procedures will be implemented.
- (2) Bargaining over effects of the exercise of Employer rights.
 - (A) Whenever the Employer notifies the Union that it intends to exercise any right listed in Section 33-80(b), the exercise of which will have an effect on members of the bargaining unit, the parties will choose an impasse neutral either by agreement or through the processes of the American Arbitration Agreement, who must make himself/herself available for impasse resolution within thirty days. The parties will engage in good faith bargaining regarding the effects of the exercise of the Employer right. If the parties are unable, after good faith bargaining, to bargain to agreement regarding the effect on employees of the Employer's exercise of its right, either party may declare an impasse.
 - (B) As to an exercise of an Employer right that has a demonstrated, significant effect on the safety of the public, upon declaration of impasse, the Employer may implement its last offer prior to engaging in impasse procedure. Neither party may delay any time requirements of the impasse procedure. The procedure set forth in this paragraph shall not be used in regards to matters that are mandatory subjects of bargaining other than the effects of the exercise of an Employer right.

- (C) When an impasse is declared pursuant to subsection (c)(2)(A), the dispute shall be submitted to the impasse neutral no later than ten days after impasse is declared.
- (D) The impasse neutral shall resolve the dispute in accordance with the impasse procedures set forth in subsection (b), except that:
 - (i) the dates of that subsection shall not apply;
 - (ii) the impasse neutral shall require each party to submit a final offer regarding only the effect on employees of the Employer's exercise of its right; and
 - (iii) the impasse neutral shall select the most reasonable of the parties' final offers no later than ten (10) days after submission of those offers and shall provide retroactive relief where appropriate.
- (E) If a decision has not been issued within twenty (20) days after final offers are submitted to the impasse neutral, the Employer may implement its final offer concerning the effects of the exercise of its right, pending final decision by the impasse neutral.

Section 33-82. Prohibited practices.

(a) The Employer or its agents or representatives are prohibited from:

* * *

(10) Delaying or refusing to participate in the procedures required by Section 33-81(c)(2) following implementation of a final offer regarding the effects of the exercise of an Employer right pursuant to Section 33-81(c)(2)(B).

Section B. These article sections are subject to Bill 18-11 and the PLRA. Should any of the provisions in these articles conflict with the PLRA and Bill 18-11, or any other law, the law shall prevail.

This Article represents the result of bargaining over a permissive subject of bargaining. Any dispute arising out of the application or interpretation of this Article is not grievable or arbitrable and may be submitted to the Permanent Umpire in accordance with Montgomery County Code Chapter 33, Section 33-82.

Article 69 Flight Officers

Section A. Compensation. Unit members assigned to the Aviation Unit or who perform as pilots, co-pilots, flight officer or observer duties aboard aircraft owned, operated or funded by, or under the control of the County or any County agency, shall be compensated as provided in this Article.

- 1. All compensation and benefits as provided under this agreement, and
- 2. A pay differential for all hours worked regardless of flight status:
 - a. Pilot and Co-Pilot \$3500 per year.
 - b. Observers and Flight Officers \$1500 per year. ¹⁰

Section B. Benefits. Unit members, regardless of assignment, who die as a result of or in connection with an incident involving any aircraft owned, operated or funded by, or under the control of the County or any County agency, shall not be excluded from, or their beneficiaries or estate denied any County provided benefit or insurance payment from the term life insurance benefits provided at the County's expense.

Section C. Impact of flight differentials on other Compensation and Benefits. For purposes of pay and benefits, the differentials created by this Article shall be treated as other differentials under this Agreement; however, these differentials shall be factored into overtime only for use of the skill during hours worked in

^{10.} Not funded by the County Council, FY 2011.

excess of the regular workday or workweek.

Section D. Limitations. The terms and conditions of this Article shall become effective upon the parties reaching a final agreement on all other aviation unit mandatory subjects of bargaining and the initiation of flight operations by the unit.

Article 70 Health and Wellness

The parties shall establish a Wellness Study Committee consisting of three Union representatives and three Employer representatives to review health and wellness issues involving unit members of the MCPD. The committee shall meet on or before July 1, 2009, and shall, upon majority vote, issue a report on June 1, 2010.

The FOP may participate in the existing County Joint Labor Management Wellness Committee. The FOP may have up to three representatives on the committee as well as one or more FOP appointed outside consultants.

Article 71 Employee Benefits Committee

- 1. Effective July 1, 2015, the parties shall jointly establish an Employee Benefits Committee through October 2015 (which may include UFCW Local 1994 MCGEO and IAFF Local 1664) to study, review, and evaluate the changes in employee benefit administration, including, but not limited to, cost share arrangements for possible implementation no later than January 1, 2017. By mutual agreement the parties may agree to begin meeting prior to July 1, 2015.
- 2. The Committee shall be composed of three (3) members appointed by the bargaining unit and three (3) members appointed by the County. In addition, each party may appoint one alternate member to the Committee. Either party may remove or replace its appointees at any time.
- 3. The Union representatives and the County representatives on the Committee shall each appoint a cochair of the Committee from the three (3) members selected by the County and three (3) members selected by the FOP.
- 4. The Committee shall meet no less than once monthly and additionally as necessary at the request of both co-chairs upon notice.
- 5. Either party may appoint one or more consultants (whose compensation shall be the responsibility of the appointing party) who shall be permitted to attend all Committee meetings and who shall advise the Committee members on subjects under Committee review. Upon request, either party shall promptly submit to the other party relevant information within a party's possession, custody or control for review by the other party and/or its consultant(s).
- 6. The Committee shall prepare a report of findings or recommendations for the parties regarding proposed changes in employee benefit administration no later than October 31, 2015.
- 7. This section may be modified by written agreement of the parties.

Article 72 Body Worn Camera System

Section A. A Body-worn Camera means a device worn on the person of a law enforcement officer that is capable of recording video and intercepting oral communications. This article applies to any Body Worn Camera System (BWCS). All recordings and recording devices will be used for official business only. Use of the BWCS will comply with all applicable laws and this agreement. Neither this agreement nor

any use of BWCS shall be construed as a waiver of any constitutional, statutory, civil, or other legal right by any unit member.

Section B. The provisions of Article 64 apply to the use of BWCS.

Section C. Location of BWCS. The BWCS will be worn in a manner consistent with department training (industry standards will be considered).

Section D. Use of Recordings.

- 1. The County will not use BWCS recordings in a discriminatory, arbitrary or capricious manner.
- 2. BWCS recordings shall not be routinely reviewed for the express purpose of discovering acts of misconduct or instances of poor performance without cause. An employee's supervisor may use BWCS recordings to address performance when cause exists. Any recording used must be reviewed with the subject employee prior to any documentation of performance. Any documented review will be included in the employee's supervisory file. The employee shall have the opportunity to respond in writing to the document. The response shall be attached to the supervisor's document. The employee and the employee's representative shall be provided access to the referenced recording if requested. Performance evaluation shall not be the sole reason for the employer retaining a recording beyond the agreed upon term.
- 3. Employees will be provided written notice from their immediate supervisor, or designee, of the County's intent to use BWCS recordings for the purpose of performance evaluations which result in a below average rating in one or more categories. This notice will be given at least four months prior to the end of rating period. Any recording supporting below average performance being referenced within the last four months of a rating period may also be used if the employee received written notice at least 30 days before the conclusion of a rating period. If a recording is referenced from the last 30 days of the rating period, the rating will serve as written notice. Any portion of a recording used by the County for the purpose of documenting below average performance in a performance evaluation will be reviewed with the subject employee and documented as a counseling session in accordance with Article 51, Section D, of the CBA.
- 4. Employees will be given written notice of the County's intent to rely upon BWCS as a basis of discipline for employees. This notice will be given when an employee is served with their internal investigation notice (MCP 242). The employee will be afforded the opportunity to review BWCS recordings related to the incident being investigated administratively with their selected representative at least five days prior to being interrogated.
- 5. Employees will be given written notice of the Department's intent to utilize BWCS recordings for training purposes. This notice and opportunity to review the recording, will be provided to the employee at least ten working days before the recording is used in the training venue. An employee captured in the video or audio may object to the use of the recording, in writing, to the Director of the Public Safety Academy (or designee) within five working days of receiving the notice of intent to use the recording for training as to any reason(s) why the he or she does not wish the recording be used. The Director of the Public Safety Training Academy (or designee) will consider any reason submitted by the employee before proceeding with use. The decision shall be based upon a determination as to whether the training value outweighs the member's objection.
- 6. Employees shall not record non-work related personal activity.

Section E. Release of Video

1. Release of BWCS video in absence of a specific request: The County will provide written notice to the FOP prior to the release of any BWCS recording to the public. In the event of an emergency or a bona fide public safety need the County may provide written notice after the release. This does not include release of recordings in connection with litigation. In events where there is no exigency, an employee captured in the recording may object to the use of the recording, in writing, to the Chief of Police (or designee) within two calendar days of receiving the notice of intent to release the recording as to any reason(s) why he or she does not wish the recording to be released. The Chief of Police (or designee) will consider any reason submitted by the employee before proceeding with the

release.

- 2. The release of recordings of an employee's death or injury shall not occur absent compelling law enforcement related reasons to release the recording or in situations where the release of those recordings are required by law.
- 3. The County shall ensure that all external requests for copies of recordings, including subpoenas and summonses, will be reviewed for compliance with applicable standards, including those imposed by law or by provisions of this Agreement. The County will maintain a log of all MPIA requests for BWCS video that it receives. The County will make this log, the underlying MPIA request, and the requested recording, available to the FOP for inspection. If the FOP objects to the release of any portion of the recording, it must promptly notify the County of its objection(s) and its intent to file a "reverse MPIA" action if the County decides to release the requested recording. The County will promptly notify the FOP of any decision to release the requested recording and the date and time of that release, unless the FOP first serves the County with a "reverse MPIA" action it has filed in a court of competent jurisdiction. The parties will make all reasonable efforts to provide each other with expeditious notice under this section given the relatively short time limits in the MPIA and its overall policy of providing the public with prompt access to public records without unnecessary delay.

Section F. Retention of Data

- 1. All BWCS recordings will be destroyed after 210 days, unless the Department deems it necessary to retain the recording for a longer period of time.
- 2. An employee may elect to save BWCS recordings for longer than 210 days if the recording was used to support a performance evaluation which resulted in a single category being rated as below requirements.
- 3. If an employee activates a BWCS generating a recording of a prohibited use or that is not a law enforcement related encounter or activity, the employee shall notify his or her supervisor promptly. Recordings deemed by the County to be recorded inadvertently and which are of no legitimate purpose to the County, shall be destroyed expeditiously.

Section G. Access to Recordings

- 1. A recording made by an employee may be reviewed by the recording employee for any work related reason, including but not limited:
 - a. to ensure the BWCS system is working properly.
 - b. to assist with the writing of a report or other official document.
 - c. to review/critique his or her own performance.
 - d. to review/prepare for court.
 - e. to respond to a civil suit, criminal investigation (if the employee is the subject of the investigation), citizen or administrative complaint; the employee shall have the ability to review their BWCS recording of the subject incident prior to making a statement.
- 2. Employees are not allowed to view another employee's recordings except for a work-related reason which is authorized by their supervisor,
- 3. An employee or the FOP shall have access to a BWCS recording that is directly related to any administrative investigation, or civil suit (where the employee is a named defendant).
- 4. When a recorded incident or recording of an incident is used to question an employee during a formal internal investigation, access to all BWCS recordings related to the incident shall be provided to the employee at least five working days in advance of such questioning.
- 5. Management shall have access to recordings for any legitimate matter.
- 6. A log will be kept to record access to all recordings. The log will include the:

- a. name of employee accessing the recording;
- b. reason for access with reasonable clarity;
- c. date recording was accessed, and
- d. the length of time it was viewed.
- 7. The employee recorded must be given timely and ongoing access to the log.

Section H. General Use

- 1. The County shall provide work time for employees to perform a function test of the BWCS in accordance with the manufacturer's recommendations and department policy.
- 2. Employees discovering a BWCS malfunction shall promptly report the malfunction to a supervisor.
- 3. If employees are unable to begin recording with the BWCS due to circumstances making it unsafe, impossible, or impractical to do so, employees shall begin recording with the BWCS at the first reasonable opportunity to do so.

IN WITNESS WHEREOF, the parties hereto have caused their names to be subscribed hereto by their duly authorized officers and representatives on the date(s) subscribed below.

FRATERNAL ORDER OF POLICE MONTGOMERY COUNTY LODGE 35		MONTGOMERY COUNTY GOVERNME MONTGOMERY COUNTY, MD
By.		By.
By: Torrie L. Cooke	Date	By: Date
President		County Executive
Ву:		By:
Lee Holland	Date	Marcus G. Jones Date
Chief Negotiator		Chief of Police
		By:
		Steven N. Blivess Date
		Acting Chief Labor Relations Officer
		Approved For Form and Legality
		By:
		Edward E. Haenftling, Jr. Date
		Associate County Attorney