

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 that the Permanent Umpire for the Police Labor Relations Law has certified that the Fraternal Order of Police, Montgomery County Lodge No. 35, the existing representative of employees in the Montgomery County Police Department, is designated as the exclusive representative for the purpose of collective bargaining for the unit of Master Police Officer I and II, Police Officer I, II and III, and Police Officer Candidate of the Montgomery County Police Department, pursuant to Chapter 33, Article V ' 33-75, *et seq.* of the Montgomery County Code.

Article 2 *Administrative Leave*

***Section A.* The president of the FOP shall continue to receive 1040 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 or 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, or is to serve on a jury;**
- 2. A full-time or part-time employee shall be granted paid leave for a maximum of 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, spouse's parent,

grandparent, spouse's grandparent, grandchild, legal guardian, 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.

- 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.**

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.**

Article 3 Agency Shop and Dues Checkoff

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.

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 or the resolution of disputes concerning agency service fees, 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. 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 County will remit the amounts deducted to FOP at 18512 Office Park Drive, Gaithersburg, Maryland 20886, 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.**

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**.**

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 work week.**
- 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 Pay.

1. **Employees, other than MPO's, who are assigned Field Training Officer responsibilities shall receive an FTO differential of \$3.00 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.**

Basic Skills. 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.

Advanced Multilingual Skills. 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.

2. ***Certification.* Prior to becoming eligible for the pay differential, the unit member must successfully pass a language certification examination administered by the County Personnel Office. 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 unit members claiming advanced skills. The designation of a skill level is non-grievable and non-arbitrable. This program shall not be administered in an arbitrary, capricious or discriminatory manner.**

Upon certification by the Personnel Office, language translation/interpretation skills will be made a performance guideline on the officer's performance appraisal form.

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.**

Certified officers will indicate on their time sheets the multilingual skill code ML1 for Basic Skill certification, and ML2 for Advanced Skill certification.

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 a member is designated in a skill level, he/she may be transferred to an assignment where the skill is needed.

Article 6 Clothing Allowance

Section A. The clothing allowance will be the following amounts for eligible employees:

<u>CATEGORY</u>	<u>ANNUAL AMOUNT</u> 07/01/98 - 06/30/00	<u>ANNUAL AMOUNT</u> 07/01/00 - 06/30/01
Formal & Variety	\$1005.00	\$1035.00
Casual	\$427.00	\$440.00
Partial	\$293.00	\$302.00

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.
2. 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.
3. 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 \$70.00 per year for shoes, to be paid as provided in ' B of this Article.

Article 7 Communications Facilities

Section A. Bulletin Boards and Roll Call. The FOP shall have the exclusive use of the FOP bulletin boards in each station, geographical unit, and in headquarters. In each of said locations, the FOP shall have a mailbox and shall be allowed the use of interdepartmental mail. 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) under the following conditions:

1. Only after the usual roll call business is concluded;
2. Reasonable advance notice is given to the shift sergeant prior to roll call starting time; and,
3. Time allowed shall not exceed the regular conclusion of roll call.

The permission to address roll calls shall not be unreasonably withheld.

Section B. 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, Gaithersburg MD. 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. Fax. The FOP shall have use of police department FAX machines.

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. Access to E-Mail.

1. The FOP will be assigned a mailbox within the County's E-mail system (currently known as "MEMO") to be used for Lodge 35 business. The County will establish a dial-up account and provide the necessary software in order for Lodge 35 to access E-mail from its offices. Any costs incidental to this service shall be paid by the union.
2. The County will establish a bulletin board within the E-mail system for the posting of messages related to Lodge 35 business.
3. Unit members may use the County's E-Mail system for official Lodge Business.

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. Initiation of a Grievance.

- 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. At the option of the FOP, a grievance may be presented informally by an FOP Steward or other suitable official to the district or unit commander for resolution. If the grievance is not resolved at that 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 chief of police within twenty (20) calendar days after the president of the FOP 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 to the unit commander as provided above, an additional ten (10) days shall be added to the time provided. The FOP shall forward a copy of the grievance to the employee's immediate supervisor and district or unit commander. The grievance shall be set forth with reasonable clarity. The chief, or his designee, and representatives of the bargaining unit shall meet and discuss the grievance within twenty (20) calendar days after it is presented to the chief of police. The chief of police shall respond, in writing, to the grievance within twenty (20) calendar days after the meeting.**

Section D. Second Step of Grievance Procedure. **The FOP may appeal the decision of the chief of police by presenting a written appeal to the chief administrative officer for Montgomery County (hereinafter CAO) within fourteen (14) calendar days of the chief of police's decision. The CAO, or his/her designee, and representatives of the bargaining unit shall meet to discuss the grievance within twenty (20) calendar days after presentation of the appeal to the CAO. The CAO shall respond, in writing, to the grievance within twenty (20) calendar days of the meeting.**

Section E. Arbitration.

- 1. Upon receipt of the response from the CAO or upon expiration of the twenty day period referred to in subparagraph D above, either party may refer the grievance to arbitration by providing written notice to the other party within sixty (60) days after receipt of the response of the CAO by the FOP or within sixty (60) days after expiration of the twenty-day period referred to above. The arbitrator shall be chosen from a panel composed of persons agreed to by the parties.**
- 2. 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. Upon mutual agreement, the parties may meet in a pre-hearing conference on a case by case basis.

Section F. Arbitration Procedure. **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. Either party may request the arbitrator to determine whether the above standard has been met and to authorize the filing of briefs. The arbitrator must submit a written opinion regarding the grievance within thirty (30) days after the hearing. The requirements that the arbitrator's opinion be in writing may be waived only upon written consent of both parties. 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.**

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, but no other hearings) 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.**

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.

- 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/juvenile court.**
- 3. Notification of an inability to attend court shall be provided the court liaison officer so that postponements may be scheduled.**

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.**

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.**

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 a 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 job-related or more than fifteen days (15) if the cause was not job-related, the following condition will apply in addition to those (' 7.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 E. Added June 12, 1998 by Arbitration Award.]

Article 12 Seniority

Section A. Definition. Seniority of a bargaining unit employee is calculated based on the total service time as a police officer or police officer candidate in Montgomery County, except where breaks in service of two (2) or more years occur. 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 family medical leave used shall count toward seniority.

Section B. Dates of Employment. Dates of employment for bargaining unit employees shall include the service time from full time employment as a result of appointment to a permanent position as a police officer or police officer candidate in Montgomery County. In the event of a tie

regarding service time under these provisions, Academy class standing shall serve as the determining factor. Retirement time purchased on a "buy back" basis as a result of military service or service with other agencies in or outside Montgomery County shall not be counted.

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.

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 be credited with an equivalent amount of compensatory leave and must be scheduled to use the compensatory leave as soon as possible.**
- 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 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 work day is eight hours shall receive 22 hours of compensatory time.**
 - b. Employees whose regular work day is nine hours shall receive 24 hours of**

compensatory time.

- c. Employees whose regular work day 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.**

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. 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.****
- 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. 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.

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, 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.**
 - 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. Call-Back 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 call-back pay report shall be attached to the payroll voucher on which the call-back 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 engaged in work. The employee must be in readiness to perform actual work when the need arises or when called, and such work shall be of an emergency or highly unusual or specialty nature. Employees must be required to remain at their principal place of residence or provide the employer with an alternative telephone number or be available by pager when on stand-by.**
3. **PAGER is a portable electronic device which alerts the user that telephone contact with the caller is requested and where the caller must register a telephone number on**

the device.

4. ***PRINCIPAL PLACE OF RESIDENCE* means the employee's primary place of inhabitancy, or alternate residential location which permits direct access to a telephone and does not increase employee response time when called back to work.**
5. **Employees designated by a supervisor to remain available for work in a stand-by status shall be compensated at \$4.00 per hour.**
6. **An employee in authorized stand-by status must remain at the principal place of residence or provide the employer with an alternative telephone number where the employee may be reached, or be available and able to be contacted by pager.**
7. **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. **The requirement must be associated with the regularly assigned duties of the employee's position.**
 - d. **When there is a high probability that a specific incident will require an immediate response by one or more employees, those employees will be placed on stand-by by their supervisor.**
 - e. **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 recontact the employee and so advise the employee.**
 - f. **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.**
 - g. **Supervisors of units that have personnel on stand-by during any pay period will submit any required form with the time sheets for that pay period.**
8. **An employee shall not be eligible for stand-by pay while in call-back, overtime or regular pay status.**
9. **An employee will not be eligible for stand-by pay simply by virtue of having a pager. An employee must be specifically and formally designated by the supervisor 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 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.**
- 2. Officers contacted by a supervisor, or designee, while in 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 (usually within 10 miles) will be allowed "to and from" use of a county vehicle while in an on-call designation.**
 - b. Officers who live in the County and do not have a PPV shall be provided take home use of a vehicle while in an on-call status.**
- 4. Officers contacted by a supervisor, or designee, while in an on-call status shall be compensated at her/his overtime rate as follows:**

0-15 minutes	No Compensation
16-45 minutes	30 Minutes Compensation
46-60 minutes	60 Minutes Compensation

- 5. It is agreed that an officer who is "on-call" is not obliged to remain ready and available for duty unless placed on stand-by.**

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 call-back lists.**

Section K. Permanent Beat Team Work Hours

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. PO1s, PO2s, PO3s and MPOs will be eligible for voluntary placement onto the midnight shift. MPOs shall bid with other MPOs 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 PO2 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 preceding the quarter of their assignment.**
 - 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. Assignment to the midnight shift may not occur unless a vacancy exists and cannot occur if notice of assignment changes have been given for the next fiscal quarter changes unless a vacancy exists.**

- 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.**

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 county-wide 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

1. **The relationship between the academy instructor/FTO and the trainee will be a teacher/student relationship. Instructors/FTO's 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. 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 all unit members to sign up for overtime. Selections will be made from the list on the basis of seniority, unless the nature of the overtime event requires specific skills, knowledge or abilities peculiar to certain officers on or off the list or the event requires the deployment of four or more officers for bona fide training. 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.

Section N. Overtime Callback Lists

1. There shall be a list which is used by department designee(s) to fill unit staffing shortages on an overtime basis.
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. Eligible employees shall be all FOP bargaining unit employees.
3. The participants on the list shall be rotated and ranked by seniority as defined in 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.**

Article 16 Parental Leave

Section A. Parental Leave. **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;**
- 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 the difference between normal county salary and the amount received under the worker's compensation law for the period of temporary disability. 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, Employee Claim Form, WCC Form C1, Appendix E (or its successor) shall be attached to the departmental form (presently the Supervisors Incident Investigation Report form), and provided to the employee. Employees are not required to sign or attest to the SIIR form (or its successor).**

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 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.**

- 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. 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.**

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 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 recredited 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 nonservice-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 recredited 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 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.

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 Recredited 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 recredited 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 recredited 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.**
- 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.**

Section B. Eligibility. **Leave without pay is a privilege that may be granted to an employee at the discretion of the chief administrative officer or other designated official. However, an eligible employee shall be allowed to use leave without pay for FMLA purposes in accordance with Article 59 of this Agreement.**

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

1. **Leave without pay may be granted for a period not to exceed one year.**
2. **In grants exceeding 90 days, the chief administrative officer may require the employee to waive reinstatement rights and privileges to the position vacated.**

Section E. Effect on Other Actions

1. **If an employee is granted leave without pay 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 on approved leave without pay.**

Section F. 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.**

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. 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.**

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.**
- 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:**

- 1. Deferred compensation program and policy to include both the Hartford plan and the new Fidelity plan. The Fidelity plan includes all conditions approved for the County Fidelity plan through August 31, 1995.**

The parties agree to jointly review the deferred compensation program to evaluate any possible alternatives that would allow for rollover of accounts. If alternatives exist and the parties agree, the Agreement shall be amended accordingly. Absent agreement, there shall be no change.

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.

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 nonbusiness 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).**

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 June 30, 1992. In addition, this benefit shall extend coverage to include contact lenses in lieu of eyeglasses. Costs shall be shared as provided in ' A.

Section C. Prescription Drug Plan. Employees will continue to be permitted to participate in the County-wide prescription drug benefit program, either single or family coverage, at the employee's option. The plan shall provide for a maximum co-pay amount of five dollars (\$5.00) per prescription for generic or mail order whether single or family coverage and ten dollars (\$10.00) per prescription for brand name whether single or family coverage. Costs shall be shared as provided in ' A.

Section D. Insurance Cost Containment. All members of the bargaining unit participating in insurance programs offered to County employees shall be subject to the benefits and conditions of the second opinion program in effect on January 27, 1985. The County shall notify each unit member in writing of the details of this program through the police department and each member of the unit will be required to sign for the same.

Section E. Indemnity Plan Options. Unit members shall be eligible to participate in Prudential Plus and CHOICE or their successors.

Section F. PRU PLUS/CHOICE. The FOP and the County shall promptly begin a study of the Prudential Plus/Choice Plan currently covering Montgomery County Public School [MCPS] employees and attached [as Appendix D] to this Article. If the County determines to offer that plan (or similar, mutually agreed upon plan) to members of the bargaining unit at any time, ' G, below, shall become effective.

Section G. Indemnity Option. After allowing members of the bargaining unit a one time opportunity to transfer into the Prudential Indemnity Plan, the County may close that plan to new enrollments. The County may, at its option, terminate the existing Pru Plus/CHOICE Plan. The FOP will use its best efforts to inform members of the bargaining unit of the advantages of their selecting the new Pru Choice Plan rather than the indemnity plan.

Section H. Number of Additional Plans. **Effective July 1, 1994, by agreement, the County closed the GHA, Columbia, Health Keepers, and Health Plus plans to new enrollees. Effective January 1, 1995, by agreement, the County may discontinue its contribution to the medical spending accounts.**

Section I. 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 J. 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 indemnity plan (unless closed pursuant to ' ' F and G, *supra*), point of service plan, and all existing HMOs to enrollees of the terminated plan[s].**

Section K. Other Benefits. **The County shall also contribute 80% of the premiums determined for any calendar year for benefit plans not included in ' A. 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 L. Prudential Indemnity Deductibles. **Effective January 1, 1995, Prudential Indemnity Plan deductibles were increased to \$200.00 for single coverage and \$400.00 for family coverage.**

Section M. Premium Calculations. **Premiums for all plans shall be established using standard actuarial principles or actual rates being charged by the carrier or HMO with any existing "cross subsidies" being reduced by 50% for calendar year 1995 and in their entirety for calendar year 1996. Covered employees for premium calculation purposes shall include all employees receiving the same benefits.**

Section N. Discontinuance of Indemnity Plan. **Effective January 1, 1998 the Indemnity Plan shall be closed and replaced with the agreed Point of Service (POS) plan. Unit members shall select another plan during the Fall 1997 transfer season.**

Section O. 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 P. Retiree Health Benefits **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 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.

Section Q. 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 R. Dental Maintenance Organization **Effective January 1, 2000, the Employer shall offer an optional DMO.**

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

Section T. 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 to age 70. There shall be no prequalification 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.**

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). 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 325, dated July 1, 1997, as agreed by the parties, shall remain in effect to the extent it deals with negotiable terms and conditions of employment.**

Article 26 Non-Discrimination

Section A. **All terms and conditions of employment contained in this Agreement shall be applied to all employees without discrimination on the basis of race, color, creed, sex, marital status, religion, union or political affiliation, country of origin, age, sexual orientation, or disability.**

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

Section C. **If an alleged violation of this Article is pursued by a grievant in any statutory forum, such as a court or administrative agency, the violation shall not be the subject of a grievance under this Agreement.**

Section D. **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 and MPOs.**

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.**
- 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.**

Section C. Request Procedure

- 1. Approval from the chief of police or designee via a Secondary Employment Request (MCP #307, revised 7/1/96) must be obtained by an employee prior to engaging in any outside employment, except as stated in ' C.3.**
- 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 Employer Agreement for Security Related Work (MCP #305, revised 7/1/96) 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 MCP #305 must be completed prior to the employee working any security related secondary employment. However, in every instance, the approval process (MCP #307) 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. Indefinite Approval: 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.**
 - b. Twelve Month Approval: 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.**
 - c. 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.**
- 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.**
- 8. All MCP #305 and #307 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.**

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 will not use any police equipment or exercise any police authority while engaged in any secondary employment while their police powers are suspended.**
6. **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.**
7. **No employee shall engage in business with the Montgomery County Government without first revealing his/her employment status with the County.**
8. **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.**
9. **Employees will not divulge their association with the department in the course of their**

employment as a sales person.

- 10. 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.**
- 11. 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.**
- 12. School Bus Operator - No employee of the department shall operate a school bus immediately after working a midnight shift.**
- 13. 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.)**
- 14. Employees may not use confidential information gained in county employment for outside financial gain or for any purpose other than use in county employment.**
- 15. Employees, while on duty, may not accept or solicit referrals for their secondary employment.**
- 16. 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.**
- 17. PPVs may be driven to the job site.**
- 18. 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.**

Section E. Security Related Secondary Employment

- 1. No employee shall work in security related secondary employment unless:
 - a. The employee completes both the MCP #305 and MCP #307.**
 - 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, where the police department normally provides police service and is prohibited within the City of Takoma Park.**
- 2. Employees may work secondary employment in uniform only as a watchman or surveillance guard. [At time of printing traffic direction in uniform was being negotiated, subject to certain limitations, e.g. any required DOT permits must be obtained.]**
- 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.**
 - 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 work week, 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.**

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

- 1. Weapons/Protective instruments (carried in an inconspicuous manner unless uniformed): Handgun; OC spray; ASP baton; and Maglight flashlight**
- 2. Portable radio; Ballistic vest; Handcuffs; MCP badge and credentials**

- 3. Baseball cap (uniformed only)**
- 4. Employees may wear the brown 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, ASP and portable radio must be worn by the officer.**

Section H. Cancellation of Employment. Any employee who ceases or cancels secondary employment will forward the MCP #307, indicating cancellation, if:

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

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 by the chief of police or designee 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.

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. Retention of Assigned Increment Dates. In special circumstances, when it is deemed in the best interest of the County, an employee may be permitted by the chief administrative officer or designee to retain an increment date which would otherwise be subject to change as provided in this subsection.

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

Section F. 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 G. 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, 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 Workers' Compensation laws of Maryland, the increment shall not be delayed if the employee received a satisfactory evaluation in the preceding rating period.

Section H. 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 I. 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.

Article 29 *Physical Fitness 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	12 hours
Excellent	8 hours
Good	4 hours

Article 30 Uniforms and Equipment

Section A. **Employees shall be issued the equipment identified in Appendix I of this Agreement.**

Section B. 9mm Semi-Automatic Weapons.

- 1. The County will provide to all unit members a 9mm semiautomatic handgun. The department issued 9mm 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 buy from unit members one holster and one magazine pouch for the sum of 90% of what the County will pay for new holsters and magazine pouches of comparable quality and design as determined by the County.**
- 3. Upon execution of the buy back provision, the holster and magazine pouch become the sole property of the County and unit members will turn into the police supply section the holster and magazine pouch upon separation from the department.**

4. **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.

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 that begin within that period. 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.**

Section D. Investigator Badge **Investigators shall be issued "detective" badges as agreed.**

Section E. Turtleneck Sweater **The county shall issue black turtleneck sweaters with gold embroidered "MCP" initials to officers who 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 sleeved 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.**

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.

Article 31 Reopener

Section A.

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.
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.

1. In the event any noneconomic 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.

Article 32 Safety Committee

Section A.

1. The employer shall take all reasonable steps to preserve and maintain the health and safety of its employees and to that end agrees to establish a joint safety committee 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 committee. The committee 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 committee shall:
 - a. 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 committee for consideration and, after due consideration, the committee 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. Those employees attending Safety Committee 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 33 *Labor - Management Relations Committee*

Section A. Committee Created. **The parties agree to establish a Labor - Management Relations Committee ["LMRC"] which shall consist of four Lodge 35 representatives appointed by the president and four management representatives appointed by the employer.**

Section B. Meetings. **The committee shall meet at least quarterly at mutually agreed upon locations. Each side shall appoint a liaison who shall be responsible for coordinating and scheduling meetings.**

Section C. 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 D. 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

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 Program. **The number of PPVs available to members of the bargaining unit will not be reduced during the term of this Agreement. 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).**

Section B. Restrictions. **Vehicles assigned to unit members who reside in Montgomery County shall 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 officers living outside of Montgomery County shall be restricted to "to and from" use only.**

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 shall apply to these vehicles.**

Section D. General. **Eligible officers participating in the 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 program, or in cases of multiple offenses, termination of the officer's participation in the program.**

Section E. Program Objectives. **The goal of the PPV 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 PPV program subject to the limitations set forth below.**
- 2. Officers must reside in Montgomery County to be eligible for the PPV program.**
- 3. Officers will become eligible for permanent PPV assignment after satisfactorily completing probation in the PO I rank. PPVs will be assigned to eligible officers as the vehicles become available.**
- 4. All officers will be assigned marked police vehicles with the following exceptions:**
 - a. Investigative Services Bureau**
 - b. Management Services Bureau (except recruiters)**
 - c. District Investigative Sections**
 - d. Special Assignment Teams**
 - e. Tactical Section**
 - f. Office of Internal Affairs**
 - g. Office of Media Services**
- 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 PPVs. 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 PPV pursuant to Article 12 *Seniority*.

Section G. Program Regulations. **The following regulations apply to all participating officers as well as those officers using PPVs 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 will not be operated within four (4) hours after the officer has ingested any amount of alcohol. PPVs 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 except when they are seized as evidence or contraband.**
- 3. Officers will not use the PPV as a part of secondary employment, except as provided in this Agreement.**
- 4. a. Officers operating or riding in the PPV 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, nonuniform 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 in nonuniform clothes will make traffic stops only when inaction would reflect unfavorably upon the department.**
- 6. Off-duty officers in nonuniform 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.**

7. **The PPV 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, shotgun, 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. PACA vests and all other uniform equipment will be removed from the passenger section of the vehicle and stored in the trunk of the PPV 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. The participating officer will ensure that unauthorized persons do not handle department weapons or equipment.**
9. **Only department-issued shotguns will be carried in PPVs and such shotguns must be carried in the electric rack where provided.**
10. **Unattended PPVs must be locked at all times.**
11. **The chief of police or his/her designee, may temporarily assign PPVs 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.**
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.**
13. **Officers 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.**
14. **In instances of short duration (less than one week), PPV participants may permit the off-duty use of their PPVs by officers eligible for the program without prior notification or approval of the chief of police or his/her designee. However, 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 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 by officers who are not eligible for the program.**
17. **No unauthorized personnel are permitted to operate the PPV 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 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. FOP organizational emblems may be attached to the PPV.**

Section H. PPV 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, 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 removed 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 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 except in unusual circumstances.**
8. **Traffic accidents encountered by officers off-duty in a PPV will be handled in accordance with departmental policy, except for the following types of accidents: fatal accidents, serious personal injury accidents when the victim is transported; hit and run accidents when evidence or witnesses exist; and accidents involving government-owned vehicles. These accidents will be handled by on-duty units. The procedure for submitting the accident 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 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 status. Response to an incident while in an off-duty PPV 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 on MCP #44, the officer will strike the words "call back" on line #2 and insert the name of the supervisor who authorized the overtime. The words "off-duty PPV response" will be written next to the supervisor's name on the same line.**

Section J. Maintenance Procedures. **Officers assigned PPVs are responsible for the maintenance and care of the vehicle in compliance with Function Code 421.C. Vehicle Maintenance/Care, dated July 1, 1996 and are not relieved of that responsibility when permitting another officer to operate the vehicle.**

Section K. Equipment Modifications/Additions

1. Approved Modifications or Additions

- a. Standard broadcast radios (AM; AM/FM; AM/FM Tape)**
- b. Tape or disc players**
- c. Radio or tape player speakers**
- d. Standard broadcast radio antennas**
- e. Citizen band radios**
- f. Auxiliary driving lights**
- g. 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 than the tire; and must be purchased at the officer's expense**
- h. VHF scanners/monitors**
- i. Cellular or digital telephones**

2. Privately-Owned Electronics Installation Restrictions

- a. 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. Power take-off points will be specified and approved by the chief of police or his/her designee.**
- 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 installation, relocation, servicing, or repair of any privately owned electronics equipment. All privately-owned electronics equipment will be installed at the participating officer's expense.**

- d. All privately owned electronics and associated hardware (brackets, antennas, etc.) will be removed 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.
- e. Auxiliary driving lamps will be installed with a switch which allows either the high beams or the driving lamps to light. Further, the dimmer which operates the high beam must also operate the driving lamps.

3. Approved Electronic Installation Points

- a. An officer must obtain approval from the chief of police or his/her designee, for the installation points for private electronic equipment. The officer will forward the original of the approval form to a department designee and will retain the copy.
- b. Radio antennas supplied by the vehicle manufacturer or those similar in design may be installed in the pre-drilled location. Vehicles without pre-drilled antenna holes have a built-in antenna for radio hookup.
- c. Citizen band radios will be installed to permit easy removal and installation and must be approved by the chief of police or his/her designee, prior to mounting. CB radios will be removed by the officer prior to maintenance of the vehicle or police radio. CB radio antennas will be the base loaded type which will attach to the front lip of the trunk lid in the center. Attachment and removal must be done without drilling holes in the vehicle.

- 4. All equipment, not specified, will be approved on an item-by-item basis by the chief of police or his/her designee.

5. Prohibited Modifications

- a. Beauty rims may not be affixed to vehicle wheel rims because they may cut the valve stems and create a safety hazard.
- b. Colored sealed beams will not be permitted in the spotlight or headlights.
- c. No substitutions for any of the lamps in the beacon ray can be made.
- d. Except as provided in this Article, no modification/additions to the PPV may be made without the written approval of the chief of police or his/her designee.

Section L. Required Issued Equipment. The following equipment must be carried in the PPV at all times and maintained in proper working condition:

- 1. Fire extinguisher and bracket (Equipment Division Supplied)

2. **Flares**
3. **Equipment carrying bag**
4. **Gas mask**
5. **Night stick or ASP**
6. **Tactical duty helmet**
7. **Traffic vest**
8. **Traffic gloves**
9. **First aid kit (MCP 1)**
10. **Latent print kit (MCP 10, if issued)**

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.**

Section N. Use of Vehicles for Business. **Subject to the availability of fleet vehicles, officers not assigned a PPV may use a fleet vehicle to travel to/from their district station 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 program, 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 program, the officer will be issued a vehicle consistent with current practice.**
2. **Officers transferring from SID and SOD who use specially equipped vehicles (special weapons holders, special radio equipment), shall leave that vehicle with the unit and receive either the PPV of the officer replacing him/her, or he/she shall be placed at the top of the vehicle waiting list.**
3. **This section shall reopen if a change is made to distribution of mobile data terminals.**

Article 36 Wages

Section A. First Year. **Effective the beginning of the first full pay period following July 1, 1998 the general salary schedule for unit members shall be increased by 2% across the board.**

Section B. Second Year. **Effective the beginning of the first full pay period following July 1, 1999 the general salary schedule for unit members shall be increased by 2.5% across the board.**

Section C. Third Year. **Effective the beginning of the first full pay period following July 1, 2000 the general salary schedule for unit members shall be increased by 2.7% across the board.**

Section D. Salary of Police Officer Candidates. **Effective the first full pay period following July 1, 1998 the pay rate of POCs will increase 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.**

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 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* This [Section] became effective April 11, 1999 and will expire on June 30, 2001.**

[Section F Added August 1999.]

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.**

***Section B.* It is expressly understood that a unit member scheduled for a special medical/ psychological exam 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 a physician, psychologist or health professional as a result of the special medical/psychological exam except as required by law.**

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.

Section B. Amount and Qualification

- 1. First Year. From July 1, 1998 to June 30, 1999, the level of tuition assistance will be \$730 per year.**
- 2. Second Year. From July 1, 1999 to June 30, 2000, the level of tuition assistance will be \$780 per year.**
- 3. Third Year. From July 1, 2000 to June 30, 2001 the level of tuition assistance will be \$830 per year.**

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. First and Second Years

For the first and second years of this agreement, officers shall receive ninety-five cents (\$.95) 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 fifteen cents (\$1.15) for each hour worked on a shift that begins on or after 8:00 p.m. and before 5:59 a.m.

Section B. Third Year

Effective July 1, 2000, officers shall receive one dollar and ten cents (\$1.10) 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 thirty cents (\$1.30) 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 727 of the Law Enforcement Officer's Bill of Rights ("LEOBR", Article 27, Section 727, *et seq.*, Annotated Code of Maryland) who is the subject of a sustained complaint involving proposed punishment which is not summary punishment as defined by the LEOBR ' 734A, 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 ' 734A(2)(iii).
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 ' 727(d)(1). 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 processed pursuant to Article 27 ' 731 (c) of the Annotated Code of Maryland, in effect as of 1/26/96.**
- 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 732 or 734.**

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. Personnel Regulations. **The parties agree that there will be no change in ' 27-3 of the Personnel Regulations of 1986 (as amended through August 1988) during the term of this Agreement.**

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 least 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

I do not wish the union to receive this document

Employee's Signature

Date

Section E. Investigatory Files. The employer agrees that investigatory files will be provided free of charge.

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 to unit positions 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 twenty (20) days shall receive the rate of pay of the higher classified job retroactive to the first day the unit member assumed the higher position.**

Section D. Review of Examinations. **All unit members participating in any promotional process for a position within the unit shall be given the opportunity to review all of their examination test scores. Unit members participating in a promotional process for a position outside the unit shall have the substantive and procedural rights accorded by state law.**

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.**

Article 45 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.

Article 46 Protection From Communicable Diseases

Section A. 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 B. 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 C. Flu and Hepatitis Shots **The Employer shall provide hepatitis and flu shots to unit members desiring same.**

Article 47 *Duration of Contract*

This Agreement shall become effective on July 1, 1998 and terminate on June 30, 2001.

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.

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 (8) as authorized to review the contents of an employee's personnel file on a "need to know" basis.**

Section B. Custody and Review

1. **The Personnel Office shall maintain the official personnel file for each County employee.**
2. **The Occupational Medical Section, Department of Finance shall maintain the official medical records file for each County employee.**
3. **An employee's medical records file becomes a part of the employee's official personnel file when the Personnel Office has received an application for workers' compensation, disability retirement, normal retirement, long term disability claim or upon termination of employment.**
4. **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.**
5. **Supervisors may maintain a file on each employee under their direct supervision.**
6. **Employees are encouraged to review their personnel records at least once each year.**
7. **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.10) and is provided an opportunity to submit a rebuttal, if desired, to be included in the file.**
8. **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. **Personnel director or designee. (Need to know basis)**
 - e. **Member of Merit System Protection Board or designee. (Need to know basis)**
 - f. **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.)**
 - g. **Chief administrative officer or designee. (Need to know basis)**
9. **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.8 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.**
10. **The release of information from an employee's medical file to anyone other than the employee, the county attorney's office, personnel director, or his designee requires a signed authorization 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.**
11. **Except as provided at Section B.8 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.**

- 12. Restricted Duty Unit files shall be maintained in the Police Personnel 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.**
 - l. Copy of reprimands - limited to two years only.**

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, Department of Finance, 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 and the Annual Skills Inventory and Career Development forms, limited to five years.**
 - g. Copies of commendations, awards, and disciplinary actions, including supporting documentation - limited to last five years.**
 - h. Written reprimands limited to the last two years.**
 - i. Copies of at-fault accident reports and supervisor documentation.**
 - j. Copies of training requests, approvals and certificates of completion.**
- 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/Trigon/Risk Management forms.

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.**

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.**

Article 52 Termination

Section A. Definition. **Termination is a nondisciplinary 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 (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 nonprobationary 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

Performance evaluations are not grievable except in cases of failure to follow established procedure.

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 has advised that it intends to create at least four such positions as needed to accommodate at least eight unit members 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 and thereby shares a full-time bargaining unit job. Work assignments shall be determined by the employer.
2. Eligibility is limited to bargaining unit employees who are or have held the rank of 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. Initially, priority of eligibility for the Job Sharing Program shall be by seniority, as defined in Article 12 *Seniority*. Thereafter, 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 sharing 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 Sharing 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 Benefits. 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 25% of the reduced salary.**
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) shall be 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 sub-section (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 per cent 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. a. The following rights and benefits shall be pro rated:
Tuition Assistance, Parental Leave, Disability Leave, Clothing Allowance, 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:
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 eight officers 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

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.**

Section B. Discontinued Retirement Service Plan

1. **A Discontinued Retirement Service Plan ["DRSP"] for FOP unit members shall be implemented as follows:**
 - a. **DRSP Implementation Period: Three years beginning [upon enactment of enabling legislation.]**

- b. **Eligible:** At least age 41 and 20 years credited service as of date of application.
- c. **Application Period:** Not less than 60 days before participation will begin.
- d. **Cooling off period:** Two weeks or such other, longer period as the County determines.
- e. **DRSP Participant Start Date:** First of any month during the first year of program implementation.
- f. **DRSP Termination:** Upon separation or at the end of two years, whichever occurs earlier.
- g. **Retirement Credit:** DRSP participants receive no retirement credit for service while in the program. DRSP participants remain members of the retirement system but are not credited with retirement credits for service. Initially, sick leave in excess of 80 hours shall be credited. Participants with less than 80 hours sick leave may not credit that leave initially. The balance of sick leave not credited initially shall remain in the participant's sick leave account. A DRSP participant desiring to purchase any other credits must do so before participation begins.
- h. **Average Final Earnings ['AFE']:** Average Final Earnings are calculated from the last day before DRSP participation commences.
- i. **DRSP Participants' Accounts:** Accounts (or sub-accounts) shall be established by the County. Funds equal to the amount of pension payments that the member would have received if s/he retired shall be maintained in these accounts.
- j. **Contributions:** Neither the employee nor the employer shall be required to contribute any regular retirement payroll contribution for members participating in the DRSP.
- k. **Normal DRSP Benefit:** A member who terminates service during or at the end of the DRSP participation period, will receive the credited service retirement benefit he/she would have received if the member had retired on the date DRSP participation began, adjusted for (1) sick leave credits retained upon initial participation; (2) sick leave credits earned after start of participation; and (3) consumer price increases to the amount retirement benefits would have been increased had the employee retired on the date of DRSP participation. In addition, the participant will receive the balance in the member's DRSP participation account.

l. Service-Connected Disability: Current disability retirement benefits apply to DRSP participants. However, any member who applies for a service-connected disability during or at the end of his/her participation period and ultimately receives a service-connected disability pension of at least 66.66% will receive his/her accumulated DRSP benefit, less an amount equal to the full actuarial value of regular retirement service credits which would have been earned during the period of participation. Should a participant's participation period expire prior to a final decision on a service-connected disability application, DRSP distributions may be withheld pending a final decision. Only the normal benefit shall be paid during this decision period, but shall be adjusted for full service-connected disability benefits if the disability retirement is approved.

m. Death Benefit: The death benefit payable at the death of a member who dies during or after his participation in the program will equal the regular ordinary death benefit provided for in the retirement law for retired employees, plus the balance of the member's participation account, plus all other death benefits, including life insurance and state and federal benefits.

A member's beneficiary may elect to receive the balance of the deceased member's participation account in a lump sum payment or in periodic payments, as explained below.

n. Form of Payment of Benefits from Participation Account: A member, or beneficiary if the member is deceased, can choose to receive the total balance of the participation account as: One lump sum after the member's retirement or death; as an annuity as permitted by the Internal Revenue Code; as a rollover paid directly by the County to an eligible retirement plan or as periodic payments in the same form as the member has elected to receive his retirement benefit.

o Rollover: Notwithstanding the provisions of "Form of Payment of Benefits from Participation Account" above that would otherwise limit a participant's election, a participant may elect, at the time and in the manner prescribed by the County, to have any portion of an eligible rollover distribution paid directly by the County to an eligible retirement plan specified by the participant in a direct rollover.

p. The program may be modified or, if necessary, terminated by the County if the Internal Revenue Service advises that the plan jeopardizes the qualification of the Employees' Retirement System.

q. All other provisions of Employees' Retirement System remain in effect.

2. *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 this program and when the parties learn of a meeting of the Council or any of its committees pertaining to the program, each party will promptly notify the other of the meeting date, time and place.

3. *Grievances*

- a.** Grievances claiming a violation of ' B. may be presented directly to the chief administrative officer [CAO]. The CAO, or designee, and representatives of the bargaining unit shall meet to discuss the grievance within ten (10) calendar days after the grievance is presented. The CAO shall respond, in writing to the grievance within ten (10) calendar days of the meeting. Either party may refer the grievance to expedited arbitration by providing written notice to the other party within fifteen (15) calendar days after receipt of the response by Lodge 35 or within fifteen (15) days after the expiration of the second ten (10) day period referred to above.
- b.** An Arbitration under this section shall be held before an arbitrator selected pursuant to Article 8 ' 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 B. Added June 12, 1998 by Arbitration Award; ' B.1 amended August 1999.]

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. [Legislation enacted.]

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.

- 3.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.
- 3.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.
4. 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.
5. The certified representative of police officers shall not be obliged to designate an individual to serve as a member of the Disability Arbitration Panel.
6. Section 33-43A (l)(1) of the Retirement Law, in effect as of October 27, 1997, is inapplicable to Lodge 35.

[Section E. Amended June 12, 1998 by Arbitration Award.]

Section F. Amendments. During January 1996, the Employer submitted to the Montgomery County Council the below described amendments to the Employees' Retirement System.

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 clarify 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 percent (3%) 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 H. Added June 12, 1998 by Arbitration Award, Legislation pending.]

Section I. Benefit upon social security retirement age **Upon attainment of the social security retirement age, members enrolled in the integrated retirement plans shall receive, instead of one (1) percent, 1.25 percent of average final earnings, or such greater percentage if required by the Internal Revenue Code. All other integration provisions shall remain in effect.**

[Section I. Added June 12, 1998 by Arbitration Award, Legislation pending.]

Section J. Amount of contributions for employees enrolled on or after July 1, 1978. Upon implementation of Section H above, and to the extent permitted by law and by the Internal Revenue Code, for employees enrolled on or after July 1, 1978, the amount of employee contributions must equal four (4) percent of regular earnings up to the maximum social security wage base and eight (8) percent of regular earnings in excess thereof.

[Section J. Added June 12, 1998 by Arbitration Award, Legislation pending.]

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.

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. Subject to resolution of outstanding issues, a Critical Incident Response Team ["CIRT"] shall be established. All communications between team members acting in their capacity as peer counselors shall be held in strict confidence.

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.**

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, 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.

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 supervisor, 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, 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) **A supervisor 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 supervisor 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) A supervisor 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 supervisor 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 supervisor.**
- (7) If the supervisor 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 supervisor 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 supervisor 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 supervisor 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 supervisor may designate leave as FMLA leave. The supervisor should designate leave as FMLA leave if the information available to the supervisor 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 supervisor 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.**

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.**

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 ("KSA's") 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 KSA's 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*

Section A. Changes to directives, rules and procedures referenced in agreement. **This agreement has been negotiated in the manner set forth in the Preamble. Negotiable matters pertaining to administrative procedures, department directives, and rules referenced in this agreement (including those that are part of any appendices) are subject to addition, change, amendment, or modification, only after specific notice is provided to the union with an opportunity to bargain and after the parties reach agreement. If no agreement is reached, the addition, change, amendment, or modification shall not be implemented.**

Section B. Changes to directives, rules and procedures not enumerated in agreement. **Changes to directives, rules and procedures not enumerated in this agreement, or the effects on employees of the employer's exercise of a management right as enumerated in Article 42 ' A, which involve matters appropriate for collective bargaining will be proposed by the County to the Union for bargaining. Thereafter, and before implementation, bargaining and agreement shall occur. Failing agreement, the dispute will be resolved pursuant to the impasse procedures (excluding dates) of Chapter 33, ' 33-81(b) of the Montgomery County Code.**

Section C. Procedures for Review of Directives **Draft copies of proposed changes to directives, rules, and procedures shall be forwarded to the Union along with a copy of the current directive, rule or procedure (if applicable.) All changes shall be identified in the draft document. The Union shall notify the Department of any comments it has regarding the draft document within fourteen calendar days from its receipt of the draft. Failure to respond shall be deemed a negative reply.**

IN WITNESS WHEREOF, the parties hereto have caused their names to be subscribed hereto by their duly authorized officers and representatives this _____ day of April 1998.

**FRATERNAL ORDER OF POLICE
MONTGOMERY COUNTY LODGE 35**

MONTGOMERY COUNTY, MARYLAND

**By: _____
Walter E. Bader
President**

**By: _____
Douglas M. Duncan
County Executive**

**Gregory J. Gill
Chair, Negotiations Committee**

**Carol Mehring
Chief of Police**

[Subsequent Amendments are noted in brackets]

**MEMORANDUM OF AGREEMENT
BETWEEN
THE MONTGOMERY COUNTY GOVERNMENT
AND
FRATERNAL ORDER OF POLICE
MONTGOMERY COUNTY LODGE 35, INC.**

Section A.

The County will be initiating a Permanent Beat-Team Work Schedule. This schedule will incorporate the use of a permanent midnight shift schedule over which the parties have bargained the effects. The permanent midnight work schedule will have the following components:

- 1. There shall be day, evening and night shifts.**
- 2. The day and evening work schedules shall rotate every two weeks.**
- 3. The schedule for midnight shift shall remain fixed.**
- 4. Weekends off shall rotate among shifts so as to evenly distribute weekend days off.**
- 5. State mandated in-service training may be held during hours other than regular work hours consistent with other provisions of the parties' term Agreement.**
- 6. Consecutive days off, as noted in this schedule, will continue.**
- 7. This Memorandum of Agreement shall be subject to Contract Article 8 *Contract Grievance Procedure*.**

Section B.

This Memorandum of Agreement becomes effective on July 1, 1996 and will expire June 30, 1998.

[Carried over into July 1, 1998 - June 30, 2001 Agreement.]

**FRATERNAL ORDER OF POLICE
MONTGOMERY COUNTY LODGE 35**

**MONTGOMERY COUNTY,
MARYLAND**

By: *Signed*

By: *Signed*

Walter E. Bader
President

Douglas M. Duncan
County Executive

Signed
Gregory J. Gill
Chair, Negotiations Committee

Signed
Carol Mehrling
Chief of Police