

**ORDINANCE NO. 6198**

**AN ORDINANCE RATIFYING A COLLECTIVE BARGAINING AGREEMENT BETWEEN THE CITY OF FAIRBANKS AND THE PUBLIC SAFETY EMPLOYEE ASSOCIATION**

**WHEREAS**, the City of Fairbanks and the Public Safety Employee Association have been operating under the terms of the 2019-2021 Collective Bargaining Agreement; and

**WHEREAS**, the City Administration and the Public Safety Employee Association have reached a tentative agreement on terms for a replacement contract; and

**WHEREAS**, the City of Fairbanks 2022 operating budget will be amended to include the increased expenditures as reflected in the attached fiscal note.

**NOW, THEREFORE, BE IT ENACTED BY THE CITY COUNCIL OF THE CITY OF FAIRBANKS, ALASKA, as follows:**

**Section 1.** That the attached Collective Bargaining Agreement is hereby ratified by the City Council.

**Section 2.** That this ordinance shall become effective upon ratification of the agreement by PSEA members.

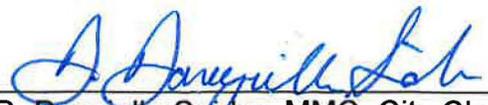
**Section 3.** That once ratified, the collective bargaining agreement will be effective January 1, 2022 through December 31, 2024.

---

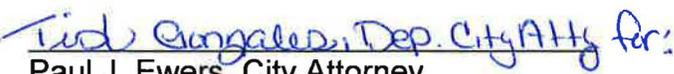
**Jim Matherly, City Mayor**

AYES: Cleworth, Gibson, Rogers, Therrien, Clark, Marney  
NAYS: None  
ABSENT: Matherly  
ADOPTED: March 14, 2022

ATTEST:  
  

---

D. Danyelle Snider, MMC, City Clerk

APPROVED AS TO FORM:  
  

---

Paul J. Ewers, City Attorney

**CITY OF FAIRBANKS**  
**FISCAL NOTE**

**I. REQUEST:**

Ordinance or Resolution No: 6198

Abbreviated Title: RATIFY PUBLIC SAFETY EMPLOYEE ASSOCIATION CBA

Department(s): POLICE & FECC

Does the adoption of this ordinance or resolution authorize:

- 1) additional costs beyond the current adopted budget? Yes X No \_\_\_\_\_
- 2) additional support or maintenance costs? Yes \_\_\_\_\_ No X  
 If yes, what is the estimate? see below
- 3) additional positions beyond the current adopted budget? Yes \_\_\_\_\_ No X  
 If yes, how many positions? \_\_\_\_\_  
 If yes, type of positions? \_\_\_\_\_ (F - Full Time, P - Part Time, T - Temporary)

**II. FINANCIAL DETAIL:**

EXPENDITURES:	2022	2023	2024	TOTAL
SALARIES AND BENEFITS [YEAR 1]	\$ 398,900	\$ 398,900	\$ 398,900	\$ 1,196,700
SALARIES AND BENEFITS [YEAR 2]	\$ -	\$ 15,590	\$ 15,590	\$ 31,180
SALARIES AND BENEFITS [YEAR 3]	\$ -	\$ -	\$ 24,000	\$ 24,000
<b>TOTAL</b>	<b>\$ 398,900</b>	<b>\$ 414,490</b>	<b>\$ 438,490</b>	<b>\$ 1,251,880</b>

FUNDING SOURCE:	2022	2023	2024	TOTAL
GENERAL FUND	\$ 398,900	\$ 414,490	\$ 438,490	\$ 1,251,880
<b>TOTAL</b>	<b>\$ 398,900</b>	<b>\$ 414,490</b>	<b>\$ 438,490</b>	<b>\$ 1,251,880</b>

The CBA provides increase in rates with an annual 2% increase for Year 2 to Year 20. The CBA adds 5% special pay for up to six Field Training Officers for all hours, an additional 1% special pay for Captain, and an additional 2% special pay for Deputy Police Chief. The CBA replaces double time with an overtime rate and .5 hours of compensation time per hour. The CBA also moves employees closer to their actual step by adjusting from Step 12 in Year 1 to Step 14 in Year 2 to Step 16 in Year 3. The fiscal note reflects savings in the amount of \$16,000 from changing the percent of increase per year to a flat 2%.

Reviewed by Finance Department: Initial mb Date 2/17/2022

**COLLECTIVE BARGAINING AGREEMENT**  
**BETWEEN**  
**THE CITY OF FAIRBANKS**  
**AND**  
**THE PUBLIC SAFETY EMPLOYEE ASSOCIATION**  
**FAIRBANKS POLICE DEPARTMENT CHAPTER**

**2022 - 2024**

This agreement is reached between the City of Fairbanks (Employer or City) and the Public Safety Employee Association (the Association or PSEA) for the uses and purposes herein mentioned.

**TABLE OF CONTENTS**

**ARTICLE 1 POLICY AND PURPOSE ..... 11**

**SECTION 1.1 POLICY ..... 11**

**SECTION 1.2 WELFARE ..... 11**

**SECTION 1.3 THE PURPOSES OF THIS AGREEMENT ARE: ..... 11**

**ARTICLE 2 DURATION..... 13**

**SECTION 2.1 EFFECTIVE DATE ..... 13**

**SECTION 2.2 COMMENCEMENT ..... 13**

**SECTION 2.3 TERMINATION ..... 13**

**SECTION 2.4 BINDING ..... 13**

**ARTICLE 3 RECOGNITION ..... 14**

**SECTION 3.1 RECOGNITION ..... 14**

**SECTION 3.2 CLASSIFICATIONS ..... 14**

        3.2.1 *Alaska Labor Relations Agency* ..... 14

        3.2.2 *Irresolvable Differences* ..... 14

**ARTICLE 4 NEGOTIATIONS ..... 15**

**ARTICLE 5 CITY – ASSOCIATION RELATIONS..... 16**

**SECTION 5.1 OBJECTIVE ..... 16**

**SECTION 5.2 EMPLOYEES OF THE CITY OF FAIRBANKS ..... 16**

        5.2.1 *Work Stoppage* ..... 16

        5.2.2 *Lockout* ..... 16

        5.2.3 *Duty to Perform* ..... 16

**SECTION 5.3 CITY, STATE, FEDERAL LAWS ..... 17**

**SECTION 5.4 ABSENTEEISM ..... 17**

**SECTION 5.5 FORMER CITY COUNCIL MEMBERS ..... 17**

**ARTICLE 6 MANAGEMENT RIGHT ..... 18**

**ARTICLE 7 PSEA SECURITY ..... 19**

**SECTION 7.1 AGENCY SHOP ..... 19**

**SECTION 7.2 CHECK OFF AND PAYROLL DEDUCTION ..... 19**

**SECTION 7.3 PAYROLL DEDUCTIONS/DIRECT DEPOSIT ..... 20**

**SECTION 7.4 MEETING SPACE AND BULLETIN BOARDS ..... 20**

**SECTION 7.5 LIST OF BARGAINING UNIT MEMBERS..... 20**

**SECTION 7.6 DISCRIMINATION/RELATIONS..... 20**

**SECTION 7.7 ASSOCIATION OBLIGATION..... 21**

**SECTION 7.8 SOLE REPRESENTATIVE ..... 21**

**SECTION 7.9 EMPLOYEE REPRESENTATIVE ..... 21**

**SECTION 7.10 PSEA STAFF ..... 22**

**ARTICLE 8 GRIEVANCE PROCEDURE ..... 23**

<b>SECTION 8.1</b>	<b>OBJECTIVE</b>	<b>23</b>
<b>SECTION 8.2</b>	<b>DEFINITION</b>	<b>23</b>
<b>SECTION 8.3</b>	<b>STEP ONE</b>	<b>24</b>
<b>SECTION 8.4</b>	<b>STEP TWO</b>	<b>24</b>
<b>SECTION 8.5</b>	<b>STEP THREE</b>	<b>25</b>
<b>SECTION 8.6</b>	<b>ARBITRATION</b>	<b>25</b>
8.6.1	<i>Arbitration Notice</i>	25
8.6.2	<i>Findings</i>	26
8.6.3	<i>Arbitrator</i>	26
<b>SECTION 8.7</b>	<b>SINGLE AND MULTIPLE GRIEVANCES</b>	<b>26</b>
<b>SECTION 8.8</b>	<b>EXPENSE</b>	<b>26</b>
<b>SECTION 8.9</b>	<b>WITNESS</b>	<b>27</b>
<b>SECTION 8.10</b>	<b>DECISION TIME FRAME</b>	<b>27</b>
<b>SECTION 8.11</b>	<b>GRIEVANCE SUBMISSION LEVEL</b>	<b>27</b>
<b>SECTION 8.12</b>	<b>ORIGINATING STEP</b>	<b>27</b>
<b>SECTION 8.13</b>	<b>PSEA OR CLASS ACTION GRIEVANCE</b>	<b>28</b>
<b>ARTICLE 9</b>	<b>EMPLOYEE BENEFITS AND RIGHTS</b>	<b>29</b>
<b>SECTION 9.1</b>	<b>RETIREMENT</b>	<b>29</b>
<b>SECTION 9.2</b>	<b>HEALTH BENEFITS</b>	<b>29</b>
9.2.1	<i>Health Insurance</i>	29
9.2.2	<i>IRS 125 Plan</i>	29
<b>SECTION 9.3</b>	<b>DEFERRED COMPENSATION</b>	<b>29</b>
<b>SECTION 9.4</b>	<b>INJURED EMPLOYEE RIGHTS &amp; RESPONSIBILITIES</b>	<b>29</b>
9.4.1	<i>Temporary Incapacity</i>	29
9.4.2	<i>Permanent Incapacity</i>	30
9.4.3	<i>Workers' Compensation Laws</i>	30
<b>SECTION 9.5</b>	<b>WORK RELATED INJURIES</b>	<b>30</b>
9.5.1	<i>Injury or Disability</i>	30
9.5.2	<i>Paid Administrative Leave</i>	31
9.5.3	<i>Light Duty</i>	31
9.5.4	<i>Federal and State Law</i>	32
<b>SECTION 9.6</b>	<b>PHYSICAL EXAMINATION</b>	<b>32</b>
<b>SECTION 9.7</b>	<b>"FOR CAUSE" EXAMINATION</b>	<b>33</b>
<b>SECTION 9.8</b>	<b>INDEMNIFICATION</b>	<b>34</b>
9.8.1	<i>Cause</i>	34
9.8.2	<i>Settlement</i>	34
9.8.3	<i>City Ordinance</i>	34
<b>SECTION 9.9</b>	<b>TRAINING</b>	<b>34</b>
<b>SECTION 9.10</b>	<b>PARKING</b>	<b>35</b>
<b>SECTION 9.11</b>	<b>CONDUCT BASED INVESTIGATION</b>	<b>35</b>
9.11.1	<i>Investigation of conduct subject to criminal action only:</i>	35
9.11.2	<i>Investigation of conduct both criminal and administrative actions:</i>	36
9.11.3	<i>Investigation of conduct disciplinary or punitive action only:</i>	37
9.11.4	<i>General Administrative Investigations Guidelines:</i>	39

<b>SECTION 9.12</b>	<b>RESERVED</b>	<b>40</b>
<b>SECTION 9.13</b>	<b>RESERVED</b>	<b>40</b>
<b>SECTION 9.14</b>	<b>USE OF LIE DETECTOR DEVICES</b>	<b>41</b>
<b>SECTION 9.15</b>	<b>FINANCIAL DISCLOSURE</b>	<b>41</b>
<b>SECTION 9.16</b>	<b>SEARCHES</b>	<b>42</b>
<b>SECTION 9.17</b>	<b>POLITICAL ACTIVITIES</b>	<b>42</b>
9.17.1	<i>In Uniform</i>	42
9.17.2	<i>On Duty</i>	42
9.17.3	<i>Solicitation</i>	42
<b>SECTION 9.18</b>	<b>REVOCAION OF DRIVER'S LICENSE</b>	<b>43</b>
<b>SECTION 9.19</b>	<b>BREAK AREAS</b>	<b>43</b>
<b>SECTION 9.20</b>	<b>POLITICAL PRESSURE</b>	<b>43</b>
<b>ARTICLE 10 FAIRBANKS POLICE DEPARTMENT (FPD) WORK RULES</b>		<b>44</b>
<b>SECTION 10.1</b>	<b>GENERAL RULES</b>	<b>44</b>
10.1.1	<i>Work Week</i>	44
10.1.2	<i>Reporting Late for Duty</i>	44
10.1.4	<i>Special Assignment Schedules</i>	44
10.1.5	<i>Shift Swaps</i>	44
10.1.6	<i>Time Off Between Shifts</i>	45
10.1.7	<i>Maximum Consecutive Hours Worked</i>	45
10.1.8	<i>Shift Bidding</i>	45
10.1.9	<i>Hardship Request</i>	46
10.1.10	<i>Personnel Assignments</i>	46
<b>SECTION 10.2</b>	<b>PAY FOR WORKING IN A HIGHER CLASSIFICATION.</b>	<b>47</b>
<b>SECTION 10.3</b>	<b>SCHEDULE CHANGES</b>	<b>47</b>
<b>SECTION 10.4</b>	<b>COURT ATTENDANCE</b>	<b>48</b>
10.4.1	<i>On-Duty Attendance</i>	48
10.4.2	<i>Off-Duty Attendance</i>	48
10.4.3	<i>Jury Duty</i>	48
<b>SECTION 10.5</b>	<b>SHIFT DEFINITIONS AND SHIFT DIFFERENTIAL PAY</b>	<b>48</b>
10.5.1	<i>Day Shift</i>	48
10.5.2	<i>Swing Shift</i>	48
10.5.3	<i>Midnight Shift</i>	49
<b>SECTION 10.6</b>	<b>OVERTIME / PREMIUM PAY (SEE ALSO, ARTICLE 4 AND SECTION 8.9)</b>	<b>49</b>
10.6.1	<i>Pay Increments</i>	49
10.6.2	<i>First Day of the Week</i>	49
10.6.3	<i>Employee's Twenty-Four-Hour Day</i>	49
10.6.4	<i>Personal Leave Used P.</i>	49
10.6.5	<i>Shift Differential Applied to Overtime</i>	50
10.6.6	<i>Work Force Over 12 Hours in a 24-Hour Period (WFO)</i>	50
10.6.7	<i>Work Force Over 12 Consecutive Hours (WFO)</i>	50
10.6.9	<i>Short Notice Vacancies</i>	50
10.6.10	<i>Medium Notice Overtime (More Than 11 Hours but Less Than 72 Hours)</i>	

10.6.11	<b>Long Notice Overtime (Greater Than 72 Hours Notice)</b>	51
10.6.12	<b>Special Mission Overtime</b>	52
10.6.13	<b>Other Overtime</b>	52
10.6.14	<b>No Volunteers / Forced Overtime</b>	52
10.6.15	<b>Forced Overtime Alternate Time Bucket Method</b>	52
10.6.16	<b>Errors in Awarding Overtime</b>	53
10.6.17	<b>Minimum Call Back Rate</b>	53
10.6.18	<b>Flex Schedule</b>	53
<b>SECTION 10.7</b>	<b>SPECIAL MISSION ASSIGNMENTS</b>	<b>54</b>
<b>SECTION 10.8</b>	<b>COMPENSATORY TIME OFF</b>	<b>54</b>
10.8.1	<b>Compensatory Time</b>	54
10.8.2	<b>Payment on Separation from Service</b>	54
<b>SECTION 10.9</b>	<b>MEAL BREAK</b>	<b>54</b>
<b>SECTION 10.10</b>	<b>RELIEF BREAKS</b>	<b>55</b>
<b>SECTION 10.11</b>	<b>TIME CHANGES</b>	<b>55</b>
<b>SECTION 10.12</b>	<b>TRAINING REQUIREMENT</b>	<b>55</b>
<b>SECTION 10.13</b>	<b>OFFICER VEHICLE PROGRAM</b>	<b>55</b>
<b>SECTION 10.14</b>	<b>POLICE PATROL SUPERVISION</b>	<b>55</b>
10.14.1	<b>Sergeants as Watch Commander</b>	55
10.14.2	<b>Sergeants Working as Watch Commander</b>	55
10.14.3	<b>Acting Lieutenants</b>	56
<b>SECTION 10.15</b>	<b>POLICE ADMINISTRATION</b>	<b>57</b>
10.15.1	<b>Deputy Chief and Captain Positions</b>	57
10.15.1.1	<b>PSEA Bargaining Unit Limitation</b>	57
10.15.1.2	<b>Deputy Chief Pay</b>	57
10.15.1.3	<b>Captain Pay</b>	57
<b>SECTION 10.16</b>	<b>STANDBY</b>	<b>58</b>
<b>SECTION 10.17</b>	<b>SCHEDULES</b>	<b>58</b>
10.17.1	<b>Blended Schedule</b>	58
10.17.2	<b>Forty Hour Work Week</b>	58
<b>ARTICLE 11</b>	<b>FECC WORK RULES</b>	<b>60</b>
<b>SECTION 11.1</b>	<b>GENERAL RULES</b>	<b>60</b>
11.1.1	<b>Work Week</b>	60
11.1.2	<b>Reporting Late for Duty</b>	60
11.1.3	<b>Consecutive Days Off</b>	60
11.1.4	<b>Special Assignment Schedules</b>	61
11.1.5	<b>Shift Swaps</b>	61
11.1.6	<b>Time Off Between Shifts</b>	61
11.1.7	<b>Maximum Consecutive Hours Worked</b>	61
11.1.8	<b>Shift Bidding</b>	61
11.1.9	<b>Hardship Request</b>	62
11.1.10	<b>Personnel Assignments</b>	62
11.1.10.1	<b>Disciplinary Reassignment</b>	62
11.1.10.2	<b>Temporary Assignments</b>	62
11.1.11	<b>New Hires Shift Assignment</b>	63

11.1.12	<b>Plan for Individual Improvement Scheduling</b>	63
<b>SECTION 11.2</b>	<b>PAY FOR WORKING IN A HIGHER CLASSIFICATION.</b>	<b>63</b>
<b>SECTION 11.3</b>	<b>SCHEDULE CHANGES</b>	<b>64</b>
<b>SECTION 11.4</b>	<b>COURT ATTENDANCE</b>	<b>64</b>
11.4.1	<b>On-Duty Attendance</b>	64
11.4.2	<b>Off-Duty Attendance</b>	64
11.4.3	<b>Jury Duty</b>	64
<b>SECTION 11.5</b>	<b>SHIFT DEFINITIONS AND SHIFT DIFFERENTIAL PAY</b>	<b>65</b>
11.5.1	<b>Day Shift</b>	65
11.5.2	<b>Swing Shift</b>	65
11.5.3	<b>Midnight Shift</b>	65
<b>SECTION 11.6</b>	<b>OVERTIME / PREMIUM PAY (SEE CHART IN APPENDIX A) (SEE ALSO, ARTICLE 4 AND SECTIONS AND 8.9)</b>	<b>65</b>
11.6.1	<b>Payment Increments</b>	65
11.6.2	<b>First Day of the Week</b>	65
11.6.3	<b>Employee's Twenty-Four-Hour Day</b>	65
11.6.4	<b>Personal Leave Used</b>	65
11.6.5	<b>Shift Differential Applied to Overtime</b>	66
11.6.6	<b>Work Forced Over 12 Hours in a 24-Hour Period (WFO)</b>	66
11.6.7	<b>Work Forced Over 12 Consecutive Hours (WFO)</b>	66
11.6.8	<b>Volunteered Overtime</b>	66
11.6.9	<b>Short Notice Vacancies</b>	66
11.6.9.1	<b>FILLING VACANCY WITH ON-DUTY STAFF</b>	<b>66</b>
11.6.9.2	<b>FILLING VACANCY WITH OFF-DUTY STAFF</b>	<b>67</b>
11.6.9.3	<b>FILLING VACANCY FOR 12-HOUR SHIFT SCHEDULE</b>	<b>67</b>
11.6.10	<b>Medium Notice Overtime</b>	67
11.6.10.1	<b>POSTING OF OVERTIME</b>	<b>67</b>
11.6.10.2	<b>12-HOUR SHIFTS</b>	<b>67</b>
11.6.11	<b>Long Notice Overtime - (Greater Than 72-Hour Notice)</b>	67
11.6.11.1	<b>POSTING OF STAFFING OVERTIME</b>	<b>67</b>
11.6.11.2	<i>Order of Dispatch Staffing</i>	68
11.6.12	<b>Other Overtime</b>	68
11.6.13	<b>Overtime Bidding – Voluntary</b>	68
11.6.13.1	<i>Sign-up All</i>	68
11.6.14	<b>No Volunteers / Forced Overtime</b>	68
11.6.15	<b>Force Hours Pay Rate</b>	68
11.6.16	<b>Force Overtime</b>	69
11.6.16.1	<i>Qualifying Time for Buckets</i>	69
11.6.16.2	<i>Time Period for Buckets</i>	69
11.6.16.3	<b>SYSTEM OUTAGE</b>	<b>69</b>
11.6.17	<b>Special Mission Overtime</b>	69
11.6.18	<b>Errors in Awarding Overtime</b>	70
11.6.19	<b>Minimum Call Back Rate</b>	70
11.6.20	<b>Flex Schedule</b>	70
<b>SECTION 11.7</b>	<b>COMPENSATORY TIME OFF</b>	<b>70</b>

11.7.1	<b>Compensatory Time</b>	70
11.7.2	<b>Payment on Separation from Service</b>	70
<b>SECTION 11.8</b>	<b>MEAL BREAK</b>	<b>71</b>
<b>SECTION 11.9</b>	<b>RELIEF BREAKS</b>	<b>71</b>
<b>SECTION 11.10</b>	<b>TIME CHANGES</b>	<b>71</b>
<b>SECTION 11.11</b>	<b>TRAINING REQUIREMENT</b>	<b>71</b>
<b>SECTION 11.12</b>	<b>SHIFT SUPERVISORS ACTING AS DEPARTMENT HEAD</b>	<b>71</b>
11.12.1	<b>Department Head Unavailable</b>	72
11.12.2	<b>Acting Department Head Standby</b>	72
11.12.3	<b>Acting Department Head Pay</b>	72
<b>SECTION 11.13</b>	<b>DISPATCH SUPERVISION</b>	<b>72</b>
11.13.1	<b>Acting Supervisor</b>	72
11.13.1.1	<b>PAY CALCULATION</b>	<b>72</b>
<b>SECTION 11.14</b>	<b>SHIFT SUPERVISOR SHORTAGE</b>	<b>72</b>
<b>SECTION 11.15</b>	<b>SUPERVISOR COMPENSATORY TIME</b>	<b>73</b>
<b>SECTION 11.16</b>	<b>STANDBY</b>	<b>73</b>
11.16.1	<b>Immediate Recall</b>	73
11.16.2	<b>Standby</b>	73
<b>SECTION 11.17</b>	<b>SCHEDULES (SEE CHART IN APPENDIX A)</b>	<b>74</b>
11.17.1	<b>Blended Schedules</b>	74
11.17.2	<b>Forty-Hour Work Week Schedules:</b>	74
11.17.2.1	<b>FIVE DAYS, EIGHT HOUR SHIFTS</b>	<b>74</b>
11.17.3	<b>Four Day, 10 Hour Shifts</b>	75
11.17.4	<b>FECC 12-Hour Schedule Work Rules</b>	75
11.17.5	<b>Miscellaneous Provisions</b>	75
<b>ARTICLE 12</b>	<b>HOLIDAYS</b>	<b>76</b>
<b>SECTION 12.1</b>	<b>HOLIDAYS</b>	<b>76</b>
<b>SECTION 12.4</b>	<b>HOLIDAY COMPENSATORY TIME</b>	<b>77</b>
<b>ARTICLE 13</b>	<b>LEAVE</b>	<b>78</b>
<b>SECTION 13.1</b>	<b>PERSONAL LEAVE</b>	<b>78</b>
13.1.1	<b>Personal Leave Accumulation</b>	78
<b>SECTION 13.3</b>	<b>SCHEDULED PERSONAL LEAVE</b>	<b>79</b>
13.3.1	<b>Personal Leave Scheduling</b>	79
13.3.2	<b>Leave Denied, Cancelled, or Terminated</b>	79
13.3.3	<b>Leave Usage</b>	79
<b>SECTION 13.4</b>	<b>TERMINATION</b>	<b>79</b>
<b>SECTION 13.5</b>	<b>DRAW DOWN OF PERSONAL LEAVE</b>	<b>80</b>
<b>SECTION 13.6</b>	<b>EXCEPTIONS REGARDING LEAVE CASH-OUTS</b>	<b>80</b>
13.6.1	<b>Leave Cash-out for Deferred Compensation</b>	80
13.6.2	<b>Leave Cash-out for Hardship</b>	80
13.6.3	<b>Leave Cash-out Change in Job Status</b>	80
<b>SECTION 13.7</b>	<b>LEAVE WITHOUT PAY</b>	<b>81</b>
13.7.1	<b>Authority</b>	81
13.7.2	<b>Leave Without Pay Request</b>	81

13.7.3	<b>Requested Reduction in Hours</b>	81
<b>SECTION 13.8</b>	<b>MILITARY LEAVE</b>	<b>82</b>
<b>SECTION 13.9</b>	<b>FAMILY MEDICAL LEAVE ACT THE CITY WILL COMPLY WITH THE FAMILY MEDICAL LEAVE ACT AND THE ALASKA FAMILY LEAVE ACT.</b>	<b>82</b>
<b>SECTION 13.10</b>	<b>DONATED LEAVE</b>	<b>82</b>
13.10.1	<b>Minimum Hours Donated Leave</b>	82
13.10.2	<b>Donated Leave Conversion</b>	82
<b>SECTION 13.11</b>	<b>BUSINESS LEAVE</b>	<b>83</b>
13.11.1	<b>Business Leave Annual Donations</b>	83
13.11.2	<b>Voluntary Business Leave Donation</b>	83
13.11.3	<b>Business Leave Withdrawal</b>	83
<b>ARTICLE 14</b>	<b>PAY PERIODS</b>	<b>84</b>
<b>SECTION 14.1</b>	<b>PAY PERIODS</b>	<b>84</b>
<b>SECTION 14.2</b>	<b>CHANGE OF PAY PERIOD</b>	<b>84</b>
<b>SECTION 14.3</b>	<b>EMPLOYEE TIME SHEETS</b>	<b>84</b>
14.3.1	<b>Leave and Earnings Statement</b>	84
14.3.2	<b>Time Sheet Changes</b>	84
14.3.3	<b>Time Sheet Disclosure</b>	84
<b>SECTION 14.4</b>	<b>PERS CONTRIBUTION</b>	<b>85</b>
<b>ARTICLE 15</b>	<b>PROBATION</b>	<b>86</b>
<b>SECTION 15.1</b>	<b>PROBATIONARY PERIOD</b>	<b>86</b>
<b>SECTION 15.2</b>	<b>PROMOTIONAL PROBATION</b>	<b>86</b>
15.2.1	<b>Probation Length</b>	86
<b>SECTION 15.3</b>	<b>EXTENSIONS TO THE PROBATIONARY PERIODS</b>	<b>86</b>
<b>SECTION 15.4</b>	<b>PAY DURING PROBATION</b>	<b>87</b>
<b>SECTION 15.5</b>	<b>RETURNING TO BARGAINING UNIT</b>	<b>87</b>
<b>ARTICLE 16</b>	<b>LAY-OFF AND RECALL</b>	<b>88</b>
<b>SECTION 16.1</b>	<b>LAY-OFF</b>	<b>88</b>
<b>SECTION 16.2</b>	<b>LAY-OFF BUMPING</b>	<b>88</b>
<b>SECTION 16.3</b>	<b>LAY-OFF ORDER</b>	<b>89</b>
16.3.1	<b>Inverse Seniority</b>	89
16.3.2	<b>Notification of Lay-off</b>	89
16.3.3	<b>Seniority Determination</b>	89
16.3.4	<b>Other Classification Lay-off</b>	90
16.3.5	<b>Non-Bargaining Unit Employee</b>	90
16.3.6	<b>Other Classification Hiring</b>	90
16.3.7	<b>Temporary Recall</b>	90
16.3.8	<b>Permanent Recall</b>	90
<b>SECTION 16.4</b>	<b>WRITTEN NOTICE</b>	<b>91</b>
<b>SECTION 16.5</b>	<b>LAY-OFF PROCEDURE</b>	<b>91</b>
16.5.1	<b>Lay-off List</b>	91
<b>ARTICLE 17</b>	<b>SENIORITY</b>	<b>93</b>

<b>SECTION 17.1</b>	<b>TERMINATION OF SENIORITY</b>	<b>93</b>
<b>SECTION 17.2</b>	<b>SENIORITY PRESERVED</b>	<b>93</b>
<b>SECTION 17.3</b>	<b>SENIORITY DEFINED</b>	<b>94</b>
<b>SECTION 17.4</b>	<b>SENIORITY PROMOTION/DEMOTION</b>	<b>94</b>
17.4.1	<i>Promoting Outside of Bargaining Unit</i>	94
17.4.2	<i>Returning to Bargaining Unit</i>	94
<b>SECTION 17.5</b>	<b>TRANSFER / RETURN SENIORITY</b>	<b>94</b>
17.5.1	<i>Change in Classification</i>	94
17.5.2	<i>Involuntary Return for Disciplinary Reasons</i>	95
17.5.3	<i>Involuntary Return for Non-Disciplinary Reasons</i>	95
17.5.4	<i>Temporary Seniority Accrual</i>	
<b>ARTICLE 18</b>	<b>DISCIPLINARY ACTION</b>	<b>96</b>
<b>SECTION 18.1</b>	<b>COUNSELING</b>	<b>96</b>
<b>SECTION 18.2</b>	<b>WRITTEN REPRIMAND</b>	<b>96</b>
<b>SECTION 18.3</b>	<b>SUSPENSION WITHOUT PAY</b>	<b>96</b>
<b>SECTION 18.4</b>	<b>REASONS FOR DISMISSAL</b>	<b>97</b>
<b>SECTION 18.5</b>	<b>TERMINATION PAY</b>	<b>97</b>
<b>SECTION 18.6</b>	<b>APPEAL</b>	<b>98</b>
<b>SECTION 18.7</b>	<b>NOTICE OF TERMINATION FROM CITY</b>	<b>98</b>
<b>SECTION 18.8</b>	<b>NOTICE OF TERMINATION FROM EMPLOYEE</b>	<b>98</b>
<b>SECTION 18.9</b>	<b>STANDARDS FOR DEMOTION/DISCHARGE</b>	<b>98</b>
<b>ARTICLE 19</b>	<b>CLASSIFICATION AND HOURLY WAGE RATES</b>	<b>98</b>
<b>SECTION 19.2</b>	<b>DIFFERENTIAL</b>	<b>99</b>
<b>SECTION 19.3</b>	<b>PAY SCALE – SEE APPENDIX B</b>	<b>99</b>
<b>SECTION 19.5</b>	<b>LATERAL HIRES</b>	<b>100</b>
<b>SECTION 19.6</b>	<b>CLASSIFICATION CHANGES</b>	<b>100</b>
<b>SECTION 19.7</b>	<b>CITY CREATED NEW OR CHANGED CLASSIFICATIONS</b>	<b>101</b>
<b>SECTION 19.8</b>	<b>THE CITY MAY ASSIGN DETECTIVES, ON A TEMPORARY BASIS.</b>	<b>101</b>
<b>SECTION 19.9</b>	<b>NEW OR CHANGED CLASSIFICATIONS</b>	<b>102</b>
<b>ARTICLE 20</b>	<b>EDUCATION PAY</b>	<b>103</b>
<b>SECTION 20.1</b>	<b>EDUCATION AND CERTIFICATION PAY</b>	<b>103</b>
<b>SECTION 20.2</b>	<b>CONTINUING EDUCATION REIMBURSEMENT</b>	<b>103</b>
<b>SECTION 20.3</b>	<b>CONTINUING EDUCATION REIMBURSEMENT</b>	<b>103</b>
<b>SECTION 20.4</b>	<b>LIEUTENANT SEMINAR OR TRAINING</b>	<b>104</b>
<b>SECTION 20.5</b>	<b>COMMITMENT TO PROFESSIONAL DEVELOPMENT</b>	<b>104</b>
<b>ARTICLE 21</b>	<b>EQUIPMENT AND CLOTHING</b>	<b>105</b>
<b>SECTION 21.1</b>	<b>CITY ISSUED</b>	<b>105</b>
<b>SECTION 21.2</b>	<b>EQUIPMENT AND CLOTHING PROPERTY</b>	<b>105</b>
<b>SECTION 21.3</b>	<b>PERSONAL PROPERTY</b>	<b>105</b>
<b>SECTION 21.4</b>	<b>IMPROVED EQUIPMENT</b>	<b>105</b>
<b>SECTION 21.5</b>	<b>CLEANING ALLOWANCE</b>	<b>106</b>
<b>SECTION 21.6</b>	<b>INITIAL ISSUE UNIFORMS</b>	<b>107</b>

21.6.1	<b>Issued Clothing</b>	107
<b>SECTION 21.7</b>	<b>SIDEARM</b>	<b>108</b>
<b>SECTION 21.8</b>	<b>CLOTHING ALLOWANCE</b>	<b>108</b>
<b>SECTION 21.9</b>	<b>INCIDENTAL PURCHASE ALLOWANCE</b>	<b>108</b>
<b>ARTICLE 22</b>	<b>FILLING OF VACANCIES</b>	<b>109</b>
<b>SECTION 22.1</b>	<b>PROMOTION/TRANSFER PROMOTIONS</b>	<b>109</b>
<b>SECTION 22.2</b>	<b>QUALIFICATIONS</b>	<b>109</b>
<b>SECTION 22.3</b>	<b>VACANCY ANNOUNCEMENTS</b>	<b>109</b>
<b>SECTION 22.4</b>	<b>ADVERTISED INTERNALLY FIRST</b>	<b>109</b>
<b>SECTION 22.5</b>	<b>ELIGIBILITY AFTER PROBATIONARY PERIOD</b>	<b>110</b>
<b>SECTION 22.6</b>	<b>TRANSFER WITHIN BARGAINING UNIT</b>	<b>110</b>
<b>SECTION 22.7</b>	<b>QUALIFICATIONS FOR PROMOTION</b>	<b>110</b>
<b>SECTION 22.8</b>	<b>PROBATIONARY PERIOD</b>	<b>111</b>
<b>ARTICLE 23</b>	<b>PERSONNEL RECORDS</b>	<b>112</b>
<b>ARTICLE 24</b>	<b>MANUAL OF DIRECTIVES</b>	<b>115</b>
<b>ARTICLE 25</b>	<b>TRAVEL AND PER DIEM</b>	<b>116</b>
<b>ARTICLE 26</b>	<b>ORAL OR WRITTEN AGREEMENT</b>	<b>116</b>
<b>ARTICLE 27</b>	<b>TEMPORARY HIRES</b>	<b>117</b>
<b>ARTICLE 28</b>	<b>PART-TIME EMPLOYEES</b>	<b>119</b>
<b>ARTICLE 29</b>	<b>MISCELLANEOUS</b>	<b>121</b>
<b>ARTICLE 30</b>	<b>DEFINITION OF TERMS</b>	<b>123</b>
<b>ARTICLE 31</b>	<b>EXECUTION OF AGREEMENT</b>	<b>129</b>
<b>APPENDIX A</b>		<b>130</b>
<b>APPENDIX B – PSEA 2022 PAY SCALE</b>		<b>131</b>
<b>ADDENDUM NO. 1 – PSEA AGREEMENT</b>		<b>132</b>

## **ARTICLE 1    POLICY AND PURPOSE**

### **Section 1.1    Policy**

It is the policy of the City and PSEA to continue harmonious and cooperative relationships between City Employees and the Employer to ensure orderly and uninterrupted operations of government.

### **Section 1.2    Welfare**

The welfare of the City and its Employees is dependent largely upon the service the City renders the public. Improvements in this service and economy in operating and maintaining expenses are promoted by willing cooperation between the City management, Employee organizations and each Employee to render honest, efficient and economical service.

### **Section 1.3    The Purposes of this Agreement are:**

- 1.3.1        To promote the settlement of labor disagreements by conference, to prevent strikes and lockouts, to stabilize conditions in work in the areas affected by this Agreement, to prevent avoidable delays and expense, and generally to encourage a spirit of helpful cooperation between the Employer and Employee groups to their mutual advantage.
- 1.3.2        To recognize the legitimate interest of the Employees of the City of Fairbanks to participate through collective bargaining in the determination of terms and conditions of their employment.
- 1.3.3        To promote fair and reasonable working conditions.
- 1.3.4        To promote individual efficiency and service to the citizens of the City.
- 1.3.5        To avoid interruption or interference with the efficient operation of City Government.
- 1.3.6        To provide a basis for the adjustment of matters of mutual interest by means of amicable discussion.

- 1.3.7 To pay wages, benefits and other compensation to the members in accord with the provisions of this Agreement, and not based upon personal favoritism or discrimination.

## **ARTICLE 2 DURATION**

### **Section 2.1 Effective Date**

This Agreement shall become effective the first day of the pay period following mutual ratification by the City Council and the Membership of the Association in accord with an election and shall remain in effect until December 31, 2024.

### **Section 2.2 Commencement**

Either party desiring to commence such negotiations shall give written notice to the other at least sixty (60) days prior to December 31, 2024, but not sooner than one hundred twenty (120) days prior to the expiration date of this Agreement. Upon receipt of such notice, negotiations shall begin within fifteen (15) days. Unless otherwise agreed, no modification or change shall become effective prior to the expiration date without the mutual written consent of the parties.

### **Section 2.3 Termination**

In the event that the termination date on this Agreement shall occur during negotiations for a renewal of the Agreement, the terms and conditions of this Agreement shall be extended until such time as a new agreement is reached.

### **Section 2.4 Binding**

This Agreement shall be binding upon the successors and assigns of the parties, and no provision, term or obligation herein contained shall be changed in any respect by any change in ownership, management, location, or bargaining unit.

## **ARTICLE 3 RECOGNITION**

### **Section 3.1 Recognition**

The City, recognizes PSEA as the exclusive representative of all PSEA positions designated in this Agreement for part-time, permanent, seasonal, and temporary Employees in the City for collective bargaining with respect to salaries, wages, hours, and other terms and conditions of employment.

### **Section 3.2 Classifications**

#### **3.2.1 Alaska Labor Relations Agency**

Additional classifications or reclassification shall be included within the Bargaining Unit or exempt there from based on the Alaska Labor Relations Agency criteria.

#### **3.2.2 Irresolvable Differences**

Should irresolvable differences as to inclusion or exclusion of additional classifications or reclassification to the Bargaining Unit occur, either party may request that the jurisdiction be determined in accordance with Alaska Statutes.

## **ARTICLE 4    NEGOTIATIONS**

Not more than four (4) Employee negotiators shall be permitted to attend and participate in negotiations during their normal workday without loss of compensation. All negotiators shall be assigned to day shift duty for periods of negotiations. Due to the nature of prolonged negotiations members may be required to participate during off duty hours. Off-duty members will not be compensated for their time while required to attend such meetings but shall be given hour for hour time off in lieu of time so spent for negotiations. The parties will meet at mutually agreeable times. It is not the intent of the parties for the negotiators to receive overtime pay while performing negotiation duties in excess of the workday. Said designated negotiators shall be permitted to use duty time or administrative time to participate in preparation and actual negotiations (and caucuses on negotiation days) should schedule negotiations occur on members' regular duty days. Nothing prohibits other members from attending negotiations using scheduled leave or off-duty time. Should designated negotiators become unavailable PSEA may substitute negotiators.

## **ARTICLE 5 CITY – ASSOCIATION RELATIONS**

### **Section 5.1 Objective**

Recognizing the mutual benefits derived from the process of democratic collective bargaining, the City will not discourage new employees from joining the Public Safety Employees Association, Fairbanks Police Department Chapter (PSEA). Neither PSEA or the City will represent to any employee that union membership is a requirement of employment with the City.

### **Section 5.2 Employees of the City of Fairbanks**

The Association agrees that its members, who are employees of the City, will individually and collectively perform loyal and efficient service and that they will use their influence and best efforts to protect the property and interest of the City and to cooperate with the City to this end at all times.

#### **5.2.1 Work Stoppage**

The Association agrees that during the life of this Agreement, the Association, its agents or its members will not authorize, instigate, aid, engage in or condone any work stoppage or concerted slowdown, mass illness, refusal to work, or strike against the Employer.

#### **5.2.2 Lockout**

The City agrees that during the life of this Agreement, there shall be no lockout.

#### **5.2.3 Duty to Perform**

The Association further agrees that its members shall, cross the picket line of any other organization in order to perform assigned duties.

### **Section 5.3 City, State, Federal Laws**

Any provision of this Agreement judicially found to be in violation of applicable City, State, or Federal law and subsequent amendments thereto shall be null and void, but all other provisions of this Agreement shall remain in full force and effect. In the event any provision of this Agreement is declared unlawful, in a manner described above, the parties hereto agree to meet within fifteen (15) days and for a reasonable period thereafter until final negotiations or appropriate substitute clauses have been satisfied.

### **Section 5.4 Absenteeism**

The Association agrees that it will actively combat absenteeism and other practices which may hamper the City's operation and that the Association will vigorously support the City in efforts to improve efficiency and the quality of law enforcement and further to promote good will between the City and the Bargaining Unit members.

### **Section 5.5 Former City Council Members**

Former city council members have a one-year ineligibility period before they can be considered for any job with the City of Fairbanks.

## **ARTICLE 6    MANAGEMENT RIGHT**

The City under this Agreement has and will retain the right to represent and manage the City and the City's property and to direct its working forces, including the right to hire, to set staffing levels, to promote and demote, to reclassify, and to discipline or discharge any personnel in its employ for good and just cause in the interest of the City, provided it does not conflict with the provisions of this Agreement. Nothing in this Agreement is intended to, or is to be construed in any way, to interfere with the recognized prerogative of the City to manage and control its business.

## **ARTICLE 7 PSEA SECURITY**

### **Section 7.1 Agency Shop**

#### **7.1.1 Responsibility**

It is recognized that PSEA owes the same responsibilities to all Employees and is to provide benefits and services to all bargaining unit members whether or not they are members of PSEA. PSEA reserves the right to charge for representation of non-paying members for union representation in the course of an administrative proceeding with the employer including administrative investigations, grievances, and arbitrations.

#### **7.1.2 PSEA Information**

Persons hired in a Bargaining Unit position shall be informed, at the time of the employment offer, of their right to become a member of PSEA. The Employee shall be allowed up to a maximum of one hour, during normal working hours, to perform the PSEA enrollment activity and shall report to the PSEA office for membership discussion within ten (10) working days after reporting to work.

### **Section 7.2 Check off and Payroll Deduction**

#### **7.2.1 Dues and Fees**

The City agrees to deduct on a regular basis from the payroll check of all Association members, the regular monthly dues, assessments and fees, and voluntary contributions of members of the Association.

#### **7.2.2 Communication between PSEA and City**

The Business Manager of PSEA shall notify the City Finance Department in writing of a decrease or increase in authorized dues or fees deducted. The City shall then make the appropriate changes in payroll deductions. The City shall remit the Employee's authorized PSEA deductions to the duly authorized representative of PSEA, together with a list of the names of the Employees from whose pay deductions are made. All changes in address of Employees shall be transmitted to PSEA immediately.

### 7.2.3 **Payroll Deduction Privileges**

PSEA, or their designee, shall have a right to receipts from deductions of PSEA and PAC dues, initiation fees or agency fees, PSEA sponsored insurance premiums and PSEA sponsored Employee benefits as previously authorized or as may be authorized by the Bargaining Unit Member. No other Employee organization shall be accorded payroll deduction privileges with regard to the Bargaining Unit.

### **Section 7.3 Payroll Deductions/Direct Deposit**

Employees shall be accorded payroll deduction and direct payroll deposit privileges to the financial institution of the employee's choice on pay day, limited to two specified deductions and one deposit for the balance of the payment.

### **Section 7.4 Meeting Space and Bulletin Boards**

7.4.1 When not previously reserved, appropriate meeting space in the buildings owned or leased by the City, shall be available for meetings of PSEA.

7.4.2 The City shall furnish adequate bulletin boards for use by PSEA. The City shall not unreasonably restrict or interfere with material posted on these boards.

### **Section 7.5 List of Bargaining Unit Members**

Upon request the City agrees to furnish PSEA a roster of all Employees working under the jurisdiction of PSEA.

### **Section 7.6 Discrimination/Relations**

No member shall be discriminated against or penalized for the upholding of the Association's principles due to service on a committee, nor shall the City interfere in the relations between any member and the Association, nor will the City attempt to restrain any member from Association membership or activities.

## **Section 7.7 Association Obligation**

The Association assumes all obligations and responsibilities for this Bargaining Unit. The Association agrees that this Agreement is binding on each member of this Bargaining Unit and that its members, individually or collectively, accept full responsibility for carrying out all of the provisions of this Agreement.

## **Section 7.8 Sole Representative**

The City of Fairbanks recognizes PSEA as the sole representative of all designated positions listed in [Article 19](#) for collective bargaining with respect to salaries, wages, hours, and other terms and conditions of employment; and shall not negotiate or handle grievances with any employee, organization, or individual other than PSEA.

## **Section 7.9 Employee Representative**

### **7.9.1 Employee Representatives**

The Chapter Chair and Vice-Chair of the Fairbanks Police Department Employees Association Chapter of PSEA as well as two other employees, hereinafter called "Employee Representatives" will be designated by PSEA. They shall be employees of the Fairbanks Police Department or the Fairbanks Emergency Communications Center and members of the Association. The Employee Representatives shall be permitted during regular working hours to perform their official representative duties handling requests, complaints, and grievances arising under this Agreement. There may be occasions when workload will prevent the granting of such time until a later date. In the absence of compelling circumstances to the contrary, the employee will be made available. Normal protocol will be observed with their respective supervisors prior to engaging in their duties as an Employee Representative. It is agreed that the Employee Representative conducting the representative duties shall whenever possible, meet outside the presence of other employees. When it is mandatory to conduct grievances or other matters during day shift hours, the Employee Representative and affected grievant(s) may be re-assigned by the Department Head to the day shift duty time to handle these matters, provided that this does not interfere with Department operations.

### **7.9.2 Employee Representative Compensation**

The Employee Representatives shall not receive overtime pay while

performing Employee Representative duties in excess of the work day, nor shall an Employee Representative extend their work day in such a manner as to receive overtime because part of the work day was used to perform Employee Representative duties with approval of the Department Head. An Employee Representative shall not be entitled to special privileges as a result of holding such office, except as provided in sub-section (7.9.3).

### **7.9.3 Employee Representative Lay-off**

Notwithstanding any other provision of this Agreement, in the event of lay-offs, the Chapter Chair and Vice-Chair shall be the last person(s) within their classification to be laid off. Should it come to pass that the entire classification containing a Chapter Chair or Vice-Chair is eliminated by lay-off or reclassification, the Chair or Vice-Chair has no greater seniority rights within a lower classification for which they are eligible to "bump down" into (if any exists) than is otherwise conferred by this Agreement. If both the Chair and Vice-Chair work in the same classification, the Chapter Chair shall be the last person laid off.

## **Section 7.10 PSEA Staff**

PSEA staff shall be permitted to visit work areas at reasonable times consistent with workload and operational needs. Such representatives shall be recognized by the City as having the final authority to speak for the Association in all matters covered by this Agreement.

## **ARTICLE 8    GRIEVANCE PROCEDURE**

### **Section 8.1    Objective**

It is the mutual desire of the City and the Association to provide for the prompt adjustment of grievances in a fair and reasonable manner, with a minimum amount of interruption of the work schedules. Every reasonable effort shall be made by both the City and the Association to resolve grievances at the earliest step possible. In the furtherance of this objective, the City and the Association have adopted the following procedure.

### **Section 8.2    Definition**

A grievance is defined as any dispute arising from the interpretation, application, or alleged violation of a provision of this Agreement. However, any dispute involving the commencement date or termination of this Agreement shall not be considered a grievance and shall not be submitted to the grievance-arbitration procedure set forth herein, but instead any such questions concerning commencement or termination of this Agreement shall be specifically reserved for judicial review. Any written resolution of a grievance (at any level of the grievance procedure) shall be binding upon both parties.

### **Section 8.3 Step One**

When an employee has a grievance, the employee (accompanied by an Association representative if the employee chooses) shall verbally discuss the matter with their immediate supervisor and attempt to resolve the problem. The grievance must be brought to the attention of the immediate supervisor within twenty (20) business days of the employee having, through the exercise of reasonable diligence, knowledge of the grievance. If the grievance cannot be resolved through verbal discussion, the grievance shall be formalized in writing, signed by the member, and presented to the immediate supervisor within five (5) business days of the oral discussion. The grievance shall state the article and section number of this Agreement allegedly violated and the manner in which the member believes that section has been violated. The immediate supervisor shall investigate the grievance and shall indicate in writing a response to the grievance within five (5) business days following the day on which the written grievance was presented. The written grievance and the response of the immediate supervisor shall then be delivered to the next level of supervision, with a copy to the grievant(s), and the Association for further handling at the next step of this procedure. The five (5) business day time frame shall apply for each level within this step and delivery of the grievance to the Department Head.

### **Section 8.4 Step Two**

Grievances not settled in the first step may be delivered to the Department Head who shall attempt to settle the grievance within ten (10) business days after the submission of the grievance to them. Within this time frame, the Department Head shall meet together with the grievant, PSEA Representative and other witnesses as appropriate and attempt to resolve the issue(s). The Department Head shall mail or deliver a written decision to PSEA within this ten (10) business day time frame. If the written decision of the Department Head is not satisfactory to the grievant, he/she shall have five (5) business days to decide if he/she wishes to appeal the grievance to the third step of this procedure.

## **Section 8.5 Step Three**

After receipt of a grievance the City Mayor shall have ten (10) business days to meet with all involved parties and to issue a written decision to PSEA. If the response states that the nature of the grievance and/or the portion of this Agreement allegedly violated is not stated or cannot be determined from the documentation submitted, the party submitting the grievance may, within five (5) business days, amend or augment the documentation submitted. If amended or augmented, the City Mayor or the Association, as the case may be, shall have five (5) additional business days to submit a final written response. If the decision of the City Mayor is unsatisfactory to the grievant, PSEA may, within ten (10) business days of the delivery of the decision, demand that the matter be submitted to binding arbitration.

## **Section 8.6 Arbitration**

### **8.6.1 Arbitration Notice**

The arbitration notice shall include the nature of the matter to be arbitrated and the Agreement provision(s) allegedly violated. When the demand to submit a grievance to binding arbitration is made, PSEA and the City shall meet at a date and time mutually agreeable within ten (10) business days to select an arbitrator upon the failure of the two parties to agree upon an arbitrator, both parties agree to request the Federal Mediation and Conciliation Service to submit a list of nine (9) names of persons, with prior service as a neutral arbitrator involving the interpretation of Collective Bargaining Agreements who are available for service within six months of request. Within five (5) business days of receipt of the list, the City and Association representatives shall alternately strike one name from the list until one name remains. The side to strike the first name shall be chosen by lot.

### 8.6.2 **Findings**

Arbitration of the grievance shall commence as soon as agreeable. The Arbitrator shall make a written report of their findings to PSEA and the City within twenty (20) business days of the conclusion of the hearing or twenty (20) business days following submission of any post-hearing briefs. The Arbitrator will be governed by Labor Arbitration Rules of the American Arbitration Association (AAA) as amended and in effect at the time the grievance is filed. The decision of the Arbitrator shall be final and binding on both parties to this Agreement and enforceable under the provisions of AS 09.43.010-180, as may be amended.

### 8.6.3 **Arbitrator**

The authority of the Arbitrator shall be limited to the application and interpretation of this Agreement. The arbitrator shall consider and decide only the specific issue or issues submitted in writing and shall have no authority to decide other issues. He/she shall have no authority to amend, alter, modify or otherwise change the terms or scope of this Agreement. The final decision of the Arbitrator shall be implemented as soon as possible, but not later than thirty (30) days after the final decision is rendered.

## **Section 8.7 Single and Multiple Grievances**

Each grievance or dispute will be submitted to a separately convened arbitration proceeding, except where the City and PSEA mutually agree to have more than one grievance or dispute submitted to the same arbitrator. Multiple grievances relating to a single issue shall be consolidated into one proceeding heard by a single arbitrator. Any dispute as to consolidation will be resolved by written motion without testimony by the first arbitrator chosen to resolve a series of grievances where consolidation is sought.

## **Section 8.8 Expense**

The City and PSEA shall bear the expense of their respective representatives and witnesses. The other expenses involved in such arbitration proceeding shall be paid by the non-prevailing party, as determined by the Arbitrator.

## **Section 8.9 Witness**

Any member called as a witness by either side will continue to receive their regular rate of pay while attending the hearing but not to exceed the member's regular working hours. Should the meetings be scheduled outside of the member's regular working hours, or extended beyond the regular working hours, no compensation shall be paid by the City for the time outside regular hours. Off-duty members will not be compensated for their time while required to attend such hearings but shall be given hour for hour time off in lieu of time so spent at arbitration hearings.

## **Section 8.10 Decision Time Frame**

Except for appeals of disciplinary actions in accordance with Article 8, when any matter in dispute has been referred to the Grievance Procedure set forth above, the conditions and provisions prevailing prior to the time the dispute arose shall not be changed until the decision is rendered. If the Arbitrator so rules, the decision shall be made retroactive to the time the dispute began.

## **Section 8.11 Grievance Submission Level**

In the event either party, after notice, fails to answer a grievance within the time required at any step of the Grievance Procedure, or either party fails to appeal the answer given to the next step of the Grievance Procedure within the time allowed, the grievance shall be considered settled against the side which has defaulted. However, any of the time limits or required steps of the grievance arbitration procedure may be extended or waived by written mutual agreement of PSEA and the City. Before either party claims a default, it will give a courtesy call to the other party. Grievances settled by default will not be the basis of establishing the precedent for the settlement of any other grievance.

## **Section 8.12 Originating Step**

Any grievance that originates from a level above [Step One](#) of the Grievance Procedure shall be submitted directly to the step or level from which it originates.

**Section 8.13 PSEA or Class Action Grievance**

Grievances filed by PSEA on behalf of itself or as a class action, and grievances filed by the City, shall be filed at [Step Three](#).

## **ARTICLE 9 EMPLOYEE BENEFITS AND RIGHTS**

### **Section 9.1 Retirement**

The City and all employees covered under this Agreement will participate in the Public Employee's Retirement System of Alaska administered by the Public Employee's Retirement Board of the State of Alaska, and any other mutually agreeable plan or plans.

### **Section 9.2 Health Benefits**

#### **9.2.1 Health Insurance**

For each member, the City shall contribute \$1432 per month to the Association's applicable insurance plan. Increasing to \$1530 per month July 1, 2019 and \$1550 per month July 1, 2020.

#### **9.2.2 IRS 125 Plan**

The City agrees to make available and maintain a pre-tax IRS section 125 plan account at the election of each employee as allowed under federal law.

### **Section 9.3 Deferred Compensation**

Employees covered by this Agreement shall continue to be eligible to participate in the City's deferred compensation programs.

### **Section 9.4 Injured Employee Rights & Responsibilities (Non-work-related injury)**

#### **9.4.1 Temporary Incapacity**

When a member becomes injured and temporarily cannot perform their normal duties and has an evaluation from an appropriate medical professional indicating light duty would be appropriate, the City will endeavor to assign the member to a light duty assignment.

#### 9.4.2 **Permanent Incapacity**

If a member is, determined by an appropriate medical professional to be, permanently unable to perform his or her normal job functions, the Association and the City agree that:

- 9.4.2.1 The member employee may be terminated subject to grievance/arbitration procedures.
- 9.4.2.2 For a period of twelve (12) months following the finding of permanent incapacity, if a position exists within the PSEA Unit that the permanently incapacitated member qualifies for and can perform they will be given preference in the hiring process for that position. It will be the responsibility of the member to monitor potential job openings and apply.

#### 9.4.3 **Workers' Compensation Laws**

Nothing in this section abrogates any provision of Workers' Compensation law or rules or any requirements of state or federal law.

### **Section 9.5 Work Related Injuries**

#### 9.5.1 **Injury or Disability**

Members who suffer an injury or disability which is covered under the provisions of state Workers' Compensation shall be entitled to the protections and provisions of those laws, as such apply at the time of the injury/disability. If competent medical authority deems that an employee will not ever be able to perform their regular assigned tasks, they shall be separated on the same basis as a lay-off due to a reduction in force; subject to recall to a position which is within their ability to perform without job modification, and at the appropriate pay rate generally accorded the new position.

### 9.5.2 **Paid Administrative Leave**

A paid administrative leave of absence for up to twelve (12) consecutive months from the date of the discovery of an initial injury/illness shall be provided for a member who has suffered an illness or injury in the line of duty that would normally qualify them for Workers' Compensation. In such instances, the member may be assigned work at the discretion of the department providing such work assignment does not adversely affect the nature of the illness or injury. Should it be determined the member shall not be eligible to return to full duty and applies for retirement, and retirement is granted prior to the twelve (12) months expiration of administrative leave, the department's obligation under this provision shall then be nullified. It is the intent of this provision that a member would be fully compensated for that period covered by administrative leave. Members will retain their Worker's Compensation check and notify Payroll of any change in status or compensation. When the member returns to duty, to ensure the member's PERS contributions are made whole, the member will complete the PERS Workers Compensation and LWOP Claim and Verification form and submit to the PERS Administrator. When the PERS Administrator determines the member's indebtedness the member will submit a copy of the memo from the PERS Administrator with the indebtedness amount to Payroll. Payroll will work with the member to set up a payroll deduction for repayment or lump sum payment. In the event a lump sum payment is issued it is incumbent upon the member to pay the PERS indebtedness amount directly to the PERS Administrator.

In extraordinary circumstances, the parties may mutually agree to modify the provisions of this section. This provision does not apply to probationary recruit employees in training at the academy. These employees, however, shall be subject to eligibility of the Alaska Workers' Compensation Act.

### 9.5.3 **Light Duty**

When, due to a work-related injury, a member becomes injured and cannot perform their normal duties and has an evaluation by an appropriate medical professional indicating the employee may perform light duty, the City shall endeavor to assign the member to light duty in regular pay status.

#### 9.5.4 **Federal and State Law**

Nothing in this section abrogates any provision of Workers' Compensation law and rules or any provision of federal law regarding employment of the disabled, to include the Americans with Disabilities Act.

### **Section 9.6 Physical Examination**

Each member will be provided the opportunity to have a biennial physical examination, beginning during their second year of employment, by an appropriate medical professional. The City will pay all costs of this examination, without the consideration of the member's health insurance. The City shall not receive or maintain any report of the employee's examination, other than to be notified if the member is not fit for duty. The City reserves the right to require physical examinations as a screening tool for physical fitness testing. Results of this examination will be limited to whether the employee can participate in testing, or any testing limitations.

## **Section 9.7 “For Cause” Examination**

When, in the opinion of the City, there arises a documented incident or incidents which raise specific questions as to the physical, mental or psychological ability of an employee to perform their normal work assignments, an examination, including all relevant controlled substance test procedures, by an appropriate medical professional may be ordered by the City.

If the examination demonstrates, in the opinion of the appropriate medical professional conducting the examination, that the employee is physically, mentally or psychologically incapable of performing their normal work assignments, the employee will be allowed to seek a second opinion from an appropriate medical professional of their choice. If the results of these two examinations are not in agreement, then a third opinion will be solicited from an appropriate medical professional mutually agreeable to the City and employee. The results of the third examination shall be final and binding. The City shall pay for all examinations and connected expenses involved with this section. In the event the physical, mental or psychological condition of any employee prevents them from adequately performing their normal work assignments, the City may place them in a classification they can perform within the Department. Should no classification be vacant, the employee will be laid off or terminated subject to any applicable procedures within this Agreement regarding lay-offs and seniority.

## **Section 9.8 Indemnification**

### **9.8.1 Cause**

In the event any action or claims are made by a person or entity against any employee, or their estate, for actions done while in the scope of City employment, the claim will be defended by the City and any liability incurred by the employee or estate as a result will be paid by the City, provided that, any actions or claims, defense of liability resulting therefrom will not be paid by the City if the action or claim(s) are based upon acts or omissions of the employee resulting from recklessness, gross negligence, or intentional misconduct. In the event the City Council may by ordinance enact indemnification provisions that provide added protections to employees, such indemnification provisions will apply to this bargaining unit.

### **9.8.2 Settlement**

In the event the City resolves an action or claim involving a member for purely pragmatic reasons not involving any misbehavior by the employee, the City will issue a letter to the employee stating the reasons for the settlement, with a copy placed in the employee's personnel file.

### **9.8.3 City Ordinance**

This section shall be read in conjunction with the terms of any City ordinance providing for indemnification of City employees and the protection of both this section and the ordinance shall apply, provided that, in the event of any conflict, the provisions providing the maximum protection to the employee shall prevail.

## **Section 9.9 Training**

The City will endeavor to provide commissioned officers and dispatch personnel with forty (40) hours per year of training or the functional equivalent, excluding firearms qualifications, and state or federally mandated training such as Haz-mat and Blood Borne Pathogen training that are not discretionary and will be provided.

Absent an unforeseen emergency, active canine (K-9) teams shall be afforded a minimum of four (4) hours of training time each week during regular duty hours.

## **Section 9.10 Parking**

The City shall make every effort to provide adequate parking facilities and electrical connections for head bolt heaters for employees' personal vehicles at existing installations. Parking and electrical connections for head bolt heaters shall be provided at no charge to employees at any newly constructed facility. The City shall make every effort to provide adequate parking facilities and electrical connections for head bolt heaters at any facility leased hereafter.

## **Section 9.11 Conduct Based Investigation**

The City and the Association agree that it is imperative that all investigations of claims of member misconduct are conducted by the City in a manner which upholds the highest standards of the Department, preserves the faith of the public in the integrity of the department and its members, and also protects and safeguards the rights of the members. To ensure that any such investigations are conducted in a manner that is conducive to good order and discipline, the parties agree to the following provisions:

### **9.11.1 Investigation of conduct subject to criminal action only:**

- 9.11.1.1 If a member is under investigation by the City, whether instituted by the City or as a result of a complaint being filed against the member, and the member is interrogated or interviewed by the City agents for conduct that may subject the member to criminal prosecution, the member shall be given the same "Rights Warning" that is then currently in use by police officers of the City when conducting interviews of criminal suspects.
- 9.11.1.2 A member's position with this Department shall not afford them any greater or lesser rights than are enjoyed by other citizens of this City and State when subject to criminal investigations or proceedings.

9.11.1.3 Any such investigation and interview/interrogation shall be conducted in accordance with existing criminal law and procedures then currently in effect in this State.

9.11.2 **Investigation of conduct subject to both criminal and administrative actions:**

9.11.2.1 If a member is under investigation, instituted by the Department or because of a complaint being filed against the member for alleged conduct that may result in both administrative actions (disciplinary or punitive) and criminal prosecution, the City shall not "merge" the criminal investigation and the administrative, but shall instead conduct separate and distinct investigations, each conducted by a different person. Information gained in the Criminal Investigation may be used as a foundation for the Administrative Investigation. Prior to a criminal interview/interrogation the member shall be advised of the "Rights Warning" that is then currently in use by police officers of the City when conducting interviews of criminal suspects. The member will also be informed when it is contemplated that the matter may be referred to a criminal prosecutor for review.

9.11.2.2 In the course of the administrative investigation of the allegation(s), a member refusing to respond to questions or submit to interview/interrogation shall be informed that failure to answer questions which are specifically directed and narrowly related to the performance of their official duties, including cooperation with other agencies involved in criminal investigations, may subject the member to disciplinary charges, including insubordination, which may result in their dismissal from the Department. Compelled statements so given in an administrative investigation will not be used against the member in any criminal prosecution, nor will the City provide any form of such statements to any other person or agency unless so ordered by a court of competent jurisdiction. In the event of demand for production of the contents of such statements, the City will notify the member of the demand, and will assert the privilege on behalf of the member.

- 9.11.2.3 All compelled statements given in the course of an administrative investigation may be used against the member in relation to any subsequent departmental administrative charges which may result in disciplinary or punitive actions against the member.
- 9.11.2.4 If the member so requests, any interview/interrogation will be suspended for a reasonable period to allow the Association representative or counsel to attend. The representative shall not be a person subject to the same or related investigation.
- 9.11.2.5 Any interview will be held at a mutually agreeable location provided by the City.
- 9.11.2.6 The interview shall be recorded and copy of the recording shall be provided to PSEA.
- 9.11.3 **Investigation of conduct subject to disciplinary or punitive action only:**
  - 9.11.3.1 If a member is under administrative (noncriminal) investigation instituted by the Department or as a result of a complaint being filed against the member for conduct that may subject the member to administrative disciplinary or punitive action only, the investigation will be conducted in accordance with the safeguards listed below.
  - 9.11.3.2 When available the member shall be notified of the investigation in a timely fashion not to exceed one week (5 business days) from the time that the complaint is discovered by the Department Head, except for investigations of "on-going" type of conduct.
  - 9.11.3.3 The member shall be informed of their rights as specified in this section as well as the name and authority of the officer in charge of the investigation. The member shall also be informed of the name of all persons who will be present during the interview/interrogation and questions shall be asked by no more than two (2) interviewers at any meeting.

- 9.11.3.4 Before an interrogation/interview is commenced, the member shall be informed of the nature of the investigation and provided a list of all known allegations. Except for anonymous complaints, the member shall be informed of the name(s) of all complainants.
- 9.11.3.5 The member shall not be subjected to offensive language or threatened with punitive actions, except that a member refusing to respond to questions or submit to interview-interrogation shall be informed that failure to answer questions which are specifically directed and narrowly related to the performance of their official duties, including cooperation with other agencies involved in criminal investigations, may subject the member to disciplinary charges, including insubordination, which may result in their dismissal from the Department.
- 9.11.3.6 The member is entitled to have present at an interview/interrogation an Association representative or counsel selected by PSEA. The Association representative may question the member as well as offer rebuttal as necessary. The representative shall not be a person subject to the same or related investigation.
- 9.11.3.7 If, prior to or during the interview/interrogation of a member, it is deemed that he/she will be charged with a criminal offense, the member will be immediately informed of the "Rights Warning" that is then currently in use by police officers of this City when conducting custodial criminal interviews of suspects and a separate criminal investigation shall be initiated in accord with Section 9.11.
- 9.11.3.8 In the event that the City chooses to proceed criminally against the member for a violation of the law and the member so requests, the interview/interrogation will be suspended for a reasonable period of time to allow the Association representative or counsel to attend. The representative shall not be a person subject to the same or related investigation.
- 9.11.3.9 The member or the City may record the interview/interrogation after advising that a recording will be made and each shall have access to other's recording, if any are made.

9.11.3.10 The member is entitled to a copy of the completed investigative report including any related existing records of interviews/interrogations prior to the imposition of disciplinary or punitive action against the member.

9.11.4 **General Administrative Investigations Guidelines:**

9.11.4.1 All administrative investigations conducted by the Department involving allegations against its members shall adhere to these general guidelines.

9.11.4.2 All administrative investigations and their outcomes shall be treated as personnel matters and shall be confidential.

9.11.4.3 Investigation of conduct shall be conducted in a timely manner without unnecessary delay.

9.11.4.4 Nothing in this Agreement shall abridge the right of a supervisor at any level to counsel with, advise, or admonish a member under their command in private.

9.11.4.5 No promise of reward shall be made as an inducement to answering any question.

9.11.4.6 Any interrogation/interview must be conducted at a reasonable hour, preferably at a time when the member is on duty, or during the normal waking hour of the member, unless the seriousness of the investigation requires otherwise.

9.11.4.7 The interview shall only be voice recorded; video recording will only be used upon prior "case by case" written approval of the Department Head. Records of the interview shall be provided by the City to PSEA.

9.11.4.8 The interview shall be held at a location provided by the City that is mutually agreeable to both PSEA and the City.

9.11.4.9 No PSEA elected official shall be compelled to testify about any knowledge that he or she has gained as a result of his or her office.

9.11.4.10 The interview/interrogation shall allow the member to attend to bodily functions as necessary.

- 9.11.4.11 The member shall be compensated at the overtime rate if the interview/interrogation is conducted at a time other than the employee's working hours. However, the City may, at the discretion of the Department Head, reassign a member under investigation to administrative duties, Monday through Friday, 0800 to 1700 hours for the duration of the investigation.
- 9.11.4.12 The Association is entitled to a copy of the completed investigation report including any related existing records of interviews/interrogations prior to the impositions of disciplinary or punitive action against the member. Materials shall be provided to PSEA upon completion of any investigation.
- 9.11.4.13 All administrative investigations will include one of the following dispositions for each allegation:
- 9.11.4.13.1 **Substantiated (or “Sustained”)**  
Means that the act of misconduct or violation complained of occurred. The standard of proof is a preponderance of the evidence.
  - 9.11.4.13.2 **Unsubstantiated (or “Not Sustained”)**  
Means that there was insufficient evidence to prove or disprove the allegation.
  - 9.11.4.13.3 **Exonerated**  
Means that the act alleged did occur, but the member's actions were lawful and proper.
  - 9.11.4.13.4 **Unfounded**  
Means that the act alleged did not occur.
  - 9.11.4.13.5 **Other Misconduct Noted**  
Means the investigation revealed an act of misconduct or violation not alleged in the complaint.

**Section 9.12 Reserved**

**Section 9.13 Reserved**

#### **Section 9.14 Use of Lie Detector Devices**

No member may be compelled to submit to a Lie Detector exam against their will. The exercise of this right may not in any way be used against the member in any disciplinary action nor will testimony or evidence of the refusal be admissible at a subsequent hearing, trial or other proceeding. This does not preclude the use of a Lie Detector Device where the member and the Department mutually agree to its use nor does it mandate that a member has a right to demand a Lie Detector Examiner investigation.

#### **Section 9.15 Financial Disclosure**

No member may be required to disclose personal information, including but not limited to property possessed, sources and amounts of income, debts, and personal or domestic expenditures (including those of any member of their family or immediate household), unless any of the following conditions exist:

- 9.15.1 Such information is obtained under proper legal procedure; or
- 9.15.2 Probable cause to suspect a conflict of interest with respect to the performance of their official duties; or
- 9.15.3 It is necessary for the Department to ascertain the desirability of assigning the member to a specialized unit assignment in which there is a strong possibility that bribes or other inducements may be offered.

## **Section 9.16 Searches**

No member shall be subject to unreasonable search and seizure. Members shall enjoy the right to privacy in their individual work areas, lockers, electronic devices maintained by the employee for work purposes or other space provided by the Department except that searches of these areas may be conducted in the member's presence; or with the member's consent; or with a valid search warrant; or when the member has been notified in advance (at least 24 hours) that a search will be conducted. This provision shall not prevent the Department from conducting routine inspections of work areas, break areas, locker rooms, vehicles, and other Department owned or leased facilities and equipment, for cleanliness, neatness, serviceability, compliance with directives, and other needs of the Department for the welfare of its members and successful completion of its mission. Nothing in this section shall prevent the Department from retrieving equipment, reports or other items needed for the continuance of operation from a member's locker or other secured space when the member is not available.

## **Section 9.17 Political Activities**

### **9.17.1 In Uniform**

All members are prohibited from engaging in political activities at any time while in uniform.

### **9.17.2 On Duty**

All members are prohibited from engaging in political activity while on duty.

### **9.17.3 Solicitation**

All employees are prohibited from soliciting political contributions from fellow employees or those on eligibility list(s), other than in connection with ballot measures affecting their wages, hours and working conditions, except that they may make appeals for any kind of political contributions to the public generally, even though this may include fellow employees.

### **Section 9.18 Revocation of Driver's License**

No Employee may be deprived of pay or seniority based upon the revocation of his or her driver's license for a violation or violations of the law which result from the direct orders of his or her superior to specifically commit such violation or violations.

### **Section 9.19 Break Areas**

The parties agree that the Employer shall provide areas designated as "Employee Break Areas" which shall be large enough to accommodate the Employees using such areas. Association members are encouraged to make suggestions to the Employer as to the location of acceptable areas.

### **Section 9.20 Political Pressure**

In accordance with Section 4.4 of the City Charter, except for the purpose of inquiry, the Council and its members shall deal with the administrative service solely through the City Mayor and neither the Council nor any member thereof shall give orders to any subordinates of the City Mayor. No Employee shall be subjected to any disciplinary action by the City Council or its members.

## **ARTICLE 10 FAIRBANKS POLICE DEPARTMENT (FPD) WORK RULES**

### **Section 10.1 General Rules**

#### **10.1.1 Work Week**

The work week in this Agreement shall consist of a forty (40) hours minimum in pay status from the start of the employee's regularly scheduled duty day unless a mutually agreed alternative schedule is in place.

#### **10.1.2 Reporting Late for Duty**

When members report for work later than the scheduled starting time, they shall be placed on leave without pay for the period of their absence and their finishing time will not be extended to make up for the lost time. Periods of less than one-half (1/2) hour shall be deducted in half hour (1/2) increments.

#### **10.1.3 Consecutive Days Off**

Regardless of schedule worked, each member shall be entitled to regularly scheduled days off each week. The numbers of days off are defined by the schedule the employee works. Members should not be forced to work overtime on all of their off-duty days.

See Article 30 – Definitions – No Days Off (NDO) Comp

[\\*See Appendix A for flow chart of overtime\\*](#)

#### **10.1.4 Special Assignment Schedules**

Members volunteering for special assignments may be assigned a work week by the City, consistent with the mission of that specific assignment.

#### **10.1.5 Shift Swaps**

Shift swaps, to be used as a judicious management tool, are allowed under this Agreement if approved by the Department Head.

10.1.6 **Time Off Between Shifts**

Each member shall have a minimum of eight (8) hours off duty from the time their last shift ends until the next scheduled shift begins. Including overtime shifts. In such instances, the next least senior member may be assigned to work. An exception to this rule is Court Duty.

10.1.7 **Maximum Consecutive Hours Worked**

Except for work performed in an emergency or life-threatening situation, no member may routinely work more than fourteen (14) consecutive hours if other employees are available. The parties further agree that there are situations, such as shift change day and certain days where a member will occasionally be required to work more than 12 non-consecutive hours in a day.

See Article 30 – Definitions – Work Forced Over (WFO) 12 Comp

10.1.8 **Shift Bidding**

Shift preference shall be used to bid each shift as provided in this section and subsections. Shift preference will be bid by classification seniority by assignment within the department. In the event a member would be forced into a situation where they were required to work the same tour beyond two tour rotations, that member may be bumped up in seniority for that one tour bid. There will be triannual shift rotations.

10.1.8.1 Supervision by a Family Member

Employees may not bid a shift which would require them to be evaluated or evaluate a spouse, parent, child, sibling or any member of that employee's household. This provision applies to shift, not overtime bidding. However, the Department Head shall have the ability to require either employee to move to a different shift.

#### 10.1.8.2 Shift Bid Posting Requirements

The shift bid shall be posted no later than six (6) months prior to the commencement of the applicable tour of duty. Leave shall not be denied should the department be unable to meet this deadline.

#### 10.1.9 **Hardship Request**

Upon application of a member to the Department Head, a member may be reassigned to any shift/assignment due to personal hardship or other approved reason.

#### 10.1.10 **Personnel Assignments**

##### 10.1.10.1 Disciplinary Reassignment

Members who are demoted or reassigned as the result of a disciplinary action shall be reassigned a shift until the next regularly scheduled preference bid.

##### 10.1.10.2 Temporary Assignments

Temporary assignments, except for training duties or operational necessity, shall not exceed three years.

##### 10.1.10.2.1 Voluntary Vacancy of Temporary Assignment

Members voluntarily electing to leave a temporary assignment early shall be assigned a shift until the next regularly scheduled preference bid.

##### 10.1.10.2.2 Involuntary Vacancy of Temporary Assignment

A member leaving such a position other than for the reasons stated above (i.e., non-disciplinary forced transfer) will be allowed to bid for a rotation which is more than thirty (30) days from its start date.

##### 10.1.10.3 New Hires Shift Assignment

Newly hired probationary employees shall be assigned a duty schedule by the City.

#### 10.1.10.4 Newly Promoted Assignments

Newly promoted employees will be assigned a shift until the next regularly scheduled Shift Preference Bid.

#### 10.1.10.5 Plan for Individual Improvement Scheduling

Employees placed on a "Plan for Individual Improvement" shall be assigned a duty schedule by the City. Upon successful completion of the Plan, the employee's right to bid shift preference shall be restored at the next shift bidding.

### **Section 10.2 Pay for Working in a Higher Classification. Temporarily Working Out of Class and Acting Appointments**

Any Employee who is assigned by the Department Head the responsibilities and the duties of a classification for more than (1) one hour, other than that in which the Employee normally holds, shall be paid at the same step on the higher classification rate when filling said position. Any Employee who is assigned duties of a position below the classification which the Employee normally holds, shall continue to be paid at the rate the Employee normally receives. Members will not be required to work outside their classification for a consecutive period beyond six (6) months in a calendar year unless otherwise agreed between the City and the Association.

### **Section 10.3 Schedule Changes**

When making Employee schedule changes, the Employer shall notify the Employee of any contemplated change in writing or electronic notification at least seven (7) calendar days prior to the same taking effect. If the Employee is not given at least seven (7) calendar days notice of the change, the Employee will be paid at the rate of time and one-half (1-1/2) for all hours worked on the first day of the new schedule. Additional hours scheduled prior to an Employee's regular starting time are not schedule changes when the regular work day is also worked. This provision shall not apply to temporary deviations to an Employee's schedule caused by unforeseen circumstances outside the control of the Employer.

## **Section 10.4 Court Attendance**

### **10.4.1 On-Duty Attendance**

Members required to appear for court as a result of actions performed in the line of duty shall suffer no loss in regular earnings but shall be compensated during service at the member's rate of pay if on duty. Any witness fees shall be turned over to the City.

### **10.4.2 Off-Duty Attendance**

If members are off-duty, they shall receive pay at the appropriate overtime rate with a two (2) hour minimum pay, unless court is within 2 hours of the employees regularly schedule shift start time, then they will be paid for actual hours worked. The appearance requirement of the off-duty employee shall be limited to what is necessary to appear and attend at court.

### **10.4.3 Jury Duty**

Any member who is required to serve on jury duty during a normally scheduled work day will be reassigned to dayshift for that day. Any payment for jury service will be signed over to the City and the member will receive their normal wage for that day. Should the member be excused from service, they are expected to report to their supervisor and complete the remaining hours of their work day.

## **Section 10.5 Shift Definitions and Shift Differential Pay**

### **10.5.1 Day Shift**

The “day” shift is any shift beginning between 0500 hours and 1159 hours. Shifts beginning during the “day” shift hours are paid no shift differential.

### **10.5.2 Swing Shift**

The “swing” shift is any shift beginning between 1200 hours and 1859 hours. Shifts beginning during the “swing” shift hours are paid a 5% shift differential.

10.5.3 **Midnight Shift**

The “midnight” shift is any shift beginning between 1900 hours and 0459 hours. Shifts beginning during the “midnight” shift hours are paid an 10% shift differential.

**Section 10.6 Overtime / Premium Pay**

(See also, [Article 4](#) and section [8.9](#))

10.6.1 **Pay Increments**

Overtime shall be measured in one-half (1/2) hour increments.

10.6.2 **First Day of the Week**

For purposes of this section, the employee’s first duty day establishes the first day of the week.

10.6.3 **Employee’s Twenty-Four-Hour Day**

For purposes of determining overtime, the employee’s twenty-four (24) hour period begins at the commencement of the employee’s duty assignment start time.

10.6.4 **Personal Leave Used**

Personal Leave, other than for injury or illness, taken during a day does qualify as work time for purposes of computing overtime worked beyond scheduled shift hours on a single day.

10.6.5 **Shift Differential Applied to Overtime**

When a member works overtime hours on a shift that qualifies for shift differential pay, the City shall compute overtime pay on the basis of the following formula: Basic hourly rate plus shift differential, if any, multiplied by 1.5.

10.6.6 **Work Force Over 12 Hours in a 24-Hour Period (WFO)**

Those hours of work forced over twelve (12) hours in any employee's 24-hour day will be paid at the basic rate plus shift differential multiplied by 1.5 plus 0.5 compensatory time.

10.6.7 **Work Force Over 12 Consecutive Hours (WFO)**

Those hours of work forced over twelve (12) consecutive hours will be paid at the basic rate plus shift differential multiplied by 1.5 plus 0.5 compensatory time.

10.6.8 **Volunteered Overtime**

All volunteered overtime is paid at the basic rate, plus any shift differential, multiplied by 1.5.

10.6.9 **Short Notice Vacancies**

For purposes of this section, "short notice" means less than eleven hours (11) notice from time of notification until the start time of the shift needing to be filled.

10.6.9.1 **Filling Vacancy with On-Duty Staff**

When members are needed to meet personnel requirements on short notice, overtime will first be offered on a seniority basis to on-duty members in the needed classification, and then to members in the needed classification who are scheduled to work the next shift. If neither of said classification members volunteer by seniority, the Department may require that the on-duty member with least seniority in the needed classification remain on duty until other personnel can be located and report for duty.

10.6.9.2 **Filling Vacancy with Off-Duty Staff**

The member called on short notice to work overtime from off duty status shall be paid for actual overtime worked, with a minimum of two hours of overtime, if the work shift is 2 hours prior to the employees regularly schedule shift.

10.6.10 **Medium Notice Overtime (More Than 11 Hours but Less Than 72 Hours)**

When members are needed to meet personnel requirements known more than 11 hours but less than 72 hours prior to actual assignment.

10.6.10.1 Posting of Overtime

Overtime will be offered in accordance with Long Notice. Overtime will be offered by posting and/or individual solicitation.

10.6.11 **Long Notice Overtime (Greater Than 72 Hours Notice)**

When members are needed to meet shift staffing requirements known at least seventy-two (72) hours prior to the actual assignment.

10.6.11.1 Posting of Staffing Overtime

Overtime will be determined by posting a volunteer overtime list. Overtime will be offered to employees bidding, based upon departmental needs, giving preference to classification seniority within the needed classifications.

10.6.11.1.1 Order of Officer Staffing:

Police Officer  
Sergeants  
Lieutenants  
Detectives

10.6.11.1.2 Order of Supervising Staffing:

10.6.12 **Special Mission Overtime**

The Department may assign overtime for specific missions of limited duration based upon the qualifications of the member and/or the specific needs of the assignment: i.e., polygraph, prior drug training, prostitution cases, DRE, etc.

10.6.13 **Other Overtime**

All other overtime shall be bid out based upon departmental seniority.

10.6.14 **No Volunteers / Forced Overtime**

In the event no volunteers are obtained in the above processes, then overtime shall be assigned in order of inverse order of seniority. However, absent an emergency or life-threatening situation and to avoid employee "burnout", no member will routinely work more than fourteen (14) consecutive hours nor be forced to work all of their off-duty days. In such instances, the next least senior member may be assigned to work.

- 10.6.14.1.1 When forcing a member to work overtime would result in No Days Off (NDO) or Work Force Over (WFO) due to hours in a day or the number of days worked in a week, the next least senior member will be assigned to work. There will be some instances where other members are not available, or the required tasks must be completed by the specific member which would supersede this rule.

[\\*See Appendix A diagram for flow chart of overtime\\*](#)

10.6.15 **Forced Overtime Alternate Time Bucket Method**

For long notice overtime where no volunteers are obtained, the Telestaff "buckets" feature may be used to determine the appropriate employee to force for the vacancy. If either party desires to change the type of time, or time period used to calculate the time bucket, a change can be made on mutual agreement.

#### 10.6.15.1 Qualifying Time for Buckets

For purposes of this Agreement, overtime of all types will be tallied in the employee's time bucket. A change can be made on mutual agreement.

#### 10.6.15.2 Time Period for Buckets

For purposes of this Agreement the time bucket will be reset to zero at the beginning of each rotation. A change can be made on mutual agreement.

#### 10.6.15.3 System Outage

In the event Telestaff is unavailable for bidding auctions or forced fill through the time bucket feature, all overtime bidding will revert to a manual paper process. Volunteered overtime will be awarded by seniority and forced overtime will be assigned in order of inverse seniority and applicable working rules.

#### 10.6.16 **Errors in Awarding Overtime**

Should the City, by error or omission, violate the provisions of this section by failing to offer overtime work to a senior eligible member who could have worked the overtime, then the overtime work shall be offered to senior member(s) at a mutually agreeable time, for the same number of hours originally worked. An overtime situation need not exist for this time to be worked.

#### 10.6.17 **Minimum Call Back Rate**

Members reporting to work and not put to work shall receive two (2) hours pay at their regular rate unless notified not to report within (4) hours prior to the start of the shift.

#### 10.6.18 **Flex Schedule**

Nothing in this agreement bars the City and the Association from agreeing upon a "flex" schedule.

## **Section 10.7 Special Mission Assignments**

The Department Head shall designate members and determine the call-out of special elements of the department, i.e., Tactical Team, Sexual Assault Unit, Traffic Units, Canine Units. Flexible scheduling is an essential element of these units.

## **Section 10.8 Compensatory Time Off**

### **10.8.1 Compensatory Time**

Employees who work overtime may elect, in lieu of being paid overtime, to accrue compensatory time at the rate of 1.5 hours for every hour of overtime. Compensatory time (to a maximum of 240 hours) may be taken and used in the same manner and terms as personal leave (when mutually agreeable by the employee and Department Director). Employees may carry 80 hours of comp time into the next calendar year. Any comp time over 80 hours that is not fully scheduled or used by December 31 of each year will be paid by the City to the employee by January 31.

### **10.8.2 Payment on Separation from Service**

Should a member separate from service for any reason, the member's compensatory time shall be paid at termination at the dollar value in effect at the date of termination.

## **Section 10.9 Meal Break**

A meal break of thirty (30) minutes shall be allowed on each shift. Those employees who are subject to recall to work on their meal break shall be considered in on-duty pay status during the meal break. In the event of either denial of meal break or recall from the meal break, the member shall be given the chance or opportunity to eat as time permits.

## **Section 10.10 Relief Breaks**

All members shall be allowed one (1) relief break not to exceed fifteen (15) minutes in duration during the first (1st) half of the shift, and fifteen (15) minutes during the second (2nd) half of the shift. When working overtime, paid relief breaks of fifteen (15) minutes shall be taken every two (2) hours. When working other than a regular shift, fifteen (15) minute relief breaks may be taken every two (2) hours.

## **Section 10.11 Time Changes**

When time changes to or from Alaska Standard Time, members shall be paid only for actual hours worked.

## **Section 10.12 Training Requirement**

Any person hired to perform the duties of any position covered by this Agreement shall successfully complete training and be capable of performing all required duties of the position prior to working in solo capacity. Solo capacity shall mean working independently without direct supervision as determined by the Department Head.

## **Section 10.13 Officer Vehicle Program**

The parties agree to continue an officer vehicle availability program. The parties agree that the operation, continuation and guidelines of this program are at the City's discretion, after due regard to Association input.

## **Section 10.14 Police Patrol Supervision**

### **10.14.1 Sergeants as Watch Commander**

The City may continue the current practice of utilizing Sergeants as Shift Commanders on the assigned Lieutenant's RDOs and periods of leave.

### **10.14.2 Sergeants Working as Watch Commander**

Sergeants may not work shift commander overtime unless the overtime has been offered to and refused by all patrol shift Lieutenants first.

#### 10.14.2.1 Pay Calculation

A Sergeant shall be paid at a 5% premium above their current base wage rate while working as acting Shift Commander.

#### 10.14.3 **Acting Lieutenants**

Acting Lieutenants may be utilized on a continuing basis for a period up to twelve (12) months, which may be extended by mutual consent. Acting Lieutenants shall enjoy all emoluments of a regular Lieutenant during the period he/she is in acting capacity.

#### 10.14.3.1 Pay Calculation

Acting Lieutenants shall be paid at 10% above their current step.

## **Section 10.15 Police Administration**

### **10.15.1 Deputy Chief and Captain Positions**

The Department Head shall promote a Deputy Chief and Captain from the ranks of Captain or Lieutenants in accordance with CBA. Selection and term of service is based on criteria established by the Department Head and this CBA. The Deputy Chief and Captain will remain in the Bargaining Unit. The Deputy Chief will be supervised by the Department Head and will perform the duties assigned to them by the Department Head. The Captain will be supervised by the Deputy Chief and will perform the duties assigned to them by the Department Head.

#### **10.15.1.1 PSEA Bargaining Unit Limitation**

No person outside the PSEA bargaining units can be placed in an acting status in the capacity of the Deputy Chief, Captain, Lieutenant.

#### **10.15.1.2 Deputy Chief Pay**

The Deputy Chief will receive performance pay at twelve percent (12%) above their step on Lieutenant classification scale.

#### **10.15.1.3 Captain Pay**

The Captain will receive performance pay at six percent (6%) above their step on the lieutenant classification scale.

#### **10.15.1.4 Lieutenant Assignments**

Lieutenants assigned to positions other than Shifts (such as Investigations and Special Operations) shall serve a minimum two (2) year assignment. If mutually agreed upon by the City and the incumbent, the assignment may be extended up to a maximum of five (5) years. Except for just cause, Lieutenants in these assignments may not be removed prior to completion of a two (2) year assignment.

## **Section 10.16 Standby**

Members may be required to periodically report their whereabouts in order to be available for work on short notice. In such instances, the member's names shall be placed on a standby roster for the designated period of time of such a requirement. Assignments to a standby roster as well as the direct callouts from such an assignment shall be equitably rotated among members normally required to perform the anticipated duties.

If a member is required to be on call for immediate recall to work, the member shall be paid one hour of pay at the overtime rate for each time period of twelve (12) hours or less of standby. When assigned to standby on a non-floating holiday, the member shall receive two hours of overtime for each time period of twelve (12) hours or less of standby.

Standby pay is for the purpose of compensating the member for being available for work. Standby pay is not intended as compensation for any work performed by the member and will be paid in addition to any applicable compensation in the event the member is recalled to duty. Members on standby status shall remain available by telephone and shall remain physically and mentally fit for immediate duty. Standby shall not be used to avoid maintaining minimum staffing levels as set by the Department.

## **Section 10.17 Schedules**

### **10.17.1 Blended Schedule**

Management reserves the right to implement a blended schedule within the units.

### **10.17.2 Forty Hour Work Week**

#### **10.17.2.1 Five Days, Eight Hour Shifts**

10.17.2.1.1 For members who work a five/eight shift, all work performed in excess of forty (40) hours within a week or eight (8) hours within a twenty-four-hour period shall be paid at one and one-half (1.5) times the basic rate of pay.

10.17.2.1.2 See Article 30 No Days Off (NDO)

10.17.2.2 Four days, 10-Hour Shifts

10.17.2.2.1 A mutually agreeable alternative to the normal five (5) day, eight (8) hour work week shall be four (4) work days preceded or followed by three (3) consecutive days off. The member is guaranteed four (4) ten (10) hour days within the work week provided he/she is ready, willing and able to work, unless suspended, on lay-off or on leave without pay. The four-day work week shall consist of four (4) ten (10) hour work days. Hours worked on a normal workday shall be paid in accordance with the Agreement, based on a ten (10) hour work day. Accordingly, members shall receive overtime compensation for all hours exceeding ten (10) hours in work status per day.

10.17.2.2.2 A designated holiday will be observed on the calendar day for which it falls for all shift assigned employees. For routine work week employees assigned to the 4/10 alternative, if the holiday falls on the employee's first or second regularly scheduled day off, it will be observed on the last regular scheduled day of work in that week. If the holiday falls on the employee's third regularly scheduled day off, it shall be observed on the following day.

10.17.2.2.3 A member who works a 4/10 schedule shall be paid overtime for all hours worked in excess of ten (10) hours in a day.

10.17.2.2.4 See Article 30 – No Days Off (NDO)

**ARTICLE 11 FAIRBANKS EMERGENCY COMMUNICATION CENTER (FECC)  
WORK RULES**

**Section 11.1 General Rules**

**11.1.1 Work Week**

The work week in this Agreement shall consist of a forty (40) hours minimum in pay status from the start of the employees regularly scheduled duty day unless a mutually agreed alternative schedule is in place.

**11.1.2 Reporting Late for Duty**

When members report for work later than the scheduled starting time, they shall be placed on leave without pay for the period of their absence and their finishing time will not be extended to make up for the lost time. Periods of less than one-half (1/2) hour shall be deducted in half hour (1/2) increments.

**11.1.3 Consecutive Days Off**

Regardless of schedule worked, each member shall be entitled to regularly scheduled days off each week. The numbers of days off are defined by the schedule the employee works. Members should not be forced to work overtime on all of his or her off-duty days. See No Days Off (NDO) – Article 30\*[See Appendix A diagram for flow chart of overtime\\*](#)

11.1.4 **Special Assignment Schedules**

Members volunteering for special assignments may be assigned a work week by the City, consistent with the mission of that specific assignment.

11.1.5 **Shift Swaps**

Shift swaps, to be used as a judicious management tool, are allowed under this Agreement if approved by the Department Head.

11.1.6 **Time Off Between Shifts**

Each member shall have a minimum of eight (8) hours off duty from the time their last shift ends until the next scheduled shift begins. An exception to this rule is Court Duty.

11.1.7 **Maximum Consecutive Hours Worked**

Except for work performed in an emergency or life-threatening situation, no member may routinely work more than sixteen (16) consecutive hours if other employees are available. The parties further agree that there are situations, such as shift change day and certain days for the relief dispatcher, where a member will occasionally be forced to work more than 12 non-consecutive hours in a day.

11.1.8 **Shift Bidding**

Shift preference will be bid by classification seniority by assignment within the department. In the event a member would be forced to work the same tour beyond two tour rotations, that member may be bumped up in seniority for that one tour bid. Shift preference shall be used to bid each shift as provided in this section and subsections. No member shall remain on the same shift more than four consecutive rotations. There will be triannual shift rotations.

#### 11.1.8.1 Supervision by a Family Member

Employees may not bid a shift which would require them to be evaluated or evaluate a spouse, parent, child, sibling or any member of that employee's household. This provision applies to shift, not overtime, bidding. However, the Department Head shall have the ability to require either to move to a different shift.

#### 11.1.8.2 Shift Bid Posting Requirements

Shift schedules and tour assignments shall be posted no later than six (6) months prior to the commencement of the applicable tour of duty. Leave shall not be denied should the department be unable to meet this deadline.

#### 11.1.9 **Hardship Request**

Upon application of a member to the Department Head, a member may be reassigned to any shift/assignment due to personal hardship or other approved reason.

#### 11.1.10 **Personnel Assignments**

##### 11.1.10.1 Disciplinary Reassignment

Members who are demoted or reassigned as the result of a disciplinary action shall be reassigned a shift until the next regularly scheduled preference bid.

##### 11.1.10.2 Temporary Assignments

Temporary assignments, except for training duties or operational necessity, shall not exceed three years.

##### 11.1.10.2.1 Voluntary Vacancy of Temporary Assignment

Members voluntarily electing to leave a temporary assignment early shall be assigned a shift until the next regularly scheduled preference bid.

11.1.10.2.2 Involuntary Vacancy of Temporary Assignment

A member leaving such a position other than for the reasons stated above (i.e. non-disciplinary forced transfer) will be allowed to bid for a rotation which is more than thirty (30) days from its start date.

11.1.11 **New Hires Shift Assignment**

Newly hired probationary employees shall be assigned a duty schedule by the City.

11.1.12 **Plan for Individual Improvement Scheduling**

Employees placed on a "Plan for Individual Improvement" shall be assigned a duty schedule by the City. Upon successful completion of the Plan, the employee's right to bid shift preference shall be restored at the next shift bidding.

**Section 11.2 Pay for Working in a Higher Classification. Temporarily Working Out of Class and Acting Appointments**

Any Employee who is assigned by the Department Head the responsibilities and the duties of a classification for more than (1) one hour, other than that in which the Employee normally holds, shall be paid at the same step on the higher classification rate when filling said position. Any Employee who is assigned duties of a position below the classification which the Employee normally holds, shall continue to be paid at the rate the Employee normally receives. Members will not be required to work outside their classification for a consecutive period beyond six (6) months in a calendar year unless otherwise agreed between the City and the Association.

### **Section 11.3 Schedule Changes**

When making Employee schedule changes, the Employer shall notify the Employee of any contemplated change in writing or electronic notification at least seven (7) calendar days prior to the same taking effect. If the Employee is not given at least seven (7) calendar days notice of the change, the Employee will be paid at the rate of time and one-half (1-1/2) for all hours worked on the first day of the new schedule. Additional hours scheduled prior to an Employee's regular starting time are not schedule changes when the regular work day is also worked. This provision shall not apply to temporary deviations to an Employee's schedule caused by unforeseen circumstances outside the control of the Employer.

### **Section 11.4 Court Attendance**

#### **11.4.1 On-Duty Attendance**

Members required to appear for court as a result of actions performed in the line of duty shall suffer no loss in regular earnings but shall be compensated during service at the member's rate of pay if on duty. Any witness fees shall be turned over to the City.

#### **11.4.2 Off-Duty Attendance**

If members are off-duty, they shall receive pay at the appropriate overtime rate with a two (2) hour minimum pay. The appearance requirement of the off-duty employee shall be limited to what is necessary to appear and attend at court.

#### **11.4.3 Jury Duty**

Any member who is required to serve on jury duty during a normally scheduled work day will be reassigned to dayshift for that day. Any payment for jury service will be signed over to the City and the member will receive their normal wage for that day. Should the member be excused from service, they are expected to report to their supervisor and complete the remaining hours of their work day.

## **Section 11.5 Shift Definitions and Shift Differential Pay**

### **11.5.1 Day Shift**

The “day” shift is any shift beginning between 0500 hours and 1159 hours.

### **11.5.2 Swing Shift**

The “swing” shift is any shift beginning between 1200 hours and 1859 hours.

### **11.5.3 Midnight Shift**

The “midnight” shift is any shift beginning between 1900 hours and 0459 hours.

## **Section 11.6 Overtime / Premium Pay (See chart in Appendix A)**

(See also, [Article 4](#) and sections and [8.9](#))

### **11.6.1 Payment Increments**

Overtime shall be measured in one-half (1/2) hour increments.

### **11.6.2 First Day of the Week**

For purposes of this section, the employee’s first duty day establishes the first day of the week.

### **11.6.3 Employee’s Twenty-Four-Hour Day**

For purposes of determining overtime, the employee’s twenty-four (24) hour period begins at the beginning of the employee’s scheduled normal duty start time.

### **11.6.4 Personal Leave Used**

Personal Leave, other than for injury or illness, taken during a day does qualify as work time for purposes of computing overtime worked beyond scheduled shift hours on a single day.

11.6.5 **Shift Differential Applied to Overtime**

When a member works overtime hours on a shift that qualifies for shift differential pay, the employee will be paid the overtime rate plus applicable shift differential.

11.6.6 **Work Forced Over 12 Hours in a 24-Hour Period (WFO)**

Those hours of work forced over twelve (12) hours in any employee's 24-hour day will be paid at the basic rate plus shift differential multiplied by 1.5 plus 0.5 compensatory time.

11.6.7 **Work Forced Over 12 Consecutive Hours (WFO)**

Those hours of work forced over twelve (12) consecutive hours will be paid at the basic rate plus shift differential multiplied by 1.5 plus 0.5 compensatory time.

11.6.8 **Volunteered Overtime**

All volunteered overtime is paid at the basic rate, plus any shift differential, multiplied by 1.5.

11.6.9 **Short Notice Vacancies**

For purposes of this section, "short notice" means less than twenty-four (24) hours notice from time of notification until the start time of the shift needing to be filled.

11.6.9.1 **Filling Vacancy with On-Duty Staff**

When members are needed to meet personnel requirements on short notice, overtime will first be offered on a seniority basis to on-duty members in the needed classification, and then to members in the needed classification who are scheduled to work the next shift. If neither of said classification members volunteer by seniority, the Department may require that the on-duty member with least seniority in the needed classification remain on duty until other personnel can be located and report for duty.

11.6.9.2 Filling Vacancy with Off-Duty Staff

The member called on short notice to work overtime from off duty status shall be paid for actual overtime worked, with a minimum of two hours of overtime.

11.6.9.3 Filling Vacancy for 12-Hour Shift Schedule

When filling vacancies on a 12-hour schedule follow the medium notice procedure.

11.6.10 **Medium Notice Overtime – (More Than 24 Hours But Less Than 72 Hours)**

When members are needed to meet personnel requirements known more than 24 hours but less than 72 hours prior to actual assignment.

11.6.10.1 Posting of Overtime

Overtime will be offered in accordance with Long Notice. Overtime will be offered by posting and/or individual solicitation, in a manner agreed upon by both parties.

11.6.10.2 12-Hour Shifts

If scheduled on 12 hours shift rotation the Overtime will be offered in accordance with Short Notice Overtime.

11.6.11 **Long Notice Overtime - (Greater Than 72-Hour Notice)**

When members are needed to meet shift staffing requirements known at least seventy-two (72) hours prior to the actual assignment.

11.6.11.1 Posting of Staffing Overtime

Overtime will be determined by posting a volunteer overtime list. Overtime will be offered to employees bidding, based upon departmental needs, giving preference to departmental seniority for Dispatch Staffing Overtime.

11.6.11.2 Order of Dispatch Staffing:  
Supervisor  
Dispatcher

11.6.12 **Other Overtime**

All other overtime shall be bid out based upon departmental seniority.

11.6.13 **Overtime Bidding – Voluntary**

Will be available for bidding known vacancies through the Auctions module of Telestaff. Auctions will be opened for bid as needed to fill vacancies.

11.6.13.1 Sign-up All

The Telestaff “Sign Up All” feature will be utilized for awarding any additional long-term overtime after the initial monthly auction has been awarded. The senior member who has signed up for the available shift will be awarded the overtime.

11.6.14 **No Volunteers / Forced Overtime**

In the event no volunteers are obtained in the above processes, then overtime shall be assigned in inverse order of seniority. However, absent an emergency or life-threatening situation and to avoid employee "burnout", no member will routinely work more than sixteen (16) consecutive hours nor be forced to work overtime on all of their off-duty days. In such instances, the next least senior member may be assigned to work.

11.6.15 **Force Hours Pay Rate**

See Article 30 - No Days Off (NDO) and Work Force Over (WFO)  
[See Appendix A for flow chart of overtime](#)

### 11.6.16 **Force Overtime**

For long notice overtime where no volunteers are obtained, the Telestaff “buckets” feature will be used to determine the appropriate employee to force for the vacancy. If either party desires to change the type of time, or time period used to calculate the time bucket, a change can be made on mutual agreement.

When forcing a member to work overtime would result in NDO or WFO due to hours in a day or the number of days worked in a week, the next least senior member will be assigned to work. There will be some instances where other members are not available, or the required tasks must be completed by the specific member which would supersede this rule.

#### 11.6.16.1 Qualifying Time for Buckets

For purposes of this Agreement, overtime of all types will be tallied in the employee’s time bucket.

#### 11.6.16.2 Time Period for Buckets

For purposes of this Agreement the time bucket will be reset to zero at the beginning of each rotation.

#### 11.6.16.3 System Outage

In the event Telestaff is unavailable for bidding auctions or forced fill through the time bucket feature, all overtime bidding will revert to a manual paper process. Volunteered overtime will be awarded by seniority and forced overtime will be assigned in order of inverse seniority and applicable working rules.

### 11.6.17 **Special Mission Overtime**

The Department may assign overtime for specific missions of limited duration based upon the qualifications of the member and/or the specific needs of the assignment.

11.6.18 **Errors in Awarding Overtime**

Should the City, by error or omission, violate the provisions of this section by failing to offer overtime work to a senior eligible member who could have worked the overtime, then the overtime work shall be offered to senior member(s) at a mutually agreeable time, for the same number of hours originally worked. An overtime situation need not exist for this time to be worked.

11.6.19 **Minimum Call Back Rate**

Members reporting to work and not put to work shall receive two (2) hours pay at their regular rate unless notified not to report at the end of their previous work day or two (2) hours prior to the start of the shift.

11.6.20 **Flex Schedule**

Nothing in this agreement bars the City and the Association from agreeing upon a "flex" schedule.

**Section 11.7 Compensatory Time Off**

11.7.1 **Compensatory Time**

Employees who work overtime may elect, in lieu of being paid overtime, to accrue compensatory time at the rate of 1.5 hours for every hour of overtime. Compensatory time (to a maximum of 240 hours) may be taken and used in the same manner and terms as personal leave (when mutually agreeable by the employee and Department Director). Employees may carry 80 hours of comp time into the next calendar year. Any comp time over 80 hours that is not fully scheduled or used by December 31 of each year will be paid by the City to the employee by January 31.

11.7.2 **Payment on Separation from Service**

Should a member separate from service for any reason, the member's compensatory time shall be paid at termination at the dollar value in effect at the date of termination.

### **Section 11.8 Meal Break**

A meal break of thirty (30) minutes shall be allowed on each shift of eight (8) hours or greater in duration. Those employees who are subject to recall to work on their meal break shall be considered in on-duty pay status during the meal break. In the event of either denial of meal break or recall from the meal break, the member shall be given the chance or opportunity to eat as time permits.

### **Section 11.9 Relief Breaks**

All members shall be allowed two (2) fifteen (15) minute breaks for every eight (8) hours worked and one (1) additional fifteen (15) minute break for each additional four (4) hour increment.

### **Section 11.10 Time Changes**

During Daylight Savings Time changes, members shall be paid only for actual hours worked.

### **Section 11.11 Training Requirement**

Any person hired to perform the duties of any position covered by this Agreement shall successfully complete training and be capable of performing the required duties of the position prior to working in solo capacity. Solo capacity shall mean working independently without direct supervision as determined by the Department Head.

### **Section 11.12 Shift Supervisors Acting as Department Head**

Recognizing the FECC provides services well beyond the City of Fairbanks and the critical mission of the Communications center, the parties agree to continue the use of Shift Supervisor acting as the Department Head during absences.

**11.12.1 Department Head Unavailable**

When the Department Head is unavailable for more than twelve (12) hours to physically respond to the Center if needed, one of the Shift Supervisor will be recommended by the Department Head for appointment by the Mayor as Acting Department Head. The added duties of this assignment include performance of all duties of the Department Head, including appearance at interagency meetings and taking responsibility for overall operations of the Center, including staffing a dispatch console when needed.

**11.12.2 Acting Department Head Standby**

Standby provisions as outlined in Section 11.16 shall apply to times when the Acting Dispatch Center Department Head is not on duty but available to report to work as needed.

**11.12.3 Acting Department Head Pay**

Shift Supervisors working as acting Department Head will be paid as the Department Head's rate of pay for regular duty hours. Any overtime will be paid at the Shift Supervisor's rate of pay following any applicable overtime rules.

**Section 11.13 Dispatch Supervision**

**11.13.1 Acting Supervisor**

Acting Shift Supervisor may be utilized on a continuing basis for a period up to twelve (12) months, which may be extended by mutual consent. Acting Shift Supervisor shall enjoy all emoluments of regular Shift Supervisor during the period he/she is in acting capacity.

**11.13.1.1 Pay Calculation**

Acting Supervisors shall be paid at their current step on the Dispatch Supervisor pay scale.

**Section 11.14 Shift Supervisor Shortage**

Within 12 months of the ratification of this contract the city will implement a dispatch schedule with a supervisor on every shift at all times.

## **Section 11.15 Supervisor Compensatory Time**

The nature of the work in Dispatch requires Shift Supervisor to routinely work beyond their shift to complete necessary duties. The department agrees to credit each Shift Supervisor with one-half (.5) hour comp per week if the member works up to 24 hours per work week, or one (1) hour comp per week if the member works in excess of 24 hours per week.

## **Section 11.16 Standby**

Members may be required to periodically report their whereabouts in order to be available for work on short notice. In such instances, the member's names shall be placed on a standby roster for the designated period of time of such a requirement. Assignments to a standby roster as well as the direct callouts from such an assignment shall be equitably rotated among members normally required to perform the anticipated duties.

### **11.16.1 Immediate Recall**

If a member is required to be on call for immediate recall to work, the member shall be paid two hours of pay at the overtime rate for each time period of twelve (12) hours or less of standby. When assigned to standby on a non-floating holiday, the member shall receive four hours of overtime for each time period of twelve (12) hours or less of standby.

### **11.16.2 Standby**

Standby pay is for the purpose of compensating the member for being available for work. Standby pay is not intended as compensation for any work performed by the member and will be paid in addition to any applicable compensation in the event the member is recalled to duty. Members on standby status shall remain available by telephone and shall remain physically and mentally fit for immediate duty. Standby shall not be used to avoid maintaining minimum staffing levels as set by the Department.

**Section 11.17 Schedules** ([See chart in Appendix A](#))

**11.17.1 Blended Schedules**

Management reserves the right to implement blended schedules within units.

**11.17.2 Forty-Hour Work Week Schedules:**

**11.17.2.1 Five Days, Eight Hour Shifts**

11.17.2.1.1 For members who work a five/eight shift, all work performed in excess of forty (40) hours within a week or eight (8) hours within a twenty-four-hour period shall be paid at one and one-half (1.5) times the basic rate of pay.

11.17.2.1.2 See Article 30 - No Days Off (NDO)

### 11.17.3 **Four Day, 10 Hour Shifts**

11.17.3.1 A mutually agreeable alternative to the normal five (5) day, eight (8) hour work week shall be four (4) work days preceded or followed by three (3) consecutive days off. The member is guaranteed four (4) ten (10) hour days within the work week provided he/she is ready, willing and able to work, unless suspended, on lay-off or on leave without pay. The four-day work week shall consist of four (4) ten (10) hour work days. Hours worked on a normal workday shall be paid in accordance with the Agreement, based on a ten (10) hour work day. Accordingly, members shall receive overtime compensation for all hours exceeding ten (10) hours in work status per day.

11.17.3.2 A member who works a 4/10 schedule shall be paid overtime for all hours worked in excess of ten (10) hours in a day.

11.17.3.3 See Article 30 - No Days Off (NDO)

### 11.17.4 **FECC 12-Hour Schedule Work Rules**

11.17.4.1 A mutually agreeable alternative for FECC to the normal forty hour work week schedules (five (5) day, eight hour work week or four (4) day, 10 hour work week) shall consist of a work week of an alternating schedule of three (3) 12 hour consecutive work days, followed by four (4) consecutive days off, and four (4) 12 hour work days followed by three (3) consecutive days off.

11.17.4.2 See Article 30 - No Days Off (NDO)

11.17.4.3 There will be a total of 4 Shift Supervisors, with one being assigned to each shift.

11.17.4.4 Because the 12-hour work schedule has members working 36 hours one week and 44 hours the next, hours worked after the members regularly scheduled hours for the week will be paid at the appropriate overtime rate plus applicable shift differential.

### 11.17.5 **Miscellaneous Provisions**

Other mutually agreed upon schedules are permitted in addition to those above on a limited basis for operational necessity

## **ARTICLE 12 HOLIDAYS**

### **Section 12.1 Holidays**

The following days shall be considered holidays with no deductions in pay:

New Year's Day	-	January 1
President's Day	-	3rd Monday in February
Memorial Day	-	Last Monday in May
Independence Day	-	July 4
Labor Day	-	1st Monday in September
Veteran's Day	-	November 11
Thanksgiving Day	-	4th Thursday in November
Christmas Day	-	December 25

And such other days as the City Council, by Resolution, may fix as holidays for all City employees. Should any other City employees be awarded any holidays in addition to the above, such additional holidays shall be holidays for the members of this Bargaining Unit as well. In addition, each member shall receive two (2) paid personal days of leave each year, to be scheduled at the mutual consent of the parties. A personal holiday does not carry over to successive years and has no monetary value: if not taken each year it is lost. Personal holidays are defined to be equal to the members current assigned duty hours.

### **Section 12.2 Weekend Holidays**

A designated holiday will normally be observed on the calendar day on which it falls, except that non-sworn members who are regularly scheduled to work on Monday through Friday will observe the preceding Friday when the holiday falls on Saturday, and will observe the following Monday when the holiday falls on Sunday. Normally only those members designated in advance by the appropriate supervisor will be required to work on a designated holiday.

### **Section 12.3 Holiday During Leave**

If a holiday falls during an employee's vacation or extended leave due to illness/injury, the employee shall receive holiday pay equal to that employee's regular scheduled shift for the holiday and shall not be charged leave time for that day. Regular employees on lay-off shall be paid holidays if they have worked or received compensation for any part of the month in which the holiday occurs.

## **Section 12.4 Holiday Compensatory Time**

A member who works a holiday under this article may elect to accrue compensatory time off at the appropriate rate in lieu of receipt of monetary payments pursuant to this Article.

## **ARTICLE 13 LEAVE**

### **Section 13.1 Personal Leave**

#### **13.1.1 Personal Leave Accumulation**

Personal Leave shall accumulate at the rate shown below. Employment for eight (8) or more days shall be considered employment for a full pay period for the purpose of computing personal leave.

One - Two Years:	160 hours per calendar year
Three – Five Years:	200 hours per calendar year
Over Five Years:	240 hours per calendar year

#### **13.1.2 Personal Leave Cap**

The maximum leave bank accumulation for an employee is 600 hours. At the end of a calendar year any employee that has over 600 hours, will have their unscheduled leave in excess of 600 hours cashed out on their final paycheck of the calendar year.

Effective 31 Dec 2022 any employee who has over 600 hours accumulation of leave will be able to use the Grandfather clause one time and one time only:

Grandfather Clause: Employees who exceed the 600 hours of leave accumulation will be grandfathered in without a cap. If this clause is used, and they then drop below 600 hours all leave in excess of 600 will be cashed out on their final paycheck of the calendar year.

### **Section 13.2 Leave Requests**

Scheduled personal leave may be taken at any time mutually agreeable to the Department Head, or designee, and the employee. When Personal Leave is used for illness the employee shall notify the supervisor not later than one (1) hour prior to the employee's scheduled reporting time. Such use of Personal Leave shall not be denied. The parties agree to work together to prevent the misuse of Personal Leave as sick leave.

## **Section 13.3 Scheduled Personal Leave**

### **13.3.1 Personal Leave Scheduling**

Except in emergency situations, members' scheduled Personal Leave may be taken at a time agreeable with the employee and consistent with operational requirements. Vacation schedules shall be bid, and be awarded, by the amount of unused personal leave. The employee with the most Personal Leave on the date of a request, less any previously approved leave but unused, shall be number one for bid purposes. If personal leave is equal, classification seniority will determine priority. An employee shall notify the Department Head through their supervisor at least one (1) day in advance when not more than two (2) days of leave are desired, or at least one (1) week in advance when longer periods of leave are desired. Leave requests for periods of leave in excess of two (2) days shall be considered confirmed if not denied to the employee by the appropriate authority within five (5) working days of the request. The written denial shall be given to the employee.

### **13.3.2 Leave Denied, Cancelled, or Terminated**

An employee's scheduled leave may be denied, cancelled, or terminated by the Department Head when the leave is not consistent with operational requirements. In case of such denial, the leave will accrue until taken.

### **13.3.3 Leave Usage**

Only earned leave may be requested or taken. Employees may not take scheduled Personal leave until the completion of field training. On a case by case basis Department Head may approve leave outside of this section.

## **Section 13.4 Termination**

Upon termination, of any employee covered by this Agreement, accrued Personal Leave shall be cashed out at 105% of the current value.

## **Section 13.5 Draw down of Personal Leave**

Employees may elect to “cash out” leave hours at 105% of the current value, provided that members may not “cash out” below 80 hours. The "cashed out" hours may be directed to be deposited into the employee’s Deferred Compensation account. Cash outs are not considered compensable hours for pension benefit payments, which will not be included in the cash out payment.

## **Section 13.6 Exceptions Regarding Leave Cash-Outs**

### **13.6.1 Leave Cash-out for Deferred Compensation**

Employees electing to utilize their leave bank cash out for Deferred Compensation catch up shall be exempt from the hour limit on Personal Leave draw down.

### **13.6.2 Leave Cash-out for Hardship**

In the event of a financial, medical, or personal hardship affecting the Employee or his or her spouse and/or dependents, or other special circumstances as approved by the City Mayor, the Employee shall upon request to the Employer receive payment for all accrued Personal Leave. If a dispute arises as to what constitutes a hardship, a Labor-Management Committee with two representatives from each party will convene. If the Committee's decision results in a tie, the City Mayor will decide the issue. The Employee shall receive payment within seven (7) business days of the request for payment.

### **13.6.3 Leave Cash-out Change in Job Status**

A laid off or reclassified Employee who has bumped or moved into a lower paying job classification shall be credited with Personal Leave at the value it accrued on the day prior to reclassification.

## **Section 13.7 Leave Without Pay**

### **13.7.1 Authority**

At the request of the employee, the City Mayor may grant an employee leave without pay when it is in the best interest of the City to do so.

### **13.7.2 Leave Without Pay Request**

The employee request may be considered when the employee has shown by his or her record to be of more than average value to the City and where it is desirable to retain the employee even at some sacrifice. During the employee's approved leave of absence at the discretion of the Department Head and with the prior written approval of the City Mayor, the employee's position may be filled by limited-term appointment, temporary promotion or temporary reassignment of any employee. At the expiration of the leave without pay the employee has the right to, and shall be reinstated to, the position vacated if the position still exists; or, if not, to any other vacant position in the same class. Approved leave without pay shall not constitute a break in service, but any period in excess of ten (10) days in any calendar year may not be creditable for vesting or retirement under the State of Alaska Public Employee's Retirement System. Longevity credits for purposes of completing probation, pay anniversary date, and accumulation of leave benefits shall be suspended during the period of leave without pay. City medical benefits shall continue during any period of leave without pay.

### **13.7.3 Requested Reduction in Hours**

At the request of the employee, the City Mayor may grant an employee a voluntary reduction in hours if and when the City Mayor determines it is in the best interest of the City to do so.

### **Section 13.8 Military Leave**

An Employee who has completed their probationary period and who is a member of any reserve component of the United States Armed Forces will be allowed leave of absence for required training or duty for a period not exceeding twenty (20) working days per calendar year. Such military leave shall be with basic rate if all military pay, not to include reimbursements for lodging, food, etc., the Employee receives for the duties performed on such leave is paid to the City. The City Mayor may grant additional periods of military leave in the event of hardship due to an extended involuntary employee call up in conformity with federal and state law.

### **Section 13.9 Family Medical Leave Act**

The City will comply with the Family Medical Leave Act and the Alaska Family Leave Act.

### **Section 13.10 Donated Leave**

Employees may assist other Employees in time of need, with Department Head approval. The following shall be the vehicle for that purpose:

#### **13.10.1 Minimum Hours Donated Leave**

Each Employee wishing to donate Personal Leave will submit their donation of not less than four (4) hours in accordance with Department policy.

#### **13.10.2 Donated Leave Conversion**

The leave will be converted to the cash value of the donating employee's leave and paid to the receiving employee at their equivalent hourly rate.

## **Section 13.11 Business Leave**

### **13.11.1 Business Leave Annual Donations**

There is hereby created a chapter business leave bank which shall be administered by the City with a monthly report of the balance and withdrawals provided to the Chapter Chair. The Chapter Chair reserves the right to require employees to transfer up to four (4) hours of annual leave into the chapter leave bank. Such request shall only be made upon approval of the Executive Board and only if the balance in the bank is not sufficient to cover withdrawal requests.

### **13.11.2 Voluntary Business Leave Donation**

In addition, any employee at the employee's option may transfer additional annual leave to the Bank. Transfers may be made at any time during the duration of this Agreement with no maximum limit of the number of days except that any employee may not transfer more leave than is posted on the employee's annual leave balance at the time of the authorization. The employee's leave balance will then be reduced by the amount of leave transferred to the Bank.

### **13.11.3 Business Leave Withdrawal**

Withdrawal requests from the Bank will be for purposes designated by the Chapter Chair and the Finance Director shall be notified. The release of employees for chapter leave shall be handled on the same basis and release from duty for annual leave, except that such release shall not be unreasonably withheld by their supervisor.

## **ARTICLE 14 PAY PERIODS**

### **Section 14.1 Pay Periods**

Pay periods covering days worked from the first (1st) to the fifteenth (15th) and from the sixteenth (16th) to the last day of the month shall be established. Pay days shall normally be on the fifteenth (15th) and the last day of each month. If pay day falls on Saturday, Sunday, or a holiday, then pay day shall be the last scheduled work day before the break period.

### **Section 14.2 Change of Pay Period**

The City reserves the right to establish a bi-weekly pay period upon thirty (30) calendar days notice to the Association. If established, pay day shall fall on every other Friday. If pay day falls on a holiday, then pay day shall be the last scheduled work day<sup>3</sup> before the holiday break period.

### **Section 14.3 Employee Time Sheets**

#### **14.3.1 Leave and Earnings Statement**

The City shall furnish each member with an itemized statement of earnings and deductions specifying hours paid, straight time, overtime, personal leave pay, holiday pay and other compensation payable to the member which is included in the check. Pay checks shall be available no later than 1200 hours on each pay day, except for circumstances beyond the control of the City.

#### **14.3.2 Time Sheet Changes**

Changes to a member's time sheet shall be forwarded to the member and the Administrative Assistant as soon as possible and prior to the next scheduled pay day.

#### **14.3.3 Time Sheet Disclosure**

Time Sheets shall be made available by the Employer for inspection by the Employee or PSEA Representative upon twenty-four (24) hours' notice by the Association.

#### **Section 14.4 PERS Contribution**

The City shall make available during regular business hours to each member an itemized accounting specifying both the Employer's and Employee's contributions to the PERS system for that employee.

## **ARTICLE 15 PROBATION**

### **Section 15.1 Probationary Period**

All Department employees shall serve a probationary period effective from the date of hire and extending six (6) months beyond Field Training and Evaluation Program (FTEP).

### **Section 15.2 Promotional Probation**

The probationary, or working test period, is an integral part of the promotion process. It shall be utilized to observe closely the member's work, to secure the most effective adjustment of a new or promoted employee to their position, and to dismiss a probationary member whose performance does not meet required work standards.

#### **15.2.1 Probation Length**

Employees who are promoted or transferred at their own initiative shall complete a probationary period of six (6) months for all positions, however, the employee may be demoted to their former position at any time during this probationary period without the right to file a grievance.

### **Section 15.3 Extensions to the Probationary Periods**

The probationary period may be extended under certain circumstance where the employee's work performance is not able to be observed closely, as follows:

- 15.3.1 Personnel who have been placed on Leave Without Pay (LWOP) shall have their probationary period extended for the like number of days they are not able to perform their duties or are away from work.
- 15.3.2 Administrative Leave (Disciplinary or Criminal). Personnel who are placed paid or unpaid Administrative Leave as part of a disciplinary or pre-disciplinary process, Internal Affairs (IA) Review, and/or criminal investigation shall have their probationary period extended for the like number of days they are not able to perform their duties and are away from work.
- 15.3.3 Plans for Improvement Extension. Personnel who are within their initial or promotional probationary periods and are placed on an Individual Plan for Improvement shall have their probationary

period extended beyond the 6 months (180 day) period. The extension shall be set to an appropriate number of days that would be reasonable to allow the employee to successfully meet their plan for improvement requirements and to satisfactorily fulfill the job standards and requirements.

- 15.3.4 Other Non-Disciplinary Circumstances. Personnel who are in their initial probationary period of employment and are absent from duty due to no-fault of their own or because of unforeseen circumstances not listed above, defined but not limited to FMLA, physical injury, light duty, or other circumstances which prevent them from performing their regularly assigned duties, and/or which do not allow close observations of their work performance in their primary position, may have their probationary period extended for the like number of days they are not present to perform their duties.
- 15.3.5 Physical or other injuries that result in a fitness for duty evaluation while within their initial hire probationary period may result in termination of employment.
- 15.3.6 Personnel who have been extended shall be notified in writing using the Professional Development Form (PDF) and shall acknowledge by signature of the action plan listed on the PDF form.

#### **Section 15.4 Pay During Probation**

After the first 6 months of probation the employee will move to the appropriate step on the pay scale.

#### **Section 15.5 Returning to Bargaining Unit**

Employees who accept a promotion out of the Bargaining Unit are entitled to bump back to their former position in the Bargaining Unit if they do not successfully complete probation in the promoted position. Employees who bump back are entitled to regain their Bargaining Unit seniority as of the date they accepted promotion. If the employee's former position is not available, the promoted employee shall have first preference to occupy any vacant Bargaining Unit position for which the employee is otherwise qualified, but in no event shall a promoted employee be permitted to bump a Bargaining Unit employee into a lower rank or lay-off status.

## **ARTICLE 16 LAY-OFF AND RECALL**

### **Section 16.1 Lay-off**

The Department Head, upon approval of the City Mayor, or designee, may lay off an employee when deemed necessary by reason of shortage of funds or work, the abolition of the position, or other material changes which are outside the employee's control, and which do not reflect discredit upon the service of the employee. The City will meet with the Association to consider any alternatives to lay-offs. The duties performed by any laid off employee may be re-assigned to other employees within that classification who are already working. A lay-off of less than twenty-four (24) months, after which the employee returns to work at the first available opportunity, shall not be considered a separation. Longevity credits for purposes of completing probation, pay anniversary date, and the accumulation of leave benefits shall be suspended during the period of lay-off.

### **Section 16.2 Lay-off Bumping**

In case of lay-off the sequence of downward bumping will be in accordance with the following classifications. Regular full-time employees will take precedence over part-time or temporary employees:

Police:

Lieutenant

Sergeant

Detective

Police Officer/Investigator

Administrative Assistant

Evidence Custodian

Clerk

Dispatch:

Shift Supervisor

Dispatcher

Administrative Assistant

Call Taker

Clerk

## **Section 16.3 Lay-off Order**

### **16.3.1 Inverse Seniority**

Lay-offs shall be made in inverse order of seniority within the affected classification, except as provided elsewhere in this Agreement for Chapter Chair and Vice-Chair. Except when moving into the Police Officer classification, a laid off member will be allowed to move into any parallel or lower classification where the laid off employee has more overall Department seniority than the least senior person in that classification. In the case where a laid off member seeks to move into the Police Officer classification, departmental seniority alone shall govern.

### **16.3.2 Notification of Lay-off**

The member shall have five (5) business days from the date he/she receives the lay-off notice and a lay-off list of all positions in the classification seniority group in which to exercise an election. Each member displaced by this procedure shall, in turn, have the right to use this procedure.

### **16.3.3 Seniority Determination**

If two or more members have identical classification group seniority or departmental seniority, the order of lay-off shall be determined by the following:

- 16.3.3.1 A veteran shall be given preference over a non-veteran in accord with Alaska Statutes.
- 16.3.3.2 In any case that cannot be determined by the application of veteran's preference, seniority shall be determined alphabetically by last name at the time of hire.

16.3.4 **Other Classification Lay-off**

No regular or probationary member shall be laid off while there is emergency, temporary, provisional, seasonal or volunteer members serving in the same classification group performing work which could reasonably be assigned to regular or probationary members, based upon the minimum qualifications for the classification.

16.3.5 **Non-Bargaining Unit Employee**

No permanent Bargaining Unit employee shall be laid off because a non-Bargaining Unit employee wishes to return from their position to a Bargaining Unit position.

16.3.6 **Other Classification Hiring**

No temporary, provisional or seasonal members shall be hired while regular or probationary member(s) are on lay-off status unless no laid off member offered the position accepts. A laid off member may reject a non-permanent job without losing lay-off recall rights. Notice to the laid off member shall include the estimated duration of the job if the City reasonably expects the position to be less than full-time regular.

16.3.7 **Temporary Recall**

If the City hires a recalled member for a position which lasts thirty (30) days or less, the recalled member shall receive fifteen percent (15%) above base wage in lieu of benefits.

16.3.8 **Permanent Recall**

If the position lasts over thirty (30) days, the recalled member shall be given regular status during the period of recall. In such event, the recalled member shall not be entitled to the fifteen percent (15%) in lieu of benefits.

## **Section 16.4 Written Notice**

In every case of lay-off or proposed lay-off of any regular or probationary member, the City shall give the member at least sixty (60) days written notice in advance of the effective date. Concurrently, all members on the lay-off list from which the laid off member may exercise an election shall receive notice of the lay-off, its effective date and the possibility of being displaced. The member laid off through the displacement process shall receive notice in advance of the potential lay-off and at least ten (10) business days written notice in advance of the effective date of actual lay-off.

## **Section 16.5 Lay-off Procedure**

### **16.5.1 Lay-off List**

Procedure Upon lay-off, the laid off member shall be placed on the lay-off list for that classification group from which the member was laid off, and for the Bargaining Unit. Recall rights exist for five (5) years from the effective date of the lay-off.

- 16.5.1.1 The classification lay-off list shall be ranked in inverse order of lay-off. The recalled position shall be offered to the first member on the classification lay-off list.
- 16.5.1.2 If the seniority group lay-off list is exhausted and eligible member(s) decline appointment or are not available, then the position shall be offered to the qualified member with the most City seniority of those members on the Bargaining Unit lay-off list. In order to receive recall notice from the bargaining unit lay-off list, the member shall provide written notice to the City at the time of lay-off of interest and possession of skills and abilities to perform the available jobs. The City shall exhaust the Bargaining Unit lay-off list.
- 16.5.1.3 The laid off member who is offered a recall must have the skills and abilities to perform the position for which recalled. Vacant positions which are to be filled may be filled through promotion provided no member is on lay-off from the classification. However, if later again vacated, the position may subsequently be filled only in accordance with this article.
- 16.5.1.4 Upon recall to the original position, the member's salary shall be adjusted upward, step for step, to the appropriate range.

- 16.5.1.5 If a member is recalled to a position in which he/she has attained regular status, the recalled member shall be appointed to that position as a permanent member. If a member is recalled to a position in which he/she has not attained regular status, the recalled member shall be appointed to that position as a probationary member.

## **Section 16.6 Notice of Recall**

Notice of recall shall be sent to all eligible laid off members by Certified Mail to the last address provided the City Personnel Office by the member and to the Association office in writing. The members on the recall list shall within fourteen (14) days after receipt of the recall notice notify the City in writing as to their decision regarding the recall offer. The member at the top of the recall list shall have the first opportunity to accept the position provided he/she possesses the qualifications for the position being recalled. If the City does not receive notice as required above from the member first eligible for recall within fourteen (14) days of when the recall notice was postmarked, then that member goes to the bottom of the recall list, and the next individual on the list who responded to the notice of recall and who possesses the qualifications for the position will be offered the position.

## **ARTICLE 17 SENIORITY**

### **Section 17.1 Termination of Seniority**

Department Seniority shall be terminated upon:

- Discharge
- Resignation
- Lay-off for a period of five (5) years or more, or inability to return to work from a job-incurred injury or illness of five (5) years or more.
- Willful abandonment of position (Failure to report for duty within three days following approved absence).

### **Section 17.2 Seniority Preserved**

Department Seniority shall not be interrupted by:

- Periods of approved leave, including Workers' Compensation absences
- Military leave for Reserve Training
- Active military duty when recall for such duty is beyond the control of the member
- Promotion out of the Bargaining Unit during the first six (6) months
- Retirement disability up to five (5) years
- FMLA

\*Any periods of Leave Without Pay (LWOP) other than list above shall result in seniority being frozen for all periods of absence.

### **Section 17.3 Seniority Defined**

The member with the longest term of credited service with the Department shall be number one (1) on the Department Seniority list and all other members shall be listed accordingly. The Department shall yearly prepare and prominently post a Department Seniority roster in each work area of the Department. Seniority, as defined in this Agreement, shall in no way conflict or interfere with the designation of any member as senior for command purposes on a detail or case.

### **Section 17.4 Seniority Promotion/Demotion**

#### **17.4.1 Promoting Outside of Bargaining Unit**

If a member is promoted into a classification in the Department outside this Bargaining Unit, their classification seniority shall continue to accrue in their former position for up to (6) six months after promotion. Thereafter, the Bargaining Unit and classification seniority of the member promoted outside the Bargaining Unit shall terminate.

#### **17.4.2 Returning to Bargaining Unit**

Employees promoted out of this Bargaining Unit who are involuntarily demoted or whose positions are eliminated shall be returned with departmental seniority and shall have their classification seniority restored for the classification they occupy, if any. If the seniority of the returning member is sufficient, this may necessitate the lay-off of a less senior Bargaining Unit member in accordance with the seniority provisions of this Agreement.

### **Section 17.5 Transfer / Return Seniority**

#### **17.5.1 Change in Classification**

If a member transfers to a different classification within the Bargaining Unit, their former classification is frozen at the time of occupancy of the new classification.

17.5.2 **Involuntary Return for Disciplinary Reasons**

If a member is involuntarily returned from a Bargaining Unit position to their former classification due to disciplinary action, their classification seniority within the departing position will not accrue toward their classification seniority in the former position.

17.5.3 **Involuntary Return for Non-Disciplinary Reasons**

If a member is involuntarily returned from a Bargaining Unit position to their former classification due to non-disciplinary reasons, the time spent in their involuntary classification will accrue toward their classification seniority in their former position upon return to their former position.

17.5.4 **Temporary Seniority Accrual**

If a member accepts a promotion to another position within the Bargaining Unit, the member will continue to accrue classification seniority in their former position for up to six (6) months. If the promoted member remains in their current position beyond six (6) months, their former classification seniority will be frozen at the time reflecting the date of their promotion.

## **ARTICLE 18 DISCIPLINARY ACTION**

### **Section 18.1 Counseling**

Whenever employee performance, attitude, work habits or personal conduct at any time falls to a level unsatisfactory to their supervisor, the supervisor shall inform the employee promptly and specifically of such lapses and give counsel and guidance. A letter or departmental form of counseling, as distinguished from a letter of reprimand, shall not be considered disciplinary action and shall not be subject to the grievance procedure, nor shall it be placed in the employee's personnel file. If appropriate and justified, a reasonable period of time for improvement may be allowed before initiating disciplinary action. In some instances, a specific incident may justify severe disciplinary action in and of itself; however, the action to be taken depends on the seriousness of the incident and the records contained in the employee's personnel file.

### **Section 18.2 Written Reprimand**

In situations where an oral or written counseling/warning has not resulted in the expected improvement, or where a more severe initial action is warranted, a written reprimand will be sent to the member, a copy shall be placed in the member's personnel file and a copy will be sent to PSEA.

### **Section 18.3 Suspension Without Pay**

An employee may be suspended without pay and/or demoted by their Department Head with approval of the City Mayor, or designee, for reasons of misconduct, negligence, inefficiency, insubordination, disloyalty, unauthorized absence, or other justifiable reason when alternate personnel actions are not appropriate. Employees shall be furnished an advance written notice at least twenty-four (24) hours prior to the effective date containing the nature of the proposed action. Said employee shall be advised that he/she is entitled to have a PSEA Staff representative present at any meeting where disciplinary actions are contemplated or possible. If a member is suspended for a period of days, rather than a term of consecutive hours, the term "day" shall be deemed to mean that the member is suspended for the full twenty-four (24) hours of such day.

#### **Section 18.4 Reasons for Dismissal**

The City Mayor or designee may dismiss any member for just cause. Reasons for dismissal may include but shall not be limited to:

- Failure to meet prescribed standards of work, morality and ethics to an extent that makes a member unsuitable for employment in the Department
- Theft or unjustified destruction of City property
- Incompetence, inefficiency, or negligence in the performance of duty
- Insubordination
- Conviction of a felony, or a misdemeanor involving moral turpitude
- Notoriously disgraceful personal conduct
- Unauthorized absence
- Acceptance of any consideration which was given or accepted with the expectation of influencing the member in the performance of their duties
- Falsification of records or use of official position for personal advantage
- Threatening or intimidating action against another member.

#### **Section 18.5 Termination Pay**

When a member is terminated, or effects a separation, the member shall be paid all accrued earnings in accordance with State law and the provisions of this Agreement.

## **Section 18.6 Appeal**

An employee may appeal disciplinary action under this section pursuant to the grievance procedure as set forth under [Article 8](#) of this Agreement. If the employee fails to appeal the suspension and/or demotion, the action shall become effective on the date specified. During the appeals procedure of any discipline less than termination, the employee shall be retained in duty status, or placed on leave with pay, at the discretion of the City Mayor or designee.

## **Section 18.7 Notice of Termination from City**

The City agrees all permanent Employees who have completed probationary requirements shall be given thirty (30) days notice of separation, or thirty (30) days pay, computed at the base hourly rate, in lieu of notice.

## **Section 18.8 Notice of Termination from Employee**

All Employees who have been in employment thirty (30) days or more shall give the City two (2) weeks notice before leaving his or her employment unless mutually agreed beforehand between the City and the Employee. Notation of failure to give notice will be placed in the Employee's personnel file.

## **Section 18.9 Standards for Demotion/Discharge**

No member shall be disciplined, demoted or discharged except for "just cause."

# **ARTICLE 19 CLASSIFICATION AND HOURLY WAGE RATES**

## **Section 19.1 Special Duty Pay**

Employees performing department sanctioned on the job training, personnel assigned to PIO duties, Lieutenants and Sergeants assigned to Investigations, lead detectives, and K-9 Officer will receive a 5 % allowance for the performance of these duties. This allowance will be calculated on the base wage of the employee.

A maximum of 6 patrol officers will be assigned to the FTO program. This program will have an established guidelines and qualifications set by Chief of Police or his designee. These 6 patrol officers will be

paid the FTO (5%) for all hours worked even when not performing on the job training.

## **Section 19.2 Differential**

All members assigned to shift work will receive a shift differential for the hardship which the shift work causes of five percent (5%) for swing shift and ten percent (10%) for mid-shift for all hours worked. When a member is assigned to a relief duty tour which involves working multiple shifts during a work week, he/she shall receive the higher differential for which the member is eligible for all hours worked during such periods of the tour.

## **Section 19.3 Pay Scale – See [Appendix B](#)**

## **Section 19.4 Recruit Officer Pay in the Academy**

- 19.4.1 Recruit Officers attending the Basic Peace Officers Training Course are assigned to a 16-hour duty day for seven days per week.
- 19.4.2 All duty in excess of forty (40) hours per week, or 8 hours in a day, will be paid at the academy overtime rate. The academy rate of pay is defined in part 19.4.4 of this Article.
- 19.4.3 Police Officers returning to regular service after completing the Police Academy shall be moved to Recruit II step.
- 19.4.4 The academy rate would replace the existing Recruit 1 pay step and is designed to be the equivalent pay as the current Recruit 1 step for 40 credit hours.
- 19.4.5 The academy provisions will supersede any conflicting overtime work rules found in this agreement for all members in Recruit 1 status.

## **Section 19.5 Lateral Hires**

Newly hired officers who have at least three (3) years of experience as a sworn law enforcement officer or dispatcher with a qualified police agency may be paid at the appropriate step of the Police Officer or Dispatcher Pay Scale, at the discretion of the Mayor.

## **Section 19.6 Classification Changes**

### **19.6.1 Promotion**

Employees receiving a promotion to a higher classification will move to a step within the new classification as follows:

- Officer to Detective-step within new classification which gives them a minimum of 5% pay increase.
- Detective to Sergeant-step within new classification which gives them a minimum of 5% pay increase.
- Officer to Sergeant-step within new classification which gives them a minimum of 10% pay increase.
- Sergeant to Lieutenant-step within new classification which gives them a minimum of 10% pay increase.
- Dispatcher to Dispatch Supervisor step within new classification which gives them a minimum of 20% pay increase.
- All other employees will move to the same step within their new classification.

19.6.2 **Involuntary Change of Classification**

An employee who involuntarily changes classification, for other than disciplinary reasons will begin at the "Start Step" within that classification, unless that would result in a pay decrease. In that case the employee will continue to earn their current wage until qualified for the next step increase within the new classification which will result in a pay increase.

19.6.3 **Voluntary Change of Classification**

If the change to a lower classification is voluntary, the employees pay will decrease inversely as outlined in paragraph [19.6.1](#).

19.6.4 **Disciplinary Change of Classification**

In the event of a disciplinary demotion, the employee will be paid at the step appropriate to the previous time in the lower classification.

**Section 19.7 City Created New or Changed Classifications**

If the City creates new or changed job classifications or duties not set forth in current job descriptions, the City and Chapter shall negotiate on the appropriate rates for such classifications or new duties before the implementation of any changes. If the parties are unable to agree upon a rate for a new or changed classification, interest arbitration will be used.

**Section 19.8** The City may assign Detectives, on a temporary basis, to the Investigations Division, so long as those assigned positions do not exceed more than one half (1/2) the overall authorized Detective positions. The temporary assignment for a five (5) year period. In the event there are no applicants at the end of the assigned period, the employee may remain in the position for an additional year. This process will be continued until a new employee is assigned to the position. Pursuant to this agreement, any employee assigned into a Detective position will be placed on the appropriate step on the pay scale. Temporary assignments to the Investigations Division will be evaluated by the Investigations Lieutenant who may recommend reassignment out the of the Division if the employees work expectations fall below supervisory standards.

## **Section 19.9 New or Changed Classifications**

Where new types of equipment or procedures are instituted resulting in new or changed job classifications not established by this Agreement, the City and Chapter shall meet and confer on the appropriate rates for such classifications.

## **ARTICLE 20 EDUCATION PAY**

### **Section 20.1 Education and Certification Pay**

#### **20.1.1 Licensing and Certification**

All costs to obtain and maintain required licensing or certification shall be paid by the City. All training conducted in accordance with this section shall be considered as duty time.

#### **20.1.2 APSC Certification Pay**

Commissioned employees through the rank of sergeant who obtain an Alaska Police Standards Council (APSC) certificate shall receive an adjustment of \$1,250.00 for an Intermediate Certificate and \$2,750.00 for an Advanced Certificate, added to the employee's base wage starting on the next following paycheck, after issuance by APSC.

#### **20.1.3 Lieutenant APSC Pay**

Lieutenants shall receive compensation for advanced certification pay in the amount of \$3000.00 annually, paid the second payroll of the year.

### **Section 20.2 Continuing Education Reimbursement**

With prior approval of the Department Head, employees who are continuing their education by attending college on their off-duty time where they majored in criminal justice, administration of justice, or related approved fields of study, will be reimbursed by the City for tuition, books, and other costs of education upon the successful completion of the course and upon the presentation of a documented expense account. Successful completion of the course shall mean the conclusion of any quarterly or semester course in any subject directly related to the obtaining of the degree in the major above stated or the equivalent thereof with a grade of "C" or better.

### **Section 20.3 Continuing Education Reimbursement**

Members, with prior approval from the Department Head, may be reimbursed for tuition and books for successful completion of courses or seminars which relate directly to the member's current job classification.

#### **Section 20.4 Lieutenant Seminar or Training**

It is the object of the City to keep Employees up to date on current practices of their profession. Each Lieutenant shall attend, at City expense up to a maximum of \$1,500.00 direct cost (airfare, hotel, per diem, course material), at least one work-related seminar or training course of the employee's choice every calendar year.

#### **Section 20.5 Commitment to Professional Development**

The parties recognize that the City operates in a constrained fiscal environment. The City and the Association will continue working together to identify training opportunities for employee professional development.

## **ARTICLE 21 EQUIPMENT AND CLOTHING**

### **Section 21.1 City Issued**

Employees who are issued equipment for City use shall have that equipment receipted to them and shall be responsible for its proper use. When the equipment issued becomes damaged, broken, unsafe or unserviceable, it shall be turned in to the City to be repaired or replaced. Employees shall use all reasonable means to protect and secure all City property, equipment and supplies. Upon termination of employment, each Employee shall return to the City any property of any kind belonging to the City

### **Section 21.2 Equipment and Clothing Property**

Employees shall not be responsible for lost, damaged or stolen property or cargo in cases when the Employee followed Department policy in securing, operating, or handling said property or cargo.

### **Section 21.3 Personal Property**

In the event the Department Head approves the use of the Employee's personal property during such Employee's normal duties, the City shall reimburse the Employee for the repair or replacement of said personal property in the event it is stolen or damaged all in accordance with Section [21.2](#), provided that the City will not be responsible for damage to employee property that is inappropriate for on duty use.

### **Section 21.4 Improved Equipment**

The City shall make an effort to provide Employees with equipment that will allow the Employee to work efficiently and improve productivity, i.e., computers, vehicles, and all other equipment and instruments necessary to perform the work.

#### **21.4.1 Unsafe Equipment**

No employee shall be required to operate any unsafe equipment. No disciplinary action or other form of discrimination shall be instituted against any employee for questioning whether a piece of equipment is safe.

## **Section 21.5 Cleaning Allowance**

Police Department members covered by this Agreement shall receive a cleaning allowance in the amount of sixty-five dollars (\$65.00) per month, except for those complete months when the member is on Workers Compensation leave or leave without pay, for the life of this Agreement. If the Employee resigns or is terminated, the Employee shall surrender all issued items, or the cost of such items not surrendered shall be deducted from the Employee's final check.

**Section 21.6 Initial Issue Uniforms.**

**21.6.1 Issued Clothing**

Each commissioned member shall be issued the following City owned property for use:

Police Department

Badges	(1 shirt & 1 flat)
Shirts (Short Sleeve)	3
Shirts (Long Sleeve)	3
Trousers	3
Ties	1
Hat (Summer) w/Rain Cover	1
Hat (Winter)	1
Parka	1
Utility Jacket	1
Raincoat	1
Gloves	1 pair per year
Bullet Proof Vest (Level 3A minimum)	1

Dept. Approved Duty Footwear

\$125/yr. For summer footwear

\$150/yr. For winter footwear

Both footwear allowances to be paid in a single disbursement of \$275 in January of each year.

Gun belt set with Weapon	1
Coveralls*	1 set

All the above items will be replaced by the City on an "as needed" basis to ensure each member has a full complement of issued items in good serviceable condition.

\*As required by the Department.

\*\*Newly hired officers will be issued above marked items in good condition, allowing for Department purchase/ordering time.

**Section 21.7 Sidearm**

The City shall provide each Commissioned Officer with an approved side arm for use on and off duty. Upon retirement, the Commissioned Officer will be presented with their sidearm and badge.

**Section 21.8 Clothing Allowance**

All non-uniformed commissioned officers and uniformed civilian employees shall be given up to \$500.00 allowance in January each year to maintain/replace approved clothing for their on-duty use.

**Section 21.9 Incidental Purchase Allowance**

The Department will pay each commissioned officer \$150.00 in January of each year for incidental purchases of duty equipment.

## **ARTICLE 22 FILLING OF VACANCIES**

### **Section 22.1 Promotion/Transfer**

Promotions - When a vacancy occurs, or a new position is established within the Bargaining Unit for which there is no one on the lay-off list, the parties agree that the vacancy may be filled from among PSEA bargaining unit members if a qualified member applies.

### **Section 22.2 Qualifications**

The City shall maintain and equitable examination process to assist in determining the applicant qualifications. Applicants will be required to pass a professionally prepared examination. Examinations shall be practical in character and shall relate to the duties and responsibilities of the position for which the applicant is being examined and shall fairly test the relative merit and fitness of persons examined to perform the duties of the position to which they seek appointment. Examinations may be composed of written examinations, assessment centers, oral examinations, physical examinations, psychological evaluations, training and experience, or any combination thereof, provided that any component of the examination process shall be applied uniformly among applicants at each stage of the evaluation process. The applicant's training, experience, and previous work experience shall be considered.

### **Section 22.3 Vacancy Announcements**

Vacancy announcements shall specify the position's opening date, the date the notice was posted, the job description and title, and other pertinent information concerning the closing date. A copy of all such notices relative to positions within the coverage of this Agreement shall be posted.

### **Section 22.4 Advertised Internally First**

When a vacancy occurs, or a new position in the bargaining unit is established, the Human Resources Department shall advertise internally first. If there are less than 3 internal applicants for each vacancy the city may advertise outside the bargaining unit. The announcement from the Human Resources Department will state instructions for their application. All interested members who possess the requisite qualifications, as listed in the job description, will receive an interview.

## **Section 22.5 Eligibility After Probationary Period**

Bargaining Unit members who have completed their initial probationary period shall have the right to compete for any vacancy within the Bargaining Unit for which they may be qualified. All accrued benefits and length of service shall remain unbroken.

## **Section 22.6 Transfer Within Bargaining Unit**

Consistent with Section [19.6](#), regular Bargaining Unit employees seeking promotional or lateral transfer or transfers to a different a class within the same salary range or a voluntary demotion to class with a lower salary range may apply and compete for open or vacant positions in the Bargaining Unit.

## **Section 22.7 Qualifications for Promotion**

Open or vacant positions shall be filled on merit and fitness. In the exercise of the City's discretion in making a promotion, the following guidelines will be observed:

- Applicants must meet minimum qualifications in recruitment announcements.
- Applicants must satisfactorily pass competitive examinations when applicable.
- Performance evaluation reports, if available, will be considered.
- Pre-test qualifications required for the rank of Sergeant shall be an APSC Intermediate Certificate or equivalent.
- Pre-test qualifications required for the rank of Lieutenant shall include an advanced certification from the APSC, or equivalent, and an equivalent of time-in-rank and/or college education as presently required by City promotional standards.

In the event no employee applies or meets the qualifications as set forth above, the City may recruit and select from other agencies.

## **Section 22.8 Probationary Period**

Promotions within or between all sworn classifications shall be probationary for a six (6) month period during which an employee may be demoted to their previous position.

## **ARTICLE 23 PERSONNEL RECORDS**

### **Section 23.1 File Maintenance**

The City Mayor shall provide for the maintenance of a personnel file which includes those documents which reflect an individual's complete status as an employee from date of hire to termination. Only one such file shall be maintained by the City.

### **Section 23.2 Personnel File Contents**

The personnel file includes employee's employment application, summary of employment and administrative investigations, reports of work performance, progress and disciplinary actions, personnel actions and survivor benefits forms. The personnel file shall not contain any documents reflecting any "false positive" drug/alcohol test results, or administrative investigations which result in a finding of "unsubstantiated," "exonerated," or "unfounded."

Completed administrative and employment investigative files shall be maintained by the department administration.

All medical information will be maintained in a separate Medical File housed in the City Human Resources Department.

### **Section 23.3 Employee Access to Personnel Files**

#### **23.3.1 Access to Employee File**

An individual employee shall have access to their personnel file, or to any closed Administrative Investigation(AI) file or to any information pertaining to the employee which is maintained in the personnel file, at any reasonable time. A member shall have the opportunity to comment upon any adverse materials in the member's personnel file. Personnel Files are confidential. They may be inspected by the Department Head or those authorized by the Department Head.

#### **23.3.2 Pre-Employment File**

An employee may review all files pertaining to the employee with the exception of the Pre-Employment File.

#### **Section 23.4 Record of Disciplinary Actions**

Except for oral reprimands and written counseling forms, a record of disciplinary actions must be contained in the employee's personnel file.

#### **Section 23.5 Supervisor Files**

Nothing in this Agreement shall prevent supervisors from maintaining and utilizing "Working Supervisor Files." Specifically, these files may contain prior evaluations, notes of observations and information including favorable and unfavorable remarks reflecting on the employee's duty performance during the reporting period under evaluation.

#### **Section 23.6 Disciplinary Action Files**

A record of the following disciplinary actions shall be placed in the employee's personnel file:

- Written Reprimands
- Suspension Without Pay
- Involuntary Transfer
- Demotion
- All Administrative and Criminal Investigations: formal or informal which result in disciplinary action against the employee
- Last Chance Agreement
- Termination

#### **Section 23.7 No Other Files**

Except for Working Supervisor Files maintained by the Department, no other disciplinary, personnel, or private files shall be maintained by the City without permission from the employee and the Association.

### **Section 23.8 Five Year Documentation Restriction**

Documents reflecting disciplinary action contained within a member's personnel file which are dated five (5) years or older, shall not be examined nor considered for use at subsequent disciplinary or promotional proceedings. Access to such documents shall be limited as provided for in Section [23.3](#) of this Article.

### **Section 23.9 Citizen Complaints**

Documents reflecting citizen complaints shall be maintained by the department. Summaries of sustained complaints which results in action defined in Section [23.6](#) would be forwarded to the personnel file.

### **Section 23.10 Removal of File Information**

Any item removed from the personnel files shall be forwarded to the employee.

## **ARTICLE 24 MANUAL OF DIRECTIVES**

### **Section 24.1 Manual of Policy & Procedure**

A Manual of Policy & Procedure shall be maintained and made accessible to each employee of the Department.

### **Section 24.2 Time from Proposal to Effective Date**

The Department shall issue proposed directives thirty (30) days in advance of their effective date. Any changes that affect a mandatory subject of bargaining shall be held in abeyance unless the right to negotiate is waived by the Association in writing or inaction after a reasonable period of time, or the negotiations do not result in an agreement between the parties.

## **ARTICLE 25 TRAVEL AND PER DIEM**

### **Section 25.1 Official Travel Outside City of Fairbanks**

The City will fully pay the employee for travel, lodging, parking, and other required expenses. The City will use the State of Alaska per diem rates for all travel meals and optional items. At no time will the City pay per diem rates when employees attend training encompassing lodging and meals (three per day) provided.

### **Section 25.2 Use of Personal Vehicles**

Employees are not obligated to use their privately-owned vehicles for City business. Unless a City vehicle is provided and readily available, an employee may use their privately-owned vehicle. Reimbursement for such use shall be at the IRS mileage reimbursement rate in effect on the date of travel. The City will repay the member for reasonable loss, including damages, resulting from such use so long as the loss was not the result of gross negligence, recklessness or intentional misconduct.

## **ARTICLE 26 ORAL OR WRITTEN AGREEMENT**

### **Section 26.1 Conflict of This Agreement Employee**

No member covered by this Agreement shall be asked or required to make any written or oral agreement which may in any way conflict with this Agreement.

### **Section 26.2 Conflict of This Agreement City**

No member covered by this Agreement shall ask or require the City to make any written or oral agreement which may in any way conflict with this Agreement.

## **ARTICLE 27 TEMPORARY HIRES**

### **Section 27.1 Temporary Employee Definition**

"Non-permanent employee" in this Agreement is defined as a temporary hire not to exceed six (6) months.

### **Section 27.2 Temporary Employees**

It is recognized that the need exists to hire temporaries in positions similar in duties and requirements to regular positions in the Association. The City and the Association now agree that all determinations concerning the terms and conditions of temporary employment shall be made independently by the City except as provided for in this section or as specifically provided for in subsequent sections of this Agreement. The parties agree that there will not be a concerted effort to abuse the hiring and utilization of temporaries.

### **Section 27.3 Maximum Temporary Period**

An employee may be employed in a temporary position for a maximum of 1,040 hours per each twelve-month period; however, a temporary period of employment may be extended by mutual agreement of the parties to this Agreement. All City records relating to hours worked of temporary employees shall be open for Association inspection. The City shall state in writing at the initial hiring specifically if the employee is considered a regular or temporary employee.

### **Section 27.4 Temporary Employee Benefits**

Temporary employees shall not be entitled to paid personal leave, holiday pay or other benefits enjoyed by regular employees. All temporary employees shall be compensated on an hourly basis for actual work performed. In lieu of additional benefits and PERS participation, temporary employees shall receive an additional compensation of fifteen percent (15%) above the starting wage rate. Seniority will accrue pro-rata based on hours of service. Breaks will be pro-rated dependent on the number of hours in a shift.

**Section 27.5 Temporary Employee Overtime**

Temporary hires will only be assigned overtime after the City offered the overtime to regular Association members of the same classification.

**Section 27.6 Temporary Employee Work Rules**

The City may utilize temporary hires as needed in accordance with work rules. [Article 10](#) or [Article 11](#)

**Section 27.7 Temporary Employee Overtime**

All hours worked over forty (40) hours per week by temporary employees shall be considered overtime and payable at one and one-half (1.5) times the rate of pay as set in the pay scale.  
[See Appendix B](#)

## **ARTICLE 28 PART-TIME EMPLOYEES**

### **Section 28.1 Part-Time Employee Definition**

A "Part-Time employee" is a permanent who works less than thirty (30) hours a week, including the employment of two (2) persons to fill one (1) regular full-time position.

### **Section 28.2 Part-Time Employee**

The City and the Association recognize the need to hire part-time employees in positions similar in duties and requirements to regular positions in the Association. The City and the Association agree that all determinations concerning the terms and conditions of part-time employment shall be made independently by the City except as provided in this Agreement. The City will not abuse the hiring and utilization of part-time employees.

### **Section 28.3 Part-Time Employee Records**

All employer records relating to hours worked of part-time employees shall be open for Association inspection.

### **Section 28.4 Part-Time Employee Benefits**

Part-time employees shall not be entitled to paid personal leave, holiday pay or other benefits enjoyed by regular employees. All part-time employees shall be compensated on an hourly basis for actual work performed. In lieu of additional benefits and PERS participation, part-time employees shall receive an additional compensation of fifteen percent (15%) above the starting wage rate. Seniority will accrue pro-rata based on hours of service. Breaks will be pro-rated dependent on hours of service.

### **Section 28.5 Part-Time Employee Overtime**

Part-time hires will only be assigned overtime after the City has offered overtime to regular Association members of the comparable Association classification.

### **Section 28.6 Part-Time Employee Work Rules**

The City may utilize part-time hires as needed in accordance with work rules. See [Article 10](#) or [Article 11](#)

## **Section 28.7 Part-Time Employee Overtime**

All hours worked by part-time employees over forty (40) hours per week shall be considered overtime and payable at one and one-half (1.5) times the rate of pay as set forth in the pay scale.

[See Appendix B](#)

## **ARTICLE 29 MISCELLANEOUS**

### **Section 29.1 Current Agreement and Letters of Agreement**

All prior letters of agreement and understanding to the prior agreements shall be deleted unless re-signed again after the effective date of this Agreement though the parties agree that certain LOAs shall be continued by mutual agreement if not otherwise incorporated specifically within this Agreement.

### **Section 29.2 Difference or Conflict of Agreement**

In the case of any difference or conflict between the provisions of this Agreement and the provisions of the Fairbanks Personnel Ordinance or the provisions of any City imposed policy or rules, the provisions of this Agreement shall govern. In the event that any portion of this Agreement is found by a court to be invalid, the provisions of [Article 5, Section 3](#), shall apply. Only during any interim period between such finding of invalidity and subsequent Agreement shall the Fairbanks Personnel Ordinance Code govern.

### **Section 29.3 Performance of Work**

No individual from outside the Fairbanks Police Department will be used to perform duties that consist of part of, or all of the duties of Association members, without prior approval of the Association. This section does not prohibit shared operations with City Departments, Volunteers in Policing, Emergency Services Patrol, law enforcement agencies, police reserves, and contractual employment of temporary staff for background checks, police topic instructors, and consultants. Reserve members shall meet the pre-employment requirements of a non-commissioned member.

## **Section 29.4 Sole and Complete Agreement**

Notwithstanding any other Agreements previously in effect, this Agreement constitutes the entire agreement between the City and the Association, and no verbal statements shall supersede any of its provisions. This Agreement constitutes the sole and complete agreement between the City and the Association and embodies all the terms and conditions governing the employment of the members of the Association. Any proposed changes affecting the employee's wages, hours, or other terms and conditions of employment shall be negotiated prior to implementation. Both sides have had the opportunity to raise other issues but have chosen not to do so. In addition, both sides have abandoned issues that were discussed but not incorporated into this Agreement. Topics that were raised but not incorporated, abandoned, overlooked, or not addressed in this Agreement have no legal effect on the parties.

## **ARTICLE 30 DEFINITION OF TERMS**

Words used within this Agreement shall have their ordinary meaning unless they are recognized “terms of art” or fall within the express definitions hereinafter described:

### **Section 30.1 Anniversary Date**

"Anniversary Date" of hire shall mean the date at which an employee has completed a service year of fifty-two (52) weeks of paid service. Unless otherwise provided for herein, anniversary dates will be delayed to reflect non-paid absences.

### **Section 30.2 Appropriate Medical Professional**

An “appropriate medical professional” means a licensed physician if the employee’s physical ability to perform normal work assignments is in question, or a licensed psychiatrist or licensed psychologist if the employee’s mental or psychological ability to perform normal work assignments is in question.

### **Section 30.3 Bargaining Unit**

"Bargaining Unit" in this Agreement means all employees represented by the PSEA working in classifications listed at [Article 19](#).

### **Section 30.4 Base Rate**

"Base rate" shall mean the minimum contract rate for a classification.

### **Section 30.5 City**

"City" means the City of Fairbanks, Alaska.

### **Section 30.6 Classification**

"Classification" (verb) is the act of grouping positions in classes with regard to:

- duties and responsibilities
- requirements as to education, knowledge, experience and ability
- tests and fitness
- ranges of pay

### **Section 30.7 Classification or Class**

"Classification" or "class" (noun) is the resulting designation of one or more positions into a single grouping.

### **Section 30.8 Days**

"Day(s)" as used in this Agreement providing time constraints on the parties means calendar days, exclusive of holidays unless otherwise specified herein.

### **Section 30.9 Department**

"Department" means the Fairbanks Police Department or Fairbanks Emergency Communications Center, or any subsequently formed department which includes Police/Dispatch functions, likewise, "Department Head" shall refer to the person designated to have administrative authority over the Police/Dispatch functions, whether that person be denominated as "Department Head" or otherwise.

### **Section 30.10 Duty Day**

"Duty Day" means any day on which a member is assigned to work a shift.

### **Section 30.11 Emergency Situation**

The normal and accepted meaning, however, this does not include routine manpower shortages.

**Section 30.12 Employee**

“Employee” has the same meaning as “member,” infra.

**Section 30.13 Employer**

"Employer" means the City of Fairbanks, Alaska.

**Section 30.14 FGC**

"FGC" means the Fairbanks General Code.

**Section 30.15 Holiday Rate**

"Holiday Rate" means two and one-half times basic rate of pay plus applicable shift differential.

**Section 30.16 Lie Detector**

Means a device or instrument used to measure deception. Including but not limited to: Polygraph, Eye Detect, and Voice Stress Analysis.

### **Section 30.17 Member**

"Member" in this Agreement means an employee who holds probationary or permanent status working in a job class that has been designated by the City; except where the circumstances so indicate, "member" and "employee" are used interchangeably in this Agreement.

### **Section 30.18 No Days Off (NDO) Comp**

Any member who is forced to work any hours which prevents them from having forty-eight (48) consecutive hours off for those employees working ten (10) or twelve (12) hour shift schedules, or twenty-four (24) hours off for those employees working an eight (8) hour shift schedule, will be paid at the basic rate plus shift differential, if any, multiplied by 1.5 and 0.5 compensatory time. (Any forced hours worked within the forty-eight (48) consecutive hours off or twenty-four (24) consecutive hours off will be paid at the basic rate plus shift differential, if any, multiplied by 1.5 plus 0.5 compensatory time.)

### **Section 30.19 Non-Permanent Employee**

"Non-permanent Employee" in this Agreement is defined as a temporary hire not to exceed six (6) months.

### **Section 30.20 Personnel File**

"Personnel File" in this Agreement means all those documents, reports, written or otherwise recorded evaluations of a person's performance while performing duties on behalf of the Employer, and any other work-related material pertaining to that person that is kept in that file.

### **Section 30.21 Police Officer Recruit**

“Police Officer Recruit” refers to employees hired within the entry level position that is divided into three components for pay purpose as follows: the compensation rate for “Police Officer Recruit I” is paid from the date of hire through completion of the Police Academy; “Recruit II” pay is paid from the date of completion of the academy through successful completion of Field Training; and, “Recruit III” pay is paid from the successful completion of Field Training until 6 months later or through the successful completion of probation. Upon completion of probation, employees will be moved to the appropriate Police Officer pay step based upon the date of hire.

### **Section 30.22 Promotion**

"Promotion" shall be the change of an employee from one class to another which will provide an increase in salary, or which has a higher maximum base rate of pay.

### **Section 30.23 Shift**

"Shift" means the normally scheduled work hours on a duty day

### **Section 30.24 Tour**

"Tour" is a four-month shift assignment.

### **Section 30.25 Transfer**

"Transfer" in this Agreement means the voluntary or involuntary assignment or reassignment of a member's work area or duty assignment.

### **Section 30.26 Volunteered Overtime**

All volunteered overtime is paid at the basic rate, plus any shift differential, multiplied by 1.5.

### **Section 30.27 Work Forced Over 12 Hours in a 24-Hour Period (WFO)**

Those hours of work forced over twelve (12) hours in any employee's 24-hour day will be paid at the basic rate plus shift differential multiplied by 1.5 plus 0.5 compensatory time.

### **Section 30.28 Work Forced Over 12 Consecutive Hours (WFO)**

Those hours of work forced over twelve (12) consecutive hours will be paid at the basic rate plus shift differential multiplied by 1.5 plus 0.5 compensatory time.

### **Section 30.29 Defining the Words May, Shall, Must, Should**

The word "may" is an expression of possibility, a permissive choice to act or not, and ordinarily implies some degree of discretion. This contrasts with the word "shall", which is generally used to indicate a mandatory provision. "Must" represents more of an obligation while "should" represents a probability or recommendation.

**ARTICLE 31 EXECUTION OF AGREEMENT**

THIS AGREEMENT, CONSISTING OF 131 PAGES, WAS RATIFIED BY THE CITY OF FAIRBANKS CITY COUNCIL ON \_\_\_\_\_ AND BY THE MEMBERSHIP OF THE ASSOCIATION ON \_\_\_\_\_. AGREEMENT UPDATED \_\_\_\_\_.

CITY OF FAIRBANKS

PUBLIC SAFETY EMPLOYEE ASSOCIATION

\_\_\_\_\_  
Jim Matherly                      Date  
Mayor, City of Fairbanks

\_\_\_\_\_  
Andrew Wixon                      Date  
Chapter Chair

\_\_\_\_\_  
Ron Dupee                      Date  
Chief of Police

\_\_\_\_\_  
Richard Sweet                      Date  
Negotiator

\_\_\_\_\_  
Angela Foster-Snow              Date  
Lead Negotiator

\_\_\_\_\_  
Robert Hall                      Date  
Negotiator

\_\_\_\_\_  
Kristi Merideth                      Date  
FECC Manager

\_\_\_\_\_  
Angela Modrell                      Date  
Negotiator

\_\_\_\_\_  
Mike Sanders                      Date  
Fairbanks City Chief of Staff

\_\_\_\_\_  
PSEA Administrator              Date

**APPENDIX A**

**Appendix A: Regular Days Off (RDO) Chart**

<b>Shift</b>	<b>Regular Hours Off</b>	For all shifts 24 hours runs from start of normal shift time. Examples: 0700-0700; 1500-1500; 1900-1900						
8 hour	24							
10 hour	48							
12 hour	48	Day 1 is the day employee's normal shift starts on.						
		<b>Sunday</b>	<b>Monday</b>	<b>Tuesday</b>	<b>Wednesday</b>	<b>Thursday</b>	<b>Friday</b>	<b>Saturday</b>
<b>8 hour shift</b>		Day 1	Day 2	Day 3	Day 4	Day 5	RDO 1	RDO 2
		RDO 2	Day 1	Day 2	Day 3	Day 4	Day 5	RDO 1
If forced causing less than 24 consecutive hours off, based on normal shift start time, during RDO, then double time.		RDO 1	RDO 2	Day 1	Day 2	Day 3	Day 4	Day 5
		Day 5	RDO 1	RDO 2	Day 1	Day 2	Day 3	Day 4
		Day 4	Day 5	RDO 1	RDO 2	Day 1	Day 2	Day 3
		Day 3	Day 4	Day 5	RDO 1	RDO 2	Day 1	Day 2
		Day 2	Day 3	Day 4	Day 5	RDO 1	RDO 2	Day 1
<b>10 hour shift</b>		Day 1	Day 2	Day 3	Day 4	RDO 1	RDO 2	RDO 3
		RDO 3	Day 1	Day 2	Day 3	Day 4	RDO 1	RDO 2
If forced causing less than 48 consecutive hours off, based on normal shift start time, during RDO, then double time.		RDO 2	RDO 3	Day 1	Day 2	Day 3	Day 4	RDO 1
		RDO 1	RDO 2	RDO 3	Day 1	Day 2	Day 3	Day 4
		Day 4	RDO 1	RDO 2	RDO 3	Day 1	Day 2	Day 3
		Day 3	Day 4	RDO 1	RDO 2	RDO 3	Day 1	Day 2
		Day 2	Day 3	Day 4	RDO 1	RDO 2	RDO 3	Day 1
<b>12 hour shift</b>		Day 1	Day 2	Day 3	RDO 1	RDO 2	RDO 3	RDO 4
If forced causing less than 48 consecutive hours off, based on normal shift start time, during RDO, then double time.		Day 1	Day 2	Day 3	Day 4	RDO 1	RDO 2	RDO 3
		RDO 1	RDO 2	RDO 3	RDO 4	Day 1	Day 2	Day 3
		RDO 1	RDO 2	RDO 3	Day 1	Day 2	Day 3	Day 4
Example of 48 hours off from start of shift time until start of shift time 48 hours later: 1900 RDO 1 to 1900 RDO 3; 1900 RDO 2 to 1900 RDO 4; 1900 RDO 3 to 1900 RDO 4								
		<b>RDO 1</b>	<b>RDO 2</b>	<b>RDO 3</b>	<b>RDO 4</b>			
		0700	0700	0700	0700			
		0900	0900	0900	0900			
		1100	1100	1100	1100			
		1300	1300	1300	1300			
		1500	1500	1500	1500			
		1700	1700	1700	1700			
		1900	1900	1900	1900			
		2100	2100	2100	2100			
		2300	2300	2300	2300			

**APPENDIX B – PSEA 2022 PAY SCALE**

CITY OF FAIRBANKS PSEA SCHEDULE B																				
Classification	Year 1	Year 2	Year 3	Year 4	Year 5	Year 6	Year 7	Step 8	Step 9	Step 10	Step 11	Step 12	Step 13	Step 14	Step 15	Step 16	Step 17	Step 18	Step 19	Step 20
Administration Assistant	\$25.90	\$26.42	\$26.95	\$27.49	\$28.04	\$28.60	\$29.17	\$29.75	\$30.35	\$30.96	\$31.58	\$32.21	\$32.85	\$33.51	\$34.18	\$34.86	\$35.56	\$36.27	\$37.00	\$37.74
Clerk - FT	\$23.08	\$23.54	\$24.01	\$24.49	\$24.98	\$25.48	\$25.99	\$26.51	\$27.04	\$27.58	\$28.13	\$28.69	\$29.26	\$29.85	\$30.45	\$31.06	\$31.68	\$32.31	\$32.96	\$33.62
Dispatcher Supervisor	\$31.08	\$31.70	\$32.34	\$32.99	\$33.65	\$34.32	\$35.00	\$35.70	\$36.42	\$37.15	\$37.90	\$38.65	\$39.42	\$40.21	\$41.02	\$41.83	\$42.67	\$43.52	\$44.40	\$45.29
Dispatcher	\$25.90	\$26.42	\$26.95	\$27.49	\$28.04	\$28.60	\$29.17	\$29.75	\$30.35	\$30.96	\$31.58	\$32.21	\$32.85	\$33.51	\$34.18	\$34.86	\$35.56	\$36.27	\$37.00	\$37.74
Front Desk Call Taker FT	\$23.08	\$23.54	\$24.01	\$24.49	\$24.98	\$25.48	\$25.99	\$26.51	\$27.04	\$27.58	\$28.13	\$28.69	\$29.26	\$29.85	\$30.45	\$31.06	\$31.68	\$32.31	\$32.96	\$33.62
Evidence Custodian	\$25.90	\$26.42	\$26.95	\$27.49	\$28.04	\$28.60	\$29.17	\$29.75	\$30.35	\$30.96	\$31.58	\$32.21	\$32.85	\$33.51	\$34.18	\$34.86	\$35.56	\$36.27	\$37.00	\$37.74
Lieutenant	\$41.24	\$42.06	\$42.90	\$43.76	\$44.64	\$45.53	\$46.44	\$47.37	\$48.32	\$49.29	\$50.28	\$51.29	\$52.32	\$53.37	\$54.44	\$55.53	\$56.64	\$57.77	\$58.93	\$60.11
Sergeant	\$37.49	\$38.24	\$39.00	\$39.78	\$40.58	\$41.39	\$42.22	\$43.06	\$43.92	\$44.80	\$45.70	\$46.61	\$47.54	\$48.49	\$49.46	\$50.45	\$51.46	\$52.49	\$53.54	\$54.61
Detective	\$35.70	\$36.41	\$37.14	\$37.88	\$38.64	\$39.41	\$40.20	\$41.00	\$41.82	\$42.66	\$43.51	\$44.38	\$45.27	\$46.18	\$47.10	\$48.04	\$49.00	\$49.98	\$50.98	\$52.00
Police Officer	\$34.00	\$34.68	\$35.37	\$36.08	\$36.80	\$37.54	\$38.29	\$39.06	\$39.84	\$40.64	\$41.45	\$42.28	\$43.13	\$43.99	\$44.87	\$45.77	\$46.69	\$47.62	\$48.57	\$49.54
P.O. Academy Pay	\$7.82	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
P.O. Recruit II	\$30.61	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-
P.O. Recruit III	\$32.30	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-	-

01.28.22A

**ADDENDUM NO. 1 – PSEA AGREEMENT**