

AGREEMENT
BY AND BETWEEN
THE CITY OF LEBANON, OREGON
AND
THE LEBANON POLICE ASSOCIATION (TEAMSTERS)

July 1, 2024 – June 30, 2027



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AGREEMENT AND PURPOSE

The parties of this Agreement are the CITY OF LEBANON and THE LEBANON POLICE ASSOCIATION, hereinafter named City and Association respectively. The purpose of this document is to establish full agreement between the parties relating to wages, hours, and working conditions and the resolution of differences for employees as set forth in the Articles of this Agreement.

ARTICLE 1 – RECOGNITION

1.1 The City recognizes the Association as the sole and exclusive bargaining agent for the regular full-time and regular part-time (regular twenty hours per week or more) employees in the bargaining unit with respect to matters relating to wages, hours and working conditions. Appendix "A," attached hereto and by reference incorporated herein is a listing of all currently covered classifications. Supervisory employees, confidential employees, part-time employees (those employees working less than 20 hours per week), temporary and seasonal employees, and persons hired for a limited period under a specific Government Act are specifically excluded.

1.2 The parties agree the payroll schedule is a bi-weekly calendar and all associated compensation, benefits, and accruals will reflect twenty-six (26) pay periods per year unless otherwise stated elsewhere in this contract. Except as modified under Article 17 – Layoff (Section 17.1) the parties agree that all currently budgeted thirty seven (37) 1.0 FTE's will not be reduced below 1.0 FTE status unless mutually agreed upon by both the Association and the City. A 1.0 FTE is defined as a minimum of 40 hours a week except for 12 hour employees who must have a minimum of 42 hours averaged over a 2 week period.

ARTICLE 2 – NONDISCRIMINATION

2.1 This Agreement shall apply equally to all members of the bargaining unit, without regard to race, age, religion, color, sex, national origins, genetic makeup, physical or mental disability, gender identity, sexual orientation, or any other status or activity protected by law. The Association and the City shall equally share the responsibility for upholding this provision of the Agreement and this provision shall not be subject to the arbitration step of the grievance procedure. All references to employees in this Agreement designate all sexes.

ARTICLE 3 - ASSOCIATION RIGHTS, SECURITY, CHECKOFF AND PAID TIME FOR LABOR ACTIVITIES

Association Rights

3.1 Employees shall have the right to form, join and participate in the activities of labor organizations of their own choosing for the purposes of representation and collective bargaining with their public employer on matters concerning employment relations.

3.2 The City will not interfere with or discriminate in respect to any term or condition of employment against any employee covered by this contract because of membership in or legitimate activity as required in this contract on behalf of the members of this bargaining unit, nor will the City encourage membership in another Union or Association.

3.3 The Association recognizes its responsibility as the exclusive bargaining agent and agrees to represent all employees in the bargaining unit without discrimination, interference, restraint, or coercion.

3.4 New probationary employees are entitled to Association membership within thirty (30) calendar days of hire. They will be represented by the Association and guaranteed all rights and privileges, except that the Association will not represent them for termination within their initial probationary period.

3.5 The City shall, at no cost to the Association, provide the Association with an original copy of this Agreement upon request.

Security and Checkoff

3.6 The City agrees to honor and abide by the terms of any authorization agreement between the Association and a bargaining unit member regarding deductions for dues, fees, assessments, or other authorized deductions to the Association and its affiliated organizations and entities. The Association shall certify to the City in writing the category and amount of money for each category to be deducted.

3.7 The Association will provide authorization forms for the City to distribute to employees upon request. The Association will have opportunity during new employee orientation meetings to provide employees with authorization forms. In the event a bargaining unit member has questions about the terms of the authorization agreement and directs those questions to a supervisor, manager, or other agent of the City, it will advise that member that the authorization reflects an individual agreement between that member and the Association and direct that member to the Association to have those questions addressed.

3.8 The Association will hold the original authorization agreement and will provide a copy which the City will retain in the employee's personnel file. Deductions shall begin the first full pay period following receipt of the written, signed authorization agreement by the City. The authorization shall remain in effect until and unless an employee revokes the authorization in the manner set forth in the authorization agreement.

3.9 The Association agrees to defend and indemnify the City for the amount of any unauthorized deductions resulting from its reliance on information provided by the Association. The City shall not be held liable for check off errors but shall make proper adjustments to the Association for errors as soon as is practicable after the error is brought to the City's attention.

3.10 Dues will be deducted on a bi-weekly basis with the dues amount being split evenly on the first two pay dates of each month; no premium will be deducted from the third pay date in any month. All monies deducted pursuant to employee's authorizations will be forwarded to the Association with an itemized statement at no cost to the Association as soon as reasonably possible, but no later than the 10th of each month.

Paid Work Time to Perform Certain Association Activities

3.11 The City shall allow designated Association representatives reasonable time to engage in the following activities during work hours and at the City's facilities, without loss of compensation, leave hours, or benefits:

- (a) Investigate and process grievances and other workplace-related complaints;
- (b) Attend investigatory meetings, hearings, and other due process proceedings;
- (c) Participate in, or prepare for, proceedings that arise from a dispute involving the collective bargaining agreement, including arbitration proceedings, administrative hearings, and other proceedings before the Employment Relations Board;
- (d) Prepare for and engage in collective bargaining;
- (e) Attend labor-management meetings, safety committee meetings and any other meetings between representatives of the City and the Association to discuss employment relations;
- (f) Provide information regarding the collective bargaining agreement to newly hired bargaining unit employees within thirty (30) calendar days from the date of hire for a period of at least thirty (30) minutes, during new employee orientation or at individual/group meetings that may take place during work hours, without loss of compensation, leave hours, or benefits to anyone involved;
- (g) Testify in a legal proceeding in which the designated Association representative has been called or subpoenaed as a witness.

3.12 "Designated representatives" shall include the Association executive board officers and their designees; the Association will identify designated representatives in writing to the City.

3.13 When feasible, designated representatives shall provide their immediate supervisor with written notice of the need to perform the activities listed above at least twenty-four (24) hours prior to the time at which the activities will be performed. There may be situations in which both parties agree that the circumstances do not require advance written

notice. The written notice shall indicate: (1) which of the type of activity listed above will be performed; (2) the date and time at which the activities will be performed; and (3) the estimated length of time the designated representative will spend performing the activities. The City will not pay overtime to a Union representative for attending such activities or proceedings when the activity or proceeding occurs outside the regular hours of work.

3.14 If, after receiving notice of the need to perform the activities listed above, the City would experience undue burden or a significant disruption of City operations that cannot be accommodated by any of the measures typically used when an employee is unexpectedly absent from work (arranging a substitute, working with fewer staff, temporarily modifying work assignments, etc.), the City and Association shall schedule a mutually-agreeable date and time at which the designated representative can perform the activities during work hours and that time shall occur within the time-frame necessary (as determined by the Association) given the circumstances of the particular issue.

3.15 The City shall not reduce a designated representative's work hours to accommodate the designated representative's performance of the activities listed above. However, the designated representative and their supervisor may agree to a flex schedule that allows the designated representative to perform the activities above during paid work hours.

3.16 The City may refuse to authorize additional work hours that incur overtime pay as a result of performing the activities listed above.

3.17 The parties recognize that bargaining may occur outside of normal work hours. Designated representatives who attend a bargaining session outside of normal work hours shall be permitted to flex their normal work hours on the day of the bargaining session in order to attend the bargaining session on paid work time.

ARTICLE 4 – ACCESS TO PERSONNEL, FACILITIES, AND EMPLOYEE INFORMATION

Access to Personnel, Facilities, and Employee Information

4.1 At employee orientations, the City shall provide the Association with no less than thirty (30) minutes and up to one hundred and twenty minutes (120) to make a presentation to all bargaining unit employees without undue interference. No employee shall suffer a loss in compensation, leave hours, or benefits as a result of participating in or attending the Association's presentation.

4.2 When a bargaining unit employee is hired after the employee orientation or when the City does not conduct an orientation, the Association shall be permitted to meet with newly hired bargaining unit employees for up to thirty (30) minutes during work hours without loss in compensation, leave hours, or benefits for the newly hired employee or for designated representatives attending the meeting. Unless otherwise agreed, meetings with newly hired employees shall take place at the newly hired employee's regular work location, within thirty (30) calendar days from the date of hire.

4.3 The Association shall be permitted to meet with employees during regular work hours at their regular work location to discuss grievances, complaints, and other workplace related matters, without loss of compensation, leave hours, or benefits to any employee, including any designated representative attending the meeting.

4.4 The Association shall have the right to conduct Association business on City property at such time and in a manner which does not significantly interrupt City operations. The Association shall have reasonable access to the premises of the City for the purpose of conducting Association business including (but not limited to) Association meetings and ascertaining whether this Agreement is being observed. Non-employee Union representatives shall be permitted access to the City's facilities for the purpose of engaging in the activities described in this Article on the same terms and conditions as designated representatives, although it is recognized that non-employee representatives may be restricted in some circumstances due to specific security and/or specific-safety issues.

4.5 The City's electronic mail system may be used by the Association for Association-related communications, including but not limited to, communications related to collective bargaining, grievance or other dispute investigations and governance of the Association. The Association recognizes that such use is not protected by any confidentiality and is subject to the public

records disclosure laws.

4.6 Bulletin Board. The City Agrees to furnish and maintain a suitable bulletin board in a convenient place to be used by the Association. The Association shall limit its posting of notices and bulletins strictly to Association business on such bulletin Board.

4.7 If requested by either party, the City and the Association each agree to hold labor and management meeting at least once per calendar year (and more often if the parties agree to meet) to discuss any matters pertinent to maintaining good employer/employee relationships; the annual meeting may be cancelled by mutual agreement. The meeting(s) will occur at a mutually convenient time and place.

Right to Receive Employee Information

4.8 The City shall provide the Association with an editable Excel spreadsheet containing the following information for each employee in the bargaining unit if the City has the information:

- (a) The employee's name and date of hire;
- (b) Contact information, including:
- (c) Cellular, home and work telephone numbers;
- (d) Personal and work electronic mail addresses;
- (e) Home or personal mailing addresses; and
- (f) Employment information including the employee's job title, salary, and worksite location.

4.9 The City shall provide the information within ten (10) calendar days from the date of hire for newly-hired employees and every one-hundred twenty (120) calendar days for employees in the bargaining unit who are not newly hired.

4.10 The City agrees to notify the Association of bargaining unit members who leave City employment. The notice shall contain the name of employee and effective dates and shall occur within ten (10) calendar days of the separation.

ARTICLE 5 - HOLIDAYS

5.1 In lieu of holidays, an employee working a 12 hour shift shall accrue 5.54 hours of shift credit per pay period. Employees working a 10 hour shift shall accrue 4.62 hours of shift credit per pay period. Employees working an 8 hour shift shall accrue 3.7 hours of shift credit per pay period. The employee may elect to take the credit as compensatory time off (at a time mutually agreeable to the Shift Supervisor and the employee and subject to the accrual limitations of Article 14.2) or to receive pay in lieu of time off.

ARTICLE 6 - HEALTH AND WELFARE

6.1 The City will provide to the employee and dependents a health insurance plan with medical, dental (with Orthodontia) and vision.

The Union and the employees waive the right to bargain or file a grievance over changes in the insurance plans made in the sole discretion of the carrier. However, in the event the Teamsters Trust ceases to be the plan provider, the City and the Union agree to open negotiations over the replacement plan under the provisions of ORS 243.698, and the cost thereof to the City and employee.

Also, in the event the Teamsters Trust ceases to be the plan provider and another provider is in place and should the City desire to change the structure of medical insurance, the City will notify the Union in writing at least ninety (90) calendar days prior to the anticipated change. In the event the Union makes a demand to bargain, the Union will do so in writing within fourteen (14) calendar days of receipt of notification.

The City will provide the current health insurance benefit (Teamster Plan GW/Dental Plan 6/Vision Plan 4). The employer will contribute 95% of the monthly premium and the employee will contribute 5% of the monthly premium through payroll deduction on a bi-weekly basis with the employee amount being split evenly on the first two pay dates of each month; however, no premium will be deducted from the third pay date in any month. All employees must enroll in the Teamsters Trust plan and may not opt out of coverage.

6.2 The City will provide at no cost to the employee, a long-term disability insurance policy to eligible employees equal to the plan currently provided to other bargaining unit employees.

6.3 The City agrees to provide liability insurance coverage for bargaining unit employees or self-insurance adequate to meet the City's obligations to indemnify and hold officers harmless under Oregon law.

6.4 The parties agree to reopen this Article for mid-term bargaining if any of the health insurance plan premiums under this Agreement are projected to exceed the excise tax thresholds under the Affordable Care Act (ACA).

6.5 The City will pay the full cost of the City Pre-Paid Legal Plan.

6.6 The City agrees to maintain a flexible spending plan, under IRS 125.

6.7 Life Insurance. For the duration of this Agreement, the City shall provide a One-hundred Thousand Dollar (\$100,000) 24-hour life insurance policy for the employees only.

6.8 Health Reimbursement Account. The employer will contribute fifty-two dollars and fifty cents (\$52.50) on each of the first two pay dates of each month to each full-time employee's individual HRA/VEBA account. The employer will contribute twenty-five dollars and twenty-five cents (\$25.25) on each of the first two pay dates of each month to each part-time employee's individual HRA/VEBA account.

6.9 In order to be eligible to receive health and welfare benefits provided by OTET under the terms of this Article, an employee must be regularly scheduled to work eighty (80) or more compensable hours per month.

6.10 Insurance Review Committee: The parties recognize the value to monitoring and evaluating health care insurance coverage and trends as a result of the many changes to insurance benefits occurring in current conditions. The parties agree to meet as a voluntary insurance committee quarterly, if needed, to discuss insurance trends, plans and options. The meetings can be attended by Union representatives and employees, City management and executive representatives, and non-represented employees, with one of each group serving together to direct the meetings. The meetings are non-binding and informal intended to serve as informational and as an evaluation of the conditions. The meetings should be posted thirty (30) days in advance or as otherwise necessary. In the event the City or Union seek to adjust insurance benefits or plans as a result of these meetings, the parties will reduce any agreement to writing. Participation in the committee does not waive any rights under PECBA.

ARTICLE 7 – WORKERS' COMPENSATION

7.1 The City provides insurance coverage for all employees for injuries and illnesses arising out of and in the course of employment with the City of Lebanon. When an employee must take time off from work as a result of such injury or illness, they shall receive compensation as scheduled by the insurance carrier. Additional payment by the City of an amount equal to the difference in payments received from the carrier and the employee's regular salary shall be authorized for a period not to exceed six (6) months; "regular salary" for the purposes of these "difference" payments means the regular hourly wage of the employee (base plus all additions including but not limited to special duty pay, bi-lingual pay and certification pay) for the number of hours the employee would have worked during this period if they had not been injured or ill, based on the employee's regular schedule at the time of illness or injury. Aggravation of a previous injury within one year of the initial injury shall not entitle the employee to an additional six months of benefits as stated above. In the succeeding six (6) months the employee may use accrued sick leave vacation and compensatory time to further extend the disability period. An employee

who is receiving Workers' Compensation benefits shall turn over to the City all benefit checks received for time in which the City is liable for full salary payments under provisions of this subsection. The City may require medical progress reports prior to approval of such payments.

ARTICLE 8 - RETIREMENT

8.1 For the duration of this contract, the City will continue to participate in Public Employees Retirement System, or its successor, and OPSRP, based on the PERS eligibility of particular employees. The City shall continue to pay ("pick up") the employee contribution in conformance with PERS regulations applicable to eligible employees.

ARTICLE 9 – LEAVES OF ABSENCE

9.1 Sick Leave

Sick leave will be accrued at the rate of 3.7 hours per pay period beginning with the employee's last date of hire, maximum accrual being eleven hundred sixty (1160) hours. Part-time employees will accrue sick leave on a prorated basis. Sick leave may be used from the employee's initial date of hire.

1. Unused sick leave shall only be compensated upon separation from the City in the following circumstance:

ORS 238.350 outlines the use of fifty percent (50%) of accrued sick leave to be used in the calculation of the final retirement benefit of eligible employees. The City participates in this PERS sick leave program for eligible employees.

2. Due to the relatively high public visibility of employees in this bargaining unit, an employee who is using sick leave due to their own illness or condition should remain at his or her residence during shifts in which sick leave is used.

Exceptions to this provision are allowed for the employee to seek or acquire medical diagnosis, treatment and/or medication or other needs.

3. Misuse of sick leave is grounds for disciplinary action. Sick leave that is properly utilized shall not be used against an employee for purposes of performance evaluation, selection for special assignments or promotion.

4. Sick leave may be utilized when an employee is away from work because of an illness or a condition that diminishes their work capabilities, for health care/medical appointments, for off-the-job injuries (not for disabilities resulting from outside employment) or for any reason allowed by law. For the health of co-workers and of the public, employees are encouraged to utilize sick leave when they believe they have a communicable illness. Sick leave may be used when an employee is off on vacation leave, earned leave, compensatory leave or any other type of leave that would be eligible to use sick leave; the employee must give notice of the use of sick leave as soon as practicable.

Verification by a health provider of the employee's choosing may be required if an employee is absent more than 3 consecutive work shifts, or if the City has a reason to suspect the employee is abusing sick leave, or to verify the employee is fit to return to work. Where the City requires such verification, the City will reimburse the employee pursuant to the process prescribed by the Human Resources Department for the cost of the verification to the extent such medical exam is not covered by any insurance or other benefit plan.

When an employee is away from the job because of illness of the spouse or legal dependents, such time off will be charged against sick leave time. It is understood that there may be some circumstances when the employee is responsible for the care of family members who do not meet the above criteria. In such cases, where the employee can be reasonably determined as the responsible person, the employee shall be allowed to charge such time against the sick leave time.

5. The City herein agrees to allow a qualified employee in the bargaining unit who has exhausted their sick leave to receive up to an additional total of four-hundred and eighty (480) hours of donated sick leave.

- (a) Those members of the bargaining unit having a minimum of one hundred and sixty (160) hours accumulated sick leave, after any qualifying donation, may elect to donate sick leave to be used by the recipient, described above, and to be deducted from the bargaining unit member's sick leave balance. The donating employee must notify Human Resources by the end of the pay period in which the donation is being made along with the name of the receiving employee. Donated time will be exchanged hour for hour without a change in pay. Sick leave may not be donated to employees if they have the option to work modified duty.

6. Accrued sick leave. An employee who has reached between 960 and 1160 hours of accumulated sick leave may choose:

- (a) An employee may cash out a maximum of 32 hours of unused sick leave each fiscal year as long as they maintain a minimum of 960 hours of unused sick leave. The payment will be at the employee's current regular hourly rate.
- (b) Or the employee may elect to waive the payout and accrue hours in accordance with section 9.1 above. Employees at the maximum of 1160 hours have the same choice as above with no sick leave either accruing or deducted from their paycheck for the purpose of this section.

7. The City will comply with the requirements of the Federal Family Medical Leave Act, the Oregon Family Leave Act, and the Paid Leave Oregon (PLO) program.

9.2 Bereavement Leave

In the event of notification of pending death or death in the immediate family (as defined in the City of Lebanon Policies and Procedures Manual), the Chief of Police or designee may grant sufficient time off with pay (based on travel and distance requirements) to make funeral arrangements, if necessary and to attend the funeral. A maximum of three (3) shifts per incident may be granted, if warranted, and such leave shall not be charged to sick leave accumulation. The Chief of Police or designee may authorize additional compassionate leave on a case-by-case basis. Leave under this section is concurrent to any similar leaves provided by OFLA.

9.3 Jury Duty

An employee shall be granted leave with full pay whenever required to report for jury duty or jury service. Such employee shall report back to their supervisor immediately in the event court is canceled or ends prior to the end of the employee's shift.

The employee is entitled to any monies received for service on jury duty.

9.4 Military Leave

Military Leave shall be granted in accordance with Oregon Revised Statutes, ORS 408.290 and USERRA. Members who are eligible to use military leave but exceed the paid time granted under this provision may accept vacation time donated by members under Article 10.8 to be used specifically and only up to the remaining balance of the time used for required military leave. Employees may use accruals for any additional time off not covered as paid time under this provision or may take the time as unpaid.

9.5 Leave of Absence Without Pay

A regular employee may be granted a leave of absence without pay for up to ninety (90) days when the work of the department will not be seriously burdened by the employee's absence. Request for such leave must be in writing and must establish reasonable justification for the approval by the City Manager or designee.

9.6 Personal Time

Any employee who documents usage of the justice center fitness room, a commercial gym or works out at home (for the purpose of exercising and physical fitness) shall earn personal time off. Each employee must document 12 hours of exercise per month, for six consecutive months, to earn two shifts off in the following six months. Proper documentation forms will be provided. Documentation is on the honor system and any falsification of the documentation will lead to discipline. Exercising and physical fitness are defined as a series of movements or actions that is intended to keep a person fit and healthy. Examples include but are not limited to: running, power walking, bicycling, swimming, racquetball (activities that substantially raises the blood pressure for a substantial period of time), weight lifting, etc.

The employee understands the time spent on this program is not compensable time and is on the employee's own time off. Participation is in no way required. This is a voluntary program. The employee understands that they are doing this at their own risk and will not hold the City liable for any injuries or claims. They also understand that any injury resulting from any exercise pertaining to this program will not be considered a workman' s comp issue.

The personal time off will not accumulate, carry forward and does not have any compensable value. Failure to use the personal time within the allotted period will result in loss of the time off. The time must be taken in full shift increments and scheduled with approval of the employee' s direct supervisor or member of the department's administration, taking into consideration the least amount of interference with the department' s needs.

The Union specifically acknowledges that the City may start this program and/or end the program at any time without recourse by the Union. This program does not create past practice or further obligation by the City. Any disputes related to this section are limited to Step 3 of the grievance process in Article 20 with final review by the Chief of Police.

If the City decides to discontinue the program, employees that have been participating will receive pro-rated time for the time they have been involved in the program in the current six-month period.

9.7 Paid Leave Oregon

If the City participates in the Paid Leave Oregon (PLO) program, it will apply to all members of the bargaining unit. The City will comply with the applicable laws and rules. Employees will have the choice whether or not to apply for PLO benefits. The parties recognize eligibility is determined by the State of Oregon. An employee shall be allowed to utilize their accrued leave (of their own choice) in addition to any PLO leave benefits, up to the maximum amount allowed by law. If the City opts out of the PLO program, the parties agree to bargain the effects of the City's equivalent plan. In accordance with law, any equivalent plan must provide benefits that are equal to or greater than the benefits of PLO.

9.8 Paid Time Off

All paid time off is considered time worked for calculation of hours, wages, benefits, accruals and other matters covered by this Agreement, unless such consideration is prohibited or restricted by law.

ARTICLE 10 - VACATIONS

10.1 All regular, employees covered by this Agreement will be entitled and encouraged to take vacation with pay during each year of employment. Years of service will be measured from the employee's original date-of-hire and all prior DPSST-certified or equivalent sworn service time at any agency will also be included for vacation placement and calculation of vacation time accrual. Vacation time will accrue and progress per the following schedule and will be prorated for regular part-time employees:

Yrs. of Service	Service Time Clarification	Hours Per Pay Period	Hours Per Year
0 to 4	Hire through 48 th month of service	3.70	96.20
4 to 6	49 th through 72 nd month of service	4.62	120.12
6 to 8	73 rd through 96 th month of service	5.54	144.04
8 to 10	97 th through 120 th month of service	6.00	156.00
10 to 12	121 st through 144 th month of service	6.93	180.18
12 to 15	145 th through 180 th month of service	7.39	192.14
15+	After 180 months of service	7.85	204.10

10.2 An employee's earned but unused vacation credits shall be allowed to accumulate to a maximum of four-hundred hours and any vacation earned after the cap is reached will be paid out to the employee at their regular hourly rate of pay. In the event of a line of duty death or disability the employee and employees who have completed at least six (6) full months of continuous service shall be entitled to payment for the full value of vacation balance as of the date of termination of employment status, paid out to the employee at their regular hourly rate of pay. In the event of separation from employment, regardless of cause, the value of vacation buyout shall be a maximum of two hundred and fifty (250) hours and any additional amount shall be forfeited.

10.3 Except for Lateral Hires, new employees shall not be eligible to utilize vacation leave during their first six (6) months of employment, although vacation leave shall accrue from the beginning of employment and be deemed "earned" after six (6) months of employment.

10.4 Scheduling of vacations shall be approved by the employee's direct supervisor or a member of the department's administration. Vacation periods in excess of 3 days need to have at least 15 days' notice. All vacation periods shall have due consideration given to (a) minimum interference with City business; and (b) seniority within the department. No Sergeant and Team Leader on the same shift shall utilize vacation and/or compensatory time on the same dates, unless otherwise authorized for special circumstances. However, Police Administration recognize that certain circumstances may arise which necessitate that a Sergeant and Team Leader on the same shift be absent simultaneously; therefore, Police officers who are qualified candidates to oversee a shift and have been identified through collaboration between Police Administration and Sergeants, may be approved for shift trades, utilizing the Lebanon Police Department Shift Trade Request form. Such Police Officers will be compensated at the same specialty duty pay rate as an assigned Team Leader during their shift trade.

10.5 If the employee chooses more than one vacation period, they may not exercise seniority of choice of the second or subsequent vacation period until all employees with less seniority in the department have exercised their seniority in a similar manner.

10.6 Employees off on scheduled vacation shall not be subject to call-in unless a bona fide emergency exists beyond the control of the City.

10.7 Except for employees still on probation, an employee may cash out a maximum of 40 hours of accrued but unused vacation leave each fiscal year, paid at the employee's regular rate of pay.

10.8 Except for employees still on probation, an employee may donate up to a maximum of 40 hours of accrued but unused vacation leave each fiscal year to any bargaining unit member who qualifies under Article 9.4 regarding military leave; the donated vacation time may not be more than the balance referenced under Article 9.4.

ARTICLE 11 - WAGES

11.1 Employees shall be compensated in accordance with the wage scale attached to this Agreement as Appendix "A," which by this reference is incorporated into and made a part of this Agreement; all currently budgeted FTE's are full-time (full-time means a minimum 40-hour work week, except for 12-hour employees who must have a minimum of 42 hours averaged over a two work week period). Exceptions to the full-time definition are described in Article 1 Recognition, Article 17 Layoffs,

or in the case of voluntary employee reduction requests as described in this agreement. Paydays are on every other Friday unless that Friday falls on a City observed holiday in which case the payday will occur on the preceding workday that is not a City observed holiday; the only exception would be the Friday after Thanksgiving which falls on a City observed holiday but not a banking holiday so payday would still fall on that Friday even though it is a City observed holiday.

The parties agree that except as otherwise specified (such as in Article 7 Workers Compensation), “regular salary”, “salary”, “regular hourly wage” and “regular hourly rate of pay” (and any variation of that term) are defined as an employee’s regular hourly wage (which includes base hourly wage and all additions including but not limited to special duty pay, certification pay, bi-lingual pay and career recognition pay) as outlined on Appendix A.

Except for Lateral Hires, new employees will start at Step 1 and will remain at Step 1 until they have completed probation. Upon successful completion of probation, employees will move up to the next Step. All non-probationary employees will move to the next step on the wage scale the beginning of the pay period following the anniversary of their hire date. The annual step increase shall not be contingent upon performance review. Work performance issues will be addressed as they are identified and will not affect annual step increases.

Effective 7/1/2024 and retroactive to that date if execution occurs thereafter, all employees will receive wage increases and a new six-step pay scale will be established as follows: The number of steps will be increased from the current four steps to six steps; the current base wages for Police Officer and Sergeant classifications at Step 1 will be increased by eight percent (8%) to align those two classifications with the market. Police Officer and Sergeant classifications will receive an additional three percent (3%) COLA; the next step (Step 2) and each step thereafter will increase five percent (5%) from the previous step after the market adjustment and COLA have been calculated on Step 1. All other classifications at Step 1 will be increased by three percent (3%) COLA; the next step (Step 2) and each step thereafter will increase five percent (5%) from the previous step.

For initial placement on the new six-step pay scale, employees will be placed on the new pay scale at the highest step they qualify for, based on total months of service as outlined in the following paragraph (including all DPSST certified-time in the same field as the position they are serving in).

The normal progression on the pay scale will occur based on time of service as follows: Step 1 – date-of-hire through 18 months, Step 2 – 19 through 24 months, Step 3 – 25 through 36 months, Step 4 – 37 through 48 months, Step 5 – 49 through 60 months, Step 6 – 61 months and beyond). Lateral hires will initially be placed on the pay scale consistent with Article 27.

Retroactivity will include calculation and payment of any additional compensation above base wages.

Effective 7/1/2025, the base wages for all bargaining unit employees will be increased by three percent 3%.

Effective 7/1/2026, the base wages for all bargaining unit employees will be increased by three percent 3%.

11.2 Special Duty Pay. Employees assigned to Motorcycle Officer, School Resource Officer, or Detective shall receive special duty pay of four percent (4%) of the employee's base wage.

Employees assigned to Field Training Officer (FTO) shall receive special duty pay of five percent (5%) of the employee’s base wage for hours worked under such assignment.

Employees assigned to serve as Team Leader shall receive a premium of four percent (4%) in addition to their base rate.

Full-time Jail Officer positions will receive five percent (5%) of the employee’s base wage.

Employees who the City determines are competent to routinely act as bilingual employees based on Spanish fluency shall receive a premium of four percent (4%) of their base wage.

Employees assigned special duties which are compensated under this Article relating to Special Duty pay are assigned by the Chief of Police to serve in the assignment for a duration determined by the Police Chief and may be reassigned as deemed appropriate and timely by the Chief of Police.

11.3 Employees hired or promoted into the Sergeants classification shall start at a minimum of Step 2 on the Sergeant salary schedule or be placed at the next higher Sergeant step that pays at least 6% more than the top step in the Police Officers classification with Team Leader pay added, whichever provides higher compensation.

The Sergeants classification salary shall be twenty percent (20%) higher than corresponding steps of the Patrol Officer range.

Sergeants who possess a corrections certificate from DPSST shall receive an additional five percent (5%) of their base monthly wage. Officers who possess a corrections certificate from DPSST shall receive an additional four percent (4%) of their base monthly wage.

11.4 The City will match employee contributions up to sixty-nine dollars and twenty-four cents (\$69.24) per pay period into a deferred compensation program.

11.5 Career Recognition Pay: Employees who have the required years of service at the City of Lebanon shall be entitled to the following increase on the employee's base wage rate beginning with the next full pay period following:

- At the completion of 5 years (at the 61st month of service) 1%;
- At the completion of 9 years (at the 109th month of service) 2%;
- At the completion of 13 years (at the 157th month of service) 3%;
- At the completion of 17 years (at the 205th month of service) 4%.

11.6 Incorrect Payments

Any employee receiving any unauthorized payments or funds has the obligation to call such error to the attention of their supervisor once the overpayment is discovered.

- A. Except as otherwise stated herein, any employee who receives payments to which they are not entitled or authorized to receive, including but not limited to special duty pay, certification pay, bi-lingual pay, career recognition pay, overtime pay, step increases, or any other salary, wage, or reimbursement, and which the employee knew or reasonably should have known they were not entitled or authorized to receive, shall reimburse the City for the full amount of the overpayment except as otherwise stated herein.
- B. When an employee receives payments due to a clerical, technical, or computer error or due to a decision or act on the part of another City employee, through no fault of the receiving employee and where the receiving employee did not and could not reasonably have known what occurred, the employee will only be liable for and the City shall only recover any unauthorized payments for a period of three hundred sixty five (365) days preceding the date of discovery of the error.
- C. Repayment to the City: As soon as the overpayment is known, the City will recover overpayments specified in subsections A or B above. Payroll deductions may be used to repay the City for overpayments only when individual members voluntarily authorize such repayments in writing. If employees want to pay back overpayments using other available and lawful methods, they are free to do so. If there is an overpayment, the City will provide the impacted individual members with specific information detailing the amount the City is claiming to be owed and how the City calculated the amount; the City will also be available, upon request, for verbal consultation to ensure comprehension of the provided information. If the City fails to provide information or consultation, the employee will not be responsible for repaying the overpayment amount.

- D. Unless otherwise mutually agreed, repayments may be made over time per the following table: requests for repayment plans in excess of the number of payment periods list are subject to approval by the City.

Repayment Amount	Number of Pay Periods for Repayment
\$1-\$100	2
\$101-\$400	4
\$401-\$700	6
\$701--\$999	8
\$1,000 or greater	10

- E. Repayment to Employees: When a payment error occurs which results in a negative impact on an employee, upon notification by the employee and verification by the payroll division, payment to correct the error shall be made in the employee's paycheck for the current pay period.

ARTICLE 12 - EDUCATIONAL INCENTIVE PROGRAM

12.1 Intermediate Certificate

Each employee who possesses an Intermediate Certificate from the Department of Public Safety Standards and Training shall receive, in addition to their base hourly wage, three percent (3.0%) on the employee's base wage.

12.2 Advanced Certificate

Each employee who possesses an Advanced Certificate from the Department of Public Safety Standards and Training shall receive, in addition to their base hourly wage, a total of six percent (6.0%) on the employee's base wage.

12.3 Supervisory Certificate

Each employee who possesses a Supervisory Certificate from the Department of Public Safety Standards and Training shall receive, in addition to their base hourly wage, a total of seven percent (7%) on the employee's base wage.

12.4 Employees shall be eligible for compensation in this Article at the first of the pay period after the DPSST documentation has been submitted and approved by DPSST. There will be no retroactive payment for incentives in this Article (only regarding initial qualification of a certification pay level, not regarding Agreement ratification). Upon receipt of DPSST certification paperwork, the City will review and submit the paperwork within 10 business days or provide reasonable notice of delay. These incentives are not cumulative.

12.5 Education Reimbursement

The City of Lebanon shall encourage the employees to continue to develop themselves through special training and academic courses. The City of Lebanon will participate in an educational reimbursement program as follows, so long as the employee has made use of all available Law Enforcement Program Funds. The City has the right in its sole discretion to deny requests based upon lack of funds. The denial shall not be unreasonably denied. The educational class or training course must be in alignment with the job tasks assigned to the employee at the time the employee wishes to participate in the development course.

The employees seeking education reimbursement must have prior written approval from the Lieutenant, Captain or Chief of Police before course enrollment.

1. Where a program pays for the cost of tuition, but not the books, the City of Lebanon shall reimburse the employee for the cost of the books. The books are the property of the City and will be turned over to the Chief at the completion of the course.
2. Where other funds are not available to the employee, the City of Lebanon shall pay for books, and fifty percent (50%) of the cost of tuition.

3. The City of Lebanon shall reimburse upon successful completion of the course. To receive payment the employee must submit to the Chief of Police proof of completion of the course with a grade of "C" or better. The Course must have been approved in advance by the Chief of Police prior to taking the course. All core college classes that apply to an AA, AS, BA, or BS or MS in the Criminal Justice field or job-related, shall be considered eligible courses. Electives will be reimbursed based upon the job-relatedness of the course.
4. The cost of tuition and books will be paid by the City of Lebanon for all courses taken at the request of the City of Lebanon.

12.6 Incentives Compensation

Employees shall be entitled to compensation for Educational Incentives from the date the employee is both, eligible for certification and submits application for payment to the Police Department as of the first of the pay period after the paperwork is submitted to the City.

ARTICLE 13 – HOURS AND DAYS OF WORK

13.1 A normal workday is defined as a twenty-four (24) hour period commencing with the employee's scheduled shift day.

13.2 A normal work shift for full-time employees shall consist of either eight (8) hours per day on the basis of a five-day workweek (5-8 plan) or ten (10) hours per day on the basis of a four-day workweek (4-10 plan). The City also has the option to schedule employees to work twelve (12) hour workdays on a program normally requiring one hundred sixty-eight (168) hours of work in a twenty-eight (28) day period (12-hour plan). Should such program be adopted, the City reserves the unfettered right to revert back to a more traditional schedule at any time. If such a plan is adopted, then the parties elect an FLSA 7(k) work period of 28 days and 171 hours or any shorter period permissible. Work shifts for part-time employees are addressed in Article 28 – Regular Part-Time Employees

Except in cases of emergency or shift change, the weekly work schedule shall be consecutive days.

13.3 A normal workweek for full-time employees shall consist of a forty (40) hour shift schedule during a seven-day calendar period commencing midnight Sunday and ending at 11:59 p.m. on the following Saturday, except for employees on a 12-hour plan. Workweeks for part-time employees are addressed in Article 28 – Regular Part-Time Employees.

13.4 Shift schedules and shift changes will be posted at least ten (10) days in advance of the date such schedule is to take effect. However, all employees off work due to suspension, disability leave, or other cause will be considered to automatically be assigned to day shift (Monday through Friday) until their return to work and no advance notice of shift or schedule change will be required at either end of such leave.

Employees having less than eight (8) hours off between shifts for unforeseen work-related circumstances will be allowed to take Administrative Leave with pay. Police Administration recognizes an employee may be ordered to go home for on-the-job safety reasons that may include but are not limited to: employee or public safety, employee health or fatigue, and required quarantine or isolation due to on-the-job exposure of a communicable disease. If an employee is ordered to go home by Police Administration, no personal time shall be charged to the employee, and will be considered paid Administrative time off.

The Police Administration shall make the decision to order or schedule an employee off-duty unless circumstances require immediate action and Police Administration cannot be reached, in which case a Sergeant shall have the authority to order or schedule an employee off-duty. Sergeants will notify Police Administration as soon as possible by available forms of communication.

When an employee determines they are too fatigued to attend or complete a work shift due to non-work-related issues, the employee may request time off, including utilizing Sick Leave. If an employee who is at work appears too fatigued to work

safely due to non-work-related issues but chooses not to request time off, the employee may be ordered off-duty on administrative leave. The City maintains all rights under the labor agreement, including the right to discipline for just cause, if circumstances warrant.

13.5 The Chief of Police reserves the right to assign personnel to work shifts deemed necessary, and further may assign personnel to work a different shift, under emergency situations, so long as the aforementioned forty (40) hour workweek is not violated without proper compensation through the payment of overtime pay or compensatory time off.

13.6 Except in emergency situations, employees shall be granted meal and rest breaks according to the following:

Bargaining unit members may provide services in emergency situations which may preclude taking a break or meal period altogether or delay them. For all employees in the bargaining unit, breaks and meal periods are paid time, and, if missed, no additional compensation shall be due the employee. Employees and supervisors shall devote best efforts to facilitating that breaks and meal periods are taken within the shift.

Employees working an eight (8)-hour shift or ten (10)-hour shift shall have two paid fifteen (15)-minute breaks during the shift approximately halfway through each half of the shift. The twelve (12)-hour plan shall have three (3) paid ten (10)-minute breaks spread throughout the shift.

The eight (8)-hour shift shall have a thirty (30)-minute paid lunch period and the ten (10) and twelve (12)-hour shifts shall have a forty-five (45)-minute paid lunch period approximately midway in each shift.

Provisions of the subsection shall not apply to employees attending approved training or educational programs. In such cases, any rest periods or lunch breaks shall be as designated by the person(s) in charge of the program.

BOLI Rules Not Applicable:

The rules promulgated by the Bureau of Labor and Industries Commissioner pursuant to ORS 653.261(1) do not apply to employees covered by this collective bargaining agreement, which prescribes rules herein pertaining to conditions of employment, including meal periods and rest periods, as provided in this Article. The exclusive remedy for any alleged violation of these provisions shall be through Article 20 Settlement of Disputes.

13.7 Employees assigned to work as canine officers shall be granted seven and one-half hours of overtime at the rate of time and one half per pay period as compensation for necessary care and feeding of the animal. The time spent in the care and feeding of a police canine is deemed compensable at an alternate wage rate equal to the minimum wage for purposes of satisfying FLSA overtime requirements.

13.8 Off-duty Action. An employee who is off-duty and takes official action as authorized by law and is consistent with City policy shall be considered by the City to be on-duty.

ARTICLE 14 – OVERTIME

14.1 Time and one-half (1-1/2) the employee's regular hourly rate of pay will be paid for work under any of the following conditions:

1. All authorized work performed in excess of any scheduled work shift.
2. All authorized work performed in excess of forty (40) hours in any workweek for employees scheduled to work eight (8)- or ten (10)-hour shifts or in excess of one hundred sixty-eight (168) hours in a twenty-eight (28) day period for employees on a 12-hour plan for which an FLSA 7(k) election is made.

3. Call-back for purposes outside the aforementioned scheduled work shift, forty-hour (40) work week, minimum time guaranteed for overtime compensation being three (3) hours, but not limited thereto (the minimum referred to above does not apply to scheduled department meetings, limited to one per year). For the purpose of call-back when an immediate call-out of personnel is necessary, the Department shall utilize the callback PROTOCOL under Section 14.3.

Employees who are scheduled to work an upcoming shift and are called in for overtime less than 3 hours prior to their shift, will receive straight overtime for actual hours worked. Call-back, as provided in Article 14.1, section 3, does not apply.

Minimum payment for court time is three (3) hours except when court is held within one (1) hour of the termination or start of employee's scheduled shift, on which occasion employee will receive overtime pay until the conclusion of said trial or their shift begins, whichever is the lesser. This includes civil court time when the matter is related to an employee's duties as an employee of the City of Lebanon. However, court time incurred in the employ of another jurisdiction shall not qualify under this contract.

All overtime and call-back is to be authorized by management personnel or such other personnel as determined by the Chief of Police.

All overtime compensation shall be in the form of compensatory time off or cash. All overtime paid will be at the rate earned.

For the purposes of mandatory in-service training for sworn personnel, the department may, once per yearly quarter, schedule employees to training duty that is not subject to overtime, except as provided by the FLSA. (40-hour employees over 40 hours in a work week, or 12-hour shift employees working more than 171 hours in a 28-day period.) In-service training is considered mandatory unless the employee is excused by their immediate supervisor or member of the department's administration.

Employees will be compensated for each such training day by receiving one shift credit (based on the employee's schedule at the time of the training) into a training bank at straight time hours and those hours may be requested as paid time off from work, treated in the same manner as compensatory time off requests. The training time bank will have a maximum accrual of 48 hours but if an employee exceeds the cap due to training hours time off requests being denied, any such training hours over the cap will be paid as additional straight time hours.

In-service training will be a minimum of an 8-hour shift, not to exceed a 12-hour shift. In circumstances that an in-service training shift goes beyond an 8-hour shift, and does not exceed a 12-hour shift, that time is not subject to overtime. If employees attend mandatory in-service during a regularly scheduled work shift, the employee will complete their regularly scheduled shift.

14.2 Compensatory time may be accumulated to a maximum of eighty-four (84) hours, to be taken at a mutually agreeable time, based on the operating needs of the Department. Upon termination, an employee shall receive cash for all hours accrued in the comp bank.

14.3 Immediate Call-Out Protocol

The initial immediate call-out protocol has been agreed-upon prior to execution of the CBA. For ease of future changes to the operational protocol, the protocol will be maintained in a Letter of Agreement and the parties agree to bargain any proposed changes in the protocol as necessary. Although the LOA itself does not appear in the CBA, it will be considered incorporated into the CBA and will be enforceable.

ARTICLE 15 - WORK ASSIGNMENT IN HIGHER CLASSIFICATION

When an employee within the bargaining unit is appointed by the Chief of Police to an Acting in Capacity (AIC) Sergeant to substantially perform the duties and responsibilities of a higher classification for a period of two work weeks or longer they shall be paid for all time worked in the higher classification at the lowest step in the higher classification which is at least ten percent (10%) above the employee's current rate of pay. The Chief shall have the authority to designate the AIC Officer in the absence of a Shift Sergeant. Such designation shall be in writing.

In the event the City creates a supervisory assignment of greater rank than Sergeant, at the discretion of the Chief of Police, bargaining unit members may be promoted into the position, or assigned voluntarily to serve at the pleasure of the Police Chief in the higher-ranking position. In the event of an assignment, the person so assigned may be returned to their regular classification administratively and without loss of seniority or discredit of any kind, however for the duration of the assignment the employee shall be deemed a supervisor for all purposes. If a Sergeant assigned at a higher rank warrants economic discipline the employee shall retain grievance rights and substantive job protection of this Agreement pertaining to the rank and position held at the time of assignment to the higher position. If the City elects to assign, then it shall not assign more than two subordinates to a command classification.

ARTICLE 16 - SENIORITY/PROBATIONARY PERIOD

16.1 Seniority

Classification seniority shall mean the length of continuous service in the following classifications: Sergeants, Police Officers, Code Enforcement Officers, Community Services Officers, Communications Specialist, Communications Supervisor (retaining seniority as previous Communication Specialist), Records Clerks, and Records Supervisor/Crime Analyst (retaining seniority as previous Records Clerks). Classification seniority accrued in one classification shall not apply to classification seniority in another classification.

In the event of a layoff and rehire within a classification, classification seniority shall prevail. An employee with classification seniority in more than one of the classifications listed above shall have the right to use their respective classification seniority for bumping privileges into the other classifications.

As applies to vacation scheduling, classification seniority shall prevail, provided said scheduling is compatible with the operating needs of the Department.

If an employee is promoted out of the bargaining unit and does not succeed in that position within the designated probationary period, their shall return to the bargaining unit and same classification without loss of seniority accumulated in the bargaining unit.

16.2 The City will provide the Union with a copy of the Seniority List on July 1st of each year. Any errors in the posted list shall be reported to the Police Chief within fifteen (15) working days of the date of the posting.

16.3 An employee shall lose all seniority in the event of voluntarily quitting or discharge, failure to return from layoff within thirty (30) calendar days following notification by registered letter or failure to return from a leave of absence within three (3) normal business days following the expiration of such leave.

16.4 Seniority shall not accrue during unpaid leaves of absences, unless otherwise proscribed by law.

16.5 Probationary Period

Except for Lateral Hires, every new employee hired into the bargaining unit shall serve a probationary period of eighteen (18) full months. Lateral Hires shall serve a probationary period of twelve (12) months. Probation for a regular employee in a promoted classification shall be twelve (12) months.

The Association recognizes the right of the City to terminate new employees on probationary status at any time for any reason without recourse to appeal, and to exercise all rights not specifically modified by this Agreement with respect to such employees, including but not limited to the assignment of the right of the City to demote an employee on twelve (12) month promotional probationary status to their previous position.

16.6 If the City decides to eliminate the twelve (12) hour plan, the Chief shall designate the initial team members and shift. If the City elects a five-eight (5-8) or four-ten (4-10) plan under Article 13.1 of this Agreement, then the City shall determine shift and days off availability by classification and the duration of rotations. Employees shall bid based on seniority by classification. Over a period of sixteen (16) months each employee shall bid at least three (3) of the available shifts (days, swing, graveyard and relief). The City may depart from seniority to schedule as required for training of a new employee, for special assignments (School Resource Officer, Detective and multi-disciplinary task force assignments, Motor Officers and Patrol relief-shift Officers, if any, and for the duration of assignment to a special school or academy).

ARTICLE 17 - LAYOFF

17.1 If the City should reduce its work force, layoffs shall be made within each job classification in the department on the basis of classification seniority. If layoffs are going to be necessary, the City shall (as soon as practicable) notify the Association and also seek employees who would agree to voluntarily reduce their work hours to not less than 20 hours per work week; if multiple employees within a job classification volunteer to reduce their work hours the reduced hour positions will be awarded to the highest seniority employee first, then in descending order. Reduced-hour employees will be considered regular full-time employees for the period of reduced hours for benefit purposes; accruals will be pro-rated. The reduced-hour employees may return to regular full-time employee status upon not less than two (2) weeks' notice to the City. The City agrees to notify the Association of all matters regarding reduced-hour employees and their status changes. Employees who voluntarily reduced hours in lieu of layoff will be offered full-time hours prior to initiation of the recall process as outlined in 17.4. As budget allows, after a layoff process, all existing FTE's will be reinstated per Article 1.2.

17.2 The City agrees to notify the Association and the employees (simultaneously), not less than two (2) weeks prior to any layoff by forwarding the name and classifications of the employees to be laid off.

17.3 An employee who has been displaced to another job shall be given first consideration in filling a vacancy in their previous classification and department for a period of one year, provided that no senior employee in that classification is currently on layoff status.

17.4 Employees on layoff shall be eligible for recall for a period of fourteen (14) months after the effective date of the layoff. Laid-off employees will be called back to work based on descending order of classification seniority. No new bargaining unit employees will be hired in any classification until all laid off employees from that classification have been given an opportunity to return in accordance with this Agreement.

17.5 It shall be the responsibility of the employees laid off to keep the City informed of the address at which they may be reached, and re-employment shall be offered in person or by registered mail addressed to the last address furnished by the employee. When an offer of re-employment has been made, the former employee shall advise the City of acceptance within one (1) calendar week and shall report for duty within ten (10) days of the receipt of the notification by the City, unless prevented by just cause from reporting within the time period. An employee who fails to accept re-employment when offered by the City in accordance with provisions of this Article shall be deemed to have forfeited all rights hereunder.

17.6 Employees laid off shall, if re-employed within fourteen (14) months, be paid at the appropriate wage rate at the time of layoff in the classification at which re-employed.

17.7 Employees accepting demotions for the purpose of maintaining continuation of employment shall receive corresponding wage rate for the period of service in the classification to which they may be transferred.

ARTICLE 18 – DISCIPLINARY PROCESS

18.1 If the City has reason to discipline an employee, it shall be done in a manner that is least likely to embarrass the employee before other employees or the public.

18.2 Discipline for regular employees shall only be for just cause and will normally be progressive beginning with:

1. Written reprimand,
2. Suspension,
3. Demotion,
4. Discharge.

Some alternative forms of discipline may occasionally be used if more appropriate to a circumstance than those listed above. If a violation of City policy or work practices is of a serious enough nature, an employee may be suspended and/or discharged without prior disciplinary warnings.

Corrective actions: The parties acknowledge the needs of management and employees' immediate supervisors to provide counseling and corrective action to assist employees with work performance. Corrective actions may include counseling memos, performance notations, letters of confirmation of verbal counseling or letters of expectation. These are less-formal means of resolving issues of performance and are not considered disciplinary, therefore are not subject to the grievance process. Counseling may serve as notice to the employee for future discipline. Counseling memos will be maintained in the supervisory file for up to twelve (12) months or the next annual written evaluation or evaluation waiver, whichever is later, if there are no repeat instance of the same or similar conduct. Upon request, an employee may review and request copies of counseling documents in their supervisory file. The employee may submit a written rebuttal to be placed in the supervisory file with the counseling memo. At the time the counseling memo is removed from the supervisory file, the rebuttal shall also be removed. If the counseling memo is referenced in the employee's formal performance evaluation, the employee may submit a new rebuttal or the prior counseling rebuttal. Nothing in this section shall be construed to prevent or prohibit the Police Chief or superior officer from discussing operational matters with employees.

18.3 Pre-disciplinary "due process" shall be provided in cases of economic discipline and means written notice of the charges and the facts upon which the charges are based, notice of the maximum range of discipline under consideration, and an opportunity to meet with the decision maker or their designee in order to correct any errors in the record and explain. If the essential facts which support the allegations are not described in detail in the written notice, the City shall provide the Association and the affected employee with all the documents which are relied upon. If a grievance is filed challenging discipline, documents upon which the City has relied shall be provided to the Association and the affected employee if the City has not already done so, and the reasons for the discipline shall not be expanded at a later date, except in such cases where further evidence pertinent to the situation is subsequently discovered.

Notices of disciplinary action shall be retained as the employee's ongoing employment record. For purposes of use in progressive discipline, notices of written reprimands shall be deemed to be stale and removed upon request from an employee's personnel file eighteen (18) months after issuance and letters of suspension or demotion shall be deemed to be stale and removed upon request from an employee's personnel file thirty-six (36) months after they have been issued, unless the employee receives additional discipline for like offenses within the stated period. If that occurs, the original discipline may

be used in progressive discipline. All removed records will be retained by the City in a separate file during the Oregon Public Records retention time period.

ARTICLE 19 – PERSONNEL FILE

Any employee upon their request, and at a mutually-agreeable time, shall have access to their personnel file. Any employee may request management to reproduce their personnel file in part or in full for their individual use, and such reproduction will be accomplished as soon as is practicable.

No information that reflects negatively upon an employee shall be placed in an employee's personnel file unless the employee has had the opportunity to read and sign the document. In addition, each employee shall have the opportunity to read and sign any evaluations prior to being placed in their personnel file. Employees shall have the right to respond in writing to such material and such response shall be attached thereto.

ARTICLE 20 – SETTLEMENT OF DISPUTES

20.1 For the purpose of this contract, a grievance is defined as a dispute about meaning or interpretation of a particular clause of this contract or about alleged violation of the contract. Corrective actions, as defined in Article 18, shall not be subject to the grievance procedure.

20.2 Grievances will be processed in the following manner and within the following time limits:

Step 1. The employee will meet informally with their immediate supervisor to discuss the problem. If the problem is not resolved at this level, the employee may file a formal grievance as described below.

Step 2. The grievance shall be reduced to writing, signed by the employee and/or the Association and shall include the following information:

- (a) A statement of the grievance and the facts upon which it is based;
- (b) Remedial Action or request;
- (c) The section of the contract to which the grievance relates.

The grievance will be submitted by the employee within fourteen (14) calendar days commencing on the day after learning the facts leading to the grievance, to the first level of supervision outside the bargaining unit in case of non-supervisory personnel, or to the Police Chief in the case of supervisors.

The supervisor shall respond within fourteen (14) calendar days. If the matter is not resolved in Step 2, the matter can be moved to Step 3 as described below.

Step 3. The grievance along with all pertinent information shall be submitted to the Chief of Police by the Association and Local 223. The Chief of Police and/or the City Manager shall meet with the aggrieved party and the Association representative and shall render a decision within fourteen (14) days, excluding Saturdays, Sundays and Holidays, beginning with the day after the written grievance is received. If the grievance cannot be resolved within this period of time, it shall be forwarded to Step 4. The Association representative shall notify the City of intent to proceed to Step 4 in writing, within fourteen (14) calendar days of the rendering of the decision in Step 3 or the matter shall be considered dropped.

Step 4. Mediation. In the event no agreement is reached in Step 3, the parties may mutually agree to mediation. The parties will agree to a mutually acceptable mediator or agree to use a mediator appointed by the ERB or other agreed provider. Costs for the mediator shall be shared. Mediation will have a cap of 90 days from notice of election to mediate. The parties must meet at least twice in the mediation process, unless otherwise agreed, and the parties

agree to act in good faith to resolve the dispute. If the grievance remains unsettled after the 90 days, either party may move to Step 5, Binding Arbitration.

Step 5 Arbitration. If the grievance is still unsettled after Step 4, and if the grievance involves discipline of a law enforcement officer (as designated, currently under ORS 243.808), the moving party agrees to request an arbitrator consistent with Oregon Law (currently ORS 243.808) in accordance with the process established by the Employment Relations Board with simultaneous notice to the other party and within ten (10) working days after the conclusion of the above-applicable grievance steps.

If the grievance is still unsettled after completion of Step 4 and if the grievance does not involve discipline of a law enforcement officer (as designated, currently under ORS 243.808), arbitration may be requested. Request for Arbitration by the moving party must be within the next 30 days or the grievance ends. The parties may mutually agree to extend the 90 days, but such must occur before the expiration of the initial 90 days. An arbitrator shall be selected in the following manner: A list of nine (9) arbitrators shall be requested from the Employment Relations Board and the parties shall alternately strike one name from the list until only one name is left. The toss of a coin shall decide whether the City or the Association strikes the first name. The one name remaining after such striking shall be the arbitrator. One day will be allowed for the striking of each name.

In all grievances, the arbitrator shall be asked to render a decision within thirty (30) calendar days. The power of the arbitrator shall be limited to interpreting of this contract and/or determining if it has been violated. He shall have no power to alter, modify, add to or subtract from the terms of the Agreement. The decision shall be binding on both parties. The cost of the arbitrator's fees and expenses shall be shared equally by the parties.

20.3 Any or all time limits specified in the grievance procedure may be waived by mutual consent of the Association and the City. Failure to submit the grievance in accordance with these time limits without such waiver shall constitute abandonment of the grievance. Failure of the City to adhere to timeliness contained in this Article shall result in the grievance moving to the next step.

20.4 A grievance may be terminated at any time upon receipt of a signed statement from the employee or from the Association that the matter has been resolved.

ARTICLE 21 – UNIFORMS AND EQUIPMENT

21.1 Authorized uniforms and protective equipment as required by the department or academy will be furnished by the City to each employee with replacement of the same when necessary through wear, destruction or changing of the uniform or equipment. Equipment lost or damaged negligently may be replaced at the employee's expense.

21.2 Uniformed Employees. Uniform cleaning will be furnished by the City. Such cleaning shall be limited to duty uniforms. Necessary cleaning of authorized uniforms will continue in accordance with past or otherwise approved Police practices.

21.3 Detective Assignments. Employees assigned to the detective division shall receive reimbursement up to \$250 per fiscal year upon submission of receipts, or up to \$500 at the discretion of the Chief of Police. All receipts are to be submitted by June 1st of each year and the reimbursement will be paid in the month of June.

21.4 Footwear. Employees who are issued uniforms shall be provided reimbursement for patrol suitable footwear up to four hundred and fifty dollars (\$450.00) every two (2) years (this does not limit replacement of footwear damaged in the line of duty). Employees will request Administrative approval prior to purchase including advising of the intended type of footwear and requests for purchase will be approved unless the intended type of footwear is unreasonable for uniformed patrol use.

ARTICLE 22 - TRAVEL

22.1 The City will reimburse employees at the I.R.S. rate in effect the previous January 1 for all miles traveled whenever they are directed and authorized to use their personal vehicles for approved Police Department business. When lodging is provided on the premises at the travel location and the stay is authorized by the City, only one round-trip per seven-day period will be reimbursed to the employee.

ARTICLE 23 - NO STRIKE CLAUSE

23.1 During the term of this Agreement, the Association and members of the bargaining unit, as individuals or as a group, will not initiate, cause, permit or participate or join in any strike, work stoppage or slowdown, or any other interruption of City services. Employees in the bargaining unit, while acting in the course of their employment, shall not honor any picket line established in the City by the Union, or by any other labor organization when called upon to cross such picket line. Disciplinary action, including discharge, may be taken by the City against any employee or employees engaged in a violation of this Article.

ARTICLE 24 - MANAGEMENT RIGHTS

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

1. To direct and supervise all operations, functions and policies of the Department in which the employees in the bargaining unit are employed;
2. To manage and direct the work force, including, but not limited to the right to determine and retain employees; the right to determine schedules of work; the right to purchase, dispose of and assign equipment or supplies;
3. To determine the need for a reduction or an increase in the workforce;
4. To establish, revise and implement standards for hiring, classification, promotion, quality of work, safety, materials and equipment;
5. To implement new and to revise or discard, wholly or in part, old procedures, materials, equipment, facilities and standards;
6. To discipline, suspend, demote or discharge an employee so long as such action is not arbitrary, in bad faith, or without just cause (except a probationary employee)

Management rights, except where abridged by specific provisions of this Agreement, are not subject to the grievance procedure.

ARTICLE 25 - SAVINGS CLAUSE

25.1 The provisions of this contract are declared to be severable, and if any section, subsection, sentence, clause or phrase of this Agreement shall for any reason be held to be invalid or unconstitutional by legislative or judicial authority, such decision shall not affect the validity of the remaining sections, sentences, clauses and phrases of this agreement, but they shall remain in effect, it being the intent of the parties that this Agreement shall stand, notwithstanding the invalidity of any part.

In the event that any section, subsection, clause or phrase of this agreement is held to be invalid or unconstitutional, the parties shall meet within forty-five (45) calendar days of receiving the information regarding invalidity or unconstitutionality to negotiate a replacement that to the extent legally allowable, serves the same purpose as the severed language. If an agreement on suitable replacement language is not reached within ninety (90) calendar days of the party's first meeting, interest arbitration on that issue may be initiated by either party.

ARTICLE 26 - TERM OF AGREEMENT

26.1 This Contract shall be effective upon execution and remain in full force and effect until June 30, 2027. It shall remain in full force and effect from year to year thereafter, unless either the City or the Association, or both, shall serve written notice on the other party no later than January 31 of the year in which the Agreement expires, of its desire to modify the Agreement for any reason. Any economic increases provided by this contract will be effective as noted.

The parties acknowledge that during the negotiations which resulted in this Agreement, each had the unlimited right and opportunity to make demands and proposals with respect to any subject or matter appropriate for collective bargaining and that the understandings and agreements arrived at by the parties after the exercise of that right and opportunity are set forth in this Agreement. Therefore, the City and the Association, for the life of this Agreement, each voluntarily and unqualifiedly waives the right, and each agrees that the other shall not be obligated to bargain collectively with respect to any subject or matter, even though such subjects or matters may not have been within the knowledge or contemplation of either or both of the parties at the time that they negotiated or signed this Agreement.

In the event that both parties find any non-cost section of this contract mutually unacceptable, the parties may develop a joint administrative memorandum to define the new procedure under which they both agree to operate.

This contract may be opened at any time during the duration thereof by mutual agreement of both parties.

All terms and conditions of employment not covered by this Agreement shall continue to be subject to the City's direction and control.

ARTICLE 27 - MISCELLANEOUS

27.1 Historical Clause. Any non-written historical benefit that has not been used during a period of four (4) years shall cease to be interpreted as a historical benefit.

27.2 Social Media Access. The City agrees it will not invoke ORS 659A.330 (7) (as amended by HB 2936 in the 2021 regular legislative session) and will abide by the rest of the language in ORS 659A.330.

27.3 Use of Physical Force.

An employee involved in a use of physical force situation, with their representatives, will be allowed an opportunity to hear/view audio or video recordings created by the involved employee about the incident in the possession of the agency prior to providing a formal statement (written or verbal) after any use of physical force (which includes use of deadly force). Employees involved in the use of deadly physical force will be allowed to consult with an attorney (or agent of an attorney) prior to being required to give an oral or written statement about the use of deadly physical force. Prior to such consultation, an employee may be required to immediately provide a very limited Public Safety Statement in order to assist with suspect identification, provision of medical care or secure perishable evidence. The right to consult with an attorney or agent will not unduly delay the giving of the public safety statement or hinder the immediate processing of an ongoing incident.

27.4 Video and Audio Recordings.

Employees will be allowed an opportunity to hear/view audio or video recordings created by the involved employee about any incident in the possession of the agency prior to writing any report.

27.5 Recruitment Referral Incentive.

The City and the Association recognize the current competitive recruitment market and the value of engaging existing employees in recruiting qualified new police officers to the City. To recognize employee initiative in the recruitment process outside of Department-sponsored recruitment activities, the City will credit a referring employee with a one-time gross bonus (all applicable payroll taxes will be withheld) of \$2,000 for an entry level police officer and \$4,000 for a lateral police officer under the following circumstances:

- A. The new employee must be offered, accept employment, hired by the City, and successfully complete probationary period.
- B. The new employee must have credited the referring employee by name and in writing on their employment application as their source on the job opening; the City will ensure this field is readily identified and encouraged on all applications. Only one referring employee per new hire shall be eligible for the bonus and the bonus shall only apply to referrals separate from a Department-sponsored recruitment activity.
- C. The bonus will be awarded to the referring employee on the next available regular paycheck following the new employee's successful completion of probationary period.

27.6 Lateral Hires.

A Lateral Hire is a newly hired but experienced employee who is already certified by Oregon's Department of Public Safety Standards and Training (DPSST) in their job classification or who has the Basic Course waived by Oregon's DPSST. Lateral hires will start at a pay step consistent with their years of experience in the same field as the position they are being hired into. Lateral hires will be prescribed all incentive pay, certification pay and benefits for which they qualify and consistent with the Lateral Hire's qualifications and years of experience in their field.

Upon hire, Lateral Hires will receive credit for time already served in their previous relevant positions for placement on the vacation accrual scale. Lateral Hires will be credited with 40 hours of vacation upon hire. Lateral Hires shall be eligible to request leave immediately upon hire (subject to approval) and shall not be eligible to cash out vacation leave during their probationary period.

Upon hire, Lateral Hires will be credited with 40 hours of sick leave and shall be eligible to utilize sick leave immediately.

Lateral Hires shall serve a probationary period of 12 months.

27.7 Range Membership.

The City will pay for annual memberships to the Albany Rifle and Pistol Club for any employee who is authorized to carry a firearm as part of their duties and who requests membership in writing to the Chief of Police or designee. Any associated training/orientation required for membership will be the responsibility of the employee and will not be considered paid work time. Any use of the range by an authorized employee is considered non-work time and should not interfere with scheduled work time.

27.8 Recruiting and Retention Plan.

The City agrees to collaborate with the Association and be transparent regarding any recruiting and retention plan when one is developed.

ARTICLE 28 – REGULAR PART-TIME EMPLOYEES

28.1 General. Unless otherwise specified in the Agreement, regular part-time (regular twenty hours per week or more) employees in the bargaining unit will receive (and be able to utilize) the same compensation, benefits and working conditions as regular full-time employees.

28.2 Work Shift. A normal work shift for regular part-time employees shall consist of at least four (4) hours per day on the basis of a five-day workweek or at least five (5) hours per day on the basis of a four-day workweek, or any other schedule mutually agreed upon in writing between the regular part-time employee and the Department.

28.3 Work Week. For regular part-time employees, a normal workweek shall consist of at least a twenty (20) hour but less than a forty (40) hour shift schedule during a seven-day calendar period commencing midnight Sunday and ending at 11:59 p.m. on the following Saturday.

28.4 Accruals. Regular part-time employees in the bargaining unit will receive prorated accrual hours (regarding all types of accruals including but not limited to holiday hours, vacation hours and sick hours), consistent with their regular hours of work and will be able to utilize those accruals under the same conditions as regular full-time employees.

28.5 Compensation. In addition to base hourly wages, regular part-time employees in the bargaining unit will receive all additional compensation outlined in the Agreement, even if the language specifies “full-time” employees, including but not limited to special duty pay, longevity pay and certification pay.

28.6 Transition Between Full-Time and Temporary Part-Time Status. If a regular full-time employee voluntarily requests to temporarily reduce their work hours to part-time (not less than 20 hours per work week), the City and the Association will consider the request. If both the City and the Association agree to the request, the requesting employee will temporarily become a regular part-time employee for the agreed-upon period of reduced hours (not to exceed six months) and will return to regular full-time employee status after that period. The reduced-hour employee may return to regular full-time employee status at any time upon not less than two (2) weeks’ notice to the City. The City agrees to notify the Association of all matters regarding reduced-hour employees and their status changes.

This Agreement is signed on this 23rd day of July 2024 by the Lebanon Police Association (Teamsters Local 223), and the City of Lebanon.

For the City

Kenneth Jackola
Kenneth Jackola (Jul 26, 2024 10:39 PDT)

Ken Jackola
Mayor, City of Lebanon
Date:

Ron Whitlatch
Ron Whitlatch (Aug 5, 2024 06:58 PDT)

Ron Whitlatch
Interim City Manager, City of Lebanon
Date:

Frank Stevenson
Frank Stevenson (Jul 23, 2024 15:08 PDT)

Frank Stevenson
Chief of Police, Lebanon Police Department
Date:

Angela Solesbee
Angela Solesbee (Jul 23, 2024 12:46 PDT)

Angela Solesbee
HR Director, City of Lebanon
Date:

For the Union

Timothy Trahan
Timothy Trahan (Jul 23, 2024 13:08 PDT)

Timothy Trahan
Lebanon Police Association President
Date:

Erich Schoen 07/23/24
Erich Schoen 07/23/24 (Jul 23, 2024 12:44 PDT)

Erich Schoen
Lebanon Police Association Vice President
Date:

Michael Mann 223
Michael Mann 223 (Jul 23, 2024 16:31 PDT)

Michael Mann
Teamsters Local 223 Labor Representative
Date:

Austin DePaolo
Austin DePaolo (Jul 23, 2024 13:34 PDT)

Austin DePaolo
Teamsters Local 223 Secretary-Treasurer
Date:

APPENDIX A - SALARY SCHEDULE (HOURLY WAGES)
 Agreement between City of Lebanon and the Lebanon Police Association
 Salary ranges for the period July 1, 2024 through June 30, 2025

Classification	Step 1	Step 2	Step 3	Step 4	Step 5	Step 6
	0-18 Mo.	19-24 Mo.	25-36 Mo.	37-48 Mo.	49-60 Mo.	61+ Mo.
Sergeants – Base Salary (Hourly Base Wage) (Grade 9)	42.29	44.40	46.62	48.96	51.40	53.97
<i>Potential Additions to Base Salary</i>						
4.00% Detective	1.69	1.78	1.86	1.96	2.06	2.16
3.00% Intermediate Certification	1.27	1.33	1.40	1.47	1.54	1.62
5.00% Field Training Officer	2.11	2.22	2.33	2.45	2.57	2.70
6.00% Advanced Certification	2.54	2.66	2.80	2.94	3.08	3.24
7.00% Supervisory Certification	2.96	3.11	3.26	3.43	3.60	3.78
5.00% Corrections Certification	2.11	2.22	2.33	2.45	2.57	2.70
4.00% Bi-Lingual Fluency	1.69	1.78	1.86	1.96	2.06	2.16
<i>Career Recognition Pay - (Added to base salary)</i>						
1.00% Career Recognition Beginning at the 61st month of service (5 years)	0.42	0.44	0.47	0.49	0.51	0.54
2.00% Career Recognition Beginning at the 109th month of service (9 years)	0.85	0.89	0.93	0.98	1.03	1.08
3.00% Career Recognition Beginning at the 157th month of service (13 years)	1.27	1.33	1.40	1.47	1.54	1.62
4.00% Career Recognition Beginning at the 205th month of service (17 years)	1.69	1.78	1.86	1.96	2.06	2.16
Officers – Base Salary (Hourly Base Wage) (Grade 7)	35.24	37.00	38.85	40.79	42.83	44.98
<i>Potential Additions to Base Salary</i>						
4.00% Team Leader	1.41	1.48	1.55	1.63	1.71	1.80
5.00% Field Training Officer	1.76	1.85	1.94	2.04	2.14	2.25
4.00% School Resource	1.41	1.48	1.55	1.63	1.71	1.80
4.00% Detective	1.41	1.48	1.55	1.63	1.71	1.80
4.00% Motorcycle Officer	1.41	1.48	1.55	1.63	1.71	1.80
3.00% Intermediate Certification	1.06	1.11	1.17	1.22	1.29	1.35
6.00% Advanced Certification	2.11	2.22	2.33	2.45	2.57	2.70
7.00% Supervisory Certification	2.47	2.59	2.72	2.86	3.00	3.15
4.00% Corrections Certification	1.41	1.48	1.55	1.63	1.71	1.80
5.00% Jail Officer	1.76	1.85	1.94	2.04	2.14	2.25
4.00% Bi-Lingual Fluency	1.41	1.48	1.55	1.63	1.71	1.80
<i>Career Recognition Pay - (Added to base salary)</i>						
1.00% Career Recognition Beginning at the 61st month of service (5 years)	0.35	0.37	0.39	0.41	0.43	0.45
2.00% Career Recognition Beginning at the 109th month of service (9 years)	0.70	0.74	0.78	0.82	0.86	0.90
3.00% Career Recognition Beginning at the 157th month of service (13 years)	1.06	1.11	1.17	1.22	1.29	1.35
4.00% Career Recognition Beginning at the 205th month of service (17 years)	1.41	1.48	1.55	1.63	1.71	1.80
Community Policing Officer - Base Salary (Hourly Base Wage) (Grade 6)	31.09	32.64	34.28	35.99	37.79	39.68
<i>Potential Additions to Base Salary</i>						
3.00% Intermediate Certification	0.93	0.98	1.03	1.08	1.13	1.19
5.00% Field Training Officer	1.55	1.63	1.71	1.80	1.89	1.98
6.00% Advanced Certification	1.87	1.96	2.06	2.16	2.27	2.38
4.00% Bi-Lingual Fluency	1.24	1.31	1.37	1.44	1.51	1.59
<i>Career Recognition Pay - (Added to base salary)</i>						
1.00% Career Recognition Beginning at the 61st month of service (5 years)	0.31	0.33	0.34	0.36	0.38	0.40
2.00% Career Recognition Beginning at the 109th month of service (9 years)	0.62	0.65	0.69	0.72	0.76	0.79
3.00% Career Recognition Beginning at the 157th month of service (13 years)	0.93	0.98	1.03	1.08	1.13	1.19
4.00% Career Recognition Beginning at the 205th month of service (17 years)	1.24	1.31	1.37	1.44	1.51	1.59
Records Clerk II, Code Enforcement Officer, Communications Specialist, Community Services Officer - Base Salary (Hourly Base Wage) (Grade 5)	27.17	28.53	29.95	31.45	33.03	34.68
<i>Potential Additions to Base Salary</i>						
4.00% Team Leader	1.09	1.14	1.20	1.26	1.32	1.39
5.00% Field Training Officer	1.36	1.43	1.50	1.57	1.65	1.73
3.00% Intermediate Certification	0.82	0.86	0.90	0.94	0.99	1.04
6.00% Advanced Certification	1.63	1.71	1.80	1.89	1.98	2.08
4.00% Bi-Lingual Fluency	1.09	1.14	1.20	1.26	1.32	1.39
<i>Career Recognition Pay - (Added to base salary)</i>						
1.00% Career Recognition Beginning at the 61st month of service (5 years)	0.27	0.29	0.30	0.31	0.33	0.35
2.00% Career Recognition Beginning at the 109th month of service (9 years)	0.54	0.57	0.60	0.63	0.66	0.69
3.00% Career Recognition Beginning at the 157th month of service (13 years)	0.82	0.86	0.90	0.94	0.99	1.04
4.00% Career Recognition Beginning at the 205th month of service (17 years)	1.09	1.14	1.20	1.26	1.32	1.39
Records Clerk I - Base Salary (Hourly Base Wage) (Grade 3)	21.14	22.19	23.30	24.47	25.69	26.97
<i>Potential Additions to Base Salary</i>						
4.00% Bi-Lingual Fluency	0.85	0.89	0.93	0.98	1.03	1.08
<i>Career Recognition Pay - (Added to base salary)</i>						
1.00% Career Recognition Beginning at the 61st month of service (5 years)	0.21	0.22	0.23	0.24	0.26	0.27
2.00% Career Recognition Beginning at the 109th month of service (9 years)	0.42	0.44	0.47	0.42	0.51	0.54
3.00% Career Recognition Beginning at the 157th month of service (13 years)	0.63	0.67	0.70	0.63	0.77	0.81
4.00% Career Recognition Beginning at the 205th month of service (17 years)	0.85	0.89	0.93	0.85	1.03	1.08

APPENDIX B – DRUG AND ALCOHOL POLICY

If marijuana becomes decriminalized under Federal Law, this portion of the agreement may be re-opened by either party for bargaining on that specific topic.

Introduction

The City of Lebanon has a strong commitment to provide a safe workplace for its employees, and to establish programs promoting high standards of employee productivity. Consistent with that commitment, the City and Union have agreed to this Drug and Alcohol Policy to establish and maintain a safe and productive work environment.

Prohibited Conduct

If marijuana becomes decriminalized under Federal Law, this portion of the agreement may be re-opened by either party for bargaining on that specific topic.

The following conduct is strictly prohibited:

1. Buying, selling, transporting, distributing, or possessing drugs (excluding the possession of the employee's prescription medication, other than medical marijuana) or alcohol while on City property or while off City property performing work duties. "City property" includes all property owned, rented, leased or controlled by the City, including parking lots. It also extends to City equipment and vehicles on or off City property.
2. Reporting for work or returning to duty under the influence of alcohol or drugs, excluding prescribed medications, other than medical marijuana. An employee is considered to be "under the influence" if a prohibited substance is present in their body or, for substances measured by volume, is present beyond the agreed upon threshold limits set forth in the Department of Transportation "DOT" regulations.

(The rules governing reporting to work with prescribed medication present in the body are set forth below. For purposes of this Appendix, and Policy, marijuana, whether prescribed or not, remains a Schedule 1 controlled substance under Federal law and remains a prohibited substance under this Appendix and Policy).

3. Failing to promptly report convictions and or plea-bargains for an alcohol or drug related criminal offense. All drug and alcohol related convictions and plea bargaining agreements must be promptly reported to the Human Resources Manager. This obligation to disclose applies to all convictions or plea bargains, which occur after the effective date of this Agreement.
4. Failing to comply with City directives regarding enforcement of this policy, including but not limited to refusing to promptly submit to required testing.
5. Giving false, diluted, or altered urine samples and failure to comply with rehabilitation conditions imposed by the City or rehabilitation counselors.
6. Failing to comply with DOT or other applicable laws or regulations for those employees covered by such laws and regulations.

"Drugs" refers to all controlled substances as defined by law.

Employees who engage in any prohibited conduct will be subject to discipline, including discharge.

Mandatory Testing

The City may require an employee to immediately submit to blood, urine or breathalyzer testing to detect drugs or alcohol where:

1. The City has reasonable suspicion to believe that an employee has reported to work or returned to duty with alcohol and/or drugs present in their body.

Reasonable suspicion shall be defined as suspicion based on observations that the City can describe concerning the appearance, unusual behavior, speech, breath odor, body symptoms or other reliable indicators that an employee has consumed drugs and/or alcohol in violation of this policy.

In the event the City requires an employee to be tested in accordance with the reasonable suspicion testing rule, and the employee tests positive for any amount of drugs or alcohol present in their body, the test results shall be deemed conclusive evidence that a reasonable suspicion existed for the City to require the employee to submit to the test.

2. An employee is involved in any work-related accident which results in death or bodily injury to the employee, a coworker or another person or which results in any property damage beyond damage which is determined by the City to be de minimis.

In the event an employee is injured and is therefore unable to promptly consent to testing, the employee will be required to authorize a release of medical records to reveal whether drugs and/or alcohol were in their system at the time of the accident.

3. Required by DOT or other applicable laws or regulations.
4. Required pursuant to a rehabilitation agreement imposed by the City.

Prescribed Medication

Employees utilizing any prescribed medication, which is accompanied by warnings that the medication may impair mental or motor skills or cause drowsiness, must immediately report this treatment to their supervisor so a determination can be made regarding the effect of the medication on the employee's ability to safely perform their job. This section does not allow for the use of medical marijuana.

Searches

The City reserves the right to conduct searches of its vehicles, property or equipment at any time. The City reserves the right to require an employee to submit to a search of their possessions brought into the workplace if the City has reason to believe the employee is concealing drugs and/or alcohol in the item(s) being searched. The City will not request or require any employee to submit to a search of their body.

Safeguards

All testing will be done by a laboratory designated by the City, which is certified in accordance with the standards disseminated by the National Institute of Drug Abuse and Department of Transportation. Positive drug test results will be reported to the Human Resources Manager. All positive drug test results will be confirmed using GCMS methodology. Drug test results will be considered medical records and treated as confidential to the extent required by law.

The City will pay for the cost of any required testing and any required evaluation for drug and/or alcohol dependencies, which are not covered by the group insurance policy.

Employees who question the validity of the controlled substances test may request in writing a retest or a split sample test within seventy-two (72) hours of the results of the original test.

Rehabilitation

The City encourages employees who have drug and/or alcohol dependencies or think they may have such dependencies to seek assistance voluntarily. When an employee voluntarily reports a drug or alcohol dependency and seeks assistance, that

employee will be placed on a leave of absence or adjusted working hours to allow for inpatient or outpatient rehabilitation treatment as recommended by the rehabilitation counselors.

The employee will not be permitted to work until such time as a competent medical authority, approved by the City, has certified that the employee has controlled the problem and is able to safely perform their job duties. However, if an employee claims drug or alcohol dependencies *after* violating this policy, the employee will be subject to immediate discharge, irrespective of such dependencies.

The time an employee is off work undergoing rehabilitation is unpaid. However, employees may draw their unused, accumulated sick leave and/or vacation pay. Also, employees who are receiving health insurance coverage will be eligible for continuation of health insurance benefits with standard City contributions as required by the Family Medical Leave Act.

In order to continue working for the City, an employee seeking assistance must agree to all treatment, rehabilitation, after-care and follow-up testing as set forth in a written rehabilitation and return to work agreement required by the City.